

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**

FEDERAL D. GLOVER, *CHAIR*, 5TH DISTRICT
KAREN MITCHOFF, *VICE CHAIR*, 4TH DISTRICT
JOHN GIOIA, 1ST DISTRICT
CANDACE ANDERSEN, 2ND DISTRICT
DIANE BURGIS, 3RD 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 TWO (2) 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
March 7, 2017

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 Employees International Union Local 2015; 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. *Benjamin Whitener (Deceased) v. Contra Costa County*, WCAB Nos. ADJ1745108, ADJ6815846, ADJ8717159, ADJ9963952, ADJ8718672
2. *Contra Costa County v. David A. Stack, et al.*, Contra Costa County Superior Court Case

No. C16-00327

3. *Wagda v. Town of Danville, et al.*, United States District Court, Northern District of California Case No. 16-00488 MMC
4. *Keller Canyon Landfill Company v. County of Contra Costa, et al.*, Contra Costa County Superior Court Case No. C16-02062

C. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): Two potential cases

Initiation of litigation pursuant to Gov. Code, § 54956.9(d)(4): One potential case

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

Inspirational Thought- "Progress lies not in enhancing what is, but in advancing toward what will be." ~ Khalil Gibran

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.89 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 recognizing March 2017 as National Social Workers' Month in Contra Costa County. (Kathy Gallagher, Employment and Human Services Director)
- PR.2** PRESENTATION honoring County employees for their many years of service to Contra Costa County:
- **Michael Stevens**, for his 20 years of service, to be presented by Julie Bueren, Public Works Director
 - **Ruben Aguilar**, for his 36 years of service, to be presented by Julie Bueren, Public Works Director
 - **Steve Morioka**, for his 25 years of service, to be presented by Randy Sawyer, Health Services Department
 - **Maria Duazo**, for her 25 years of service, to be presented by Randy Sawyer, Health Services Department

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

- D.3** CONSIDER accepting the County's Industrial Safety Ordinance Annual Report. (Randy Sawyer, Chief Environmental Health and Hazardous Materials Officer)

- D.4** CONSIDER approving and authorizing the Health Services Director, or designee, to execute a contract amendment with All Health Services Corporation, effective February 1, 2017, to increase the payment limit by \$600,000, from \$3,842,000 to a new payment limit of \$4,442,000 and change the termination date from September 30, 2017 to April 30, 2017, or authorize other appropriate action. (William Walker, M.D., Health Services Director)
- D.5** CONSIDER approving and authorizing the Auditor-Controller, or designee, to pay an amount not to exceed \$95,000 to CareerStaff Unlimited, Inc., for temporary help services at Contra Costa Regional Medical Center and Health Centers, and approving and authorizing the Health Services Director, or designee, to execute a contract with CareerStaff Unlimited, Inc., in an amount not to exceed \$30,000 for the period March 8, 2017 through April 30, 2017. (William Walker, M.D., Health Services Director)
- D.6** CONSIDER approving and authorizing the hiring of Ed Diokno, Senior District Representative in the District V Office, as a temporary County employee for the period March 8, 2017 through March 7, 2018. (Supervisor Glover)
- D.7** CONSIDER adopting Resolution No. 2017/79 approving the Side Letter between Contra Costa County and the Physicians' and Dentists' Organization of Contra Costa (PDOCC) modifying the Preamble and Section 35.4 Duration of Agreement of the memorandum of understanding to extend the contract from February 28, 2017 through April 30, 2017. (David Twa, County Administrator)
- D.8** HEARING on proposed implementation of the property tax cost recovery provisions of Revenue and Taxation Code 95.3; CONSIDER adopting report from the Auditor-Controller filed on January 17, 2017, of the 2015/16 fiscal year property tax-related costs, including the proposed charges against each local jurisdiction excepting school entities, and CONSIDER adopting Resolution No. 2017/21 regarding implementation of Revenue and Taxation Code 95.3 for fiscal year 2016/17. (Lisa Driscoll, County Administrator's Office)

D. 9 CONSIDER reports of Board members.

Closed Session

ADJOURN in memory of

Terri Williamson

former Mayor of Pleasant Hill
and

Landrin Kelly

Founder of the Youth Violence Prevention Organization, Richmond

CONSENT ITEMS

Road and Transportation

- C. 1** APPROVE the Bay Point Sign Upgrade Project and related actions under the California Environmental Quality Act; and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Bay Point area. (100% Highway Safety Improvement Program Funds)
- C. 2** ACCEPT the 2016 Semi-Annual report of real estate acquisition acceptances dated July 1 through December 31, 2016, approved by the Public Works Director as submitted, Bay Point, Brentwood, Byron, Clayton, and Martinez areas. (No fiscal impact)
- C. 3** ADOPT Resolution No. 2017/84 finding and declaring that an emergency exists and AUTHORIZE the Public Works Director to proceed in the most expeditious manner with the Morgan Territory Road Slide Repair Project, Clayton area. (100% Local Road Funds)

Special Districts & County Airports

- C. 4** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Jordan Rose for a T-hangar at Buchanan Field Airport effective February 19, 2017 in the monthly amount of \$394.10. (100% Airport Enterprise Fund)
- C. 5** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment, effective January 1, 2017, with the Contra Costa Centre Association, to increase the annual payment limit by \$65,000 to a new annual payment limit of \$154,400, with no change to the contract term, to provide special project improvements and routine landscape and graffiti abatement services for Countywide Lighting and Landscaping District (LL-2) Zone 7 and Walden Green, Pleasant Hill area. (11% from LL-2 Zone 7 funds and 89% from Successor Agency Contra Costa Centre Capital Tax Allocation Bonds)
- C. 6** APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District, or designee, to execute a contract amendment with Carl Morrison & Associates, Inc., to extend the term from March 13, 2017 through March 13, 2019 and increase the payment limit by \$200,000 to a new payment limit of \$700,000, to provide on-call Flood Control District program support and coordination services, Countywide. (100% Various Flood Control Funds)

- C. 7** APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District, or designee, to execute a contract amendment with Horizon Water and Environment, LLC, to extend the term from March 13, 2017 through March 13, 2019 and increase the payment limit by \$200,000 to a new payment limit of \$700,000, to provide on-call Flood Control District program support and coordination services, Countywide. (100% Various Flood Control Funds)
- C. 8** APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District, or designee, to execute a contract amendment with Watershed Resources Consulting, to extend the term from March 13, 2017 through March 13, 2019 and increase the payment limit by \$200,000 to a new payment limit of \$700,000, to provide on-call Flood Control District program support and coordination services, Countywide. (100% Various Flood Control Funds)

Claims, Collections & Litigation

- C. 9** RECEIVE public report of litigation settlement agreements that became final during the period January 1 through January 31, 2017, as recommended by the County Counsel.
- C. 10** DENY claims filed by Allstate as subrogee of Juan Mejia, Allstate as subrogee of Michael Pederson, CSAA on behalf of Barton Burrows, Melida Diaz, Grace Bible Fellowship of Antioch, Arlington Johnson, Ligia Padilla, Sakura Sims, and Tadeusz Wyrzykowski (2).
- C. 11** RECEIVE report concerning the final settlement of Julie Raner vs. Contra Costa County; and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$150,000, less permanent disability advances, as recommended by the Risk Manager. (100% Workers' Compensation Internal Service Fund)

Statutory Actions

- C. 12** ACCEPT Board members' meeting reports for January 2017.
- C. 13** APPROVE Board meeting minutes for February 2017, as on file with the Office of the Clerk of the Board.

Honors & Proclamations

- C. 14** ADOPT Resolution No. 2017/41 recognizing the contributions of Michael Stevens on his 20 years of service to Contra Costa County, as recommended by the Public Works Director. (No fiscal impact)
- C. 15** ADOPT Resolution No. 2017/43 recognizing the contributions of Ruben Aguilar on his 36 years of service to Contra Costa County, as recommended by the Public Works Director. (No fiscal impact)
- C. 16** ADOPT Resolution No. 2017/53 proclaiming March 2017 as National Social Workers' Month in Contra Costa County, as recommended by the Employment and Human Services Director.
- C. 17** ADOPT Resolution No. 2017/51 to recognize Steve Morioka, Hazardous Materials Programs Assistant Director, on the occasion of his 25 years of service with Contra Costa County Health Services Department, as recommended by the Health Services Director.
- C. 18** ADOPT Resolution No. 2017/59 to recognize Maria Duazo, Hazardous Materials Specialists II, on the occasion of her 25 years of service with Contra Costa County Health Services, as recommended by the Health Services Director.
- C. 19** ADOPT Resolution No. 2017/86 proclaiming March 8, 2017 as International Women's Day in Contra Costa County, as recommended by Supervisor Glover.

Appointments & Resignations

- C. 20** APPOINT Sanjiv Bhandari to the Appointee 6 seat, Clark Johnson to the Alternate seat, and Kate Salisbury to the Youth Representative seat on the Alamo Municipal Advisory Council, as recommended by Supervisor Andersen.
- C. 21** APPOINT Drew Woodruff to the Appointee 4 seat on the Alamo Police Services Advisory Committee, as recommended by Supervisor Andersen.
- C. 22** REAPPOINT Thomas Weber to the District IV seat on the Aviation Advisory Committee, as recommended by Supervisor Mitchoff.
- C. 23** APPOINT Rita Xavier to the League of Women Voters Alternate seat, and REAPPOINT Steve Linsley to the Environment #3 seat, Leslie Stewart to the League of Women Voters seat, and Don Bristol to the Business #3 seat on the Hazardous Materials Commission, as recommended by the Internal Operations Committee.
- C. 24** APPOINT Marija Bleier to the District II seat on the Arts & Culture Commission, as recommended by Supervisor Andersen.

- C. 25 APPOINT Gary Eberhart to the District IV-B seat on the Alcohol and Other Drugs Advisory Board, as recommended by Supervisor Mitchoff.
- C. 26 REAPPOINT Michael Daugelli to the Member 2 Alternate seat on the Tri-Delta Transit Authority Board of Directors, as recommended by Supervisor Burgis.
- C. 27 REAPPOINT Gayle-Walls Burns to the Veterans #1 seat and Keith Cormier to the Management #1 seat; and APPOINT Marilyn Schuyler to Community #3 seat on the Advisory Council on Equal Employment Opportunity, as recommended by the Hiring Outreach Committee.

Appropriation Adjustments

- C. 28 Sheriff's Office of Emergency Services (0362): APPROVE Appropriations and Revenue Adjustment No. 5052 authorizing new revenue in the amount of \$353,790 from the 2016 Emergency Management Performance Grant and appropriating it to the Sheriff's Office of the Emergency Services Division to fund emergency preparedness throughout the County. (100% State)
- C. 29 Sheriff's Office of Emergency Services (0362): APPROVE Appropriation Adjustment No. 5053 authorizing new revenue in the amount of \$33,852 in the Sheriff's Office of the Emergency Services from the sale of a vehicle and appropriating it for the purchase of a replacement vehicle capable of towing critical emergency response trailers. (100% General Fund)

Intergovernmental Relations

- C. 30 APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute an Amendment to the East Bay Regional Park District Measure WW Park Bond Master Contract to amend repayment and maintenance provisions, with no change to term or payment limit, and to enter into a Joint Use Agreement with the Martinez Unified School District for a term of 25 years and in an amount not to exceed \$550,000 for improvements at Las Juntas Playfields at 4105 Pacheco Blvd, Martinez. (100% Measure WW Funds)
- C. 31 AUTHORIZE the Chair of the Board to send a letter to Legislative committees and the Governor opposing the proposal to discontinue the Coordinated Care Initiative and eliminate the In Home Supportive Services maintenance-of-effort, as recommended by the Legislation Committee.
- C. 32 ADOPT a position of "Support" on SB 3 (Beall): Affordable Housing Bond Act of 2018, as recommended by the Legislation Committee.

Personnel Actions

- C. 33** ACKNOWLEDGE the results of the decertification election in which the employees in the Probation Unit and Probation Supervisors Unit voted to change representation from the Probation Peace Officers Association to the Deputy Sheriffs Association, as recommended by the Employee Relations Officer.
- C. 34** ADOPT Position Adjustment Resolution No. 22031 to reestablish the classification of CCHP Medical Director-Exempt (unrepresented) in the Health Services Department. (No fiscal impact)
- C. 35** ADOPT Position Adjustment Resolution No. 22032 to increase the hours of one part time (32/40) Senior Health Education Specialist - Project (represented) position to full time in the Health Services Department. (100% Third Party revenues)
- C. 36** ADOPT Position Adjustment Resolution No. 22015 to add one Health and Human Services Research and Evaluation Manager (unrepresented) position and cancel one vacant Social Services Program Assistant (represented) position in the Employment and Human Services Department. (42% Federal, 48% State, 10% County)
- C. 37** ADOPT Position Adjustment Resolution No. 22009 to reclassify one Information Systems Programmer / Analyst III (represented) position and its incumbent to Information Systems Project Manager (represented) in the Library Department. (100% Library Budget)
- C. 38** ADOPT Position Adjustment Resolution No. 22033 to add one Clerk – Senior Level position (represented) in the Health Services Department. (100% Mental Health Services Act)
- C. 39** ADOPT Position Adjustment Resolution No. 22034 to add one Clerk – Experienced Level position (represented) in the Health Services Department. (100% Mental Health Services Act)
- C. 40** ADOPT Position Adjustment Resolution No. 22035 to add four Health Services Planner/Evaluator - Level A positions (represented) and two Clerk-Specialist Level positions (represented) in the Health Services Department. (100% Whole Person Care grant)
- C. 41** ADOPT Resolution No. 2017/80 to grant an exemption from Contra Costa County Salary Regulations Section 4.1, and adjust the salary step of an employee in the classification of DA Senior Inspector (represented), from step seven to step eight of the salary range effective January 1, 2017, as recommended by the County Administrator. (All Districts)

Leases

- C. 42** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with RIO Properties I, LLC, for 13,605 square feet of rentable office space for two divisions of the Health Services Department: Health, Housing and Homeless, and Behavioral Health, at 2400 Bisso Lane Suites D1 and D2, in Concord, at an initial annual rent of \$236,727 for the first year with an annual increase thereafter, for a term of ten years, with one ten-year renewal option. (100% General Fund)

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 Health Services Director, or designee, to submit a grant application to the California Department of Public Health in an amount not to exceed \$150,000 for the County's Comprehensive Tobacco Control Plan Program for the period July 1, 2017 through June 30, 2018. (No County match)
- C. 44** APPROVE and AUTHORIZE the Public Defender, or designee, to apply for and accept the 2017 Smart on Juvenile Justice grant from the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, in an amount not to exceed \$300,000, to assist with recidivism reduction and representation of juveniles for the period October 1 2017 through September 30, 2019. (100% Federal)
- C. 45** ADOPT Resolution No, 2017/61 authorizing the Sheriff-Coroner, or designee, to apply for and accept the U.S. Department of Justice, Office of Justice Programs, DNA Program Backlog Reduction Grant in an initial amount of \$177,300 to reduce the number of backlogged DNA tests in the Sheriff's Criminalistics Laboratory for the period January 1, 2018 through the end of the grant period. (100% Federal)
- C. 46** APPROVE and AUTHORIZE the Health Services Director, or designee, to submit an application to the Dean and Margaret Leshner Foundation in an amount not to exceed \$72,772 for the County's Pittsburg Food Access Assessment project, for the period July 1, 2017 through June 30, 2019. (No County match)
- C. 47** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with the Mt. Diablo Unified School District, effective February 1, 2017, to pay the County an amount not to exceed \$5,000 to provide food services to the childcare program at Crossroads High School for the period February 1 through June 30, 2017. (No County match)

- C. 48** APPROVE and AUTHORIZE the Health Officer acting as the Medical Health Operational Area Coordinator, or designee, to execute the California Mutual Aid Region II Intra-Region Cooperative Agreement for emergency medical and health disaster assistance. (No fiscal impact)
- C. 49** ADOPT Resolution No. 2017/69 authorizing the Sheriff-Coroner, or designee, to apply for and accept the FY 2017 Coverdell Forensic Science Improvement grants program, in an initial amount of \$239,005, to replace outdated forensic laboratory equipment for the period beginning January 1, 2018 through the end of the grant period. (100% Federal)
- C. 50** APPROVE and AUTHORIZE the Health Services Director, or designee, to submit a grant application to the National Association of County and City Health Officials in an amount not to exceed \$13,000 for the Contra Costa Medical Reserve Corps Non-Competitive Capacity Building Grant Project, for the period January 1, 2017 through March 31, 2018. (No County match)
- C. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to submit a grant application to the California Department of Resources Recycling and Recovery (CalRecycle) to pay County an amount not to exceed \$30,000 for the continuation of Local Enforcement Agency assistance funds for the Department's Environmental Health Division Solid Waste Program, for the period July 1, 2017 through October 31, 2018. (No County match)

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

- C. 52** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with AgLantis, a non-profit corporation, in an amount not to exceed \$50,000 to assemble an Agra Tech Solar Light Greenhouse for the CoCo San Sustainable Farm project for the period March 7, 2017 through March 6, 2019, as recommended by Supervisor Federal Glover and Supervisor Karen Mitchoff. (100% Livable Communities Trust Fund)
- C. 53** APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Public Works Director, a purchase order with Bay Area Diablo Petroleum in an amount not to exceed \$400,000 for fuel, for the period February 1, 2017 through January 31, 2018, Countywide. (100% Fleet Internal Service Fund)
- C. 54** APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Public Works Director, a purchase order with Southern Counties Fuels in an amount not to exceed \$1,300,000 for fuel, for the period February 1, 2017 through January 31, 2018, Countywide. (100% Fleet Internal Service Fund)

- C. 55** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Sun Healthcare and Surgery Group, Inc., in an amount not to exceed \$200,000 to provide wound care and podiatry services for Contra Costa Health Plan members, for the period April 1, 2017 through March 31, 2019. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 56** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with RossDrulisCusenbery Architecture, Inc., subject to approval by the County Administrator and approval as to form by County Counsel, effective March 7, 2017, to increase the payment limit by \$1,575,000 to a new payment limit of \$1,775,000, with no change to the original term, for additional architectural, engineering and other technical services to provide bridging documents for a new Emergency Operations Center/Public Safety Building, Martinez area. (100% General Fund)
- C. 57** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with STAND! For Families Free of Violence, a non-profit corporation, in an amount not to exceed \$170,981 to provide Phase III Lethality Assessment Program implementation for domestic violence homicide prevention, for the period January 1 through November 30, 2017. (100% Federal)
- C. 58** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with R. Mason Coleman, M.D., Inc., in an amount not to exceed \$1,023,000 to provide radiology services for patients at Contra Costa Regional Medical Center and Health Centers, for the period April 1, 2017 through March 31, 2020. (100% Hospital Enterprise Fund I)
- C. 59** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Jane Himmelvo, M.D., in an amount not to exceed \$453,888 to provide family practice physician services at the County's adult and juvenile detention facilities, for the period April 1, 2017 through March 31, 2019. (100% Hospital Enterprise Fund I)
- C. 60** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Liam Keating, M.D., in an amount not to exceed \$400,000 to provide otolaryngology services at Contra Costa Regional Medical Center and Health Centers, for the period March 1, 2017 through February 28, 2018. (100% Hospital Enterprise Fund I)
- C. 61** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Margaret L. Miller, M.D., in an amount not to exceed \$174,720 to provide outpatient psychiatric services to patients in Central Contra Costa County for the period May 1, 2017 through April 30, 2018. (100% Mental Health Realignment)

- C. 62** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order amendment with Surtec, Inc., to increase the payment limit by \$20,000 to a new payment limit of \$170,000 to supply the County's adult detention facilities with custodial supplies, other specialty products and janitorial equipment for the period March 1, 2016 through February 28, 2017. (100% General Fund)
- C. 63** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment, effective January 1, 2017, with Little Angels Country School, LLC, to decrease the payment limit by \$31,269 to a new payment limit of \$244,300 due to a reduced number of State Preschool childcare slots provided by contractor, with no change to the term of July 1, 2016 through June 30, 2017. (100% State)
- C. 64** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Steven Cloutier (dba Alhambra Valley Counseling Associates) in an amount not to exceed \$200,000 to provide outpatient psychotherapy services to Contra Costa Health Plan members, for the period March 1, 2017 through February 28, 2019. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 65** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with John Patrick Kirby (dba River Counseling Center), in an amount not to exceed \$280,000 to provide outpatient psychotherapy services for Contra Costa Health Plan members, for the period March 1, 2017 through February 28, 2019. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 66** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Law Search Associates, LLC (dba Legal Research Associates), in an amount not to exceed \$288,000 for legal services to adult inmates housed in County detention facilities for the period January 1, 2017 through December 31, 2019. (100% Inmate Welfare Fund)
- C. 67** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Conmed Corporation in the amount of \$300,000 for electrosurgical equipment and supplies at the Contra Costa Regional Medical Center for the period March 1, 2017 through February 28, 2019. (100% Hospital Enterprise Fund I)
- C. 68** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Becton Dickinson in the amount of \$1,000,000 for testing reagents and related laboratory supplies for the Public Health Laboratory for the period March 1, 2017 through February 28, 2019. (100% Hospital Enterprise Fund I)

- C. 69** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Bio-Rad Laboratories, Inc., in the amount of \$1,000,000 for test reagent and related laboratory supplies for the Public Health Laboratory for the period March 1, 2017 through February 28, 2022. (100% Hospital Enterprise Fund I)
- C. 70** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay the San Ramon Valley Fire Protection District \$33,000 for Emergency Medical Services (EMS) fire first responder medical equipment, medical supplies and EMS training to the San Ramon Valley Fire Protection District, upon approval of EMS Director for FY 2017-18. (100% Measure H Funds, CSA EM-1, Zone A)
- C. 71** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with LTP CarePro, Inc. (dba Pleasant Hill Manor), in an amount not to exceed \$372,000 to provide augmented board and care services for County-referred mentally disordered clients, for the period February 1, 2017 through January 31, 2018. (76% Mental Health Realignment; 24% Mental Health Services Administration Housing)

Other Actions

- C. 72** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute the Cooperative Funding Agreement between the East Bay Regional Park District and Contra Costa County to disburse \$450,000 in Navy Mitigation Funds for improvements to the Bay Point Waterfront Park at the Bay Point Regional Shoreline, as recommended by the Conservation and Development Director. (100% Navy Mitigation Fund)
- C. 73** ACCEPT the January 2017 report update from the Employment and Human Services Department Community Services Bureau, as recommended by the Employment and Human Services Director.
- C. 74** CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999, and most recently approved by the Board on February 14, 2017, regarding the issue of homelessness in Contra Costa County, as recommended by the Health Services Director. (No fiscal impact)
- C. 75** UPDATE the official list of persons to serve, in priority order, as standby officers for the respective members of the Board of Supervisors, as recommended by the County Administrator.
- C. 76** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to issue a Request For Proposals in an amount not to exceed \$169,706 for legal, home visiting, and in-home registry services to eligible seniors in Contra Costa County for the period July 1, 2017 through June 30, 2018. (100% Federal)

- C. 77** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to seek reimbursement from California Department of Education in an amount not to exceed \$1,307, to maintain child days of enrollment during the emergency closure due to a power outage at Bayo Vista Children's Center during the 2016-17 fiscal year. (100% State funding)
- C. 78** ACCEPT quarterly report of the Post Retirement Health Benefits Trust Agreement Advisory Body, as recommended by the Post Retirement Health Benefits Trust Agreement Advisory Body.
- C. 79** DECLARE as surplus and AUTHORIZE the Purchasing Agent, or designee, to dispose of fully depreciated vehicles and equipment no longer needed for public use, as recommended by the Public Works Director, Countywide (No fiscal impact)
- C. 80** APPROVE referrals to the Transportation, Water and Infrastructure Committee for action in 2017, as recommended by the Committee. (No fiscal impact)
- C. 81** APPROVE the Martinez Detention Facility, 1000 Ward Street, Martinez, Driveway and Parking Lot Replacement Project, and related actions under the California Environmental Quality Act, as recommended by the Public Works Director. (100% General Fund)
- C. 82** ACCEPT the 2016 Year-End Report of the Kensington Municipal Advisory Council, as recommended by Supervisor Gioia.
- C. 83** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to expend \$2,140 for costs associated with employee Allan Shield's attendance at the Federal Bureau of Investigation National Academy for the period April 3 through June 9, 2017. (100% General Fund)
- C. 84** RECEIVE the 2016 Annual Reports submitted by the Bay Point Municipal Advisory Council, Pacheco Municipal Advisory Council, and Rodeo Municipal Advisory Council, as recommended by Supervisor Glover.
- C. 85** APPROVE and AUTHORIZE the Health Services Department to host PRIME Team Learning Sessions 4 and 5, at an estimated cost of \$10,500. (100% Hospital Enterprise Fund I)
- C. 86** ACCEPT the Office of Equal Employment Opportunity's Annual Outreach Report and Departmental Outreach Plans as recommended by the Hiring Outreach Oversight Committee.

- C. 87** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Deputy Sheriff Jeffrey Brinton to pay the County \$1.00 for retired Sheriff's Service Dog "Raven" on March 7, 2017, as recommended by the Sheriff-Coroner. (100% Revenue)
- C. 88** REDESIGNATE the Public and Environmental Health Advisory Board seat on the Integrated Pest Management Advisory Committee as the "Sustainability Advisory Committee seat", as recommended by the Internal Operations Committee.
- C. 89** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay Kiara Chatman a stipend in the amount of \$150 for expenses related to representing Contra Costa County at the Statewide Poetry Out Loud competition in Sacramento. (100% State revenue)

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.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 335-1900 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

www.co.contra-costa.ca.us

STANDING COMMITTEES

The **Airport Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the fourth Wednesday of the month at 1:30 p.m. at the Director of Airports Office, 550 Sally Ride Drive, Concord.

The **Family and Human Services Committee** (Supervisors John Gioia and Candace Andersen) meets on the fourth Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Finance Committee** (Supervisors Karen Mitchoff 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 **Hiring Outreach Oversight Committee** (Supervisors Federal D. Glover and Candace Andersen) meets on the first Monday of every other month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Internal Operations Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

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

The **Transportation, Water & Infrastructure Committee** (Supervisors Diane Burgis and Karen Mitchoff) meets on the second Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

Airports Committee	March 22, 2017	1:30 p.m.	See above
Family & Human Services Committee	March 27, 2017	10:30 a.m.	See above

Finance Committee	March 27, 2017	9:00 a.m.	See above
Hiring Outreach Oversight Committee	April 3, 2017	1:00 p.m.	See above
Internal Operations Committee	March 13, 2017	1:00 p.m.	See above
Legislation Committee	March 13, 2017	10:30 a.m.	See above
Public Protection Committee	April 3, 2017	10:30 a.m.	See above
Transportation, Water & Infrastructure Committee	March 13, 2017	9:00 a.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
CCE Community Choice Energy
CCCPFD (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 (CCCFFPD) 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
PACE Property Assessed Clean Energy
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: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Accept the County's Industrial Safety Ordinance Annual Report

RECOMMENDATION(S):

Accept the Industrial Safety Ordinance Annual Report as submitted by the Health Services Department.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Chapter 450-8 of the County Ordinance Code known as the Industrial Safety Ordinance Risk Management Chapter requires Health Services to submit annual reports to the Board of Supervisors. The ordinance outlines what is to be included in this report. Attached is a copy of this report.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Randy Sawyer,
925-335-3200

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Cho Nai Cheung

ATTACHMENTS

ISO Report

ANNUAL PERFORMANCE REVIEW & EVALUATION



2017

INDUSTRIAL SAFETY ORDINANCE

RISO REPORT



CONTRA COSTA
HEALTH SERVICES

www.cchealth.org/hazmat

December 9, 2014

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Executive Summary

Contra Costa County Board of Supervisors adopted a landmark Industrial Safety Ordinance requiring regulated facilities in the County to implement a multitude of safety programs aimed to prevent chemical accidents that could have detrimental impacts to the surrounding communities on December 15, 1998. The requirements of the Industrial Safety Ordinance (ISO) are some of the most stringent in the United States, if not the world. Additionally, ISO mandated participation from all stakeholders, including industries, agencies, elected officials and the public at large.

The ISO now covers six stationary sources in Contra Costa County, including three oil refineries and three chemical facilities. The ordinance is administered by Contra Costa Hazardous Materials Programs (CCHMP), a division of Contra Costa Health Services, the county health department. As part of the ISO's requirements, CCHMP produces a regular performance review and evaluation report and submits it to the Board of Supervisors. Over a 17-year period, there has been a trend of fewer and less severe Major Chemical Accidents or Releases (MCAR) incidents in the County since the adoption of the Ordinance and no MCAR incidents at an Industrial Safety Ordinance facility this year. There were several Community Warning System (CWS) Level II and CWS Level III incidents in 2012 that caused some concern. However, CCHMP believes that this is not directly reflective of the effectiveness of the Industrial Safety Ordinance requirements, but serves as a reminder that we all have to stay vigilant in ensuring safe facility operations and that implementation of mature prevention programs are challenging.

The Accidental Release Prevention Program engineers in CCHMP have oversight of the ISO and are continuing to explore ways to improve the overall implementation of the ISO and the prevention program elements. CCHMP staff continues to work with other agencies such as the U.S. Environmental Protection Agency, the California Occupational Safety and Health Administration and the U.S. Chemical Safety and Hazard Investigation Board (CSB) and other local program agencies for sharing of incident results, regulatory interpretations and inspection results. The Board of Supervisors has adopted amendments to the ISO in 2014 as recommended by CSB. CCHMP staff continues to work with CSB to close recommendations to the Department as a result of the August 6, 2012 Chevron investigation.. CCHMP is also working closely with Department of Industrial Relations, California Office of Emergency Services and California Environmental Protection Agency to develop new petroleum refinery safety regulations for the California Accidental Release Prevention Program, which will further improve safety programs at all California petroleum refineries



Public Participation

Contra Costa Hazardous Materials Programs has an established public outreach process and is continually looking at ways to improve. The following community-engagement efforts took place in this reporting period:

- Public outreach information booths at existing venues
 - Air Products' and Shell Martinez Refinery's Safety Plan and Tesoro Martinez Refinery's Safety Audit were shared at the John Muir Birthday/Earth Day celebration at the John Muir National Historic Site in Martinez on April 18, 2015.
 - Phillips 66 Refinery's Safety Audit were shared at the Crockett Community Foundation Community Gathering Event in Crockett on October 24, 2015 and also at the Rodeo-Hercules Fire District Open House on October 10, 2015.
 - Shell Martinez Refinery's Safety Audit and Safety Audits for both Air Products facilities located at Shell and at the Tesoro refinery at the John Muir Birthday/Earth Day celebration at the John Muir National Historic Site in Martinez on April 23, 2016.
- Presentations to Interested Groups
 - Tesoro's safety audit results and general ISO information were presented to Tesoro's Community Advisory Panels members on May 27, 2015.
 - Phillips 66 Refinery's Safety Audit results and general ISO information were presented to Phillip 66's Community Advisory Panels members on July 27, 2015.
- Attend public meetings after major incidents:
 - There were no major incidents during this reporting period.
- Most recent audit findings summarized in an easily read format in English and Spanish
- Information on regulated businesses in an easily read format in English and Spanish
- Industrial Safety Ordinance Information Sheet in English and Spanish

The Board of Supervisors also requested that staff provides copies of the Annual Report to communities through the Community Advisory Panels (CAP). This 2016 Annual Report is available on our website and will be sent to CAP representatives for distribution.

Audits

Audits of the regulated businesses are required at least once every three years to ensure that the facilities have the required programs in place and are implementing the programs. We completed five County ISO and two Richmond ISO audits this period:

- Chemtrade Richmond Works–September 2014
- Air Products Shell–April 2015
- Air Products at Tesoro–April 2015
- Shell Oil Products Martinez–May 2015
- Air Liquide Large Industries–March 2016
- Chevron Richmond Refinery–July 2016
- Tesoro Golden Eagle Refinery–October 2016

Major Chemical Accidents or Releases

There was one Major Chemical Accidents or Releases (MCAR) for the County Industrial Safety Ordinance (ISO) facilities in 2015 and one Major Chemical Accidents or Releases (MCAR) at a non-ISO facility in 2015. There were no MCAR in Contra Costa County in 2016.

Conclusion

The severity of the Major Chemical Accidents or Releases in Contra Costa County have been in a general declining trend since the implementation of Industrial Safety Ordinance with a few exceptions in 2010 and 2012. The implementation of the Industrial Safety Ordinance has improved safety programs and operations at the facilities that are regulated. Additionally, CCHMP has sought assistance from stakeholders, including the regulated facilities, workers and community members and included additional measures as recommended by the U.S. Chemical Safety and Hazard Investigation Board that will further reduce likelihood of chemical accidents at these industrial facilities.

Introduction

¹The Contra Costa County Board of Supervisors passed the Industrial Safety Ordinance due to accidents that occurred at oil refineries and chemical plants in Contra Costa County. The effective date of the Industrial Safety Ordinance was January 15, 1999. The ordinance applies to oil refineries and chemical plants with specified North American Industry Classification System (NAICS) codes that were required to submit a Risk Management Plan to the U.S. EPA and are program level 3 stationary sources as defined by the California Accidental Release Prevention (CalARP) Program. The ordinance specifies the following:

- Stationary sources had one year to submit a Safety Plan to Contra Costa Hazardous Materials Programs stating how the stationary source is complying with the ordinance, except the Human Factors portion (completed January 15, 2000)
- Contra Costa Hazardous Materials Programs develop a Human Factors Guidance Document (completed January 15, 2000)



- Stationary sources had one year to comply with the requirements of the Human Factor Guidance Document that was developed by Contra Costa Hazardous Materials Programs (completed January 15, 2001)
- For Major Chemical Accidents or Releases, the stationary sources are required to perform a root cause analysis as part of their incident investigations (ongoing)
- Contra Costa Hazardous Materials Programs may perform its own incident investigation, including a root cause analysis (ongoing)
- All of the processes at the stationary source are covered as program level 3 processes as defined by the California Accidental Release Prevention Program
- The stationary sources are required to consider Inherently Safer Systems for new processes or facilities or for mitigations resulting from a process hazard analysis
- Contra Costa Hazardous Materials Programs will review all of the submitted Safety Plans and audit/inspect all of the stationary sources' Safety Programs within one year of the receipt of the Safety Plan (completed January 15, 2001) and every three years after the initial audit/inspection (ongoing)
- Contra Costa Hazardous Materials Programs will give an annual performance review and evaluation report to the County Board of Supervisors

Contra Costa Hazardous Materials Programs completed and issued the first Contra Costa County Safety Program Guidance Document on January 15, 2000. The stationary sources were required to comply with the Human Factors section of this guidance document by January 15, 2001. Contra Costa Hazardous Materials Programs performed a specialized audit for all the stationary sources for their Human Factors programs and for Inherently Safer Systems in 2002.

The 2006 amendments to the Industrial Safety Ordinance require or expand the following:

1. Expand the Human Factors Program to include Maintenance
2. Expand the Management of Organizational Change to include Maintenance and all of Health and Safety positions
3. Require the stationary sources to perform Safety Culture Assessments one year after the Hazardous Materials Programs develop guidance on performing a Safety Culture Assessment (November 2009)
4. Perform Security Vulnerability Analysis

Hazardous Materials Programs staff has worked with the stationary sources to develop a Safety Culture Assessment Guidance Document, which was finalized and issued November 10, 2009. Staff began reviewing these Safety Culture Assessments in December 2010. Additionally, staff issued a revised Safety Program Guidance Document to reflect the ISO amendments, and clarifications based on the audit findings in July 2011.

The Air Liquide Rodeo Hydrogen Plant began operation in July 2009 and is located adjacent to the Phillips 66 Rodeo Refinery. The facility produces purified hydrogen for Phillips 66 Refinery and other industrial customers, and also produces steam and electricity for the Phillips 66 Refinery.

Contra Costa Hazardous Materials Programs reviewed all submitted Safety Plans and started the seventh round of audits of the stationary sources during this report period, as required by the ordinance. The status of the reviews and all audits are discussed in Table I within the report.

The six stationary sources now covered by the Industrial Safety Ordinance are:

1. Air Liquide Rodeo Hydrogen Plant
2. Air Products at the Shell Martinez Refining Company
3. Air Products at the Tesoro Golden Eagle Refinery
4. Shell Martinez Refining Company
5. Phillips 66 Rodeo Refinery
6. Tesoro Golden Eagle Refinery

The Chemtrade West Bay Point Works discontinued handling of any CalARP regulated materials in May 2015 and is no longer in the CalARP program and equipment have been decommissioned and removed from site. There are two additional facilities in the county; Chevron Richmond Refinery and Chemtrade West Richmond that is covered by the City of Richmond's Industrial Safety Ordinance and not the County's Ordinance.

The Board of Supervisors approved an amendment to the Industrial Safety Ordinance in June 2014 to address recommendations by CSB set forth in the Chevron refinery fire interim investigation report (August 2012) which broadens the goals of the regulation by requiring the following:

1. Use of process safety performance indicators in the evaluation of the performance of process safety systems and to provide required contents in the annual performance review and evaluation report that is provided to the board of supervisors
2. Expand the implementation of inherently safer systems to be implemented to the greatest extent feasible and as soon as administratively practicable. Stationary source is now required to evaluate and document inherently safer system analysis :
 - a. Every five years for existing covered processes,
 - b. In the development and analysis of recommended action items identified in a process hazard analysis,
 - c. As part of a management of change review, whenever a major change is proposed at a facility that could reasonably result in a major chemical accident or release,
 - d. When an incident investigation report recommends a major change that could reasonably result in a major chemical accident or release,
 - e. When a root cause analysis report recommends a major change that could reasonably result in a major chemical accident or release, and
 - f. During the design of new processes, process units and facilities.
3. Conduct, document and complete a safeguard protection analysis for all processes by June 30, 2019, and every five years thereafter.

Annual Performance Review and Evaluation Report

The Industrial Safety Ordinance specifies that the contents of the annual performance review and evaluation report contain the following:

- A brief description of how CCHMP is meeting the requirements of the ordinance as follows:
 - The program's effectiveness in getting regulated businesses to comply with the ordinance
 - Effectiveness of the procedures for records management
 - Number and type of audits and inspections conducted by Hazardous Materials Programs as required by the ordinance
 - Number of root cause analyses and/or incident investigations conducted by Hazardous Materials Programs
 - Hazardous Materials Programs' process for public participation
 - Effectiveness of the Public Information Bank
 - Effectiveness of the Hazardous Materials Ombudsperson
 - Other required program elements necessary to implement and manage the ordinance
- A listing of stationary sources covered by the ordinance, including for each:
 - The status of the stationary source's Safety Plan and Program
 - A summary of the stationary source's Safety Plan updates and a listing of where the Safety Plans are publicly available
 - The annual accident history report submitted by the regulated stationary sources and required by the ordinance
 - A summary, including the status, of any root cause analyses and incident investigations conducted or being conducted by the stationary sources and required by the ordinance, including the status of implementation of recommendations
 - A summary, including the status, of any audits, inspections, root cause analyses and/or incident investigations conducted by Hazardous Materials Programs, including the status for implementing the recommendations
 - Description of Inherently Safer Systems implemented by the regulated stationary source
 - Legal enforcement actions initiated by Hazardous Materials Programs, including administrative, civil and criminal actions
- Total fees, service charges and other assessments collected specifically for the support of the ordinance
- Total personnel and personnel years used by the jurisdiction to directly implement or administer the ordinance
- Comments that raise public safety issues from interested parties regarding the effectiveness of the local program
- The impact of the ordinance in improving industrial safety



Effectiveness of Contra Costa Hazardous Materials Programs' Implementation of the Industrial Safety Ordinance

Contra Costa Hazardous Materials Programs has developed policies, procedures, protocols and questionnaires to implement the California Accidental Release Prevention Program and the Industrial Safety Ordinance. The policies, procedures, protocols and questionnaires for these programs are listed below:

- Audits/Inspections Policy
- Conducting the Risk Management Plan/Safety Plan Completeness Review Protocol
- Risk Management Plan Completeness Review Questionnaires
- Safety Plan Completeness Review Questionnaires
- Conducting Audits/Inspections Protocol
- Safe Work Practices Questionnaires
- CalARP Program Audit Questionnaires
- Safety Program Audit Questionnaires
- Conducting Employee Interviews Protocol
- Employee Interview Questionnaires
- Public Participation Policy
- Dispute Resolution Policy
- Reclassification Policy
- Covered Process Modification Policy
- CalARP Internal Performance Audit Policy
- Conducting the Internal Performance Audit
- CalARP Internal Audit Performance Audit Submission
- Fee Policy
- Notification Policy
- Unannounced Inspection Policy
- Risk Management Plan Public Review Policy

Hazardous Materials Programs has developed the Contra Costa County CalARP Program Guidance Document and the Contra Costa County Safety Program Guidance Document including the Safety Culture Assessment. An updated Contra Costa County Safety Program Guidance Document, which incorporated updates from the ISO amendments and additional clarifications from all the audits, was issued July 22, 2011, to the regulated facilities. These documents give guidance to the stationary sources for complying with the Industrial Safety Ordinance. The policies, procedures, protocols and questionnaires are available through Hazardous Materials Programs. The guidance documents can be downloaded through Health Services' website:

<http://cchealth.org/hazmat/calarp/guidance-document.php> and http://www.cchealth.org/groups/hazmat/industrial_safety_ordinance_guidance.php

Effectiveness of the Procedures for Records Management

Hazardous Materials Program has set up hard copy and digital files for each stationary source. The files include the following folders:

1. Annual status reports
2. Audits & Inspections

3. Communications
4. Completeness Review
5. Emergency Response
6. Incident Investigation
7. Trade Secret Information

Hard copy files for the stationary sources are kept in a central location. Digital copies of the files are stored on the Hazardous Materials Programs network and are accessible to the Accidental Release Prevention Programs Engineers, Supervisor and the Environmental Health and Hazardous Materials Chief. Portable document format (PDF) versions of these files are also available at the Hazardous Materials Programs office for public access and viewing. The Accidental Release Prevention Program files contain regulations, policies, information from the U.S. EPA, the Governor's Office of Emergency Services, the U.S. Chemical Safety and Hazards Investigation Board, and other information pertinent to the engineers. The risk management and safety plans received are kept at the Hazardous Materials Programs office.

Number and Type of Audits and Inspections Conducted

The Hazardous Materials Programs staff was required to audit and inspect all seven stationary sources regulated under the Industrial Safety Ordinance within one year after the initial submittal of their Safety Plans. Hazardous Materials Programs reviewed all of the Safety Plans and audited/inspected all of the stationary sources' Safety Programs within that year (2000). Hazardous Materials Programs performed focused audits of the stationary sources for their Human Factors Programs (this was not included in the original audit/inspection since the stationary sources were not required to have their Human Factors Program in place until January 2001) and Inherently Safer Systems in 2001 and 2002. Additional focused audits were performed to look at how two stationary sources would manage organizational change in case there was a strike and non-striking personnel were used instead of the striking personnel (2002). Hazardous Materials Programs completed the second round of audits for all of the Industrial Safety Ordinance stationary sources in 2003 and 2004 and began a third round of audits in the autumn of 2005, which were completed in the spring of 2007. The fourth round of audits was completed in August 2009. Air Liquide submitted a Risk Management Plan and Safety Plan to Hazardous Materials Program in July 2009 and was audited for the first time in June 2010 and subsequently in 2013 and 2016. CCHMP began the fifth round of audits of ISO facilities in spring of 2011 and completed these audits in spring of 2012. CCHMP began the sixth round of audits of ISO facilities in 2013 and completed these audits in summer of 2015. CCHMP started the seventh round of audit in fall of 2016.

When Hazardous Materials Programs staff reviews a Safety Plan, a Notice of Deficiencies is produced that documents what changes to a Safety Plan the stationary source is required to make before the Safety Plan is determined to be complete. The stationary source has 60 to 90 days to respond to the Notice of Deficiencies. When the stationary source has responded to this Notice of Deficiencies, the Hazardous Materials Programs staff will review the response. Hazardous Materials Programs will either determine that the Safety Plan is complete or will work with the stationary source until the Safety Plan contains the required information for it to be considered complete. When the Safety Plan is deemed complete, Hazardous Materials Programs will open a public

comment period on the Safety Plan and will make available the plan in a public meeting or venue. The Hazardous Materials Programs staff will respond to all written comments in writing and, when appropriate, use the comments in the audit/inspection of the regulated stationary sources.

The Hazardous Materials Programs staff will issue Preliminary Audit Findings after an audit/inspection is complete. The stationary source will have 90 days to respond to these findings. Hazardous Materials Programs will review the response from the stationary source on the Preliminary Audit Findings. When the stationary source has developed an action plan to come into compliance with the regulations, the Hazardous Materials Programs staff will issue the Preliminary Audit Findings for public comment and will make available the findings in a public meeting or venue. The Hazardous Materials Programs staff will consider any public comments that were received during the public comment period and if appropriate will revise the Preliminary Audit Findings. When this is complete, the Hazardous Materials Programs staff will issue the Final Audit Findings and will respond in writing to any written public comments received. Table I lists the status of the Hazardous Materials Programs staff review of each stationary source's Safety Plan, and audit and inspections of their Safety Programs.

Number of Root Cause Analyses and/or Incident Investigations Conducted by Hazardous Materials Program

The Hazardous Materials Programs staff has not performed any root cause analyses or incident investigations this past two years. The Hazardous Materials Programs staff did work closely with the U.S. Chemical Safety and Hazard Investigation Board, Cal/OSHA, US EPA, and the Bay Area Air Quality Management District during their investigations and follow-up audits and inspections at Chevron Refinery. A historical listing of Major Chemical Accidents or Releases starting in 1992 is on the Health Services website at cchealth.org/groups/hazmat/accident_history.php. This list includes major accidents that occurred prior to the adoption of the Industrial Safety Ordinance.

Hazardous Materials Programs' Process for Public Participation

Hazardous Materials Programs in 2005 worked with the community and developed materials that would describe the Industrial Safety Ordinance using a number of different approaches. The community representatives suggested that the Hazardous Materials Programs staff look at existing venues that are attended by the public that the Hazardous Materials Programs staff can share and receive comments on Preliminary Audit Findings and the stationary source's Safety Plans. Additionally, based on Board recommendation in 2012, CCHMP are making presentations and distributing audit reports to Community Advisory Panel members.

Effectiveness of the Public Information Bank

The Hazardous Materials Programs section of Health Services website cchealth.org/groups/hazmat/ includes the following information:

- Industrial Safety Ordinance
 - Description of covered facilities
 - Risk Management Chapter discussion
 - » Copy of the ordinance
 - Land Use Permit Chapter discussion
 - » Copy of the ordinance

- Safety Program Guidance Document
- Frequently Asked Questions
- Public Outreach strategies
- California Accidental Release Prevention (CalARP) Program
 - Contra Costa County's California Accidental Release Prevention Program Guidance Document
 - Program Level description
 - Discussion on Public Participation for both CalARP Program and the Industrial Safety Ordinance
 - A map locating the facilities that are subject to the CalARP Program and are required to submit a Risk Management Plan to Hazardous Materials Program. The map links to a description of each of the facilities and the regulated substances handled.
 - A link to the Office of Emergency Services (OES) website for the CalARP regulation
- Hazardous Materials Inventories and Emergency Response Program
 - Descriptions
 - Forms
- Underground Storage Tanks
 - Description of the program
 - Copies of the Underground Storage Tanks Health & Safety Code sections
 - Underground Storage Tanks forms
- Green Business Program
 - Description of the Green Business Program with a link to the Association of Bay Area Government's website on the Green Business Program
- Hazardous Materials Incident Response Team
 - Including information of the Major Chemical Accidents or Releases that have occurred
 - The County's Hazardous Materials Incident Notification Policy
- A link to the Phillips 66 and Chevron Fenceline Monitors
- Unannounced Inspection Program
 - Lists the facilities that are subject to unannounced inspections under the Unannounced Inspection Program
- Hazardous Materials Interagency Task Force
 - Includes a matrix of who has what hazardous materials and regulatory responsibilities
 - Minutes from past meetings
 - Presentations from past meetings
- Incident Response
 - Accident history that lists summaries of major accidents from industrial facilities in Contra Costa County from 1992 to the most recent
 - Additional resource links for more information
- Incidents
 - Information on the June 15, 2012 Phillips 66 incident, including the follow-up reports and the public meetings
 - Information on the August 6, 2012 Chevron Crude Unit fire, including the follow-up reports and the public meetings
 - Relevant 72-hours and 30-day incident report for MCAR events

**Table I
Industrial Safety Ordinance Stationary Source Status**

NAME	Safety Plan (SP) Received	Notice of Deficiencies (NOD) Issued-SP	Safety Plan Complete	SP Public Meeting Date	Audit/ Inspection	Audit Public Meeting
Air Liquide Rodeo Hydrogen Plant	7/10/09 7/14/2010 11/3/2013	12/13/2012	3/1/2013 11/12/2013	7/21/2013 10/5/2013	6/1/2010 5/28/2013 2/29/2016	10/8/11 10/5/2013
Air Products – Shell & Tesoro	1/14/00 1/16/01 (HF update) 6/26/03 7/14/05 12/01/06 6/20/2008 6/30/2010 6/30/2014	6/15/00 5/10/01 (HF update) 8/24/07 3/14/2011 7/11/2014	8/30/00 6/19/01 (HF update) 9/14/07 7/1/2008 7/11/2014	9/13/00 5/8/03 9/23/07 6/19/2010 4/21/2012 4/15/2015	11/22/00 5/3/02 (HF) 2/27/04 1/22/07 7/20/09 4/16/2012 3/30/2015	5/8/03 9/24/06 9/23/07 6/19/2010 4/20/2013 4/23/2015 4/23/2016
Phillips 66 (formerly ConocoPhillips) – Rodeo	1/15/00 1/12/01 (HF update) 8/10/05 8/7/09 8/7/2012 8/7/2015	3/14/00 9/10/01 (HF update) 3/28/06 11/22/2010	5/30/00 3/18/02 (HF update) 8/9/02 11/5/07 1/27/2011 7/3/2013	6/15/00 5/9/02 10/7, 13/07 10/8/2011 10/5/2013 7/21/2013	6/30/00 11/5/01 (HF) 8/1/03 8/15/06 10/6/08 8/1/11 4/28/2014	4/9/02 6/22/04 7/8/04 10/7, 13/07 7/18/10, 10/9/10 10/8/11 7/21/2013 10/5/2013 10/24/2015
Shell Martinez Refinery	1/14/00 1/16/01 (HF update)7/22/02 1/11/06 9/3/2010 9/3/2013	7/19/00 11/9/01 (HF update) 3/21/03 8/15/06 10/25/2011	4/9/01 1/3/02 (HF update) 9/15/03 11/2/06 3/27/2012	5/8/03 9/24/06 9/23/07 4/21/2012 4/18/2015	10/31/00 4/29/02 (HF) 11/26/04 10/23/06 4/30/09 2/13/2012 5/11/2015	5/8/03 9/24/2006 9/23/07 6/19/2010 4/20/2013 4/23/2016
Tesoro Golden Eagle Refinery	1/14/00 1/12/01 (HF update) 6/21/02 6/22/07 12/11/09 6/1/2012 6/30/2015	8/16/00 9/18/01 (HF update) 7/30/07 8/6/2012	1/31/01 12/14/01 (HF update) 6/21/03 11/5/07 6/4/10 8/27/2012	5/6/03 9/23/07 6/10/10 9/6/2012	9/15/00 12/3/01 (HF) 9/8/03 11/07/05 8/18/08 4/18/2011 1/6/2014 10/5/2016	5/6/03 9/24/06 9/23/07 6/10/2010 9/6/2012 4/18/2015

Effectiveness of the Hazardous Materials Ombudsperson

The County Board of Supervisors created the Hazardous Materials Ombudsperson position in 1997. This position was filled in April 1998. The Board believed that the ombudsperson would be a conduit for the public to express their concerns about how Hazardous Materials Programs personnel are performing their duties. Attachment A is a report from the Hazardous Materials Ombudsperson on the effectiveness of the position for this reporting period.

Other Required Program Elements Necessary to Implement and Manage the Industrial Safety Ordinance

The California Accidental Release Prevention (CalARP) Program is administered in Contra Costa County by CCHMP. The Industrial Safety Ordinance expands on this program. Stationary sources are required to submit a Risk Management Plan that is similar to the Safety Plans that are submitted. Hazardous Materials Programs reviews these Risk Management Plans and performs the CalARP Program audit simultaneously with the Industrial Safety Ordinance audit.

Hazardous Materials Programs performs unannounced inspections of stationary sources that are part of the CalARP Program and are also required to submit a Risk Management Plan to the U.S. EPA. These inspections look at how a facility will respond to an incident, including notifying emergency response agencies and CCHMP.

Regulated Stationary Sources Listing

The Status of the Regulated Stationary Sources' Safety Plans and Programs

All of the stationary sources regulated by the Industrial Safety Ordinance were required to submit their Safety Plans to CCHMP by January 15, 2000 and to have their Safety Programs completed and implemented. The stationary sources were also required to have a Human Factors Program in place that follows the County's Safety Program Guidance Document by January 15, 2001. The status of each of the regulated stationary sources is given in Table I and includes the following:

- When the latest updated Safety Plan was submitted
- When the Notice of Deficiencies was issued
- When the plan was determined to be complete by Hazardous Materials Programs
- When the public meeting was held on the Safety Plan
- When the audits were complete
- When the public meetings were held on the preliminary audit findings
- When the Human Factors to the Safety Plan was determined to be complete
- When the Audit/Inspection was completed
- When the Human Factors Audit preliminary findings public meeting was held

Locations of the Regulated Stationary Sources Safety Plans

Each of the regulated stationary sources was required to submit a Safety Plan to Hazardous Materials Program on January 15, 2000 and an updated Safety Plan that includes the implementation of the stationary source’s Human Factors Program by January 15, 2001. The regulated stationary sources are required to update their Safety Plan at least once every three years. These plans are available for public review at the Hazardous Materials Programs Offices at 4585 Pacheco Blvd., Suite 100, Martinez. When Hazardous Materials Programs determines that the Safety Plan is complete, and prior to going out for a 45-day public comment period, Hazardous Materials Programs will place the plan in the library(ies) closest to the regulated stationary source. Table II lists the regulated stationary sources with the location of each Safety Plan.

Annual Accident History Report and Inherently Safer Systems Implemented as Submitted by the Regulated Stationary Sources

The Industrial Safety Ordinance requires the stationary sources to update the information on their accident history in their Safety Plans and include how they have used inherently safer processes within the last year. Table III lists some of the Inherently Safer Systems that have been implemented by the different stationary sources during the same period. Attachment B includes the individual reports from the stationary sources.

**Table II
Location of Safety Plans—Libraries**

Regulated Stationary Source	Location 1	Location 2	Location 3
Air Liquide Large Industries	Hazardous Materials Programs Office	Rodeo Public Library	Crockett Public Library
Air Products at Shell	Hazardous Materials Programs Office	Martinez Public Library	
Air Products at Tesoro	Hazardous Materials Programs Office	Martinez Public Library	
Shell Refining-Martinez	Hazardous Materials Programs Office	Martinez Public Library	
Phillips 66 (formerly ConocoPhillips) Rodeo Refinery	Hazardous Materials Programs Office	Rodeo Public Library	Crockett Public Library
Tesoro Golden Eagle Refinery	Hazardous Materials Programs Office	Martinez Public Library	



**Table III
Inherently Safer Systems 2015–16**

Regulated Stationary Source	Inherently Safer System Implemented	Design Strategy	Approach
Air Liquide Large Industries	No new inherently safer systems have been implemented (2015)		
	Reduced potential of exposure by changing equipment metallurgy (2016: 2 times)	Passive	Moderate
Air Products at Shell Martinez Refinery	No new inherently safer systems have been implemented (in this period)		
Air Products at Tesoro	No new inherently safer systems have been implemented (in this period)		
Phillips 66 (formerly ConocoPhillips) –Rodeo Refinery	Reduced inventory by combining or removing equipment from the process (2015–6 times)	Inherent	Minimization
	Eliminated equipment or source of chemical from process (2016: 7 times)	Inherent	Eliminate
	Reduced the potential of a hazard by changing chemical (2015: 1 time)	Inherent	Moderate
	Simplified unit design and chemical inventory by changing/re-routing equipment (2015: 1 time)	Inherent	Simplify
	Reduced potential of exposure by changing equipment layout or design (2015: 2 times) (2016: 2 times)	Passive	Minimization
	Reduced potential of exposure by changing equipment metallurgy, layout or design (2015: 11 times)(2016: 20 times)	Passive	Moderate
	Reduced potential of exposure by changing equipment metallurgy or design (2015: 21 times) (2016: 1 time)	Passive	Substitute
Shell Martinez Refinery	Reduction of inventory by removing dead-leg piping (2015: 1 time)	Inherent	Minimization
	Eliminated exposure potential by changing equipment design (2015: 2 times)	Inherent	Simplify
	Reduced potential of exposure or hazardous condition by changing equipment design (2016: 2 times)	Passive	Minimization
	Reduced potential of exposure by changing equipment metallurgy or design (2015: 10 times) (2016: 12 times)	Passive	Moderate
	Added alarm to reduce the potential for hazardous condition (2016: 1 time)	Active	Moderate
	Developed procedure to reduce potential for catastrophic releases (2016:1 time)	Procedure	Moderate
Tesoro Golden Eagle Refinery	Reduced potential of the hazardous condition by reducing inventory (1 time)	Passive	Minimization
	Reduced potential of a hazard by changing the substance (21 times)	Passive	Substitute
	Reduced potential of the hazardous condition by equipment design features. (8 times)	Passive	Moderate
	Reduced potential of the hazardous condition by simplified design. (1 time)	Passive	Simplify

Status of the Incident Investigations, Including the Root Cause Analyses Conducted by the Regulated Stationary Sources

The Industrial Safety Ordinance requires the regulated stationary sources to do an incident investigation with a root cause analysis for each of the major chemical accidents or releases as defined by the following: "Major Chemical Accident or Release means an incident that meets the definition of a Level 3 or Level 2 incident in the Community Warning System incident level classification system defined in the Hazardous Materials Incident Notification Policy, as determined by Contra Costa Health Services; or results in the release of a regulated substance and meets one or more of the following criteria:

- Results in one or more fatalities
- Results in greater than 24 hours of hospital treatment of three or more persons
- Causes on- and/or off-site property damage (including cleanup and restoration activities) initially estimated at \$500,000 or more. On-site estimates shall be performed by the regulated stationary source. Off-site estimates shall be performed by appropriate agencies and compiled by Health Services
- Results in a vapor cloud of flammables and/or combustibles that is more than 5,000 pounds"

The regulated stationary source is required to submit a report to Hazardous Materials Programs 30 days after the root cause analysis is complete. There were no Major Chemical Accidents or Releases that occurred within the last year in Contra Costa County at the ISO facilities. However, in 2015, there was one level 2 incident at Dow chemical and there were two level 2 incidents at ISO facilities, one at Phillip-66 and one at Tesoro refinery. The final RCA reports for previous MCAR incident reports are available at the Hazardous Materials Programs office and website.

Major Chemical Accidents or Releases

Hazardous Materials Programs analyzed the Major Chemical Accidents or Releases (MCAR) that occurred since the implementation of the Industrial Safety Ordinance. The analysis includes the number of MCARs and the severity of the MCARs. Three different levels of severity were assigned:

- **Severity Level III**—A fatality, serious injuries or major on-site and/or off-site damage occurred
- **Severity Level II**—An impact to the community occurred, or if the situation was slightly different the accident may have been considered major, or there is a recurring type of incident at that facility
- **Severity Level I**—A release where there was no or minor injuries, the release had no or slight impact to the community, or there was no or minor onsite damage

Below are charts showing the number of MCARs from January 1999 through October 2014 for all stationary sources in Contra Costa County, the MCARs that occurred at stationary sources regulated by the County's Industrial Safety Ordinance, and a chart showing the MCARs that have occurred at the County and the City of Richmond's Industrial Safety Ordinance stationary sources. The charts also show the number of severity level I, II and III MCARs for this period. **NOTE: The charts do not include any transportation MCARs that have occurred.**

A weighted score has been developed giving more weight to the higher severity incidents and a lower weight to the less severe incidents. The purpose is to develop a metric of the overall process safety of facilities in the County, the facilities that are covered by the County and the City of Richmond Industrial Safety Ordinances, and the facilities that are covered by the County's Industrial Safety Ordinance. A severity level III incident is given 9 points, severity level II is given 3 points and severity level I is given 1 point. Below is a graph of this weighted scoring.

Legal Enforcement Actions Initiated by Contra Costa Hazardous Materials Programs

As part of the enforcement of the Industrial Safety Ordinance and the CalARP Program, Hazardous Materials Programs issues Notices of Deficiencies on the Safety and Risk Management Plans and issues Audit Findings on what a stationary source is required to change to come into compliance with the regulations. Table I shows the action that has been taken by Hazardous Materials Programs. Hazardous Materials Programs has not taken any action through the District Attorney's Office for noncompliance with the requirements of the Industrial Safety Ordinance.

Penalties Assessed as a Result of Enforcement

No penalties have been assessed in this period for noncompliance with the Industrial Safety Ordinance.

Total Fees, Service Charges and Other Assessments Collected Specifically for the Industrial Safety Ordinance

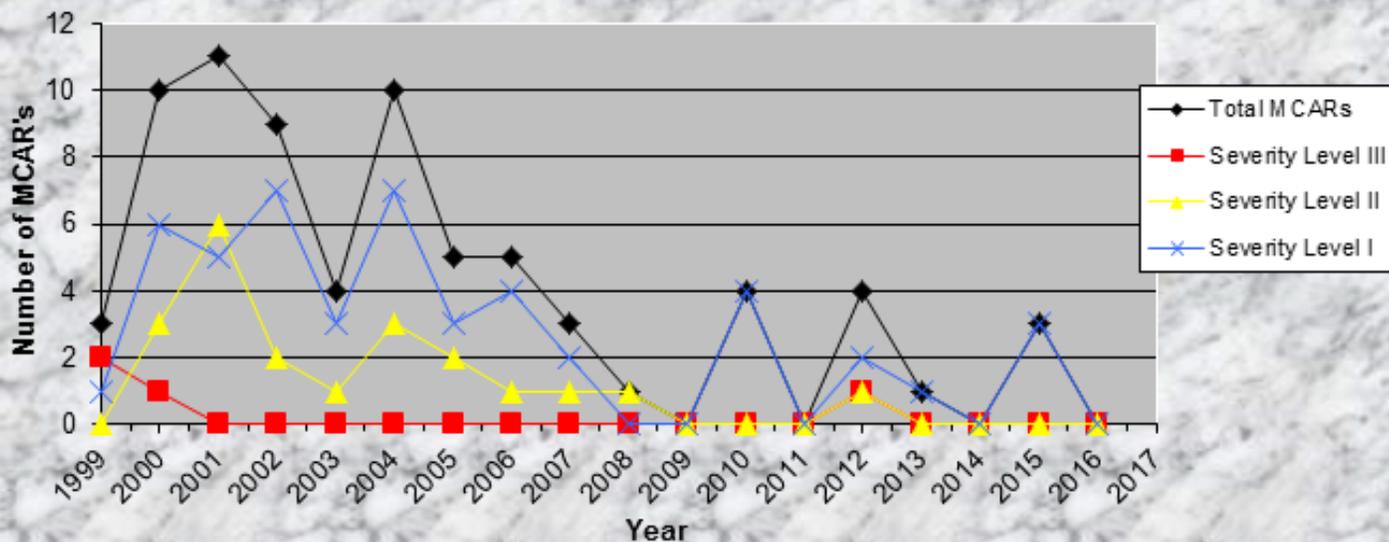
The fees charged for the Industrial Safety Ordinance are to cover the time that the Accidental Release Prevention Engineers use to enforce the ordinance, the position of the Hazardous Materials Ombudsperson, outreach material and to cover a portion of the overhead for the Hazardous Materials Programs. The fees charged for administering this ordinance for the fiscal year 2014-15 is \$448,518 and \$521,798 for 2015-2016.

Total Personnel and Personnel Years Used by Hazardous Materials Program to Implement the Industrial Safety Ordinance

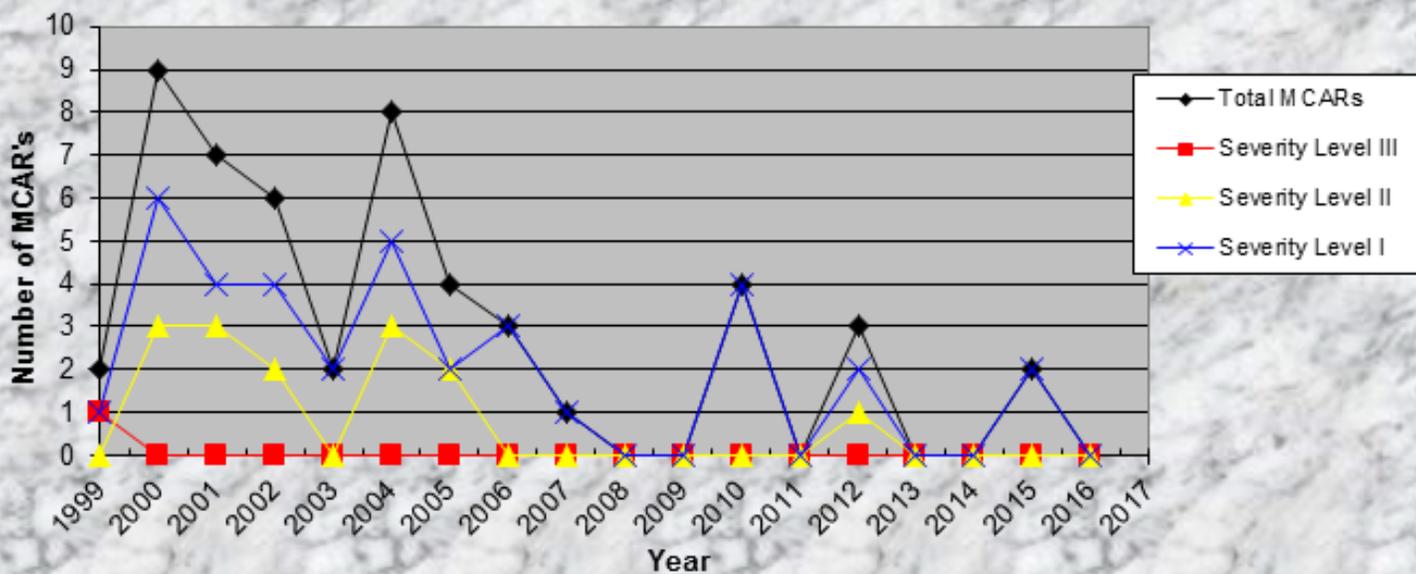
The Accidental Release Prevention Programs Engineers have reviewed resubmitted Safety Plans, prepared and presented information for public meetings, performed audits of the stationary sources for compliance with both the California Accidental Release Prevention Program and Industrial Safety Ordinance and did follow-up work after a Major Chemical Accident or Release. The following is a breakdown of the time that was spent on the County's and the City of Richmond's Industrial Safety Ordinances:

- Seven ISO/CalARP Program facility audits were performed since the last ISO report with 3 performed in each year in 2015 and 2016 and one in fall of 2014. It takes four to five engineers four weeks to perform the on-site portion of an ISO/CalARP Program audit. The audit process encompasses off-site time that includes a quality assurance process, working with the facility to address any questions, posting public notices, attending a public forum to share audit findings, addressing any questions from the public and issuing the final report. The total time taken to perform these audits each year was 3,600 hours. Approximately one-third of the time was dedicated to the Industrial Safety Ordinance, for a total of 1, 200 hours.
- Reviewing information for the website—50 hours
- Reviewing Safety Plans and following up with the facilities on any deficiencies—205 hours
- Review and participate in investigation, root cause analysis and proposed

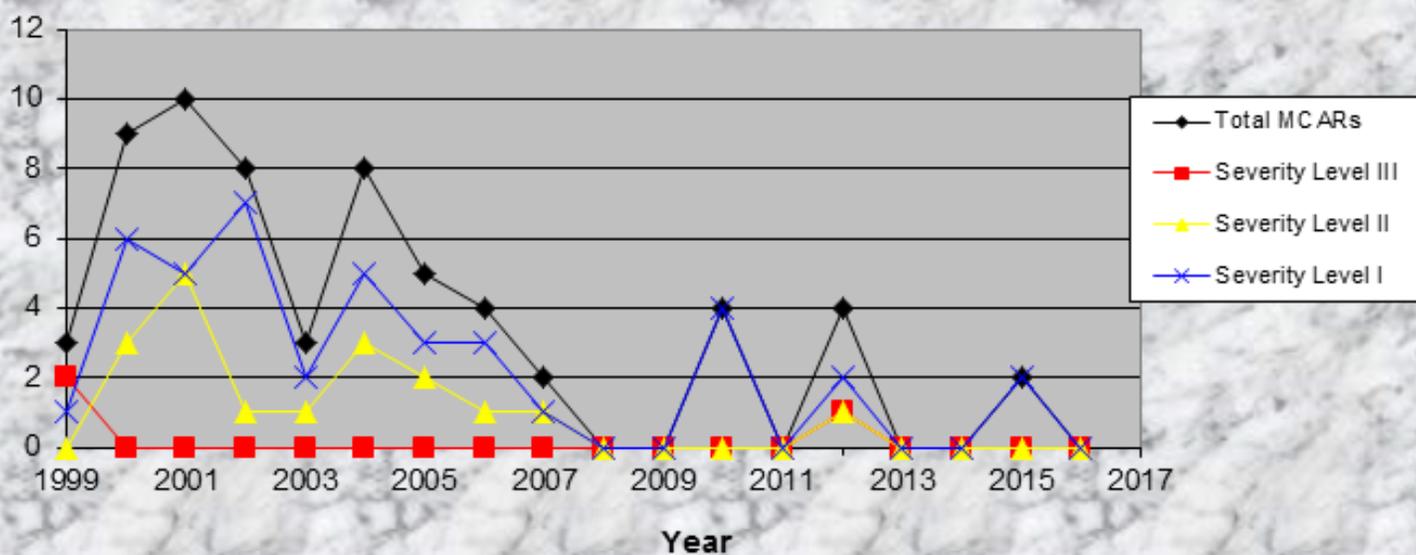
Major Chemical Accidents and Releases



ISO Stationary Sources MCARs

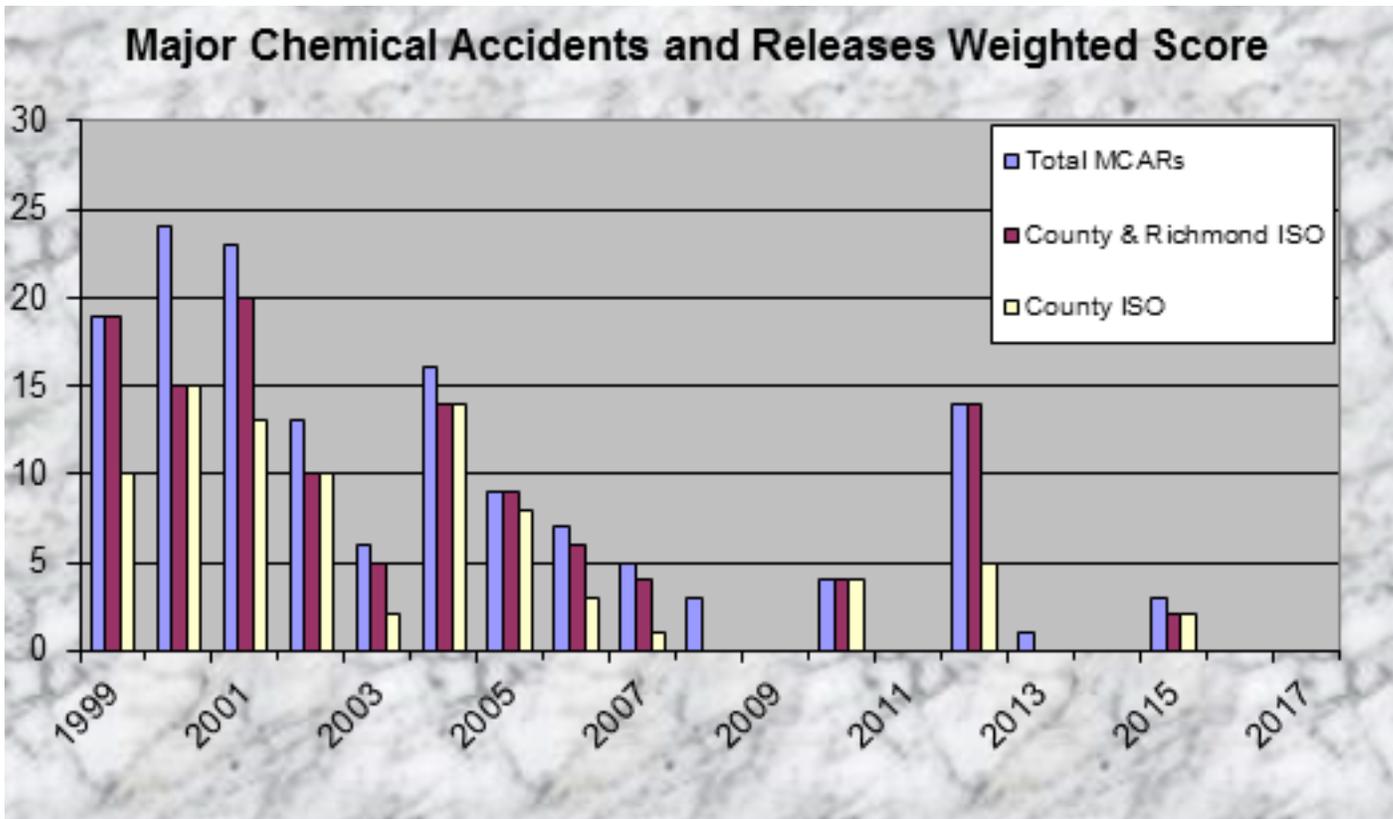


County and Richmond ISO MCARs



recommendations—500 hours

- Health Services Community Education and Information Office or the Accidental Release Prevention Engineers prepare material for presentations and public meetings—total approximately 150 personnel hours.
- Total of 2,105 hours is the approximate personnel time spent on the Industrial Safety Ordinance.



This is not including the Ombudsperson time spent helping prepare for the public meetings, working with the engineers on questions arising from the Industrial Safety Ordinance, and answering questions from the public on the Industrial Safety Ordinance.

In 2015 and 2016, CCHMP worked with the ISO-working group which included facility and community representatives to address changes in the Safety Plan Guidance document to accommodate recommendations from CSB.

Additionally, CCHMP worked extensively with both the Department of Industrial Relations and CalEPA on improved Safety regulations for refineries in California as a result of the Governor's Intra-Agency Task Force Report.

Comments from Interested Parties Regarding the Effectiveness of the Industrial Safety Ordinance

No comments were received on the County's or the City of Richmond's Industrial Safety Ordinances since the last year.

The Impact of the Industrial Safety Ordinance on Improving Industrial Safety

Four programs are in place to reduce the potential of an accidental release from a regulated stationary source that could impact the surrounding community. The four programs are the Process Safety Management Program administered by Cal/OSHA, the federal Accidental Release Prevention Program administered by the U.S. EPA, the California Accidental Release Prevention Program administered locally by CCHMP, and the Industrial Safety Ordinance, which is also administered by CCHMP. Each of the programs is very similar in requirements, with the Industrial Safety Ordinance being the most stringent. The prevention elements of the program level 3 regulated stationary sources under the federal Accidental Release Prevention Program is almost identical to the Process Safety Management Program. CalARP differs from the Federal Accidental Release Prevention Program in the following ways:

- The number of chemicals regulated
- The threshold quantity of these chemicals
- An external events analysis, including seismic and security and vulnerability analysis, is required
- Additional information in the Risk Management Plan
- CCHMP is required to audit and inspect stationary sources at least once every three years
- The interaction required between the stationary source and CCHMP

The ISO differs from CalARP in the following ways:

- Stationary sources are required to include a root cause analysis with the incident investigations for Major Chemical Accidents or Releases
- The stationary sources are required to consider inherently safer systems for existing processes, in the development and analysis of recommended action items identified in a process hazard analysis, as part of a management of change review, as part of incident investigation or root cause analysis development of recommendation, and during the design of new processes, process units and facilities
- All of the processes at the regulated stationary sources are covered
- The implementation of a Human Factors Program evaluation of latent conditions in existing units, operating and maintenance procedures and in root cause analysis
- Managing changes in the organization for operations, maintenance and emergency response
- A requirement that the stationary sources perform a Security and Vulnerability Analysis and test the effectiveness of the changes made as a result of the Security and Vulnerability Analysis
- The stationary sources perform a Safety Culture Assessment
- Conduct, document and complete a safeguard protection analysis
- Use and report of process safety performance indicators in the annual performance review and evaluation report

The Safety Culture Assessment guidance chapter was finalized in November 2009. The Industrial Safety Ordinance Guidance Document was updated to reflect all the updates in September 2010. The Accidental Release Prevention Engineers have participated with the Center for Chemical Process Safety on developing the second edition of *Inherently Safer Chemical Processes*, a book that is referenced in the ordinance and with the Center for Chemical Process Safety on developing process safety metrics for leading and lagging indicators.

All of these requirements have lowered the probability of an accident occurring. Contra Costa County was recognized as an alternative model for doing process-safety inspections by the Chemical Safety and Hazard Investigation Board in its report on a 2005 refinery accident in Texas City. The report states, "Contra Costa County and the U.K. Health and Safety Executive conduct frequent scheduled inspections of PSM and major hazard facilities with highly qualified staff." This was done to compare to the number of OSHA process safety management audits. The Chemical Safety and Hazard Investigation Board also mentions Contra Costa County in a DVD, *Anatomy of a Disaster: Explosion at BP Texas City Refinery*, on the resources given to audit and ensure facilities are complying with regulations.

Carolyn W. Merritt, the Chemical Safety and Hazard Investigation Board Chair at that time, also recognized Contra Costa County in testimony to the House of Representatives Committee on Education and Labor chaired by U.S. Rep. George Miller. U.S. Sen. Barbara Boxer, during a 2007 hearing to consider John Bresland's nomination to the Chemical Safety and Hazard Investigation Board as the Chair (replacing Carolyn Merritt), asked Mr. Bresland about the Contra Costa County program for process safety audits of refineries and chemical companies.

In its final investigation report on an incident that occurred in 2008 at the Bayer CropScience Institute in West Virginia, the CSB recommended that regulatory agencies in the area audit their chemical facilities using Contra Costa County's auditing process. CCHMP staff and a representative from the local United Steelworkers Union were part of a panel when the Chemical Safety and Hazard Investigation Board presented this report to the Kanawha Valley community.

Contra Costa Hazardous Materials Programs in June 2010 was asked to give testimony at the hearing on "Work Place Safety and Worker Protections in the Gas and Oil Industry" before the U.S. Senate Committee on Health, Education, Labor, and Pensions Subcommittee on Employment and Workplace Safety. The testimony was on the success of the Accidental Release Prevention Programs that are in place in Contra Costa County. The hearing was specific on two major incidents that occurred in Anacortes, Wash. at a Tesoro Refinery and the Deepwater Horizon incident in the Gulf of Mexico. A link to the testimony is posted on the Health Services website (<http://www.help.senate.gov/hearings/production-over-protections-a-review-of-process-safety-management-in-the-oil-and-gas-industry>) and the written testimony can be found at <http://www.help.senate.gov/imo/media/doc/Sawyer.pdf>

In September 2012, Contra Costa Hazardous Materials Programs was asked to be a presenter at the "Expert Forum on the Use of Performance-based Regulatory Models in the U.S. Oil and Gas Industry: Offshore and Onshore" in Texas City, Texas to share the regulatory experience at Contra Costa County. And give testimony on how local, state and Federal agencies can work together and have an unprecedented alignment on regulations that is required for the same facilities. This informational meeting was spearheaded by Federal Occupational Safety and Health Administration and attended by Bureau of Safety and Environmental Enforcement, United States Coast Guard, United States Environmental Protection Agency, Pipeline and Hazardous Materials Safety Administration, United Steelworkers, American Petroleum Institute, academia and industry

representatives.

CCHMP staff also testified at a hearing on "Oversight of Federal Risk Management and Emergency Planning Programs to Prevent and Address Chemical Threats, Including the Events Leading up to the Explosions in West, TX and Geismar, LA"; before the Committee on Environment and Public Works, United States Senate, June 27, 2013. Following is a link to the transcript of the hearing: <https://www.gpo.gov/fdsys/pkg/CHRG-113shrg95874/pdf/CHRG-113shrg95874.pdf>

City of Richmond Industrial Safety Ordinance

The City of Richmond on December 18, 2001 passed its version of the Industrial Safety Ordinance, which became effective January 17, 2002. Richmond's Industrial Safety Ordinance (RISO) mirrors the County's Industrial Safety Ordinance. Richmond's Industrial Safety Ordinance covers two stationary sources: Chevron Richmond Refinery and General Chemical West Richmond Works. CCHMP administers the Richmond ISO.

Chevron and General Chemical West Richmond Works submitted their Safety Plans to Hazardous Materials Programs, which have been reviewed and considered complete. The public comment period for these plans ended in January 2004. Public meetings held in 2004 in North Richmond and Richmond discussed Chevron and General Chemical West Richmond Works audit findings. The second Richmond Industrial Safety Ordinance/CalARP Program audits for these facilities occurred in 2006 and public meetings were held in June 2007 at Hilltop Mall at "Lessons from Katrina," the 2007 Neighbor Works Week Homeownership Faire & Disaster Preparedness Expo.

CCHMP followed up on the January 15, 2007 fire at the Chevron Refinery. The follow-up included a public meeting, City Council meetings, meetings with Chevron on the investigation and the root cause analysis. Chevron Richmond Refinery was audited for the third time for RISO/CalARP program in April 2008. The report was finalized and results were available at the Recycle More Earth Day Event in Richmond in June 2009. Copies of the audit results are available at the Richmond Library and a summary of the audit is also available on Hazardous Materials Programs' website.

CCHMP performed an RISO/CalARP program audit at General Chemical Richmond in January 2009, January 2012 and in September 2014. CCHMP performed the RISO/CalARP program audit at Chevron Richmond Refinery in April 2008, February 2011, and October 2013. CCHMP also made presentation to Point Richmond Neighborhood Council at the Point Richmond Firehouse about General Chemical Richmond Works and Chevron Richmond Refinery's audit history, incidents and general Industrial Safety Ordinance information on January 25, 2012. The 2013 final audit report for Chevron and the 2014 final audit report for Chemtrade Richmond (formerly General Chemical) was shared on Food Day in Richmond in October 2015. The sixth RISO/CalARP audit at Chevron was completed in August 2016 and is scheduled for Chemtrade Richmond in July 2017.

Hazard Materials Program followed up with Chevron Richmond Refinery and worked each with U.S. EPA, Cal OSHA, BAAQMD and CSB in their independent investigation of the August 6, 2012 fire at

the No. 4 Crude Unit. To date, CCHMP co-hosted two public meetings in conjunction with the City of Richmond to share information regarding this severity level III incident. CCHMP, City of Richmond and representatives of the agencies performing the investigation shared preliminary results and addressed public issues and concerns. Written comments were gathered and are posted on the Health Services' website. CCHMP hired a third party to perform a safety evaluation of the Chevron Richmond Refinery after the August 6, 2012 fire. The evaluation is looking at the safety culture of the refinery, the process safety management systems, and human factors. The final report is complete and is posted on the county's website.

CCHMP presented the 2014 annual RISO report to the Richmond City Council on April 28, 2015. Copies of the 2014 RISO report were submitted to the Richmond City Council and posted on cchealth.org. Select community members were also included in the distribution.

CCHMP staff worked closely with the City of Richmond staff in preparation of the Richmond Industrial Safety Ordinance amendment (adopted in Jan 2013) that made the Richmond Industrial Safety Ordinance consistent with the Contra Costa County Industrial Safety Ordinance. CCHMP again worked with the City of Richmond staff on the 2014 amendments to the Richmond Industrial Safety Ordinance and the County Industrial Safety Ordinance designed to address recommendations by the US Chemical Safety and Investigation Board following the August 6, 2012 Chevron fire that further improves process safety operations in Contra Costa County refineries and Chemical facilities.



**ATTACHMENT A
HAZARDOUS MATERIALS
OMBUDSMAN REPORT**
Hazardous Materials
Ombudsperson Evaluation

**NOVEMBER 2014
THROUGH
OCTOBER 2015**

ISO REPORT

www.cchealth.org/hazmat

I. INTRODUCTION

On July 15, 1997 the Contra Costa County Board of Supervisors authorized creation of an Ombudsman position for the County's Hazardous Materials Programs. The first Hazardous Materials Ombudsman began work on May 1, 1998. The Contra Costa County Board of Supervisors adopted an Industrial Safety Ordinance on December 15, 1998. Section 450-8.022 of the Industrial Safety Ordinance requires the Health Services Department to continue to employ an Ombudsman for the Hazardous Materials Programs. Section 450-8.030(B)(vii) of the Industrial Safety Ordinance requires an annual evaluation of the effectiveness of the Hazardous Materials Ombudsman, with the first evaluation to be completed on or before October 31, 2000.

The goals of section 450-8.022 of the Industrial Safety Ordinance for the Hazardous Materials Ombudsman are:

1. To serve as a single point of contact for people who live or work in Contra Costa County regarding environmental health concerns, and questions and complaints about the Hazardous Materials Programs.
2. To investigate concerns and complaints, facilitate their resolution, and assist people in gathering information about programs, procedures, or issues.
3. To provide technical assistance to the public.

The Hazardous Materials Ombudsman currently accomplishes these goals through the following program elements:

1. Continuing an outreach strategy so that the people who live and work in Contra Costa County can know about and utilize the program.
2. Investigating and responding to questions and complaints, and assisting people in gathering information about programs, procedures, or issues.
3. Participating in a network of environmental programs for the purpose of providing technical assistance.

This evaluation covers the period from November, 2014 through October, 2015 for the Hazardous Materials Ombudsman program. The effectiveness of the program shall be demonstrated by showing that the activities of the Hazardous Materials Ombudsman meet the goals established in the Industrial Safety Ordinance.

II. PROGRAM ELEMENTS

1. Continuing an Outreach Strategy

This period efforts were focused on maintaining the outreach tools currently available. Copies of the Ombudsman Brochure were translated into Spanish and were distributed to the public at meetings, presentations, public events, and through the mail. A contact person was also established in Public Health that could receive calls from the public in Spanish and serve as an interpreter to respond to these calls. In addition to explaining the services provided by the position, the brochure also provides the phone numbers of several other related County and State programs. The web page was maintained for the program as part of Contra Costa Health Services web site. This page contains information about the program, links to other related web sites, and information about upcoming meetings and events. A toll-free phone number is published in all three Contra Costa County phone books in the Government section.

2. Investigating and Responding to Questions and Complaints, and Assisting in Information Gathering

During this period, the Hazardous Materials Ombudsman received 130 information requests. Over 95 percent of these requests occurred via the telephone, and have been requests for information about environmental issues. Requests via e-mail are slowly increasing, mainly through referrals from Health Services' main web page. Most of these requests concern problems around the home such as asbestos removal, household hazardous waste disposal, pesticide misuse, mold and lead contamination.

Information requests about environmental issues received via the telephone were generally responded to within one business day of being received. Many of the information requests were answered during the initial call. Some requests required the collection of information or written materials that often took several days to compile. Telephone requests were responded to by telephone unless written materials needed to be sent as part of the response.

Complaints about the Hazardous Materials Programs can also be received via telephone and in writing. Persons that make complaints via telephone are also asked to provide those complaints in writing. During this period, The Hazardous Materials Ombudsman received one request to help clear up a question about the Hazardous Materials fee for a business and one request to facilitate a response from the Hazardous Materials Program about a possible chemical release from a facility.

The Ombudsman facilitated three community meetings during this period on behalf of the State Refinery Safety Task Force concerning their efforts to improve refinery safety regulations and programs.

3. Participating in a Network of Environmental Programs for the Purpose of Providing Technical Assistance.

Technical assistance means helping the public understand the regulatory, scientific, political, and legal aspects of issues. It also means helping them understand how to effectively communicate their concerns within these different arenas. This year, the Ombudsman continued to staff a number of County programs and participate in other programs to be able to provide technical assistance to the participants and the public.

- **CAER (Community Awareness and Emergency Response)**—This non-profit organization addresses industrial accident prevention, response and communication. The Ombudsman participated in the Emergency Notification subcommittee of CAER.
- **Hazardous Materials Commission**—In 2001, the Ombudsman took over as staff for the Commission. As staff to the Commission, the Ombudsman conducts research, prepared reports, drafts letters and provides support for 3 monthly Commission meetings. During this period the Commission sent letters to the Board of Supervisors concerning implementation of the County's Environmental Justice Policy and pipeline safety issues.

In addition, during this period the Ombudsman represented the Commission at meetings of the Contra Costa County Prescription Drug Abuse Prevention Task Force represented the Commission in task force meetings of the Northern Waterfront Economic Development Initiative. The Ombudsman also helped plan and facilitated two public workshops on pipeline safety that the Commission co-sponsored with the Alamo Improvement Association.

- **Integrated Pest Management Advisory Committee**—During this period the Ombudsman represented the Health Services Department on the County Integrated Pest Management Advisory Committee. This Committee brings Department representatives and members of the public together to help implement the County's Integrated Pest Management policy.
- **Asthma Program**—The Ombudsman participated in the Public Health Department's asthma program as a resource on environmental health issues. The Ombudsman represented the Asthma program in two regional collaboratives related to asthma issues, particularly diesel pollution—the Ditching Dirty Diesel Collaborative and the Bay Area Environmental Health Collaborative. The Ombudsman served on the Technical Advisory Board for RAMP, the Regional Asthma Management Prevention program. Also the Ombudsman served on the technical advisory committee for the Regional Goods Movement plan being conducted by the Metropolitan Transportation Commission.

The Ombudsman also worked with the Bay Area Air Quality Management District and the Alameda County Public Health Department to promote a grant from the National Fish and Wildlife Foundation that is providing \$230,000 dollars to Contra Costa County Municipalities and School Districts to replace gas powered lawn and garden equipment with battery powered lawn equipment.

- **Climate Change**

During this period the Ombudsman worked with other staff in the Public Health Department to prepare a health vulnerability assessment of the impacts of Climate Change as part of a grant the County received from the State Department of Public Health. The Ombudsman was also a member of the County working group that is updating the draft County Climate Action Plan for final adoption this year. The Ombudsman also represented the Public Health Department in regional and state efforts to address the impacts of Climate Change, including a Bay Conservation and Development Commission-led effort to address sea level rise issues in Contra Costa County. The Ombudsman co-chaired the Bay Area Regional Health Inequities Initiative's Built Environment committee which addresses climate change, and represented the Health Department on panel discussions at two workshops conducted by the California Department of Public Health. The Ombudsman mentored a high school student in an internship focusing on climate change for 6 weeks. This student was from the Public Health Solutions project of the Community Wellness and Prevention Program which introduces students to careers in the field of Public Health.

- **Bay Delta Stakeholder Advisory Group for Contaminated Fish Consumption**

The Ombudsman was invited to serve on the California Department of Public Health's Bay Delta Stakeholder Advisory Group for Contaminated Fish Consumption. This is a two year effort to develop updated and effective public messaging for the new fish consumption advisories for the Bay Delta that have been developed by the State.

The Hazardous Materials Ombudsman also attended workshops, presentations, meetings and trainings on a variety of environmental issues to be better able to provide technical assistance to the public. Topics included Environmental Justice, Indoor Air Quality, emergency management practices, health mitigations for consumption of contaminated fish, and land-use planning for greenhouse gas reduction.

III. PROGRAM MANAGEMENT

The Hazardous Material Ombudsman continued to report to the Public Health Director on a day-to-day basis during this period, while still handling complaints and recommendations about the Hazardous Materials Programs through the Health Services Director. The Ombudsman also was a member of Health Services Emergency Management Team and participates on its HEEP management team.

IV. GOALS FOR THE 2015-2016 PERIOD

In this period, the Ombudsman will provide essentially the same services to Contra Costa residents as was provided in the last period. The Ombudsman will continue respond to questions and complaints about the actions of the Hazardous Materials Programs; answer general questions that come from the public and assist them in understanding regulatory programs; staff the Hazardous Materials Commission; represent the Public Health Department on the Ditching Dirty Diesel Collaborative, the Bay Area Regional Health Inequities Initiative, the Bay Area Environmental

Health Collaborative, the Integrated Pest Management Advisory Committee, the Technical Advisory Committee for the Metropolitan Transportation Commission's Goods Movement Plan and the Bay Delta Stakeholder Advisory Group; and participate in the CAER Emergency Notification committee. The Ombudsman will represent the Hazardous Materials Commission in the Northern Shoreline Economic Development Initiative and the Contra Costa Prescription Abuse Prevention Coalition. The Ombudsman will continue to be part of the Health Department's HEEP team and be part of the Emergency Management Team.

During this period the Ombudsman will continue to work with the Public Health Department on Climate Change issues by working with collaboratives at the regional and state level, and by reaching out to other agencies and interested parties in Contra Costa County to promote addressing health equity issues in climate change planning efforts.

The Ombudsman will also assist the State Refinery Safety Task Force by assisting the in development and facilitation of Community Safety Forums throughout the County over the course of the next year.

**ATTACHMENT A
HAZARDOUS MATERIALS
OMBUDSMAN REPORT**
Hazardous Materials
Ombudsperson Evaluation

**NOVEMBER 2015
THROUGH
OCTOBER 2016**

ISO REPORT

www.cchealth.org/hazmat

I. INTRODUCTION

On July 15, 1997 1997 the Contra Costa County Board of Supervisors authorized creation of an Ombudsman position for the County's Hazardous Materials Programs. The first Hazardous Materials Ombudsman began work on May 1, 1998. The Contra Costa County Board of Supervisors adopted an Industrial Safety Ordinance on December 15, 1998. Section 450-8.022 of the Industrial Safety Ordinance requires the Health Services Department to continue to employ an Ombudsman for the Hazardous Materials Programs. Section 450-8.030(B)(vii) of the Industrial Safety Ordinance requires an annual evaluation of the effectiveness of the Hazardous Materials Ombudsman, with the first evaluation to be completed on or before October 31, 2000.

The goals of section 450-8.022 of the Industrial Safety Ordinance for the Hazardous Materials Ombudsman are:

1. To serve as a single point of contact for people who live or work in Contra Costa County regarding environmental health concerns, and questions and complaints about the Hazardous Materials Programs.
2. To investigate concerns and complaints, facilitate their resolution, and assist people in gathering information about programs, procedures, or issues.
3. To provide technical assistance to the public.

The Hazardous Materials Ombudsman currently accomplishes these goals through the following program elements:

1. Continuing an outreach strategy so that the people who live and work in Contra Costa County can know about and utilize the program.
2. Investigating and responding to questions and complaints, and assisting people in gathering information about programs, procedures, or issues.
3. Participating in a network of environmental programs for the purpose of providing technical assistance.

This evaluation covers the period from November, 2015 through October, 2016 for the Hazardous Materials Ombudsman program. The effectiveness of the program shall be demonstrated by showing that the activities of the Hazardous Materials Ombudsman meet the goals established in the Industrial Safety Ordinance.

II. PROGRAM ELEMENTS

1. Continuing an Outreach Strategy

This period efforts were focused on maintaining the outreach tools currently available. Copies of the Ombudsman Brochure were translated into Spanish and were distributed to the public at meetings, presentations, public events, and through the mail. A contact person was also established in Public Health that could receive calls from the public in Spanish and serve as an interpreter to respond to these calls. In addition to explaining the services provided by the position, the brochure also provides the phone numbers of several other related County and State programs. The web page was maintained for the program as part of Contra Costa Health Services web site. This page contains information about the program, links to other related web sites, and information about upcoming meetings and events. A toll-free phone number is published in all three Contra Costa County phone books in the Government section.

2. Investigating and Responding to Questions and Complaints, and Assisting in Information Gathering

During this period, the Hazardous Materials Ombudsman received 156 information requests. Over 95 percent of these requests occurred via the telephone, and have been requests for information about environmental issues. Requests via e-mail are slowly increasing, mainly through referrals from Health Services main web page. Most of these requests concern problems around the home such as asbestos removal, household hazardous waste disposal, pesticide misuse, mold and lead contamination.

Information requests about environmental issues received via the telephone were generally responded to within one business day of being received. Many of the information requests were answered during the initial call. Some requests required the collection of information or written materials that often took several days to compile. Telephone requests were responded to by telephone unless written materials needed to be sent as part of the response.

Complaints about the Hazardous Materials Programs can also be received via telephone and in writing. Persons that make complaints via telephone are also asked to provide those complaints in writing. During this period, the Hazardous Materials Ombudsman worked with the Hazardous Materials Program and the Public Health Director to respond to a concern from a resident about residual material found on her car in the Crockett area.

3. Participating in a Network of Environmental Programs for the Purpose of Providing Technical Assistance.

Technical assistance means helping the public understand the regulatory, scientific, political, and legal aspects of issues. It also means helping them understand how to effectively

communicate their concerns within these different arenas. This year, the Ombudsman continued to staff a number of County programs and participate in other programs to be able to provide technical assistance to the participants and the public.

- **CAER (Community Awareness and Emergency Response)**—This non-profit organization addresses industrial accident prevention, response and communication. The Ombudsman participated in the Emergency Notification subcommittee of CAER.
- **Hazardous Materials Commission**—In 2001, the Ombudsman took over as staff for the Commission. As staff to the Commission, the Ombudsman conducts research, prepared reports, drafts letters and provides support for 3 monthly Commission meetings. During this period the Commission sent letters to the Board of Supervisors concerning pipeline safety issues and pharmaceutical disposal issues.

In addition, during this period the Ombudsman represented the Commission at meetings of the Contra Costa County Prescription Drug Abuse Prevention Task Force represented the Commission in task force meetings of the Northern Waterfront Economic Development Initiative. The Ombudsman also gave a presentation at a Pipeline Safety conference about the two public workshops on pipeline safety that the Commission co-sponsored with the Alamo Improvement Association. The Ombudsman also provided specific support to the Alamo Improvement Association in their advocacy around pipeline safety issues with the Board of Supervisors.

- **Integrated Pest Management Advisory Committee**—During this period the Ombudsman represented the Health Department on the County Integrated Pest Management Advisory Committee. This Committee brings Department representatives and members of the public together to help implement the County's Integrated Pest Management policy.
- **Asthma Program**—The Ombudsman participated in the Public Health Department's asthma program as a resource on environmental health issues. The Ombudsman represented the Asthma program in two regional collaboratives related to asthma issues, particularly diesel pollution – the Ditching Dirty Diesel Collaborative and the Bay Area Environmental Health Collaborative. The Ombudsman served on the Technical Advisory Board for RAMP, the Regional Asthma Management Prevention program. Also the Ombudsman served on the technical advisory committee for the Regional Goods Movement plan being conducted by the Metropolitan Transportation Commission.

The Ombudsman also worked with the Bay Area Air Quality Management District and the Alameda County Public Health Department to promote a grant from the National Fish and Wildlife Foundation that is providing \$230,000 dollars to Contra Costa County Municipalities and School Districts to replace gas powered lawn and garden equipment with battery powered lawn equipment.

- **Climate Change**
During this period the Ombudsman worked with other staff in the Public Health Department to promote a health vulnerability assessment of the impacts of Climate Change as part of a

grant the County received from the State Department of Public Health. The Ombudsman was also a member of the County working group that finalized the County Climate Action Plan during this period. The Ombudsman worked closely with staff from the Storm water program to develop a Greening and Resilience Plan for North Richmond that will implement selected objectives of the County's Climate Action Plan. The Ombudsman also represented the Public Health Department in regional and state efforts to address the impacts of Climate Change, including a Bay Conservation and Development Commission-led effort to address sea level rise issues in Contra Costa County. The Ombudsman co-chaired the Bay Area Regional Health Inequities Initiative's Built Environment committee which addresses climate change. The Ombudsman mentored a high school student in an internship focusing on climate change for 6 weeks. This student was from the Public Health Solutions project of the Community Wellness and Prevention Program which introduces students to careers in the field of Public Health.

- **Bay Delta Stakeholder Advisory Group for Contaminated Fish Consumption**

The Ombudsman served on the California Department of Public Health's Bay Delta Stakeholder Advisory Group for Contaminated Fish Consumption. This is a two year effort to develop updated and effective public messaging for the new fish consumption advisories for the Bay Delta that have been developed by the State.

The Hazardous Materials Ombudsman also attended workshops, presentations, meetings and trainings on a variety of environmental issues to be better able to provide technical assistance to the public. Topics included Environmental Justice, Indoor Air Quality, emergency management practices, health mitigations for consumption of contaminated fish, and land-use planning for greenhouse gas reduction.

III. PROGRAM MANAGEMENT

The Hazardous Material Ombudsman continued to report to the Public Health Director on a day-to-day basis during this period, while still handling complaints and recommendations about the Hazardous Materials Programs through the Health Services Director. The Ombudsman also was a member of Health Services Emergency Management Team and participates on its HEEP management team.

IV. GOALS FOR THE 2016-2017 PERIOD

In this period, the Ombudsman will provide essentially the same services to Contra Costa residents as was provided in the last period. The Ombudsman will continue respond to questions and complaints about the actions of the Hazardous Materials Programs; answer general questions that come from the public and assist them in understanding regulatory programs; staff the Hazardous Materials Commission; represent the Public Health Department on the Ditching Dirty Diesel Collaborative, the Bay Area Regional Health Inequities Initiative, the Bay Area Environmental Health Collaborative, the Integrated Pest Management Advisory Committee, the Technical Advisory Committee for the Metropolitan Transportation Commission's Goods Movement Plan and the Bay



Delta Stakeholder Advisory Group; and participate in the CAER Emergency Notification committee. The Ombudsman will represent the Hazardous Materials Commission in the Northern Shoreline Economic Development Initiative and the Contra Costa Prescription Abuse Prevention Coalition. The Ombudsman will continue to be part of the Health Department's HEEP team and be part of the Emergency Management Team.

During this period the Ombudsman will continue to work with the Public Health Department on Climate Change issues by being on the County-wide work group implementing the Climate Action Plan, by working with the Storm water program to implement the North Richmond Greening and Resiliency Initiative, and by providing input on the BCDC ART sea level rise project. The Ombudsman will continue to work with collaboratives at the regional and state level and, by reaching out to other agencies and interested parties in Contra Costa County, promote addressing health equity issues in climate change planning efforts.

ATTACHMENT B

REGULATED SOURCES ANNUAL PERFORMANCE WITH ACCIDENT HISTORY AND INHERENT SAFETY IMPLEMENTATION

2015

ISO REPORT

www.cchealth.org/hazmat

Annual Performance Review and Evaluation Submittal June 30, 2015

*Attach additional pages as necessary

1. **Name and address of Stationary Source:** Air Liquide Rodeo Hydrogen Plant, 1391 San Pablo Ave., Rodeo, California 94572
2. **Contact name and telephone number (should CCHMP have questions):** Jared Wittry—(510) 245-7285 x 2204
3. **Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The revised safety plan was submitted in April 2014 as part of the 3 year review and incorporated the NODs received by the county in December 2012. The audit conducted in June of 2014 provided more guidance for the improvement of the safety program at the Rodeo Facility and progress is being made to address the additional NODs based on all the new programs implemented at the Rodeo SMR.
4. **Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** Since the audit in June of 2013, we continue to meet monthly to address recommendations from the audit and improve the safety systems at the Rodeo SMR. As an organization, we have centralized many of the life critical procedures and have begun to introduce the Procedural PHAs at other facilities with success.
5. **List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library; Rodeo Public Library; Crockett Public Library (libraries closest to the stationary source).
6. **Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There have been no incidents since the previous annual review.
7. **Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There have been no incidents since the previous review.
8. **Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** There have been no incidents since the previous review. The 2010 ISO audit actions items were incorporated into the revised April 2014 Safety Plan.

9. **Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** No new inherently safer systems have been implemented at the facility.
10. **Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
11. **Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):** No penalties have been assessed against this facility.
12. **Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the nine facilities subject to the Industrial Safety Ordinance was \$727,268. The total Industrial Safety Ordinance program fees for these nine facilities was \$448,518. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
13. **Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 6044 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
14. **Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None
15. **Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** This chapter helps to reinforce the need to maintain and follow our structured safety program to help ensure that safety of our employees and the communities in which we operate.
16. **List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** Air Liquide is now using revised procedures for Safe Work Permits, Confined Space Entry, Fall Protection, Respiratory Protection, Energy Isolation and Hot Work providing training under the title of Life Critical Safety Training. Also, the observation system using Behavior Safety Visits (BSVs) is being upgraded to the SafeTrack system with cards. In addition, the HSE Area Specialist will be conducting random Life Critical audits throughout the year.
17. **Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** None
18. **Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 48

Total number of annual planned circuit inspections: 2

Past due PHA recommended actions, includes seismic and LCC recommended actions

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015
No. Tier 1 LOPC	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0
Industry mean*	0.03	0.03	0.06	0.04	N/A
No. Tier 2 LOPC	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0

*Petroleum refineries to report publically available refiner mean for API Tier 1 and Tier 2. Chemical plants to report publically available mean only for ACC Tier 1.

Annual Performance Review and Evaluation Submittal June 30, 2015

*Attach additional pages as necessary

1. Name and address of Stationary Source:

Air Products—Shell Martinez Refinery, 110 Waterfront Road, Martinez, CA 94553

2. Contact name and telephone number (should CCHMP have questions):

Eric Schneider 925-372-9302 x14

3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):

The stationary Source's Safety Plan is complete per the CCHS requirements. The program was audited in 2012 by CCHS as part of the three year CCHS site audit. Action items associated with CCHS's Unannounced Inspection of CalARP Program, Hazardous Materials Business Plan and Hazardous Waste Generator Inspection at Shell Martinez—June 9, 2014, have been completed.

4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):

The three year periodic audit completed in 2012 by CCHS required some updates to the Site safety plan. These have been completed.

5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):

CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library (libraries closest to the stationary source).

6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):

There were no major chemical accidents or releases to report.

7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):

There are no outstanding recommendations.

8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):

There are no outstanding recommendations.

9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):

- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the nine facilities subject to the Industrial Safety Ordinance was \$727,268. The total Industrial Safety Ordinance program fees for these nine facilities was \$448,518. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 6044 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):**
Air Products is committed to the safer operation of our facilities and has implemented applicable requirements outlined in the ISO and CalARP regulations. Both the ISO and Human Factors programs are an integral part of our five year Operating Hazard Review revalidations and on-going management of change process. There have been no incidents resulting in an offsite impact. The Chapter has helped reinforce the need to maintain and follow a structured safety program to help ensure the safety of our employees and the communities in which we operate.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.**
None.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no emergency response activities to this site since the previous Annual Performance Review and Evaluation submittal.
- 18. Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 660

Total number of annual planned circuit inspections: 10

Past due PHA recommended actions, includes seismic and LCC recommended actions

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015
No. Tier 1 LOPC	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0
Industry mean*					
No. Tier 2 LOPC	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0

*Petroleum refineries to report publically available refiner mean for API Tier 1 and Tier 2. Chemical plants to report publically available mean only for ACC Tier 1.

Annual Performance Review and Evaluation Submittal June 30, 2015

*Attach additional pages as necessary

1. Name and address of Stationary Source:

Air Products—Tesoro Golden Eagle Refinery, 150 Solano Way, 3rd & F Streets, Martinez, CA 94553

2. Contact name and telephone number (should CCHMP have questions):

Eric Schneider 925-372-9302 x14

3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):

The stationary Source's Safety Plan is complete per the CCHS requirements. The program was audited in 2012 by CCHS as part of the three year CCHS site audit. Action items associated with CCHS's Unannounced Inspection of CalARP Program, Hazardous Materials Business Plan and Hazardous Waste Generator Inspection at Shell Martinez—June 9, 2014, have been completed.

4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):

The three year periodic audit completed in 2012 by CCHS required some updates to the Site safety plan. These have been completed.

5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):

CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library (libraries closest to the stationary source).

6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):

There were no major chemical accidents or releases to report.

7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):

There were no chemical accidents or releases to report.

8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):

There are no outstanding recommendations .

9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):

None.

- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2) (vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the nine facilities subject to the Industrial Safety Ordinance was \$727,268. The total Industrial Safety Ordinance program fees for these nine facilities was \$448,518. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 6044 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):**
Air Products is committed to the safer operation of our facilities and has implemented applicable requirements outlined in the ISO and CalARP regulations. Both the ISO and Human Factors programs are an integral part of our five year Operating Hazard Review revalidations and on-going management of change process. There have been no incidents resulting in an offsite impact. The Chapter has helped reinforce the need to maintain and follow a structured safety program to help ensure the safety of our employees and the communities in which we operate.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.**
Air Products has continued to refine the Tier IV site specific documents at the request of CCHS to clarify ISO requirements, The implementation of the ISO standards around maintenance critical safety systems has been completed. These activities were generated by the 3 year periodic audit and will result in ongoing improvement of our RMP, Safety Plan and improvements in Standard work instruction documentation. All contributing to our ongoing safe operation.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no emergency response activities to this site since the previous Annual Performance Review and Evaluation submittal.
- 18. Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 660

Total number of annual planned circuit inspections: 10

Past due PHA recommended actions, includes seismic and LCC recommended actions

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015
No. Tier 1 LOPC	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0
Industry mean*					
No. Tier 2 LOPC	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0

*Petroleum refineries to report publically available refiner mean for API Tier 1 and Tier 2.
Chemical plants to report publically available mean only for ACC Tier 1.

Annual Performance Review and Evaluation Submittal June 30, 2015

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Phillips 66 Rodeo Refinery, 1380 San Pablo Avenue, Rodeo, CA 94572
- 2. Contact name and telephone number (should CCHMP have questions):** Steve Harms 510-245-4425
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The Safety Plan was last revised in August 2012 per the 3 year update cycle required by the County. The plan was made available to the public at the July 21, 2013 Sugartown Festival & Street Fair in Crockett after addressing comments from the CCHMP review. We will be updating the Safety Plan this August.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The original Safety Plan for this facility was filed with Contra Costa Health Services on January 14, 2000. A revised plan was filed on April 7, 2000 with the updated recommendations requested by CCHS. A Human Factors Amendment was submitted on January 15, 2001. In conjunction with CCHSs required 2nd public meeting on our plan and audit findings, we submitted a complete revision of the plan to reflect the change in ownership of our facility and to update where needed. We took this opportunity to include Human Factors within the plan instead of having it as an amendment. On August 9, 2002 the plan was resubmitted. Public meetings for our plans were held on June 22, 2004 in Rodeo and July 8, 2004 in Crockett. As required the Plan was fully updated in August 2005 on the 3 year cycle. The Plan was reviewed by CCHS and was revised on July 28, 2006 with recommended changes. The Safety Plan was updated in July 2009 per the 3 year cycle. Recommendations requested by CCHMP were incorporated into the Safety Plan 11-4-2010. Safety Plan was again updated in August 2012 per the 3 year cycle.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Crockett and Rodeo Libraries (libraries closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There have been no major chemical accidents or releases (MCARs) during the current reporting year.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There have been no MCARs therefore no RCAs were required in the past year.
- 8. Summary of the status of implementation of recommendations formulated during**

audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)): All recommendations from the 2011 CalARP audit have been completed. The recommendations from the 2014 CalARP audit have been reviewed. The proposed corrective action plans with target dates were submitted to the CCHS on May 11, 2015.

- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** See Attachment 1 for the listing of Inherently Safer Systems improvements.
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):** No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the nine facilities subject to the Industrial Safety Ordinance was \$727,268. The total Industrial Safety Ordinance program fees for these nine facilities was \$448,518. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 6,044 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** No comments have been received.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** In addition to the Phillips 66 Corporate Health Safety Environment Management Systems the ISO provides another tool for the improvement of process safety performance.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** Units not covered by RMP, CalARP, and PSM are covered under the ISO and PHAs are scheduled and performed on all these units. Recommendations from the PHAs are implemented at an accelerated rate. A list of inherently safer system improvements, required by the ISO for PHA recommendations and projects, are listed in Attachment 1.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN**

activation) in response to major chemical accidents or releases: None have occurred since the last report.

18. Common Process Safety Performance Indicators:

NOTE: Phillips 66 complies with ANSI API RP-754 Process Safety Performance Indicators for the Refining and Petrochemical Industries. Tier 4 indicators such as a) overdue inspections, b) past due PHA recommendations and c) past due Investigation recommendations are all useful for identifying opportunities for both learning and systems improvement and are intended for internal site trending and analysis. These Tier 4 indicators are not considered valid for benchmarking or development of industry applicable criteria.

Overdue inspection for piping and pressure vessels based on total number of circuits

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 100,572 [1,539 Pressure Vessel and 99,033 Piping].

Total number of annual planned circuit inspections: 13,023 planned and completed [1,275 Internal/External inspections and 11,748 Piping CML Thickness].

Reported metrics are inspections or inspection points. SFR Rodeo does not use circuits for scheduling.

Past due PHA recommended actions, includes seismic and LCC recommended actions

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015
No. Tier 1 LOPC	2	3	0	0	0**
Incident rate for Tier 1	0.17	0.29	0.00	0.00	N/A
Refinery mean*	*	*	*	*	N/A
No. Tier 2 LOPC	5	3	0	1	2**
Incident rate for Tier 2	0.43	0.29	0.00	0.10	N/A
Refinery Mean*	*	*	*	*	*

*Petroleum refineries to report publically available refinery mean for API Tier 1 and Tier 2. Chemical plants to report publically available mean only for ACC Tier 1. The industry refinery rate is not publicly available at this time and will be provided when available or released.

**The number of reported Tier 1 and Tier 2 events is the year to date count, January 1st through June 30th. The remaining data is not available (NA) and will be reported in the June 2016 annual report.

Attachment 1: June 2014–June 2015 ISS improvements

Reference	Approach	ISS Category	MOC Description
M20142984-001	Minimize	Passive	Reduce hydrocarbon pump impeller.
M20142980-001	Substitute	Passive	Replace corroded support beams.
M2013547-001	Moderate	Inherent	Tank service change from gasoline to gas oil.
M20143157-001	Moderate	Passive	Additional support for blowdown drum piping to flare drum.
M20143627-001	Substitute	Passive	Piping upgrade from temporary screwed pipe to flanged pipe.
M20132304-001	Substitute	Passive	Upgrade from Packing to Mechanical Seal on hydrocarbon pump.
M20132999-002	Minimize	Inherent	Removed Tank from service.
M2014793-001	Substitute	Passive	Upgrade to HDPE OSD Bleach Tank.
M20143735-001	Substitute	Passive	Piping Upgrades to Duplex 2205.
M20133805-001	Minimize	Inherent	Tank was cleaned and removed from service.
M20143381-001	Substitute	Passive	Vessel metallurgical upgrade on tower to Alloy 625 clad CS.
M20143734-001	Substitute	Passive	Bypass line around exchanger from carbon steel to Inconel 825.
M20123930-001	Minimize	Inherent	Reduce size of bypass globe valve.
M20142843-001	Moderate	Passive	Permanent containment barriers were installed at concrete pad and at Vacuum truck washout pan.
M20142093-001	Substitute	Passive	Replace temporary hoses with permanent pipe and supports on ground water extraction wells at outfall.
M20112724-001	Minimize	Inherent	Two lines were cleaned, blinded, and removed from service.
M2014774-001	Substitute	Passive	Economizer module internal upgraded from CS to Cr.
M20131639-001	Substitute	Passive	Exchanger bundle metallurgy from Duplex 2205 to Inconel 825.
M20141458-001	Substitute	Passive	Tank Floor replacement with concrete. Nozzles to SS from CS.
M20123919-001	Minimize	Inherent	Remove De-aerator vent condensers.
M2014769-001	Substitute	Passive	Upgrade Balance Tank to Stainless Steel.
M20134670-001	Minimize	Passive	Closed loop sample stations were installed on tower overhead lines to prevent personnel exposure.
M2014009-002	Moderate	Passive	Hydrocarbon pump was upgraded to dual seal from single seal.
M20131652-001	Substitute	Passive	Upgrade of hydrocarbon pumps with 317 stainless steel.
M20134033-001	Substitute	Passive	Upgrade piping flanges to 300# from 150# flanges on exchanger.
M20145980-001	Substitute	Passive	Upgrade carbon steel pipe spools at control valve with Incoloy 825.
M2013737-001	Moderate	Passive	Secondary containment was installed for pump suction can.
M20145981-001	Substitute	Passive	Control valve spools were upgraded to Incoloy 825 spools.
M20141533-001	Substitute	Passive	Steam/quench water mix points upgraded to Inconel 625.
M20131652-002	Substitute	Passive	Upgrade of hydrocarbon pumps with 317 stainless steel.
M20141380-003	Moderate	Passive	Installed hot surface guards on piping above 140F.
M20141380-004	Moderate	Passive	Installed hot surface guards on piping above 140F.
M2015816-001	Moderate	Passive	Installed additional feed line support for stripper.
M20141380-002	Moderate	Passive	Installed hot surface guards on piping above 140F.
M20142842-003	Substitute	Passive	Replace hydrocarbon pump with 316 SS alloy materials and dual pump gas seals.
M20151676-002	Minimize	Inherent	4 sludge ejectors on the API separator were demolished.
M20141380-006	Moderate	Passive	Installed hot surface guards on piping above 140F.
M20142810-002	Simplify	Inherent	Demolished two vessels, 2 pumps, and 4 control valves and associated instrumentation from old tower.

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*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Shell Oil Products U.S. Martinez Refinery, 3485 Pacheco Blvd., Martinez, CA 94553
- 2. Contact name and telephone number (should CCHMP have questions):** Mary Kay Nye:
925-313-3358
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** SMR's Safety Plan was last updated in August 2013. SMR's Safety Program was reviewed by the CCHS during the CalARP/ISO audit conducted in May 2015.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** SMR's Safety Plan was last updated in August 2013. The changes addressed actions from the CCHS 2012 audit. The next update is due August 28, 2016.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Crockett and Rodeo Libraries (libraries closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There were no MCAR's in the current reporting period (July 1, 2014 to June 30, 2015), and therefore no updates to the Accident History.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There were no MCAR's in the current reporting period (July 1, 2014 to June 30, 2015), and therefore no RCA's were required.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** The status of the recommendations from the February 2012 CalARP/ISO Audit are: 59 of 60 Action items were completed. The last action will be completed in 2015. All of the actions from the December 2013 Unannounced Inspection are complete. There have been no RCA's or

Incident Investigations conducted by the Department.

9. **Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** See Attachment 1, Table 1
10. **Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** No penalties have been assessed against this facility.
11. **Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
12. **Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the nine facilities subject to the Industrial Safety Ordinance was \$727,268. The total Industrial Safety Ordinance program fees for these nine facilities was \$448,518. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
13. **Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 6,044 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
14. **Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None received
15. **Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** SMR has integrated requirements of the Industrial Safety Ordinance into our Health, Safety, and Environment Management System; in the context of our HSE MS, the ISO requirements drive continual improvement in our HSE performance.
16. **List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** See Attachment 1, Table 2
17. **Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no MCAR's in the current reporting period (July 1, 2014 to June 30, 2015).
18. **Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2015	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Total number of circuits: 12,521

Total number of annual planned circuit inspections: 881 planned for 2015.

Past due PHA recommended actions, includes seismic and LCC recommended actions

2015	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2015	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015
No. Tier 1 LOPC	1	1	1	0	1
Incident rate for Tier 1	0.17	0.074	0.081	0	N/A
Refinery mean*	**	**	**	**	**
No. Tier 2 LOPC	2	0	5	2	5
Incident rate for Tier 2	0.14	0	0.405	0.111	N/A
Refinery Mean*	**	**	**	**	**

*Petroleum refineries to report publically available refinery mean for API Tier 1 and Tier 2. Chemical plants to report publically available mean only for ACC Tier 1.

**API data is not publicly available at this time and will be provided when available or released.

Attachment 1

Attachment 1, Table 1. Summary of Implemented ISS			
ISS Item Number	ISS Type	Source/Study	Description
M20143325-001	Inherent / Minimize	ISS Review of Existing Units	BFWS Zeolite Piping modification - removal of several dead-legs
M2014222-001	Passive / Moderate	ISS Review of Existing Units	Dimersol upgrade exchanger tube metallurgy to reduce corrosion rate
M20131784-001	Passive / Moderate	ISS Review of Existing Units	HGHT Alloy Upgrade Exchanger metallurgy
M2012646-002	Inherent / Simplify	ISS Review of Existing Units	ALKY Remove Unused Caustic Washout Line from Settler
M20122399-001	Passive / Moderate	ISS Review of Existing Units	Piping Changes in Volatile Storage to reduce FUGEM leaks
M20103661-001	Inherent / Simplify	ISS Review of Existing Units	CGH Demo unused piping at F-61
M2015480-001	Passive / Moderate	ISS Review of Existing Units	CGH Lube Oil Cooler Materials Upgrade
M2015072-001	Passive / Moderate	ISS Review of Existing Units	ALKY Reactor 1 - Upgrade Seal Design
M20142379-001	Passive / Moderate	ISS Review of Existing Units	HP1 Exchanger Material Upgrade
M20142337-001	Passive / Moderate	ISS Review of Existing Units	HP2 Upgrade metallurgy on valves
M20131857-001	Passive / Moderate	CCU PHA	CCU Spent Catalyst Piping material upgrade
M20131856-001	Passive / Moderate	ISS Review of Existing Units	CCU Light Gas Oil Piping material upgrade
M20113060-001	Passive / Moderate	ISS Review of Existing Units	SWS-7 reflux piping materials upgrade

Attachment 1, Table 2. ISO-only Recommendations Implemented (not required by CalARP)		
Number	Source	Description
811335	2014 Spent Caustic Neutralizer PHA Revalidation	Painted area around Caustic pumps P-17371/17372 to indicate goggle area

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*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Tesoro Golden Eagle Refinery, 150 Solano Way, Martinez, CA 94553
- 2. Contact name and telephone number (should CCHS have questions):** James Jeter at 925-370-3279 or Sabiha Gokcen at (925) 370-3620. .
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The most recent Safety Plan was submitted to Contra Costa Hazardous Materials Program (CCHMP) in June 2012, this plan is being updated and will be submitted to CCHMP in June 2015. CCHMP has completed six audits on the safety programs. The first audit was in September 2000 on the safety programs. The second audit was in December 2001 and focused on Inherently Safer Systems and Human Factors. CalARP/ISO audits were conducted in August 2003, November-December 2005, August-October 2008, April-May 2011 and most recently January, 2014. All safety program elements required by the ISO have been developed and are implemented.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2) (ii)):** The original Safety Plan for this facility was filed with CCHMP on January 14, 2000. An amended plan, updated to reflect CCHS recommendations and ownership change, was filed on November 30, 2000. A Human Factors Amendment was submitted on January 15, 2001. A Power Disruption Plan was submitted, per Board of Supervisor request, on June 1, 2001. An amended Safety Plan, updated to reflect ownership change was submitted on June 17, 2002.

The Safety Plan for this facility is updated whenever changes at the facility warrant an update or every three years. In addition, the accident history along with other information is updated every year on June 30 in the Annual ISO Update to CCHMP. The 2012 Safety Plan is being updated and will be submitted to CCHMP in June 2015.

- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library (library closest to the stationary source)
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(£)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(£)(1) for all major chemical accidents or releases occurring between the last accident history report submittal (January 15) and the annual performance review and evaluation submittal (June 30)):** There have been no new MCARs for the last 12 months.

7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)): Status of Root Cause Analysis Recommendations: The recommended action items for all MCARs are closed..

8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)): "CCHS Information": CCHS completed an audit on September 15, 2000, December, 2001, August, 2003, November/December, 2005, August–October, 2008, April–May 2011 and January, 2014. There are no RCA or Incident Investigations that have been conducted by the Department.

Facility status of audit recommendations: All recommendations from CCHMP audits prior to 2014 are closed. The agreed upon recommendations resolutions from the 2014 audit are on target for completion by their dates. There are a few recommendations where resolution is still under discussion with the agency.

9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)): Golden Eagle is submitting a list of the Inherently Safer Systems (ISS) that meet the criteria for Inherent or Passive levels only and that were completed within the last year (see attached).

10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)): "CCHMP Information": There were no enforcement actions during this period.

11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)): "CCHMP Information": No penalties have been assessed against this facility.

12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)): "CCHMP Information": The total CalARP Program fees for the nine facilities subject to the Industrial Safety Ordinance was \$727268. The total Industrial Safety Ordinance program fees for these nine facilities was -\$448518. (NOTE: These fees include those for the County and City of Richmond ISO facilities).

13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)): "CCHMP Information": 6044 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.

14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)): This facility has not received any comments to date regarding the effectiveness of the local program.

- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** Chapter 450-8 improves industrial safety by expanding the safety programs to all units in the refinery. In addition, the timeframe is shorter to implement recommendations generated from the Process Hazard Analysis (PHA) safety program than state or federal law. This has resulted in a faster implementation of these recommendations.

Chapter 450-8 also includes requirements for inherently safer systems as part of implementing PHA recommendations and new construction. This facility has developed an aggressive approach to implementing inherently safer systems in these areas.

Chapter 450-8 has requirements to perform root cause analyses on any major chemical accidents or releases (MCAR). This facility has applied that rigorous methodology to investigate any MCARs that have occurred since January, 1999..

Chapter 450-8 requires a human factors program. This facility has developed a comprehensive human factors program and is in the process of implementing the program.

Chapter 450-8 requires a safety culture assessment. This facility has developed a safety culture assessment program that meets the requirements in the ordinance.

- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCAs) that significantly decrease the severity or likelihood of accidental releases.**

This question was broadly answered under question 15 above. Some examples of changes that have been made due to implementation of the ordinance are as follows. There are some units that were not covered by RMP, CalARP or PSM. Those units are now subject to the same safety programs as the units covered by RMP, CalARP and PSM. They have had PHAs performed on them according to the timeline specified in the ISO and the PHA recommendations have been resolved on the timeline specified in the ISO. A list of inherently safer systems as required by the ISO for PHA recommendations and new construction is attached to this filing as mentioned in the response to question 9. With respect to Compliance Audits, there was a compliance audit performed in April 2015 in addition to the CCHMP audits mentioned above. All audit findings are being actively resolved. Root Cause Analysis findings and recommendations for MCARs are listed in the response under question 6..

- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** Please refer to #6 which has the CWS classifications for the major chemical accidents and releases as well as any information regarding emergency responses by agency personnel.

18. Common Process Safety Performance Indicators:

Overdue inspection for piping and pressure vessels based on total number of circuits

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	651*	0
May	0	264*
June	0	2*
July	0	0
August	0	0
September	0	0
October	0	0
November	1	0
December	0	0

Total number of circuits: 7,692

Total number of annual planned circuit inspections: 1,819 in the year 2014.

*Tesoro Martinez recently changed its system for managing data pertaining to forced equipment thickness measurements. During the process of changing data management systems, 651 out of over 17,000 inspections were identified as overdue in April 2014 based on the inspection due dates calculated by the new data management system. Tesoro believes that these inspections are subject to the exclusion provided in Contra Costa County Safety Program Management Guidance Section A.1.2.9.1 "Overdue should exclude new data that is uncovered from a new improved inspection program or uncovered from inspection data." However, out of an abundance of caution, Tesoro has reported these inspections in this report.

Past due PHA recommended actions, includes seismic and LCC recommended actions

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2015	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015
No. Tier 1 LOPC	0	0	1	1	***
Incident rate for Tier 1	0	0	0.081	0.05	***
Refinery mean*	**	**	**	**	***
No. Tier 2 LOPC	1	1	5	3	***
Incident rate for Tier 2	0.06	0.05	0.405	0.16	***
Refinery Mean*	**	**	**	**	**

*Petroleum refineries to report publically available refinery mean for API Tier 1 and Tier 2. Chemical plants to report publically available mean only for ACC Tier 1.

**Data is not publicly available at this time and will be provided when available or released

***2015 data cannot be reported until the year is concluded.

Inherently Safer Systems Implemented

Item Identifier	Implementation Category	Risk Reduction Category	ISS Approach
A048-2013-002-SIS	SIS	Passive	Simplify—Use of design facilities that eliminate unnecessary complexity and make operating errors less likely.
A081-2014-001	PHA	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.
A083-2014-001	PHA	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.
A102-2012-001	PHA	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.
PTS 12473	Project	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.

Item Identifier	Implementation Category	Risk Reduction Category	ISS Approach
PTS 12524	Project	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.
PTS 12475	Project	Passive	Minimize—Reduction of hazardous material inventory.
MOC 10150	Project	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.
MOC 10151	Project	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.
MOC 10152	Project	Passive	Moderate—Incorporation of equipment design features which reduce potential to release hazardous material.
MOC 10557	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10674	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10675	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10676	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10678	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10679	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10680	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 106801	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10682	Project	Passive	Substitute—Replace a material with a less hazardous substance.
MOC 10686	Project	Passive	Substitute—Replace a material with a less hazardous substance.

ATTACHMENT B

REGULATED SOURCES ANNUAL PERFORMANCE WITH ACCIDENT HISTORY AND INHERENT SAFETY IMPLEMENTATION

2016

ISO REPORT

www.cchealth.org/hazmat

Annual Performance Review and Evaluation Submittal June 30, 2016

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Air Liquide Rodeo Hydrogen Plant, 1391 San Pablo Ave., Rodeo, California 94572
- 2. Contact name and telephone number (should CCHMP have questions):** Jared Wittry, Plant Manager—510- 245-7285 x 2204
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The revised safety plan was submitted in April 2014 as part of the 3 year review and incorporated the NODs received by the county in December 2012. The audit conducted in June of 2014 provided more guidance for the improve of the safety program at the Rodeo Facility and progress is being made to address the additional NODs based on all the new programs implimented at the Rodeo SMR.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** Since the audit in June of 2013, we continue to meet monthly to address recommendations from the audit and improve the safety systems at the Rodeo SMR. As an organization, we have centralized many of the life critical procedures and have begun to introduce the Procedural PHAs at other facilities with success.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Rodeo Public Library; Crockett Public Library (libraries closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There have been no incidents since the previous annual review.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There have been no incidents since the previous annual review.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** There have been no incidents since the previous review.

- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** Metallurgy of the condensate line was upgraded to duplex stainless steel. Metallurgy of warm-up lines around the ARC valves was upgraded to chrome-molly.
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):** No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$754,554. The total Industrial Safety Ordinance program fees for these nine facilities was -\$52,798. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 4997 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** This chapter reinforces the need to maintain, follow, and continuously improve our structured safety program to help ensure the safety of our employees and the community in which we operate.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** Air Liquide is now using company-wide procedures to address process safety program elements across all sites with covered processes; these procedures address Compliance Audit, Employee Participation, Operating Procedure Certification, and Process Safety Information. The Behavioral Safety Visit system is fully transitioned to SafeTrack, with employees able to use pocket-sized cards to guide BSVs. HSE Area Specialists support the site by conducting Life Critical audits throughout the year.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** None.
- 18. Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 48

Total number of annual planned circuit inspections: 2

Past due PHA recommended actions, includes seismic and LCC recommended actions

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015	2016
No. Tier 1 LOPC	0	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0	0
Industry mean ¹						
Industry mean ²	.03	.03	.06	.04	N/A	N/A
No. Tier 2 LOPC	0	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0	0

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

Annual Performance Review and Evaluation Submittal June 30, 2016

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Air Products Shell Martinez Refinery 110 Waterfront Road
Martinez, CA 94553
- 2. Contact name and telephone number (should CCHMP have questions):** Harold Allen
925-372-9302 x15
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The stationary source's safety plan is complete per the CCHS requirement. The program was audited in March 2015 by CCHS as part of the three year CCHS site audit, and in October 2015 as part of an unannounced inspection.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The three year periodic audit completed in 2015 by CCHS required some updates to the site safety plan. Those are in process.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library; (library closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There were no major accidents or releases to report.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There are no outstanding recommendations.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** Final recommendations from the three year CCCHS audit are a work in process, with roughly 50% of ensure items complete. The remainder are being reviewed on a monthly basis until complete.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** There were none implemented.

- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$754,554. The total Industrial Safety Ordinance program fees for these nine facilities was -\$51,798. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 4997 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** Air Products is committed to the safer operation of our facilities and has implemented applicable requirements outlined in the ISO and CalARP regulations. Both the ISO and Human Factors programs are an integral part of our five year Operating Hazard Review revalidations and on going management of change process. There have been no incidents resulting in an offsite impact. The Chapter has helped reinforce the need to maintain and follow a structured safety program to help ensure the safety of our employees and the communities in which we operate.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** The Air Products facility is tracking various metrics (leading and lagging). These include those called out in ISO API/ACC Tier 1 and 2 events, past due PHA recommendations and past due incident investigation recommendations. A baseline was developed and metrics are tracked for the facility on a company share site.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no emergency response activities to this site since the previous Annual Performance review.
- 18. Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Total number of circuits:

Total number of annual planned circuit inspections:

Past due PHA recommended actions, includes seismic and LCC recommended actions

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015	2016
No. Tier 1 LOPC	0	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0	0
Industry mean ¹						
Industry mean ²						
No. Tier 2 LOPC	0	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0	0

¹Petroleum refineries to report publically available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1

²Petroleum refineries to report publically available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1

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*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Air Products
Tesoro Golden Eagle Refinery, 150 Solano Way, 3rd & F Streets, Martinez, CA 94553
- 2. Contact name and telephone number (should CCHMP have questions):** Harold Allen
925-313-8990 x15
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The stationary source's safety plan is complete per the CCHS requirement. The program was audited in March 2015 by CCHS as part of the three year CCHS site audit, and in October 2015 as part of an unannounced inspection.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The three year periodic audit completed in 2015 by CCHS required some updates to the site safety plan. Those are in process.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library; (library closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There were no major accidents or releases to report.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There are no outstanding recommendations.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** Final recommendations from the three year CCHS audit are a work in process, with roughly 50% of ensure items complete. The remainder are being reviewed on a monthly basis until complete.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** There were none implemented.

- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$754,554. The total Industrial Safety Ordinance program fees for these nine facilities was -\$521,798. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 4997 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** Air Products is committed to the safer operation of our facilities and has implemented applicable requirements outlined in the ISO and CalARP regulations. Both the ISO and Human Factors programs are an integral part of our five year Operating Hazard Review revalidations and on going management of change process. There have been no incidents resulting in an offsite impact. The Chapter has helped reinforce the need to maintain and follow a structured safety program to help ensure the safety of our employees and the communities in which we operate.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** The Air Products facility is tracking various metrics (leading and lagging). These include those called out in ISO API/ACC Tier 1 and 2 events, past due PHA recommendations and past due incident investigation recommendations. A baseline was developed and metrics are tracked for the facility on a company share site.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no emergency response activities to this site since the previous Annual Performance review.
- 18. Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Total number of circuits:

Total number of annual planned circuit inspections:

Past due PHA recommended actions, includes seismic and LCC recommended actions

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015	2016
No. Tier 1 LOPC	0	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0	0
Industry mean ¹						
Industry mean ²						
No. Tier 2 LOPC	0	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0	0

¹Petroleum refineries to report publically available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1

²Petroleum refineries to report publically available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1

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*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Phillips 66 Rodeo Refinery, 1380 San Pablo Avenue, Rodeo, CA 94572
- 2. Contact name and telephone number (should CCHMP have questions):** Steve Harms: 510-245-4425
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The Safety Plan was last updated in August of 2015.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The original Safety Plan for this facility was filed with Contra Costa Health Services on January 14, 2000. A revised plan was filed on April 7, 2000 with the updated recommendations requested by CCHS. A Human Factors Amendment was submitted on January 15, 2001. In conjunction with CCHSs required 2nd public meeting on our plan and audit findings, we submitted a complete revision of the plan to reflect the change in ownership of our facility and to update where needed. We took this opportunity to include Human Factors within the plan instead of having it as an amendment. On August 9, 2002 the plan was resubmitted. Public meetings for our plans were held on June 22, 2004 in Rodeo and July 8, 2004 in Crockett. As required the Plan was fully updated in August 2005 on the 3 year cycle. The Plan was reviewed by CCHS and was revised on July 28, 2006 with recommended changes. The Safety Plan was updated in July 2009 per the 3 year cycle.. Recommendations requested by CCHMP were incorporated into the Safety Plan 11-4-2010. Safety Plan was again updated in August 2012 and August 2015 per the 3 year cycle.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Crockett and Rodeo Libraries (libraries closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** Phillips 66 had an incident on August 2, 2015 that involved a fire on the top deck of the Coker. During the initial assessment of the incident, a CWS Level 2 notification was made in an abundance of caution. However, the smoke generated from the fire quickly dissipated with no impacts to the surrounding community, nor having possible health impacts. See the attached final report, ATTACHMENT 2.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** See the attached FINAL Report for the August 2, 2015 event. All recommendations listed have been completed as written.

- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** There are four recommendations from the 2014 CalARP/ISO audit. These are scheduled to be completed in 2016.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** See ATTACHMENT 1 for the listing of Inherently Safer Systems Improvements.
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):** No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total Industrial Safety Ordinance program fees for these nine facilities was -\$521,798. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 4,997 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** No comments have been received.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** In addition to the Phillips 66 Corporate Health Safety Environment Management Systems the ISO provides another tool for the improvement of process safety performance.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** Units not covered by RMP, CalARP, and PSM are covered under the ISO and PHAs are scheduled and performed on all these units. Recommendations from the PHAs are implemented at an accelerated rate. A list of inherently safer system improvements, required by the ISO for PHA recommendations and projects, are listed in Attachment 1.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There was a CWS 2 activation on August 2, 2015 for the fire on the top deck of the coker. See ATTACHMENT 2, Final report.

18. Common Process Safety Performance Indicators:

NOTE: Phillips 66 follows ANSI API RP-754 Process Safety Performance Indicators for the Refining and Petrochemical Industries. Tier 4 indicators such as a) overdue inspections, b) past due PHA recommendations and c) past due Investigation recommendations are all useful for identifying opportunities for both learning and systems improvement and are intended for internal site trending and analysis. These Tier 4 indicators are not considered valid for benchmarking or development of industry applicable criteria.

Overdue inspection for piping and pressure vessels based on total number of circuits

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 155,019

Total number of annual planned circuit inspections: 9,531 planned and completed. Reported metrics are inspections or inspection points. SFR Rodeo does not use circuits for scheduling.

Past due PHA recommended actions, includes seismic and LCC recommended actions

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015	2016
No. Tier 1 LOPC	2	3	0	0	2	
Incident rate for Tier 1	0.17	0.29	0.00	0.00	0.21	
Refinery rate ¹	01553	0.0995	0.0947	0.0925	0.1038	
Refinery mean ²	*	1.49	1.30	1.38	1.55	
No. Tier 2 LOPC	5	3	0	1	2	
Incident rate for Tier 2	0.43	0.29	0.00	0.10	0.21	
Industry Rate¹	*	0.3603	0.2747	0.2062	0.2115	
Industry Mean²	*	*	*	*	*	

¹Petroleum refineries to report publically available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1

²Petroleum refineries to report publically available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1

June 2015–June 2016 ISS improvements

Reference	Approach	Category	MOC Description
M20146206-001	Minimize	Passive	Pump upgraded with dual seals.
M20141380-001	Moderate	Passive	Insulation installed on equipment > 140F.
M20153978-002	Eliminate	Inherent	Nitrogen system was air gapped from the recycle gas compressor seal gas system to prevent contamination or other process hazards.
M20151593-001	Substitute	Passive	Concrete seal and oil/water interceptor trench was installed to replace a tarp.
M20155702-001	Moderate	Passive	Upgrade metallurgy on suction screens to 316SS on Pump.
M20154657-002	Eliminate	Inherent	Remove old level indicator on tank that is no longer used to eliminate a potential leak source.
M20151587-001	Moderate	Passive	Upgrade PVC lined Carbon Steel piping with Sch. 304 SS piping
M20151387-001	Moderate	Passive	Trays of the Fractionation Tower replaced with an upgraded metallurgy from carbon steel to 410SS.
M20155799-001	Moderate	Passive	Replaced 1-2" condensate outlet lines on the 600# Steam Reheaters with Sch. 160 piping.
M20156813-001	Eliminate	Inherent	Remove small bore piping on sample stations that are no longer used.
M20156900-001	Moderate	Passive	Upgraded the discharge piping for Amine Booster Pumps from 150# class piping to 300# class piping.
M20155544-001	Moderate	Passive	Upgraded exchanger components from carbon steel to 316L SS and 304L SS components.
M20142810-006	Moderate	Passive	Upgraded metallurgy of exchanger bundle to stainless steel.
M20145861-001	Moderate	Passive	Upgraded the metallurgy of Exchanger bundle from 304 SS to 317L SS.
M20151821-001	Moderate	Passive	Upgraded exchanger bundle with Inconel 825 materials.
M20142810-001	Moderate	Passive	Upgraded pre-fractionation tower with a smaller vessel fully clad in 317L SS.
M2016744-001	Eliminate	Inherent	Demolished 6 dead leg spools that were attached to various 2" Channel and 2" Shell Side Nozzles on exchangers.
M20134062-003	Eliminate	Inherent	Plant isolations, demolition and restoration.
M20161007-001	Eliminate	Inherent	Remove old level indicator on tank that is no longer used to eliminate a potential leak source.
M20154135-001	Eliminate	Inherent	Chemical day tank was removed from service on top of coke drums.
M20144776-001	Moderate	Passive	Dual seals were installed on pumps to protect from seal failure.
M20155538-001	Moderate	Passive	This project will re-route the water drain to a safe location instead of the ditch to prevent potential personnel exposure.
M2014382-001	Moderate	Passive	Dual seals were installed on pumps to protect from seal failure.
M20133152-001	Moderate	Passive	This project will upgrade Bottoms Pumparound Pump with upgraded metallurgy.
M20143960-001	Moderate	Passive	Replaced the Overflash Recycle Pump with 317 Stainless Steel metallurgy.
M2016107-001	Moderate	Passive	Exchanger Inlet Nozzle Replacement with Inconel 625 Overlay.
M20143960-002	Moderate	Passive	Replaced the Prefractionator Bottoms Pump with 317 Stainless Steel metallurgy.
M20141380-005	Moderate	Passive	Installed hot surface insulation/guards
M20142842-001	Moderate	Passive	Replaced pumps with 316 SS alloy materials of construction and dual pump gas seals.
M2016611-001	Moderate	Passive	Upgrade O-rings on recycle compressor dry gas seal from Viton to Chemraz 510.

Annual Performance Review and Evaluation Submittal June 30, 2016

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Shell Oil Products U.S. Martinez Refinery 3485 Pacheco Blvd., Martinez, CA 94553
- 2. Contact name and telephone number (should CCHMP have questions):** Ha Nguyen:
925-313-3079
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** SMR's Safety Plan was last updated in August 2013. Safety Plan is due for update in August 2016.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** SMR's Safety Plan was last updated in August 2013. The changes addressed actions from the CCHS 2012 audit. The next update is due August 28, 2016.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library (library closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There were no MCAR's in the current reporting period (July 1, 2015 to June 30, 2016), and therefore no updates to the Accident History.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There were no MCAR's in the current reporting period (July 1, 2015 to June 30, 2016), and therefore no RCA's were required.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** Proposed remedies for the 2015 CCHS Audit were finalized in March of 2016. All actions are still open, expect to be completed by 12/1/2016. There have been no RCA's or Incident Investigations conducted by the Department.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):**
See ATTACHMENT 1, Table 1.

- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$754,554. The total Industrial Safety Ordinance program fees for these nine facilities was -\$521,798. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 4,997 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None received.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):**SMR has integrated requirements of the Industrial Safety Ordinance into our Health, Safety, and Environment Management System; in the context of our HSE MS, the ISO requirements drive continual improvement in our HSE performance.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases. See Attachment 1, Table 2.**
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no MCAR's in the current reporting period (July 1, 2015 to June 30, 2016).
- 18. Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Total number of circuits: 12,381

Total number of annual planned circuit inspections: 881 planned for 2016

Past due PHA recommended actions, includes seismic and LCC recommended actions

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2016	Overdue	Repeat
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015	2016
No. Tier 1 LOPC	1	1	1	0	1	0
Incident rate for Tier 1	0.07	0.07	0.08	0	0.07	N/A
Refinery rate ¹	N/A	0.0995	0.0947	0.0925	0.1038	N/A
Refinery mean ²						
No. Tier 2 LOPC	2	0	5	2	5	2
Incident rate for Tier 2	0.14	0	.41	0.11	0.42	N/A
Refinery Rate¹	N/A	0.2405	0.2531	0.2380	0.2063	N/A
Refinery Mean²						

¹Petroleum refineries to report publically available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1

²Petroleum refineries to report publically available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publically available mean only for ACC Tier 1. Note: Tier 1 and 2 data are from July 1 to June 30, Incident rate for Tier 1 and 2 and Industry Rates are from Jan 1 to Dec 31 of that year.

Attachment 1

 CONTRA COSTA HEALTH SERVICES HAZARDOUS MATERIALS PROGRAMS	Title: INDUSTRIAL SAFETY ORDINANCE ANNUAL PERFORMANCE REVIEW AND EVALUATION		
	Document No.:	Date Effective:	Page: 4 of 5
Policy	Document Owner:	Approved By:	Revision No.: 1

Table 1. Summary of Implemented ISS		
Reference	ISS Type	Description
M20153386-001	Passive/Moderate	DEA2 Piping and Check Valve Material Upgrade
M2015171-001	Passive/Moderate	EB1205, EB1222, and EB1200 bundle material upgrade
M20151096-001	Passive/Moderate	E1210 outlet piping material upgrade
M20133064-001	Passive/Moderate	E-944 Floating Head & Bellows Assembly Replacement & Materials Upgrade
M20152950-001	Passive/Moderate	Upgraded E1103B Tube Metallurgy
M2015286-001	Passive/Moderate	E14541B to C14542 spool material upgrade
M2015171-001	Passive/Moderate	EB1205, EB1222, and EB1200 bundle material upgrade
M20142739-001	Passive/Moderate	E817-1 and E820-1 Exchanger Replacement & Materials Upgrade
M20141285-001	Passive/Moderate	Upgraded FXU Coke Transfer Line metallurgy
M2013072-001	Passive/Moderate	Upgraded Class-1 check valve upstream Caustic Column, C-12561.
M20123766-001	Passive/Minimize	Reduced P2568 discharge pressure to stay below maximum allowable operating pressure in the lines and hoses.

 CONTRA COSTA HEALTH SERVICES HAZARDOUS MATERIALS PROGRAMS	Title: INDUSTRIAL SAFETY ORDINANCE ANNUAL PERFORMANCE REVIEW AND EVALUATION		
	Document No.:	Date Effective:	Page: 5 of 5
Policy	Document Owner:	Approved By:	Revision No.: 1

Table 2. ISO-only Recommendations Implemented (not required by CalARP)		
Number	Source	Description
864673	2014 HP2 PHA Revalidation	Update associated procedures to ensure that V-1109/1110 outlet valves are CSO when in service.
885943	2015 ETP PHA Revalidation	Upgraded existing phosphoric acid facility to reduce exposure to potential vehicular impact.
811333	2014 SCN PHA Revalidation	Added a high pressure ESP alarm on Caustic Regen Flash Pot V-683.
864667	2014 HP2 PHA Revalidation	Inspected and serviced TV322 linkages. Created annual PM to visual inspect the linkage.
864678	2014 HP2 PHA Revalidation	Upgrade existing check valves to Class 1: check valves downstream of P-5166 and P5167, BFW from P5166 and P5167 to F-104 Coil #2, and BFW from E-1210 to V1106.
822025	2014 HP2 PHA Revalidation	Re-labeled the pump switches to clearly indicate discrete positions per HF LCC Recommendations
876692	2015 GMDO PHA Revalidation	Inserted a blind at battery limit in the line from caustic relief drum to GMDO to prevent inadvertent line-up.
876701	2015 GMDO PHA Revalidation	Relabeled lines per PHA HF LCC recommendation.

Annual Performance Review and Evaluation Submittal

June 30, 2016

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Tesoro Golden Eagle Refinery 150 Solano Way, Martinez, CA 94553
- 2. Contact name and telephone number (should CCHMP have questions):** James Jeter at 925-370-3279 or Sabiha Gokcen at 925-370-3620.
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The most recent Safety Plan was submitted to Contra Costa Hazardous Materials Program (CCHMP) in June 2015. CCHMP has completed six audits on the safety programs. The first audit was in September 2000 on the safety programs. The second audit was in December 2001 and focused on Inherently Safer Systems and Human Factors. CalARP/ISO audits were conducted in August 2003, November-December 2005, August-October 2008, April-May 2011 and most recently January, 2014. All safety program elements required by the ISO have been developed and are implemented.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The original Safety Plan for this facility was filed with CCHMP on January 14, 2000. An amended plan, updated to reflect CCHS recommendations and ownership change, was filed on November 30, 2000. A Human Factors Amendment was submitted on January 15, 2001. A Power Disruption Plan was submitted, per Board of Supervisor request, on June 1, 2001. An amended Safety Plan, updated to reflect ownership change was submitted on June 17, 2002.

The Safety Plan for this facility is updated whenever changes at the facility warrant an update or every three years. In addition, the accident history along with other information is updated every year on June 30 in the Annual ISO Update to CCHMP. The most recent Safety Plan was submitted in June, 2015.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library (library closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There has been one accident meeting the major chemical accident or release criteria during this reporting period. The root cause analysis report for the December 15, 2015 Loss of 6 Boiler Causing Smoky Flaring is attached to this filing.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** Status of Root Cause Analysis Recommendations. The recommended action items for all MCARs are closed.

- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** “CCHS Information”: CCHS completed an audit on September 15, 2000, December, 2001, August, 2003, November/December, 2005, August-October, 2008, April-May 2011 and January, 2014. There are no RCA or Incident Investigations that have been conducted by the Department. Facility status of audit recommendations: All recommendations from CCHMP audits prior to 2014 are closed. The agreed upon recommendations resolutions from the 2014 audit are mostly closed, there are several recommendations where the implementation is still in progress.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** Tesoro is submitting a list of the Inherently Safer Systems (ISS) that meet the criteria for Inherent or Passive levels only and that were completed within the last year (see attached).
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney’s Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** “CCHMP Information”: There were no enforcement actions during this period .
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):** “CCHMP Information”: No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** “CCHMP Information”: The total Ca!ARP Program fees for the nine facilities subject to the Industrial Safety Ordinance was \$754,554. The total Industrial Safety Ordinance program fees for these nine facilities was -\$521,798. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 4,997 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** This facility has not received any comments to date regarding the effectiveness of the local program.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):**Chapter 450-8 improves industrial safety by expanding the safety programs to all units in the refinery. In addition, the timeframe is shorter to implement recommendations generated from the Process Hazard Analysis (PHA) safety program than state or federal law. This has resulted in a faster implementation of these recommendations.

Chapter 450-8 also includes requirements for inherently safer systems as part of implementing PHA recommendations and new construction. This facility has developed an aggressive approach to implementing inherently safer systems in these areas.

Chapter 450-8 has requirements to perform root cause analyses on any major chemical accidents or releases (MCAR). This facility has applied that rigorous methodology to investigate any MCARs that have occurred since January, 1999.

Chapter 450-8 requires a human factors program. This facility has developed a comprehensive human factors program and is in the process of implementing the program.

Chapter 450-8 requires a safety culture assessment. This facility has developed a safety culture assessment program that meets the requirements in the ordinance.

16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.

This question was broadly answered under question 15 above. Some examples of changes that have been made due to implementation of the ordinance are as follows. There are some units that were not covered by RMP, CalARP or PSM. Those units are now subject to the same safety programs as the units covered by RMP, CalARP and PSM. They have had PHAs performed on them according to the timeline specified in the ISO and the PHA recommendations have been resolved on the timeline specified in the ISO. A list of inherently safer systems as required by the ISO for PHA recommendations and new construction is attached to this filing as mentioned in the response to question 9. With respect to Compliance Audits, there was a compliance audit performed in April 2015 in addition to the CCHMP audits mentioned above. All audit findings are being actively resolved. Root Cause Analysis findings and recommendations for MCARs are listed in the response under question 6.

17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases: Please refer to #6 which has the CWS classifications for the major chemical accidents and releases as well as any information regarding emergency responses by agency personnel. .

18. Common Process Safety Performance Indicators:

Overdue inspection for piping and pressure vessels based on total number of circuits

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 7,692

Total number of annual planned circuit inspections: 1,219 in the year 2015

Past due PHA recommended actions, includes seismic and LCC recommended actions

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2016	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	2011	2012	2013	2014	2015	2016
No. Tier 1 LOPC	0	0	0	1	1	
Incident rate for Tier 1	0	0	0	0.05	0.06	
Refinery rate*	**	0.0995	0.0947	0.0925	0.1038	
Refinery mean*						
No. Tier 2 LOPC	1	1	2	3	3	
Incident rate for Tier 2	0.06	0.05	0.12	0.16	0.17	
Refinery Rate¹	**	0.2405	0.2531	0.2380	0.2063	
Refinery Mean²						

*Petroleum refineries to report publically available refinerymean for API Tier 1 and Tier 2. Chemical plants to report publically available mean only for ACC Tier 1

**Data is not publicly available; report from AFPM only went back to 2012.

Inherently Safer Systems Implemented

Item Identifier	Implementation Category	Risk Reduction Category	ISS Approach
AO 14-20 1-001-ISS	ISS	Inherent	Second Order Inherent Safety - The hazard associated with the operations was reduced through the application of inherently safer principals to reduce the likelihood of a release of hazardous material.
A034-2015-001-LOPA	LOPA	Inherent	Second Order Inherent Safety - The hazard associated with the operations was reduced through the application of inherently safer principals to reduce the likelihood of a release of hazardous material.
A034-2015-007-LOPA	LOPA	Inherent	Second Order Inherent Safety - The hazard associated with the operations was reduced through the application of inherently safer principals to reduce the likelihood of a release of hazardous material.



TESORO

Tesoro Refining & Marketing Company LLC
150 Solano Way
Martinez, CA 94553-1487

February 15, 2016

Mr. Randy Sawyer
Director, Hazardous Materials Division
Contra Costa Hazardous Materials Program
4585 Pacheco Blvd.
Martinez, CA 94553

Via email
Original will follow in the mail.

Subject: Root Cause Analysis Report for the December 15, 2015 Loss of 6 Boiler Causes Smoky Flaring

Dear Mr. Sawyer:

The Tesoro Golden Eagle Refinery is submitting a Root Cause Analysis report for the December 15, 2015 Loss of 6 Boiler causes Smoky Flares. This Root Cause Analysis report is submitted as partial satisfaction of the requirements set forth in County Ordinance 98-48, the "Industrial Safety Ordinance" for root cause analysis reports.

If you have any questions regarding this report, please call me at (925) 370-3279 or Ms. Sabiha Gokcen at (925) 370-3620.

Sincerely,

James Jeter
Environmental, Health and Safety Manager

Cc: Ms. Cho Nai Cheung

Root Cause Analysis Report Tesoro Golden Eagle Refinery

December 15, 2015

Loss of 6 Boiler Causes Smoky Flaring

Summary of Event:

On December 15, 2015, the 6 Boiler unit, which provides 600 psig steam, tripped offline due to a loss of fuel gas. Loss of 600 psig steam caused the FCCU to trip offline and a rise in pressure in the flare knock-out pot caused the flare gas recovery compressors to trip offline. This resulted in flaring from three flares which also generated smoke due to the loss of steam to the flares. A CWS level 1 was sent at approximately 11 :59 hours for shut down of the 6 Boiler unit, but was inadvertently sent as a test. CWS level 1 sent out at 12:15 hours for the 6 Boiler unit shut down. A CWS level 2 was sent out at 12:19 hours due to the smoking flare and potential offsite impact. One flare compressor was restarted at 12:50 hours and all flaring stopped as of 12:51 hours. Odor, Science, & Engineering (OS&E) was dispatched to determine if there were any odors offsite; no odors were found in surrounding neighborhoods, slight odor detected in area around Highway 4 and 680 intersection. Refinery operations stabilized and event downgraded to CWS level 0 at 14:02 hours after consultation with and confirmation from CCHMP.

A brief timeline follows:

11:47 hrs:	6 Boiler trips on loss of fuel gas
11:55:57 hrs:	West Flare Gas Compressor CP540 trips offline due to high pressure in the extraneous Knock Out pot
11:56:02 hrs:	East Flare Gas Compressor CP539 trips offline
11:56:22 hrs:	FCCU trips offline on low riser flow
11:59 hrs:	Shift Superintendent (in training) sends CWS level 1 notification to agencies (but sends as test)
12:00:32 hrs:	Flaring begins at smaller flares
12:06:26 hrs:	DCU Flare begins; small amount of smoke seen from smaller flares
12:10:32 hrs:	Flare smoking is intensified
12:15 hrs:	Shift Superintendent (in training) sends CWS level 1 notification to agencies
12:19 hrs:	Shift Superintendent (in training) sends CWS level 2 notification to agencies
12:23:26 hrs:	Flaring from DCU Flare stops; small flares still smoking
12:30 hrs:	OS&E dispatched to monitor for odors in the community
12:36 hrs:	IH monitors area near South Gate, Concord Business Park, and area South of Hwy 4. Detection for H2S, SO2, CO and LEL is zero. Collection plates set in locations for particulate collection
12:44:27 hrs	Flares stop smoking
12:50:33 hrs	East Flare Gas Compressor CP539 is re-started
12:51:57 hrs	All flaring stops
14:12 hrs	CCHMD downgrades event from CWS level 2 to level 0

Agency Notification and Response:

The following agencies were immediately notified: Contra Costa Hazardous Materials Program (CCHMP) via the CWS, the Bay Area Air Quality Management District (BAAQMD) via the CWS, Contra Costa Fire Protection District, and the Contra Costa County Office of Emergency Services. The following agencies responded with personnel to the scene: CCHMP and BAAQMD.

The following is a summary of the initial agency notifications made by Tesoro.

12:15 hrs:	Community Warning System activation (Level 1)
12:19 hrs:	Community Warning System activation (Level 2)
12:42 hrs:	Cal-OES for SO2 RQ exceedance (Report# 15-7322)

[Note: Notifications over the GWS terminal: CWS level 1 notifies CCHMP, Contra Costa OES, and the Contra Costa Sheriff with a specific message. Additional notice informs BAAQMD, Contra Costa Fire Protection District, Martinez Police, Antioch Police, Pinole Police and Richmond Police. CWS level 2 notifies CCHMP, Contra Costa OES, Contra Costa Sheriff and BAAQMD with a specific message. Additional notice informs Contra Costa Fire Protection District, California Highway Patrol, California Dept. of Health, San Ramon Valley Fire, Martinez Police, Antioch Police, Pinole Police and Richmond Police. CWS level 3 notifies CCHMP, Contra Costa OES, Contra Costa Sheriff and BAAQMD with a specific message. Additional notice informs Contra Costa Fire Protection District, California Highway Patrol, California Dept. of Health, San Ramon Valley Fire, Martinez Police, Antioch Police, Pinole Police, Richmond Police, EDIS and National Weather Service. CWS level 3 also activates sirens and the news media with a shelter in place message.]

Emergency Response Actions:

No emergency response actions were required. Additional process actions were taken to accommodate the shutdown unit and loss of steam.

Material Released:

The material released was Sulfur Dioxide from the flare. The release amount was estimated as exceeding the Reportable Quantity of 500 lbs.

Meteorological Conditions:

The weather was clear and dry on 12/15/15. The average wind speed and direction, during the flaring event was 15 mph at 15 degrees respectively (wind direction primarily from the North). The temperature was about 55 degrees F.

Injuries:

No injuries were reported on or off site.

Community Impact:

There was visible flaring and smoke from the refinery flares.

Incident Investigation of the event:

This investigation focused on the loss of Fuel Gas to 6 Boiler, which caused the boiler to shutdown. This resulted in a steam shortage in the refinery causing black smoke while flaring.

Background:

#6 Boiler is one of two boilers at the Martinez Refinery. The boiler provides steam for use in heating or cooling in process units. Steam also provides a mode of force to drive some rotating equipment such as compressors and pumps. In addition, steam injection at the steam driven flares of the flare system allows for smokeless flaring. When steam is lost to the refinery, flaring will result due to the effects on the process units and the slowing down of steam-driven equipment. There will also be smoke from the flares that use steam for smokeless operation.

The 5 Gas Plant serves as the gas processing plant for the Delayed Coking Unit. In addition, 5 Gas Plant processes gas from numerous units in the refinery, including 50 Unit, 4 Gas, 3 Crude, 4HDS, 3HDS, 3 Reformer, BSU, 1HDS, 2HDS, the Alky and Hydrocracker Stage 1 and 2. The 5 Gas plant also receives the gases recovered from the flare system via the Extraneous Knock-out Pot. The 5 Gas Plant has two parallel Wet Gas Compressors that are driven by steam turbines. During steam emergencies, 5 Gas Plant is directed to slow down one of their Wet Gas Compressors per Emergency Steam Load Shedding Procedure 0-099-EP-01 and Loss of 600 PSIG Steam Procedure 0-003-EP-08. The reason for slowing down the steam driven compressors is to prevent major equipment damage.

The slow down or shut down of one of the 5 Gas Plant Wet Gas compressors is likely to cause a rise in pressure on either or both the Main Accumulator or Extraneous Knockout Pot. For safety reasons, if the Main Accumulator pressure reaches 9.5 psig, the pressure control valve 2401 automatically opens to the flare system. For safety reasons, if the pressure on the Extraneous Knock-out pot reaches 7 psig, an automatic shutdown of the flare gas recovery compressors is initiated. Both of these safety actions are to protect the vessels from an overpressure situation.

At 6 Boiler, the design phase of a project to upgrade the burner management system for safety reasons was begun in 2010. A Project Evaluation Report (PER) was developed for the project PTS 11506 and MOC 7069 was established for managing the change. As part of the safety upgrade, a Safety Instrumented System (SIS) was installed for the 6 Boiler fuel gas system. This installation was completed in 2013.

Loss of Fuel Gas at 6 Boiler:

On 12/15/15 at 11:47 hours, a loss of fuel gas to 6 Boiler caused the boiler to trip offline, resulting in significant steam loss to the refinery. Several units were shut down and others reduced rate. This resulted in flaring that exceeded the reportable quantity for SO₂ and other permit/regulatory deviations with excess emissions. The Contra Costa County Community Warning System (Level 2) was activated due to visible smoke from the flare that drifted offsite. There were no injuries from this event.

Flaring was caused by the loss of the Flare Gas Compressors, which tripped offline. The trip was caused by a pressure increase in the extraneous Knock-out pot at 5 Gas Plant, which exceeded the Flare Gas Compressor shutdown point of 7 psig. Normally, the Flare Gas Compressors send recovered flare gas back to the 5 Gas Plant to avoid flaring. However, due to the steam deficiency, the 5 Gas Plant had to substantially cut back on the Wet Gas Compressors, which are powered by steam.

While troubleshooting what caused the loss of fuel gas to the boiler, an I&E Technician discovered the solenoid for FV0111 had no voltage. It was then found that the button on HS0111 B was pushed in and the indicator light for HL0111 was lit. The button on HS0111 B is for testing the solenoid for FV0111. FV0111 is part of the Safety Instrumented System (SIS) for 6 Boiler fuel gas control. When the test button is pushed, the solenoid de-energizes,

causing FV0111 to close cutting off the fuel gas supply to 6 Boiler.

Despite numerous interviews, the investigation team was unable to determine how the button was pushed or who may have pushed it. There were staging and electrical crews working in the area during the time of the incident. In addition, the area is congested and the button is at elbow height.

An examination of HS0111 B revealed there was partial guarding around the button to protect it from inadvertent operation, but nothing preventing a direct push of the button. The investigation focused on the design process for the SIS system (as part of the burner management system safety upgrade on 6 Boiler) and found that human factors were not sufficiently reviewed during the engineering design of the SIS system.

Further examination of the training material and operating procedures that had been updated as part of MOC 7069 to install the burner management system upgrade #2 project for 6 Boiler found that important information was not included in the updates of these documents. The missing information appears to have contributed to the lack of recognition by 6 Boiler personnel regarding the importance of protecting the SIS test button after the installation had been completed. The investigation also found it was difficult for operators to troubleshoot the cause of the loss of fuel gas as information was missing from procedure O-031-PR-EP-19 "Fuel Gas Supply Pressure Upset at 6 Boiler.

Interviews with some personnel indicated they recognized the potential for inadvertent operation of the test button but did not recognize the potential for the test button to shutdown 6 Boiler or they indicated the risk would be deemed acceptable.

Root Causes:

The causal analysis for this incident yielded the following root causes and corrective actions (see table):

Root Cause #1: The design process of the burner management system safety upgrade project for 6 Boiler did not sufficiently address human factors.

Root Cause #2: The execution of MOC 7069 to install the burner management system safety upgrade project for 6 Boiler did not sufficiently update operating procedures and operator training material.

Root Cause #3: The potential risk posed by inadvertent operation of the solenoid test button was unrecognized or the risk was accepted.

Corrective Actions

	Corrective Actions	Anticipated Date of Completion	Root Cause
1	<p>Protect the test button on FY-0111 solenoid operated by HS-0111 B against inadvertent operation. (A subsequent burner management safety upgrade project has removed the SIS test button. This project had been planned for installation in January 2016.)</p> <p>Note -the test button on HS-0111 B was immediately protected from inadvertent operation by installing a cage around HS-0111 B. The removal of HS-0111 B was completed in January 2016.</p>	Complete	1
2	<p>Conduct high impact refresher training with engineering personnel to reinforce the expectation to follow all requirements of R&SI 14-08 during project design to ensure human factors is adequately addressed in project design and construction.</p>	3/31/16	1
3	<p>a) Revise information in Operations training manual for 6 Boiler to include more specific information that explains all the functions of the SIS system.</p> <p>b) Revise procedure 0-031-PR-EP-19 "Fuel Gas Supply Pressure Upset at 6 Boiler" to provide more guidance on troubleshooting of the fuel gas system. Consider including a troubleshooting matrix.</p> <p>c) Update Board Operator training and refresher training on diagnosis of boiler trips and resetting permissives after a trio.</p>	<p>4/30/16</p> <p>4/30/16</p> <p>9/30/16</p>	<p>2 and 3</p>

ATTACHMENT C

30-DAY FOLLOW-UP NOTIFICATION REPORT FORM CONTRA COSTA HEALTH SERVICES

2015-2016

ISO REPORT

www.cchealth.org/hazmat

**ATTACHMENT C
30-DAY FOLLOW-UP NOTIFICATION REPORT FORM
CONTRA COSTA HEALTH SERVICES**

INSTRUCTIONS: This report is to be submitted for all Level 2 and 3 incidents or when requested by CCHS. See Attachment C-1 for suggestions regarding the type of information to be included in the report. Attach additional sheets as necessary. This form is to be used for update reports after the initial 30 day report has been submitted. Forward the completed form to:

ATTENTION: Randall L. Sawyer
Hazardous Materials Programs Director
Contra Costa Health Services
4585 Pacheco Boulevard, Suite 100
Martinez, CA 94553

INCIDENT DATE: August 2, 2015
INCIDENT TIME: 15:05
FACILITY: Phillips 66 Rodeo Refinery

PERSON TO CONTACT FOR ADDITIONAL INFORMATION
Steve Harms Phone number 510-245-4425

PROVIDE ANY ADDITIONAL INFORMATION THAT WAS NOT INCLUDED IN THE 72-HOUR REPORT WHEN THE 72-HOUR REPORT WAS SUBMITTED, INCLUDING MATERIAL RELEASED AND ESTIMATED OR KNOWN QUANTITIES, COMMUNITY IMPACT, INJURIES, ETC.:

See the attached report; 080215-2 Coker Antifoam Fire.

I. INCIDENT INVESTIGATION RESULTS

Is the investigation of the incident complete at this time? X Yes No
If the answer is no, when do you expect completion of the Investigation? _____
If the answer is yes, complete the following:

SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:
See the attached report; 080215-2 Coker Antifoam Fire.

For CCHS Use Only: Received By: _____ Date Received: _____ Incident Number: _____ Copied To: _____ Event Classification Level: _____

SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRENCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:

RECOMMENDATIONS AND FOLLOW-UP ACTIONS

Recommendation 1:

Provide refresher training of Policy and Procedures manual section 8.0-9, In-Plant Radio Communications, to all employees and reinforce the use of repeat-back protocol. Ensure review of this policy is included in new employee training.

[Target completion date – 12/31/2015]

Recommendation 2:

Evaluate all remote day tank filling tasks in the refinery for adequate overfill prevention safeguards such as ensuring the fill valve is closed except when in use.

[Target completion date – 12/31/2015]

Recommendation 3:

Eliminate the Silicone Day Tank by installing facilities to pump directly from the Bulk Storage tank to the coke drums.

[Target completion date – 12/31/2015]

Recommendation 4:

Evaluate the overflow systems on other atmospheric storage tanks in the refinery that are located within unit boundaries to ensure the overflow is routed away from potential ignition sources.

[Target completion date – 12/31/2015]

Recommendation 5:

Modify the Rodeo Refinery Alarm Guide Policy 07.0-12 to add a requirement for a higher level of review of all disabled alarms that have been on the monthly report for an extended time period. [Target completion date – 12/31/2015]

30-DAY REPORT, PAGE 2

INCIDENT DATE: August 2, 2015

FACILITY: Phillips 66 Rodeo Refinery

STATE AND DESCRIBE THE ROOT-CAUSE(S) OF THE INCIDENT:

The investigation identified four causal factors and eight root causes:

Causal Factor (CF) 1 – The Utility Operator starts the transfer pump G-256.

Root Cause (RC) 1 – Misunderstood verbal communication, Repeat back communications not used: The misunderstood radio communication would have been eliminated by using the formal radio communication protocol described by the In-Plant Radio Communications policy, 08.0-09, which includes the use of repeat backs to the sender to ensure the correct message is received prior to taking actions such as starting a pump.

RC 2 – Misunderstood verbal communication, Noisy environment: This contributed to the misunderstanding of the radio communication by the Utility Operator. The proper use of the new noise cancelling radios can mitigate this but using formal radio communications would have prevented the operator from starting the pump.

RC 3 – Standard, policy, or administrative control (SPAC) Not Used, enforcement needs improvement: The policy that directs operators on when to use formal radio communications protocols needs improved enforcement to ensure operators do not take actions due to communication error.

RC 4 – Procedure not followed, use not required but should be: The existing Refinery Normal Operating Procedure for filling day tanks (RNOP-902-OPS) covers the majority of day tanks in the refinery, but is thought to be intended for a tank being filled by a single operator. Many operators did not believe it was applicable to the Antifoam Day Tank filling task because two operators are needed. A well written unit specific procedure for filling the Silicone Day Tank, which requires two operators, would include a step to close the day tank fill valve after use since the general (single operator) procedure includes this. The task assessment process did not evaluate the risk of an overflow high enough to require a written procedure because there were no previous events with severe consequences to warrant a higher risk assessment.

CF 2 – Tank Overflow system was inadequate.

RC 5 - Equipment environment not considered. The tank overflowed through the pressure vacuum breather valve. The release was not directed to a safe location.

RC 6 – The independent design review needs improvement. The antifoam system evaluation did not get a more detailed review by the Process Hazard Analysis because the expected consequences of an overflow did not meet the criteria of severity. The previous incidents did not indicate that an overflow would result in as severe a consequence as this event.

CF 3 – The Antifoam Day Tank installed on the Top Deck.

RC 7 – Equipment environment not considered. The storage of a class 3 flammable material near the hot coke drum piping is an avoidable risk. The original unit design did not consider the tank on the cutting deck to be a high risk. The industry standards for acceptable levels of risk have become much lower since the unit was built.

CF 4 – The Day Tank high level alarm was put out of service.

RC 8 – Administrative controls not strict enough. The monthly tracking of disabled alarms did not require higher management approval for items on the list for extended periods. A functioning high level alarm may have prompted a quicker response by the operators and mitigated some of the damage.



**Rodeo Refinery
Coker Antifoam Fire 080215-1
August 2, 2015**



Incident Investigation Report

Executive Summary

Location: Rodeo Refinery
Date of Incident: August 2, 2015
Date Investigation Began: August 2, 2015
Time of Incident: 3:00 PM
Name of Incident: Coker Antifoam Fire 080215-1
Incident Risk Ranking: Category III

At approximately 3:00 PM on August 2, 2015 the F-223 Silicone Day Tank overflowed resulting in a spill of silicone antifoam (95% kerosene, 5% silicone) onto the coke drum top deck, and off the deck onto the coke drums and piping below. Shortly after the spill occurred, the silicone antifoam ignited off the 800+ °F bare coke drum overhead piping resulting in a fire on the coke drums top deck in the vicinity of F-223.

At 3:09 PM a refinery plant emergency was initiated. Because of the potential for the incident to escalate and impact sensitive receptors, a Community Warning System (CWS) Level 2 notification was made at 3:13 PM. The on-shift Emergency Response Team (ERT) members responded to the staging area at approximately 3:15 PM and shortly thereafter cooling and fixed fire-water streams were established. The Rodeo-Hercules fire department arrived on scene at about 3:30 PM and began applying additional cooling streams about 3:50 pm. Two teams of ERT members ascended the stairwell to the coke drums top deck and extinguished smoldering combustibles and closed isolation valves on the silicone antifoam system. The emergency was declared under control at 4:23 PM.

At the first report of the fire, the Unit 200 rates were reduced to maximize the drum cycle time. Due to damage to the decoking system controls, the A side (coke drums D201 and D202) had to be bypassed on Monday, August 3 at about 3:15 PM. After making the required temporary repairs, and performing the appropriate MOC for these repairs, the A side was brought back on line with D201 switched into on Tuesday, August 4 at 9:00 AM.

The majority of damage from the fire was to the instrument and electrical items in the area around F-223. There was no significant damage to F-223 itself or its associated piping. The G-230/A Silicone Injection Pumps and the F-223 breather valve PSV-858 were severely damaged and will need to be repaired or replaced. Three structural steel members in the area were noticeably distorted and after evaluation it was determined that they will need to be replaced. There was no damage to the coke drums or related process piping, other than insulation damage.

Key Findings and High Value Learnings

The physical cause of this incident was the overflow of the silicone antifoam liquid, a class 3 flammable liquid, from the 200 gallon F-223 Silicone Day Tank onto the coke drum top deck.

The team determined that the human cause of this incident is the starting of the G-256 Silicone Transfer pump by the Utility Operator after misunderstanding a radio communication.

The investigation team found several latent or root causes for this incident. Poor radio communication due to: the noisy environment, repeat back communication not used, and not following the IN-Plant Radio Communications policy, 08.0-09. Another root cause is not using the Day Tank Filling procedure, RNOP-902-OPS, for filling the F-223 Silicone Day Tank. This reference procedure includes a step to isolate all sources to the tank after each use. Other contributing root causes are: not considering the equipment environment when locating the F-223 Silicone Day Tank, which contained a class 3 flammable liquid, on the coke drum top deck near hot coke drum piping and not directing potential overflow from the tank breather valve to a safe location. There were insufficient administrative controls to raise the level of review for the Silicone Day Tank high level alarm, LAH-720. This alarm was out of service and bypassed for the twelve months prior to the incident. If the alarm had actuated, although the overflow likely would have still occurred, operators may have responded sooner to the overflow condition and limited the extent of the resulting fire.

INCIDENT INVESTIGATION REPORT

RODEO REFINERY- Coker Antifoam Fire

BACKGROUND

Unit 200 is a nominally 75,000 BPD total feed combined crude distillation and delayed coking unit that produces naphtha, diesel and gas oil range intermediate products for further processing in the refinery. The crude distillation section consists of three distillation towers: Primary Crude Tower (PCT), Secondary Crude Tower (SCT) and Vacuum Tower (VT). The VT resid, along with other resids from outside the unit, is fed to the delayed coking section which consists of the Bubble Tower (coker fractionator), coking heater and coke drums.

In order to prevent foaming and the carryover of coke from the coke drums into the Bubble Tower, silicone antifoam is injected into the top of the full coke drum coming off line approximately 15 minutes prior to switching the feed out of the drum. The silicone antifoam injection is stopped after the stripping steam is introduced into the off line coke drum. About 10 to 20 gallons of silicone antifoam are injected into the coke drum during each switch. The silicone antifoam is pumped from the F-223 Silicone Day Tank located on the top deck of the coke drum structure by one of the G-230/A Silicone Injection Pumps into the coke drum. F-223 is a small vertical tank 36" in diameter and 48" from the bottom tangent to the top of the tank and holds approximately 200 gallons (see attached drawings for details). The tank has a breather valve, PSV-858, mounted on a 2" nozzle on the top of the tank. F-223 is equipped with a sight glass with scale and a DCS high level alarm, LAH-720 that activates at 6" below the top of the tank.

F-223 is filled from the F-256 Silicone Storage Tank using the G-256 Silicone Transfer pump. Both F-256 and G-256 are located at grade on the opposite side of the unit from the coke drums. G-256 is an air-motor driven gear pump that transfers the silicone antifoam to the day tank at an estimated 20 gpm.

DESCRIPTION OF ACTIONS BEFORE THE FIRE

The F-223 Silicone Day Tank and related equipment were installed and commissioned in 1985 as part of Coker Revamp Project that installed the new Unit 200 coking section.

Around 2007, the current silicone antifoam (Baker Hughes BPR45160D) replaced the previously used silicone antifoam (Baker Hughes BPR45105). The BPR45160D is 5% 600,000 cS (centistoke) silicone mixed in kerosene (95%) and the BPR45105 is 20% 60,000 cS silicone mixed in kerosene (80%). The physical properties of these two materials are very similar. The only significant difference is the viscosity. BPR45160D is 30 to 35 cP (centipoise) and significantly lower than that of the BPR45105 at 100 to 300 cP.

In October 2009 the alarm rationalization was completed for Unit 200 as part of the Coker-Crude Controls Modernization Project. The F-223 Silicone Day Tank high level alarm, LAH-720, was not fully rationalized, likely because of the low risk and likelihood of F-223 experiencing a high level as an operator is normally standing by F-223 when it is being filled. However, because it was an existing hard-wired switch it was assigned a "low" priority per operations request.

In July 2012 the required revalidation HAZOP/LOPA was completed for Unit 200. A release from the F-223 Silicone Day Tank was covered under the Inherently Safer Systems Review node and was determined to be a low risk (Severity = 1 and Likelihood = 4).

The F-223 high level alarm field device, LSH-720, has a history of maintenance problems resulting in nuisance alarms. On July 1, 2014 LAH-720 was disabled per procedure RNOP-400-OPS, "Disabling / Enabling of DCS alarms." LAH-720 remained disabled and was still disabled at the time of the incident. LAH-720 was included on the U200 Plant Disabled Alarm List that was reviewed monthly by the Unit 200 engineer, Unit 200 area supervisor, and the PCA engineer October 2014 through July 2015. There were no monthly reviews July to September 2014 due to the unavailability of review team members. Because of the low risk and likelihood of F-223 experiencing a high level, as an operator is normally standing by F-223 when it is being filled, the review team assigned a low priority to repairing LSH-720. There are records of

two SAP notifications to work on LSH-720 in 2013. Operations also stated that the instrument techs have worked on it other times using hand written work orders after the alarm was disabled.

On July 16, 2015 new radios that included a noise cancelling feature were distributed to the Unit 200 operators. A one page “quick-start” guide for operation of the new radios was provided for reference. It was reported that the new radios made it less apparent as to who was speaking on the radio.

INCIDENT DESCRIPTION

On day shift Sunday, August 2 some time prior to the incident the operator decoking coke drum D203 observed the level in the F-223 to be about 30”.

On Sunday, August 2 at 2:45 PM the silicone was started to coke drum D202. At 2:55 pm the feed was switched from coke drum D202 into D201.

At about that time it was determined that the extra operator that was working to decoke drum D203 could be released to go home. A radio transmission was made to the Utility Operator telling him that the extra operator was ready to go home and asking the Utility Operator to drive him down to the gate. The Utility Operator was working in the vicinity of the Odor Abatement compressors, a high noise area. It is believed that the Utility Operator misunderstood this request and thought he was being asked to start the G-256 Silicone Transfer pump. The Utility Operator acknowledged the request by saying OK, and at about 3:00 PM started G-256 by opening the valve on the air to the motor. Based on what we believe the starting level in the F-223 Silicone Day Tank was (~30”) and the pumping rate of the G-256 Silicone Transfer Pump (~20 gpm), F-223 started to overflow 3 to 4 minutes after G-256 was started. It should be noted that there have been reports of foam coming out of the breather valve on F-223 when it was being filled and the level was still 6 to 9 inches below the top. During this incident, it is likely this occurred for 1 to 2 minutes prior to the liquid overflowing through the breather valve.

At about 3:04 PM the Drum Switcher was on the common header deck opening the stripping steam into coke drum D202 when he noticed a diesel like odor. He looked up and noticed a liquid running off the top deck of the coke drums. At that point he called the Utility Operator on the radio and asked him if the silicone pump was running. The Utility Operator responded that it was at which point the Drum Switcher told him to shut it down. The Utility Operator did so immediately. It is estimated that 30 to 40 gallons of the silicone antifoam overflowed out of F-223 before G-256 was shut down. Almost immediately after G-256 was shut down the silicone antifoam ignited resulting in a fire on the coke drums top deck in the vicinity of F-223. We believe the silicone antifoam ignited when it came in contact with the bare 800+^oF D202 overhead line that runs under the coke drum top deck in the vicinity of the F-223 Silicone Day Tank.

At 3:09 PM a refinery plant emergency was initiated. Because of the potential for the incident to escalate and impact sensitive receptors, a Community Warning System (CWS) Level 2 notification was made at 3:13 PM. The on-shift Emergency Response Team (ERT) members responded to the staging area at approximately 3:15 PM and shortly thereafter cooling and fixed fire-water streams were established. The Rodeo-Hercules fire department arrived on scene at about 3:30 PM and began applying additional cooling streams about 3:50 pm. Two teams of ERT members ascended the stairwell to the coke drums top deck and extinguished smoldering combustibles and closed the isolation valves on the silicone antifoam system between the day tank and the coke drums. Based on the witness statements, it is believed that the fire burned all the available combustible antifoam liquid that had been released from the 200 gallon tank by this time. The emergency was declared under control at 4:23 PM.

At the first report of the fire, the Unit 200 rates were reduced to maximize the drum cycle time. Due to damage to the decoking system controls, the A side (coke drums D201 and D202) had to be bypassed on Monday, August 3 at about 3:15 PM. After making the required temporary repairs, and performing the appropriate MOC for these repairs, the A side was brought back on line with D201 switched into on Tuesday, August 4 at 9:00 AM

The majority of damage from the fire was to the instrument and electrical items in the area around F-223. There was no significant damage to F-223 itself or its associated piping. The G-230/A Silicone Injection

Pumps and the F-223 breather valve PSV-858 were severely damaged and will need to be repaired or replaced. Three structural steel members in the area were noticeably distorted and are currently being evaluated to determine if they need to be replaced. There was no damage to the coke drums or related process piping, other than insulation damage.

The event was risk ranked at Category III using the Phillips 66 Risk Ranking Matrix. The investigation report was prepared according to the format required by policy 10-1, Incident Management Program and the Phillips 66 Health, Safety, and Environmental Management System standard.

During the initial assessment of the incident, a CWS Level 2 notification was made in an abundance of caution. However, the smoke generated from the fire quickly dissipated with no impacts to the surrounding community, nor having possible health impacts.

This investigation report meets the requirements of the Industrial Safety Ordinance. Contra Costa County Hazardous Materials Program participated in the investigation as an observer.

The property damage exceeded the \$25,000 threshold for a Tier 1 Process Safety Event as defined by API RP-754, Process Safety Performance Indicators for the Refining and Petrochemical Industries.

INCIDENT CAUSES

The initial members of the investigation team met after the incident on August 2 to begin investigations, conduct preliminary interviews, visit the incident site, and take photos. The full team held an investigation team kickoff meeting on August 4 to discuss the incident, review the information gathered to date and assign action to the investigation team

Members of the team conducted interviews with employees, examined the scene, and reviewed the policies, procedures, work documents related to the work before the fire, and similar incidents.

The team conducted training on the use of the Human Factors checklist and the use of TapRoot® prior to conducting the root cause analysis phase of the investigation.

PHYSICAL CAUSES:

1. The overflow of the Antifoam liquid, a class 3 flammable liquid, from the Day Tank on the Top Deck was the physical cause of this event.

HUMAN CAUSES:

1. The human cause of the event was the starting of the G-256 Silicone Transfer pump by the Utility Operator after misunderstanding a radio communication.

LATENT CAUSES:

1. The latent (or root causes, RC) of the event are listed below by causal factor (CF).

CF 1 – The Utility Operator starts the transfer pump G-256.

RC 1 – Misunderstood verbal communication, Repeat back communications not used: The misunderstood radio communication would have been eliminated by using the formal radio communication protocol described by the In-Plant Radio Communications policy, 08.0-09, which includes the use of repeat backs to the sender to ensure the correct message is received prior to taking actions such as starting a pump.

RC 2 – Misunderstood verbal communication, Noisy environment: This contributed to the misunderstanding of the radio communication by the Utility Operator. The proper use of the new noise cancelling radios can mitigate this but using formal radio communications would have prevented the operator from starting the pump.

RC 3 – Standard, policy, or administrative control (SPAC) Not Used, enforcement needs improvement: The policy that directs operators on when to use formal radio communications protocols needs improved enforcement to ensure operators do not take actions due to communication error.

RC 4 – Procedure not followed, use not required but should be: The existing Refinery Normal Operating Procedure for filling day tanks (RNOP-902-OPS) covers the majority of day tanks in the

refinery, but is thought to be intended for a tank being filled by a single operator. Many operators did not believe it was applicable to the Antifoam Day Tank filling task because two operators are needed. A well written unit specific procedure for filling the Silicone Day Tank, which requires two operators, would include a step to close the day tank fill valve after use since the general (single operator) procedure includes this. The task assessment process did not evaluate the risk of an overflow high enough to require a written procedure because there were no previous events with severe consequences to warrant a higher risk assessment.

CF 2 – Tank Overflow system was inadequate.

RC 5 - Equipment environment not considered. The tank overflowed through the pressure vacuum breather valve. The release was not directed to a safe location.

RC 6 – The independent design review needs improvement. The antifoam system evaluation did not get a more detailed review by the Process Hazard Analysis because the expected consequences of an overflow did not meet the criteria of severity. The previous incidents did not indicate that an overflow would result in as severe a consequence as this event.

CF 3 – The Antifoam Day Tank installed on the Top Deck.

RC 7 – Equipment environment not considered. The storage of a class 3 flammable material near the hot coke drum piping is an avoidable risk. The original unit design did not consider the tank on the cutting deck to be a high risk. The industry standards for acceptable levels of risk have become much lower since the unit was built.

CF 4 – The Day Tank high level alarm was put out of service.

RC 8 – Administrative controls not strict enough. The monthly tracking of disabled alarms did not require higher management approval for items on the list for extended periods. A functioning high level alarm may have prompted a quicker response by the operators and mitigated some of the damage.

Health, Safety, and Environmental Management System (HSEMS):

The HSEMS elements involved in this incident are listed for use during the annual HSE Excellence Assessment process. The needed improvements for these elements should be discussed and developed during the assessment process.

- Policy and Leadership; management review of disabled alarms
- Risk Assessment; this incident will change future risk assessments of the antifoam system.
- Programs and Procedures; this incident will change the risk assessment used for task analysis.
- Communications; the monitoring and enforcement of the formal radio communications policy protocols need improvement.

OTHER OBSERVATIONS

In the course of the investigation the team reviewed the Utility Operator's work schedule to determine if that had any impact on the incident. Starting on Saturday, August 1 the Utility operator exceeded the maximum number of shifts (7) in a work set per Policy and Procedures Manual section 1.1-22, "Fatigue Management Standard Policy." This is because the Utility operator worked four night shifts (7/24 to 7/27), did not work 7/28, and then came in for 6 hours for ERT training on 7/29. He then worked day shifts on 7/30 and 7/31. Because he did not have the required 48 hours off after his four night shifts, his work set was not reset and 8/1 became the eighth day in his work set, requiring an exception to the Fatigue Management Standard. August 2, the day of the incident, was the ninth day in the Utility Operators work set.

The required R-682 Fatigue Management Standard Hours of Service Exception Process Approval Form was filled out by the Operations Shift Supervisor on Friday, July 31 prior to the start of the first exception shift on August 1. The form was signed by the Utility Operator, the Shift Supervisor and the Health & Safety Shift Supervisor. It was then e-mailed to the Operations Manager, Operations Superintendent and the Labor Relations HRBP. Per the policy section H.3, when the exception is for

exceeding the number of days in a work set, it must be approved by the Refinery Manager or his designee. The exception form for the Utility Operator was never signed by the Refinery Manager or his designee (these exception forms have been delegated to and typically been signed by the Operations Manager).

While the team does not believe fatigue was a contributing factor in this incident, we do believe the approval process for exceptions to the fatigue policy needs to be reviewed and improved. Consideration should also be given to implementing a process to ensure the fatigue exception form and its requirements are reviewed every day the exception is in effect.

RECOMMENDATIONS AND FOLLOW-UP ACTIONS

Recommendation 1:

Provide refresher training of Policy and Procedures manual section 8.0-9, In-Plant Radio Communications, to all employees and reinforce the use of repeat-back protocol. Ensure review of this policy is included in new employee training. [RC1, 2, 3]

Recommendation 2:

Evaluate all remote day tank filling tasks in the refinery for adequate overfill prevention safeguards such as ensuring the fill valve is closed except when in use. [RC4]

Recommendation 3:

Eliminate the Silicone Day Tank by installing facilities to pump directly from the Bulk Storage tank to the coke drums. [RC5, 6, 7]

Recommendation 4:

Evaluate the overflow systems on other atmospheric storage tanks in the refinery that are located within unit boundaries to ensure the overflow is routed away from potential ignition sources. [RC7]

Recommendation 5:

Modify the Rodeo Refinery Alarm Guide Policy 07.0-12 to add a requirement for a higher level of review of all disabled alarms that have been on the monthly report for an extended time period. [RC8]

INVESTIGATION TEAM

The team consisted of:

Senior Advising Project Engineer (Team Leader)

Health & Safety Team Leader

PSM Representative (JHSC Member)

Operations Engineer

USW Operator

Metallurgical Inspector

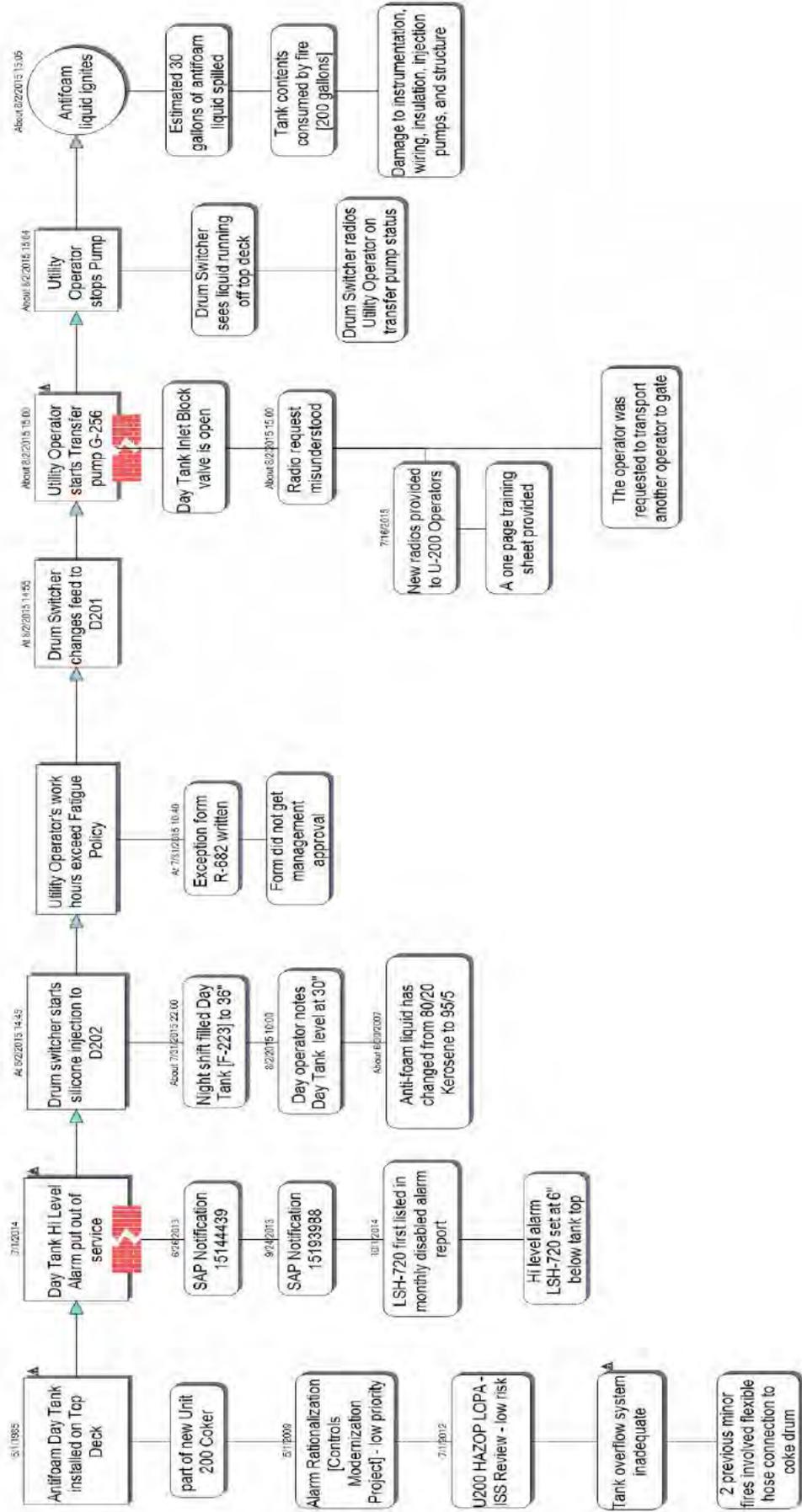
Senior Health and Safety Consultant (TapRoot Facilitator)

Contra Costa County Hazardous Materials Programs (Observer)

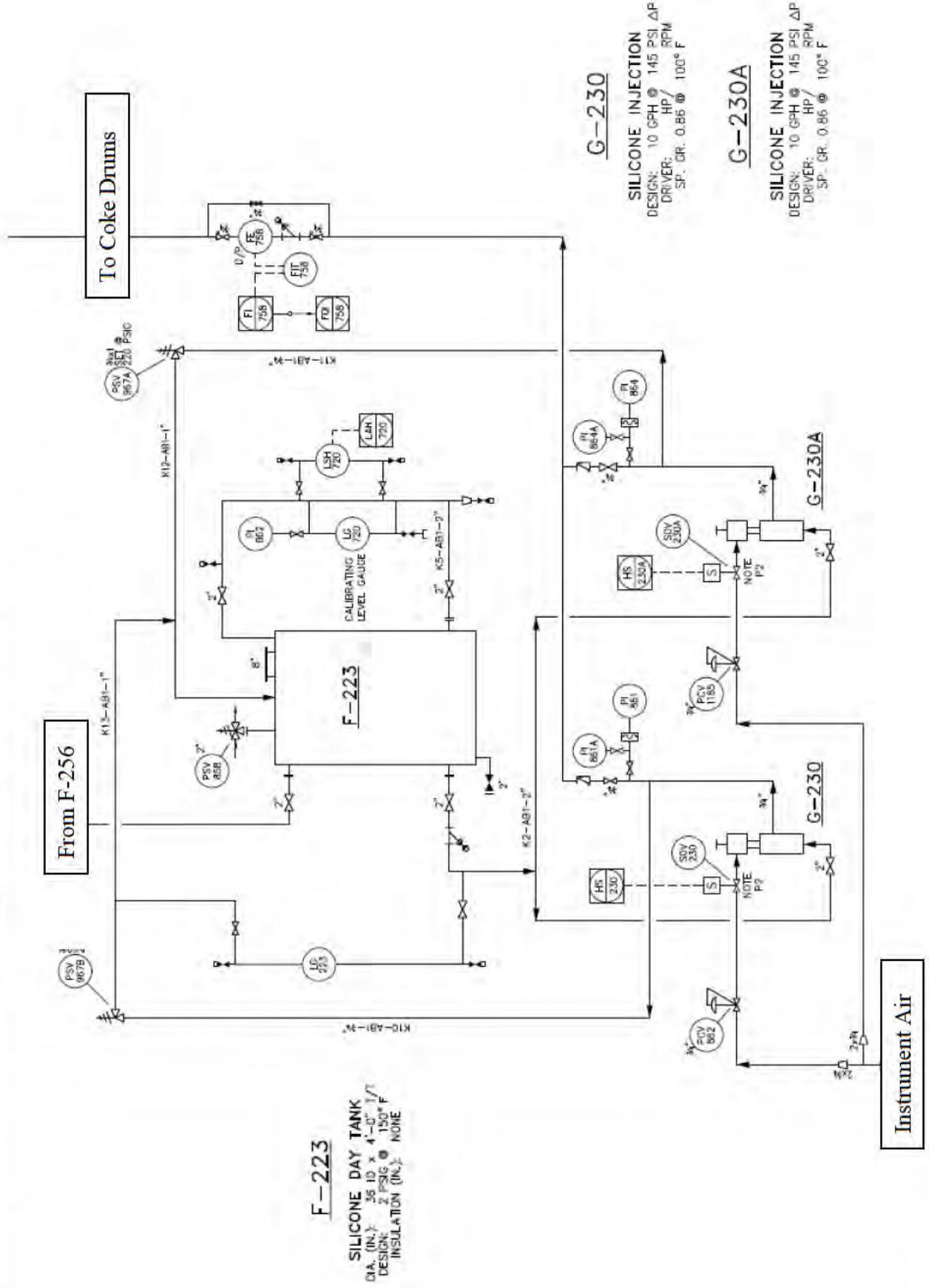
ATTACHMENTS

1. TapRoot® Root Cause Analysis Results Summary
2. Silicone system P&ID 0200-YD-010-004
3. Antifoam Day Tank F-223 and associated level bridle drawings
4. Photograph

ATTACHMENT 1: TapRoo I® Root Cause Analysis Summary



ATTACHMENT 2: Silicone System [from P&ID 0200-YD-010-004]



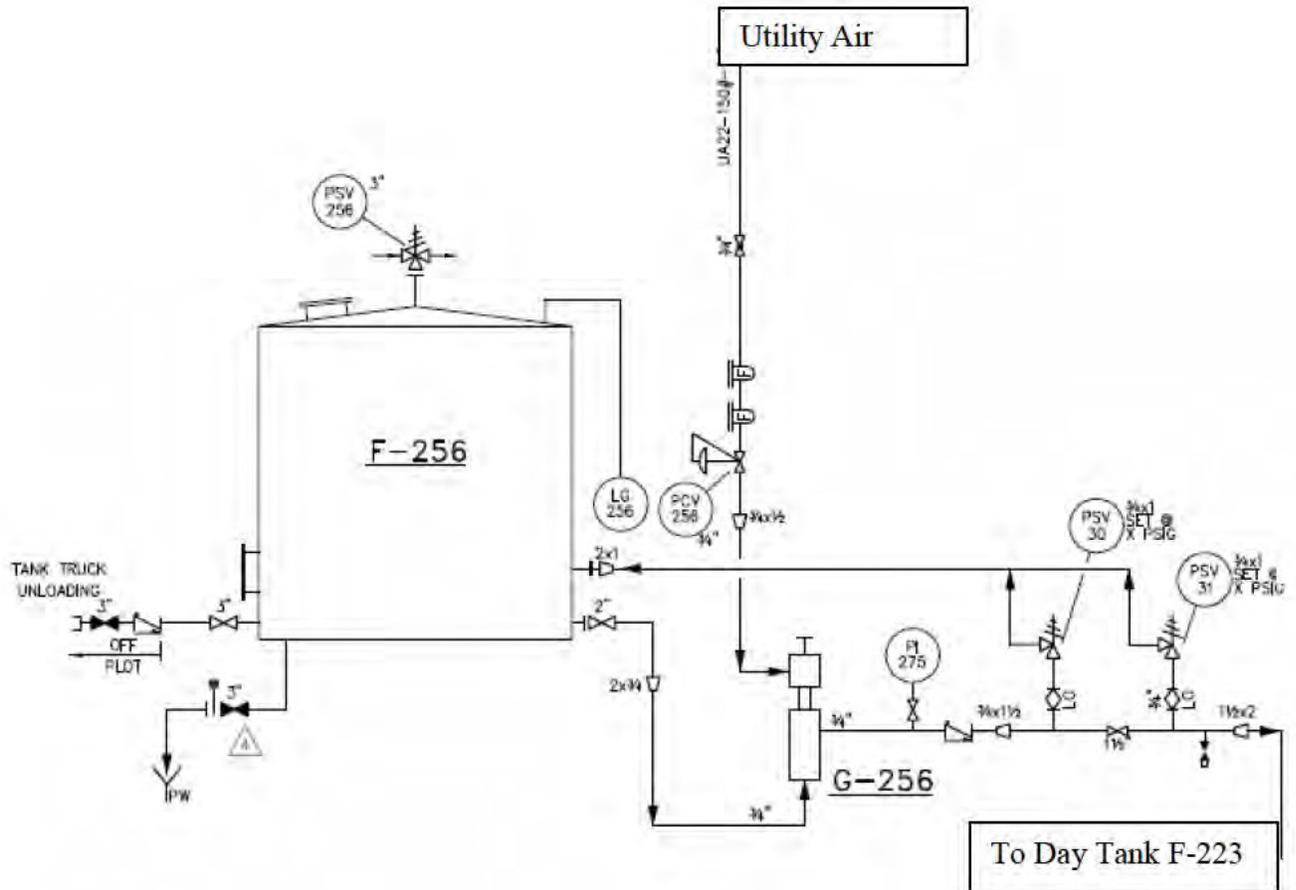
F-223
SILICONE DAY TANK
 DIA. (IN.): 36 ID x 4'-0" HT
 DESIGN: 2" PSIG @ 150° F
 INSULATION (IN.): NONE

G-230
SILICONE INJECTION
 DESIGN: 10 GPH @ 145 PSI ΔP
 DRIVER: HP/ RPM
 SP. GR. 0.86 @ 100° F

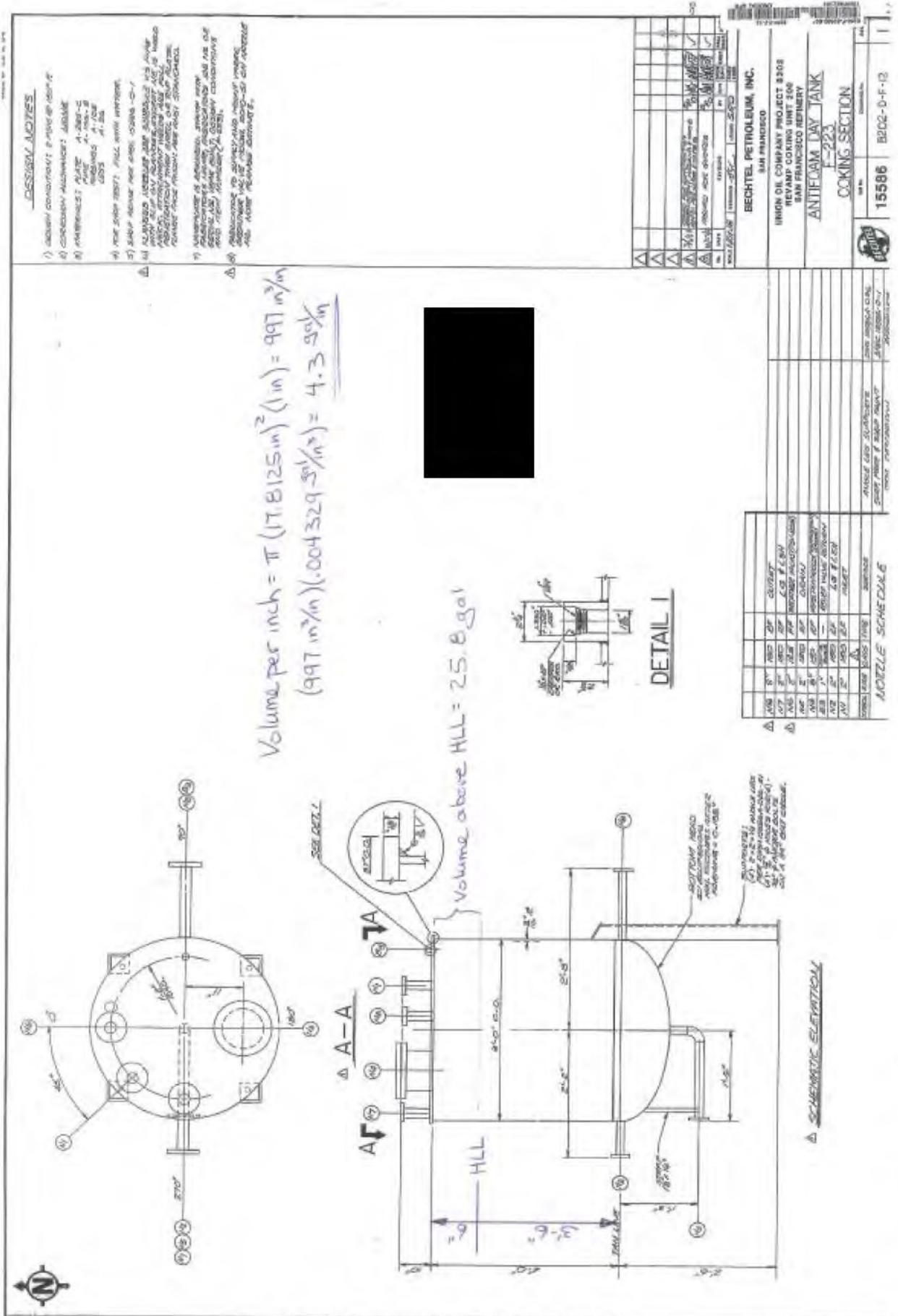
G-230A
SILICONE INJECTION
 DESIGN: 10 GPH @ 145 PSI ΔP
 DRIVER: HP/ RPM
 SP. GR. 0.86 @ 100° F

F-256

SILICONE STORAGE TANK
DIA. (IN.): 120 ID x 12'-0" T/T
DESIGN. PSIG @ ° F
INSULATION (IN.): NONE



ATTACHMENT 3: Antifoam Day Tank F-223 and associated level bridge drawings



ATTACHMENT 4: PHOTOGRAPH



PICTURE OF DAY TANK WITH LEVELS MARKED

ISO REPORT

INDUSTRIAL SAFETY ORDINANCE

Hazardous Materials

4585 Pacheco Blvd. Suite 100
Martinez, CA 94553
ccchazmat@hsd.cccounty.us
925-335-3200





Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Amendment #26-577-14 with All Health Services Corporation

RECOMMENDATION(S):

1. Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #26-577-14 with All Health Services Corporation, effective February 1, 2017, to amend Contract #26-577-12 (as amended by Amendment Agreement #26-577-13), as follows: (1) to increase the payment limit by \$600,000, from \$3,842,000 to a new maximum payment limit of \$4,442,000, and 2) change the termination date from September 30, 2017 to April 30, 2017; or
2. Approve and authorize the Auditor-Controller, or his designee, to pay an amount not to exceed \$150,000 to All Health Services for services rendered to the Contra Costa Regional Medical Center, clinics, and detention facilities through March 7, 2017.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Anna Roth, (925)
370-5101

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

By: , Deputy

cc: Kathleen Cyr, Marcy Wilhelm

RECOMMENDATION(S): (CONT'D)

>

These recommendations will ensure appropriate medical staffing services at Contra Costa Regional Medical Center, clinics, and detention facilities while the County negotiates a new agreement with significantly reduced services (strictly relief staffing of permanent positions), effective May 1, 2017.

FISCAL IMPACT:

Upon approval of either the first or second recommendation above, payments of a maximum of \$600,000 will be covered by Hospital Enterprise Fund I. No rate increase will be included in either contract amendment.

BACKGROUND:

On October 20, 2015, the Board of Supervisors approved Contract #26-577-12 (as amended by Amendment Agreement #26-577-13) with All Health Services Corporation, for the provision of temporary medical staffing services at the Contra Costa Regional Medical Center and Health Centers (CCRMC) and Detention facilities, including registered nurses, licensed vocational nurses (LVN), and certified medical assistants (CMA), through September 30, 2017.

On November 1, 2016 the Board rescheduled the department's request to increase the payment limit of this contract by \$2,389,412 to a new payment limit of \$4,356,412 through September 30, 2017, to a future meeting date to address the concerns brought to their attention by Teamsters Local 856. This union represents LVN and CMA classifications in Contra Costa.

After five (5) meet and confers with Teamsters, the department re-submitted to the Board, at their December 6, 2016 meeting, a request to increase the payment limit of this contract by \$1,875,000 for a new payment limit of \$3,842,000, effective July 1, 2016, through September 30, 2017. This amendment, which included a significant decrease in scope, was agreeable to both Teamsters and the County at that time.

Since December 6, 2016, despite significant efforts to permanently fill vacant positions, the County continues to face a shortage of permanent personnel and per diems to cover necessary shifts. The County engaged in three (3) additional meet and confers (February 6, 10, and 16, 2017) with Teamsters Local 856 to discuss this contract and the need to continue providing services to our patients while the County works to fill its vacant LVN and CMA positions. The union does not agree to amend or renew this contract; however, it is not feasible for the Health Services Department to provide the necessary medical services without maintaining contracts for the services offered by this contract.

The County has implemented various efforts to minimize the utilization of this contract, which includes prioritizing LVN and CMA hiring. As of February 27, 2017, the County has made 31 permanent LVN and 10 CMA job offers. Additionally, the County is actively working through various hiring processes for the remaining 19 LVN and 10 CMA vacancies, which are all either currently open for bid or have interviews scheduled. This contract is critical to ensuring that services throughout the health clinics and detention health are not interrupted while the County works through the entire hiring process. Even with all of these positions filled, there will be an ongoing need for these services to prevent disruption of clinical patient care at detention and health clinic facilities.

In order to ensure continuity of patient care while the County is conducting interviews and working with selected candidates through the background, physical and other pre-employment requirements, the department is requesting an additional \$600,000 for this contract to cover staffing needs through April 30, 2017. This will result in a contract payment limit of \$4,442,000 and shorten the term from September 30, 2017 to April 30, 2017. Approval of this amendment will allow the County to continue to provide patient care services through April 30, 2017 while the County continues to meet with the union, recruit permanent staff and pursue a new contract beginning May 1, 2017 with significantly reduced services at CCRMC, clinics, and detention facilities.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved through April 30, 2017, the County will not be able to provide necessary services to patients at CCRMC, clinics, detention facilities and the Contractor will not be paid for services rendered.



To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Payment and contract for services provided by Careerstaff Unlimited, Inc.

RECOMMENDATION(S):

1. Approve and authorize the Auditor-Controller, or his designee, to pay an amount not to exceed \$95,000 to CareerStaff Unlimited, Inc., for services rendered to the Contra Costa Regional Medical Center and health clinics through March 7, 2017, and
2. Approve and authorize the Health Services Director, or designee, to execute a contract with CareerStaff Unlimited, Inc., effective March 8, 2017 through April 30, 2017 with a payment limit not to exceed \$30,000.

These recommendations will ensure appropriate temporary staffing services at Contra Costa Regional Medical Center and health clinics while the County negotiates a new agreement with significantly reduced services effective either March 8, 2017 or May 1, 2017, respectively.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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

RECOMMENDATION(S): (CONT'D)

>

FISCAL IMPACT:

Upon approval of the recommendations above, payments of a maximum of \$125,000 will be covered by Hospital Enterprise Fund I. No rate increase will be included in either contract amendment.

BACKGROUND:

On December 8, 2015, the Board of Supervisors approved Contract #26-323-25 with CareerStaff Unlimited, Inc., for the provision of temporary help services, including physical and occupation therapy services at CCRMC, for the period from January 1, 2016 through December 31, 2016. At the time of negotiations, the payment limit was based on target levels of utilization. However, the utilization during the term of the agreement was higher than originally anticipated.

On November 14, 2016, the County notified Teamsters of the County's intent to amend this existing contract, to increase the payment limit due to additional services needed. Teamsters represents Occupational Therapist and Physical Therapist classifications in Contra Costa. On November 22, 2016, the union responded, requesting to meet and confer. After three (3) meet and confers with Teamsters (December 20, 2016, and February 13 and 16, 2017), an agreement has not been reached and the contract expired before the County was able to approve a contract amendment/extension to cover the additional services provided in good faith by the Contractor.

During this time, the County has been working towards filling vacant rehabilitation therapy positions. As of March 1, 2017, the County has hired or made job offers to fill the following: all seven Physical Therapist, four of the nine Occupational Therapist, two Speech Pathologist, and one of the two Therapy Aide vacant positions. The County will continue their efforts to fill all vacancies, but will have an ongoing need to maintain contracted services to prevent disruption of patient care services. Therefore, in addition to requesting a payment to the Contractor in an amount not to exceed \$95,000 for services provided from October 1, 2016 through March 7, 2017, the department is also requesting approval of a short-term contract through April 30, 2017. Approval of this contract will allow the County to continue to provide patient care services, while the County continues to meet and confer with the union, recruit permanent staff and pursue a new contract beginning May 1, 2017 with significantly reduced services.

The Contractor is entitled to payment for the reasonable value of its services under the equitable relief theory of quantum meruit. That theory provides that where a contractor has been asked to provide services without a valid contract, and the contractor does so to the benefit of the County, the Contractor is entitled to recover the reasonable value of those services. CareerStaff Unlimited, Inc. provided services at the request of the County after the original contract payment limit had been reached. Therefore, if both recommendations are not agreeable to the Board, the department is at minimum, requesting the amount due the Contractor be paid in an amount not to exceed \$95,000 for services rendered through March 7, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If a contract is not approved through April 30, 2017, the County will not be able to provide necessary services to patients at CCRMC. If a payment is not issued to the Contractor, the County cannot pay the Contractor for the services provided.



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 7, 2017

Subject: Temporary Employment Period for County Retiree

RECOMMENDATION(S):

FIND that the appointment of Ed Diokno is necessary to fill a critically needed position; and APPROVE and AUTHORIZE the temporary employment of Mr. Diokno, retired January 31, 2017, for the period March 8, 2017 through March 7, 2018.

FISCAL IMPACT:

If the request is granted, salary and related payroll costs are estimated to be less than \$20,000 based on one day per week. Salary costs will be absorbed in the District's operating budget.

BACKGROUND:

Mr. Diokno retired from the District V Office on January 31, 2017, as a Senior District Representative. The Board of Supervisors offices rely on staff with a unique set of community outreach and policy evaluation skills. The scope of staff work often includes serving as a liaison to the Municipal Advisory Councils, addressing a broad range of constituent concerns, and representing the supervisor at an array of meetings. Such skills often develop as a result of long term experience. Given Ed Diokno's 11-year tenure in the District 5 office, he is highly adept at meeting these responsibilities. His assistance is needed as the District 5 office explores and plans for the hiring of additional personnel.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: David Fraser (925)
427-8138

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director

CONSEQUENCE OF NEGATIVE ACTION:

Disapproval of this request will deprive the District of needed expertise in the critical and time sensitive duties this office is called upon to perform.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Resolution No. 2017/79 - Physicians' and Dentists' Organization of Contra Costa Side Letter Extending Duration of Agreement

RECOMMENDATION(S):

ADOPT Resolution No. 2017/79 approving the Side Letter between Contra Costa County and the Physicians' and Dentists' Organization of Contra Costa (PDOCC) modifying the Preamble and Section 35.4 Duration of Agreement of the Memorandum of Understanding to extend the contract from February 28, 2017 through April 30, 2017.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

This Side Letter extends the current memorandum of understanding from February 28, 2017 through April 30, 2017, to allow both parties to work together to negotiate an agreement.

CONSEQUENCE OF NEGATIVE ACTION:

Members will continue working under an expired contract.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director

ATTACHMENTS

Resolution No. 2017/79

PDOCC Side Letter Extension to 4/30/17

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

Adopted this Resolution on 03/07/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/79

In the Matter of: The Side Letter Agreement between the County of Contra Costa and the Physicians' and Dentists' Organization of Contra Costa, extending the Duration of Agreement

The Contra Costa County Board of Supervisors acting solely in its capacity as the governing board of the County of Contra Costa **RESOLVES THAT:**

Effective February 28, 2017, the attached Side Letter of Agreement dated February 27, 2017, between the County of Contra Costa and the Physicians' and Dentists' Organization of Contra Costa, be **ADOPTED**.

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

ATTESTED: March 7, 2017

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director

SIDE LETTER AGREEMENT

Duration of Agreement

This Side Letter is by and between the County of Contra Costa ("County") and the Physicians' and Dentists' of Contra Costa ("PDOCC") and is effective February 28, 2017, subject to approval by the Board of Supervisors.

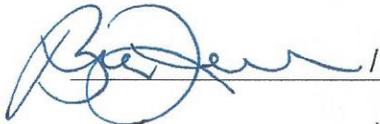
This Side Letter modifies the Preamble and Section 35.4 Duration of Agreement of the Memorandum of Understanding (MOU) (October 1, 2008- February 28, 2017) between the County and PDOCC by extending the current MOU from February 28, 2017 to April 30, 2017. The parties acknowledge that proper written notice was provided to commence negotiations for a successor MOU as required by Section 35.4.

The effect of this Side Letter is that all other terms and conditions of the MOU are extended accordingly for the new term of the MOU between the County and PDOCC (October 1, 2008 – April 30, 2017).

Date: 2/27/17

Contra Costa County:
(Signature / Printed Name)

PDOCC:
(Signature / Printed Name)

 / BRIELLE LEWIS

 / David J. MacDonald MD



AIR-28377

Discussion

BOARD OF SUPERVISORS

Meeting Date: 03/07/2017

Time (Duration): 15 Minutes

Property Tax Administrative Cost Recovery

Submitted By: David Twa, County Administrator

Department: County Administrator

Division: Finance

Noticed Public Hearing: Yes

Official Body: Board of Supervisors

Presenter/Phone, if applicable: Lisa Driscoll, 5-1023

Audio-Visual Needs:

Handling Instructions:

District: All Districts

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

Information

Recommendation(s):

1. OPEN a public hearing, previously fixed for March 7, 2017 at 9:30 a.m., on implementation of the property tax cost recovery provisions of Revenue and Taxation Code section 95.3; RECEIVE testimony and CLOSE the public hearing;
2. ADOPT the report of the Auditor-Controller filed on January 17, 2017 of the 2015-2016 fiscal year property tax-related costs of the Assessor, Tax Collector, Auditor, and Assessment Appeals Board, including the proposed charges against each local jurisdiction excepting school entities, for the local jurisdiction's proportionate share of such administrative costs; and
3. ADOPT Resolution No. 2017/21 regarding the implementation of the property tax administrative cost recovery provisions of Revenue and Taxation Code section 95.3 for fiscal year 2016-2017.

Fiscal Impact:

The fiscal year 2015-2016 net cost of property tax administration was \$14,624,028. This amounts to approximately 0.59% of all 2015-2016 property taxes levied countywide. This cost is allocated to each taxing entity in the County based on net revenues of each entity as a percentage of total revenues. School districts, community college districts, and the County Office of Education are exempt from cost recovery. As a result, the County absorbs the schools' share, which this year amounts to \$7,082,189. The net recovery to the County is \$5,783,295.

Total cost of property tax administration	\$14,624,028
Exempt School share	-\$7,082,189
County share	<u>-\$1,758,544</u>
Net recovery to the County	\$5,783,295

Background:

In 1997, the Board adopted Resolution No. 97/129, which provides procedures for property tax administrative cost recovery. The recommended actions are necessary for implementation of Resolution No. 97/129 for the current fiscal year.

The Auditor-Controller's 2016-17 report was filed on January 17, 2017, and the hearing was fixed for the February 14, 2017 Board of Supervisors agenda. The hearing was then determined to be incorrectly noticed and was rescheduled for March 7, 2017.

Consequence of Negative Action:

The County would not recover \$5,783,295 in property tax administrative costs.

In The Matter Of:

and the Auditor-Controller by his following signature.

SUBJECT: Findings and Determination Concerning the Implementation of the Property Tax Administrative Cost Recovery Provisions of Revenue and Taxation Code section 95.3

A public hearing having been held during the Board of Supervisors' meeting of March 7, 2017, on implementation of the property tax cost recovery provisions of Revenue and Taxation Code section 95.3, as provided in Board of Supervisors' Resolution 97/129, the Board of Supervisors, and the Auditor-Controller, hereby make the following findings and determination.

Body:

A. PROPERTY TAX ADMINISTRATIVE RECOVERY

1. On January 17, 2017, the Auditor-Controller filed with the Clerk of the Board of Supervisors a report of the 2015-2016 fiscal year property tax-related costs of the Assessor, Tax Collector, Auditor and Assessment Appeals Board, including the applicable administrative overhead costs permitted by federal circular A-87 standards, proportionally attributable to each local jurisdiction and Educational Revenue Augmentation Fund (ERAF) in Contra Costa County, in the ratio of property tax revenue received by each local jurisdiction and ERAF divided by the total property tax revenue received by all local jurisdictions and ERAFs in the county for the current fiscal year. The report included proposed charges against each local jurisdiction excepting school entities, for the local jurisdiction's proportionate share of such administrative costs.
2. On March 7, 2017 at the Board of Supervisors' meeting, a public hearing was held on the Auditor-Controller's report, notice of which was given as required by law and by Board of Supervisors' Resolution No. 97/129.
3. The report of the Auditor-Controller filed on January 17, 2017, is hereby adopted, and the Board of Supervisors and the Auditor-Controller find that amounts expressed in said report do not

exceed the actual amount of 2015-2016 fiscal year property tax administrative costs proportionally attributable to local jurisdictions.

4. The additional revenue received by Contra Costa County on account of its 2015-2016 fiscal year property tax administrative costs pursuant to Revenue and Taxation Code section 95.3 shall be used only to fund the actual costs of assessing, equalizing, collecting, and allocating property taxes. An equivalent amount of the revenues budgeted to finance assessing, equalizing, collecting and allocating property taxes in fiscal year 2016-2017 may be reallocated to finance other County services. In the event that the actual 2016-2017 costs for assessing, collecting, equalizing and allocating property taxes plus allowable overhead costs are less than the amounts determined in the January 17, 2017 report by the Auditor-Controller, the difference shall be proportionally allocated to the respective local jurisdictions which paid property tax administration charges.

Now, Therefore, Be It Resolved:

B. FINDINGS AND DETERMINATION

1. No written objections were received by March 7, 2017 for the public hearing on the Auditor-Controller's report filed on January 17, 2017.
2. The property tax administrative costs proportionately attributable to each local jurisdiction for the 2015-2016 fiscal year are as set forth in the Auditor-Controller's report filed on January 17, 2017, attached hereto as Exhibit A.
3. The amounts expressed in the Auditor-Controller's report are correct.
4. Notice as required by law was given of the public hearing on March 7, 2017.
5. The grounds stated herein to support findings are not exclusive and any findings may be supported on any lawful ground, whether or not expressed herein.
6. If any finding herein is held invalid, such invalidity shall not affect findings which can be given effect without the invalid provision, and to this end, the invalid finding is severable.

So found and determined:

Robert Campbell
Contra Costa County Auditor-Controller

Attachments

Resolution No. 2017/21

2016-17 Property Tax Admin Report

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

Adopted this Resolution on 03/07/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/21

and the Auditor-Controller by his following signature.

SUBJECT: Findings and Determination Concerning the Implementation of the Property Tax Administrative Cost Recovery Provisions of Revenue and Taxation Code section 95.3

A public hearing having been held during the Board of Supervisors' meeting of March 7, 2017, on implementation of the property tax cost recovery provisions of Revenue and Taxation Code section 95.3, as provided in Board of Supervisors' Resolution 97/129, the Board of Supervisors, and the Auditor-Controller, hereby make the following findings and determination.

A. PROPERTY TAX ADMINISTRATIVE RECOVERY

1. On January 17, 2017, the Auditor-Controller filed with the Clerk of the Board of Supervisors a report of the 2015-2016 fiscal year property tax-related costs of the Assessor, Tax Collector, Auditor and Assessment Appeals Board, including the applicable administrative overhead costs permitted by federal circular A-87 standards, proportionally attributable to each local jurisdiction and Educational Revenue Augmentation Fund (ERAF) in Contra Costa County, in the ratio of property tax revenue received by each local jurisdiction and ERAF divided by the total property tax revenue received by all local jurisdictions and ERAFs in the county for the current fiscal year. The report included proposed charges against each local jurisdiction excepting school entities, for the local jurisdiction's proportionate share of such administrative costs.
2. On March 7, 2017 at the Board of Supervisors' meeting, a public hearing was held on the Auditor-Controller's report, notice of which was given as required by law and by Board of Supervisors' Resolution No. 97/129.
3. The report of the Auditor-Controller filed on January 17, 2017, is hereby adopted, and the Board of Supervisors and the Auditor-Controller find that amounts expressed in said report do not exceed the actual amount of 2015-2016 fiscal year property tax administrative costs proportionally attributable to local jurisdictions.
4. The additional revenue received by Contra Costa County on account of its 2015-2016 fiscal year property tax administrative costs pursuant to Revenue and Taxation Code section 95.3 shall be used only to fund the actual costs of assessing, equalizing, collecting, and allocating property taxes. An equivalent amount of the revenues budgeted to finance assessing, equalizing, collecting and allocating property taxes in fiscal year 2016-2017 may be reallocated to finance other County services. In the event that the actual 2016-2017 costs for assessing, collecting, equalizing and allocating property taxes plus allowable overhead costs are less than the amounts determined in the January 17, 2017 report by the Auditor-Controller, the difference shall be proportionally allocated to the respective local jurisdictions which paid property tax administration charges.

B. FINDINGS AND DETERMINATION

1. No written objections were received by March 7, 2017 for the public hearing on the Auditor-Controller's report filed on January 17, 2017.
2. The property tax administrative costs proportionately attributable to each local jurisdiction for the 2015-2016 fiscal year are as set forth in the Auditor-Controller's report filed on January 17, 2017, attached hereto as Exhibit A.
3. The amounts expressed in the Auditor-Controller's report are correct.
4. Notice as required by law was given of the public hearing on March 7, 2017.

5. The grounds stated herein to support findings are not exclusive and any findings may be supported on any lawful ground, whether or not expressed herein.

6. If any finding herein is held invalid, such invalidity shall not affect findings which can be given effect without the invalid provision, and to this end, the invalid finding is severable.

So found and determined:

Robert Campbell Contra Costa County Auditor-Controller

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

ATTESTED: March 7, 2017

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

By: , Deputy

cc:

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 646-2181
Fax (925) 646-2649



Elizabeth A. Verigin
Assistant Auditor-Controller

Harjit S. Nahal
Assistant Auditor-Controller

January 3, 2017

TO: Contra Costa County Board of Supervisors
FROM: Robert Campbell, Auditor-Controller 
SUBJECT: **2016-2017 Property Tax Administration Charges**

Commencing with the 1990-91 fiscal year, Revenue and Taxation Code §95.3 (replacing R&T §97.5), provides for the County Auditor-Controller to annually determine property tax administration costs proportionately attributable to incorporated cities and local jurisdictions for fiscal year 1989-90 and thereafter. For purposes of this section, property tax administration costs are the property tax related costs of the Assessor, Tax Collector, County Assessment Appeals Board, and Auditor-Controller, including applicable administrative overhead costs as permitted by Federal OMB Circular A-87 standards.

The following attachments comprise the 2016-17 Property Tax Administration report of the Auditor-Controller pursuant to the County Board of Supervisors' Resolution No. 97/129.

Attachment I summarizes the direct and overhead costs of the Assessor, Tax Collector, Assessment Appeals Board, and Auditor-Controller for the 2015-16 fiscal year. Also included are all offsetting revenues received by the County for providing property tax related services. The 2015-16 net cost of property tax administration was \$14,624,028. This amounts to approximately .59% of all 2015-16 property taxes levied countywide.

Attachment II allocates the \$14,624,028 net cost to each incorporated city and to each local jurisdiction receiving property tax revenues during the 2016-17 fiscal year. This cost allocation to each entity is based on the net revenues of each entity as a percentage of total revenues. School districts, community college districts, and the County Office of Education are exempt from those provisions authorizing County recovery of their proportionate share of property tax administrative costs. As a result, the County absorbs the Schools' share, which, this year, amounts to \$7,082,189.

CONTRA COSTA COUNTY

AUDITOR-CONTROLLER'S REPORT

on

2016-2017 Property Tax Administration Charges

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10	Allocation of Cost to Taxing Agencies

CONTRA COSTA COUNTY

2016-2017 Property Tax Administration Charges

SUMMARY CALCULATIONS

NOTE: Per Revenue and Taxation Code Section 95.3, the property tax administration fee to be charged in the 2016-17 Fiscal Year shall be based on the 2015-16 property tax related costs of the Assessor, Tax Collector, Auditor and Assessment Appeals Board including applicable overhead costs as permitted by Federal Circular A-87 standards.

Property Tax Related Cost:

Assessor	\$ 15,342,453	
Tax Collector	3,192,999	
Auditor-Controller	1,549,827	
Assessment Appeals Board	<u>101,848</u>	
Total		\$20,187,127

Overhead Cost per Circular A-87:

Assessor	\$ 918,798	
Tax Collector	229,375	
Auditor-Controller	<u>67,222</u>	
Total		\$1,215,395

Less: Fees Received for Property Tax Related Services:

County General	\$ 3,209,270	
Assessor	387,874	
Tax Collector	2,218,301	
Auditor-Controller	<u>963,049</u>	
Total		<u>\$6,778,494</u>

**Net Property Tax Administration Cost,
2016-2017 Fiscal Year**

\$14,624,028

CONTRA COSTA COUNTY

2016-2017 Property Tax Administration Charges

ASSESSOR'S DEPARTMENT

<u>DIRECT AND INDIRECT DEPARTMENTAL COST</u>	<u>ACTUAL 2015-2016</u>
Salaries & Employee Benefits	\$ 13,055,033
Services & Supplies	2,460,862
Fixed Assets	0
Other Charges	0
Gross Cost	\$ 15,515,895
Less:	
* Intrafund Transfers	(173,442)
Fixed Assets	0
TOTAL ASSESSOR COST	\$ 15,342,453
 LESS: ASSESSOR REVENUE OFFSETS	 (387,874)
 NET ASSESSOR DEPARTMENT COST	 14,954,579

CONTRA COSTA COUNTY

2016-2017 Property Tax Administration Charges

TREASURER-TAX COLLECTOR'S DEPARTMENT

	<u>DIRECT AND INDIRECT DEPARTMENTAL COST</u>	<u>ACTUAL 2015-2016</u>
Salaries & Employee Benefits		\$ 3,187,525
Services & Supplies		1,400,089
Other Charges		6,878
Fixed Assets		16,290
Gross Cost		<u>\$ 4,610,782</u>
Less:		
* Fixed Assets		16,290
Intrafund transfers		958
Treasury Function Costs		(1,301,319)
Business License Program		<u>(133,712)</u>
TOTAL TAX COLLECTOR COST		\$ 3,192,999
LESS: TAX COLLECTOR REVENUE OFFSETS		<u>\$ (2,218,301)</u>
NET TAX COLLECTOR COST		\$ <u>974,698</u>

* Fixed asset costs included in the A-87 allocation are excluded from direct costs.

CONTRA COSTA COUNTY

2016-2017 Property Tax Administration Charges

AUDITOR-CONTROLLER'S DEPARTMENT

PROPERTY TAX FUNCTION - DIRECT AND <u>INDIRECT DEPARTMENTAL COSTS</u>	ACTUAL <u>2015-2016</u>
Salaries & Employee Benefits	\$ 796,712
Information Technology Costs	434,050
Other Services and Supplies	101,369
Accounts Payable - Supplemental & Other Tax Refunds	5,748
Department Overhead Allocation	<u>211,948</u>
GROSS PROPERTY TAX FUNCTION COSTS	\$ 1,549,827
LESS: TOTAL PROPERTY TAX FUNCTION REVENUE OFFSETS	\$ <u>(963,049)</u>
NET AUDITOR-CONTROLLER COST	\$ <u><u>586,777</u></u>

CONTRA COSTA COUNTY
2016-2017 Property Tax Administration Charges
ASSESSMENT APPEALS BOARD

<u>DIRECT AND INDIRECT COSTS</u>	<u>ACTUAL</u> <u>2015-2016</u>
Clerk of the Board	\$ 79,716
Assessment Appeals Board - allowances and postage	14,971
County Counsel	<u>7,161</u>
TOTAL ASSESSMENT APPEALS BOARD COSTS	\$ <u><u>101,848</u></u>

CONTRA COSTA COUNTY
2016-2017 Property Tax Administration Charges
FEDERAL A-87 OVERHEAD ALLOCATION

<u>Department</u>	A-87 Plan 2015-2016 <u>Actual</u>	Percent Property Tax <u>Related</u>	Net to <u>Allocate</u>
Assessor	\$ 918,798	100%	\$ 918,798
Tax Collector	332,427	69%	229,375
Auditor-Controller(Tax Division)	<u>67,222</u>	100%	<u>67,222</u>
TOTALS	\$ <u><u>1,318,447</u></u>		\$ <u><u>1,215,395</u></u>

CONTRA COSTA COUNTY
2016-2017 Property Tax Administration Charges

REVENUE OFFSETS

County General

0005 9608 Supplemental Tax Administration Fees	\$ <u>3,209,270</u>	\$ 3,209,270
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Assessor

0016 1600 Administration	859,210	
1600 Excludable revenues (Direct credits and non-property tax related revenues)	(730,000)	
0016 1605 Drafting	6,918	
1610 Appraisal	0	
1647 Roll Maintenance	<u>251,746</u>	
		\$ 387,874

Tax Collector

0015 Tax Collector Revenue	3,040,581	
Excludable revenues (Direct credits and non-property tax related revenues)	<u>(822,280)</u>	
		\$ 2,218,301

Auditor-Controller

0010 1004 Tax & Cost Accounting Division Revenue	1,272,728	
Excludable revenues (Direct credits and non-property tax related revenues)	<u>(309,679)</u>	
		\$ <u>963,049</u>

TOTAL REVENUE OFFSETS		\$ <u><u>6,778,493</u></u>
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**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2016-2017 AB 8 Allocation	2016-2017 Unitary Allocation	2016-2017 Pass-thru H&S 33676	Net Revenue	2016-2017 Adj/ Allocation Factors	14,624,028	
							to	Allocate
		(1)	(2)	(3)	(4)	(5)	(6)	(6)
1003	County General	216,292,133	6,213,271	325,532	222,830,936	0.1202501034125		<u>1,758,544</u>
COUNTY GOVERNED SPECIAL DISTRICTS								
1206	County Library	24,453,645	392,188	33,399	24,879,232	0.0134260092929		196,342
2020	Contra Costa Fire	100,802,676	1,100,071	84,026	101,986,774	0.0550368826839		804,861
2028	Crockett Carquinez Fire	483,806	8,859	0	492,665	0.0002658652513		3,888
3060	East Contra Costa Fire	11,761,398	85,406	0	11,846,804	0.0063930952226		93,493
2401	Service Area L-100	807,006	15,452	31,917	854,375	0.0004610608989		6,743
2470	Service Area M-1	26,094	1,138	0	27,232	0.0000146958198		215
2475	Service Area M-29	107,899	604	0	108,503	0.0000585531575		856
2488	Service Area M-16 Clyde	26,482	234	0	26,716	0.0000144171406		211
2489	Service Area M-17 Montalvi	165,658	1,773	0	167,431	0.0000903535936		1,321
2492	Service Area M-20 Rodeo	11,015	120	0	11,136	0.0000060092474		88
2494	Svc Area RD4Bethel Isle	6,225	374	0	6,599	0.0000035613319		52
2496	Svc Area M23 Blackhawk	2,089,336	16,552	0	2,105,888	0.0011364365540		16,619
2505	Flood Control CCC Water	3,053,195	49,607	3,919	3,106,720	0.0016765330624		24,518
2520	Flood Control Zone 3B	5,079,397	57,338	0	5,136,735	0.0027720248305		40,538
2521	Flood Cont Z1 Marsh Ck	1,797,410	15,540	0	1,812,950	0.0009783534413		14,307
2527	Flood Control Zone 7	58,074	1,081	2,381	61,536	0.0000332076473		486
2530	Flood Control Zone 8	17,629	405	0	18,033	0.0000097316047		142
2531	Flood Control Zone 8A	23,048	344	0	23,392	0.0000126234988		185
2550	Flood Cont Drainage 290	1,905	22	0	1,927	0.0000010400568		15
2551	Flood Cont Drainage 300	4,477	82	0	4,558	0.0000024599712		36
2552	Flood Cont Drainage A13	315,319	2,481	0	317,799	0.0001714994937		2,508
2554	Flood Cont Drainage 10	337,130	2,545	0	339,675	0.0001833044123		2,681

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net Revenue	2016-2017	to Allocate	
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676		Adj Allocation Factors		
		(1)	(2)	(3)	(4)	(5)	(6)	
2563	Flood Cont Drainage 127	12,916	198	0	13,114	0.0000070769018	103	
2583	Flood Cont Drainage 16	76,606	640	0	77,246	0.0000416853978	610	
2652	S/A Pl 2 Danville	383	89	0	471	0.0000002543465	4	
2653	S/A Pl-2 Zone A	140,060	1,092	0	141,153	0.0000761726243	1,114	
2655	S/A Pl 5 Round Hill	241,654	2,243	0	243,897	0.0001316180989	1,925	
2656	S/A Police-6	3,901,445	1,075,952	0	4,977,397	0.0026860389044	39,281	
2657	S/A Pl-2 Zone B	184,726	1,785	0	186,511	0.0001006503169	1,472	
2702	S/A Lib-2 El Sobrante	103,092	1,956	0	105,048	0.0000566886384	829	
2710	S/A Lib-10 Pinole	1,134	16	0	1,151	0.0000006209343	9	
2712	S/A Lib-12 Moraga	9,918	302	0	10,220	0.0000055152381	81	
2713	S/A Lib-13 Ygnacio	132,998	1,333	0	134,331	0.0000724913557	1,060	
2751	Svc Area R-4 Moraga	28,964	965	0	29,930	0.0000161513888	236	
2758	Svc Area R-7 Zone A	1,067,146	9,790	0	1,076,935	0.0005811650893	8,499	
2825	Co Co Co Water Agency	580,307	18,210	1,010	599,526	0.0003235327613	4,731	
							<u>1,270,059</u>	
<u>AUTONOMOUS SPECIAL DISTRICTS</u>								
3005	San Ramon Valley Fire	63,419,597	863,305	331,372	64,614,274	0.0348689155413	509,924	
3007	Kensington Fire	3,620,971	23,651	0	3,644,622	0.00196668104230	28,763	
3011	Rodeo-Hercules Fire	2,887,355	57,172	0	2,944,527	0.0015890060386	23,238	
3074	Moraga-Orinda Fire District	21,525,030	169,737	0	21,694,767	0.0117075212790	171,211	
3102	Co Co Resource Cons	247,282	4,238	938	252,458	0.0001362384940	1,992	
3255	Kensington Community Svc	1,630,037	11,373	0	1,641,410	0.0008857826098	12,954	
3260	Diablo Community Svc	414,389	2,767	0	417,156	0.0002251168862	3,292	
3301	CCC Mosquito Abate Dst1	4,646,067	83,877	1,766	4,731,710	0.0025534544807	37,342	
3406	Central CC Sanitary	15,476,689	250,381	40,114	15,767,185	0.0085087181419	124,432	

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net	2016-2017	14,624,028	
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676	Revenue	Adj Allocation Factors	to Allocate	
		(1)	(2)	(3)	(4)	(5)	(6)	
3409	Mt View Sanitary	356,751	8,768	0	365,519	0.0001972515363	2,885	
3411	Ironhouse Sanitary	250,829	4,891	0	255,720	0.0001379984078	2,018	
3414	Rodeo Sanitary	240,067	4,518	0	244,585	0.0001319896190	1,930	
3416	West Co Wastewater	1,062,853	15,684	5,667	1,084,204	0.0005850876017	8,556	
3418	Steege Sanitary	408,134	4,672	0	412,806	0.0002227696311	3,258	
3422	Byron Sanitary	35,680	713	0	36,394	0.0000196396848	287	
3240	Crockett-Valona Sanitary	310,548	8,635	0	319,183	0.0001722460687	2,519	
3430	Twn of Discovery Bay (Comm	599,099	5,202	0	604,301	0.0003261093503	4,769	
3480	Delta Diablo Z1 W Pittsburg	330,434	11,957	78,541	420,932	0.0002271549990	3,322	
3481	Delta Diablo Z2 Pittsburg	460,510	5,034	62	465,606	0.0002512629847	3,674	
3482	Delta Diablo Z3 Antioch	1,110,090	14,768	0	1,124,857	0.0006070262486	8,877	
3515	Los Medanos Healthcare	735,539	92,768	21,077	849,384	0.0004583674924	6,703	
3520	Mt Diablo Healthcare	263,959	1,798	0	265,757	0.0001434149984	2,097	
3525	West CCC Healthcare	3,420,938	50,693	0	3,471,631	0.0018734562989	27,397	
3601	Alamo-Lafayette Cemetery	298,331	3,188	0	301,520	0.0001627141928	2,380	
3603	B B K Union Cemetery	539,671	6,132	0	545,803	0.0002945409949	4,307	
3700	Ambrose Rec & Park	447,569	14,195	65,673	527,438	0.0002846302057	4,162	
3715	Green Valley Rec & Park	52,835	399	0	53,234	0.0000287273878	420	
3735	Pleasant Hill Rec & Park	3,146,867	41,085	938	3,188,890	0.0017208756347	25,166	
3740	Rolling-Willart Rec&Park	28,208	335	0	28,543	0.0000154032920	225	
3770	Bethel Isle Muni Imp	430,749	7,224	0	437,973	0.0002363507178	3,456	
3803	Co Co Co Water	2,625,731	84,177	5,367	2,715,276	0.0014652909820	21,428	
3830	Castle Rock Co Water	13,467	111	0	13,577	0.0000073270283	107	
4001	East Bay Muni Utility	13,686,942	186,143	53,308	13,926,394	0.0075153400683	109,905	
4002	EBMUD Special District 1	381,832	3,433	0	385,265	0.0002079073895	3,040	
4007	A-C Transit Spec Dist 1	8,428,252	113,601	0	8,541,852	0.0046095870749	67,411	

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net Revenue	2016-2017	Allocation
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676		Adj Allocation Factors	
		(1)	(2)	(3)	(4)	(5)	14,624,028 to Allocate
4009	BART	11,005,402	175,445	17,997	11,198,844	0.0060434253803	88,379
4010	Bay Area Air Management	3,207,912	51,145	0	3,259,057	0.0017587412850	25,720
4025	Dublin San Ramon Svcs	631,595	1,851	0	633,446	0.0003418372401	4,999
4026	East Bay Regional Park	47,143,662	785,463	43,299	47,972,424	0.02588818668688	378,590
4110	Reclamation Dist 800 Exp	831,399	8,350	0	839,749	0.0004531681638	6,627
4111	Discovery Bay Recl/Dmng	46,490	464	0	46,954	0.0000253385595	371
4180	East Co Co Irrigation	2,897,455	25,952	0	2,923,407	0.0015776087532	23,071
4181	Byron-Bethany Irrigation	1,076,684	10,216	0	1,086,900	0.0005865426634	8,578
							<u>1,769,782</u>
CITIES & CITY SPECIAL DISTRICTS							
4201	City of Clayton	908,258	13,525	59,717	981,501	0.0005296641069	7,746
4202	City of Concord	13,648,102	203,060	0	13,851,162	0.0074747418061	109,311
4203	City of Brentwood	9,483,065	61,937	23,418	9,568,420	0.0051635716860	75,512
4204	City of San Pablo	332,707	12,000	0	344,707	0.0001860200576	2,720
4205	City of El Cerrito	7,204,938	78,293	0	7,283,231	0.0039303753696	57,478
4206	City of Walnut Creek	14,818,357	200,549	0	15,018,906	0.0081049114749	118,526
4207	City of Pleasant Hill	2,843,778	23,080	0	2,866,858	0.0015470922243	22,625
4208	City of Martinez	8,000,613	117,960	0	8,118,573	0.0043811655723	64,070
4209	City of Antioch	10,274,408	138,890	0	10,413,298	0.0056195076412	82,180
4210	City of Pittsburg	3,439,373	54,015	0	3,493,388	0.0018851973233	27,569
4211	City of Hercules	1,136,986	31,982	0	1,168,968	0.0006308304075	9,225
4212	City of Pinole	2,164,946	27,500	0	2,192,446	0.0011831476543	17,302

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net	2016-2017	to Allocate
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676	Revenue	Adj Allocation Factors	
		(1)	(2)	(3)	(4)	(5)	(6)
4213	Richmond Tax District 1	24,875,190	462,969	0	25,338,159	0.0136736680384	199,964
4214	City of Lafayette	4,461,509	27,773	0	4,489,281	0.00242262839088	35,429
4215	Town of Moraga	2,021,130	23,366	0	2,044,496	0.0011033064595	16,135
4216	Town of Danville	8,962,186	78,552	0	9,040,737	0.0048788090293	71,348
4217	City of San Ramon	14,453,365	297,462	0	14,750,827	0.0079602432429	116,411
4218	City of Orinda	4,568,420	47,963	0	4,616,383	0.0024912182523	36,432
4219	City of Oakley	2,276,582	14,813	37,115	2,328,511	0.0012565743321	18,376
4227	Richmond Tax District 3	8,561,774	104,510	0	8,666,284	0.0046767364031	68,393
4230	Richmond Sewer 1	222,049	3,852	0	225,900	0.0001219065367	1,783
4231	Brentwood Rec & Park Dist	1,919,719	11,517	0	1,931,237	0.0010421865399	15,241
4232	San Ramon M-29	2,830,514	8,328	0	2,838,842	0.0015319733804	22,404
4240	Pleasant Hill Lgt Dist 1	480,177	4,270	0	484,447	0.0002614305219	3,823
4241	Svc Area R-8 Walnut Creek	600,847	6,246	0	607,093	0.0003276163045	4,791
4248	Clayton Light Mice 1	34,868	379	0	35,247	0.0000190211304	278
4252	Martinez Pine Ridge Mice	6,688	75	0	6,763	0.0000036495373	53
4253	Martinez Parking Dist 1	50,567	564	0	51,131	0.0000275928334	404
4263	Lafayette Core Area Mtc	63,326	2,498	0	65,824	0.0000355218112	519
4264	Lafayette St Lt Mice Z1	8,999	68	0	9,067	0.0000048928468	72
4271	Concord Vly Terr SLLMtc	2,998	37	0	3,035	0.0000016377431	24
4272	Concord Kirkwood Mice 1	53,771	483	0	54,254	0.0000292778334	428
4274	Concord Blhn Terr St Lt	802	14	0	816	0.0000004404817	6
4275	Pl Hill-Diablo Vista Wtr	193,003	1,511	0	194,514	0.0001049688495	1,535
4280	Antioch Parking Mice 1A	34,142	386	0	34,528	0.0000186330268	272
4285	Moraga St Lt Mice 1	154,419	1,119	0	155,538	0.0000839356808	1,227
4294	Oakley Police Services	397,332	1,524	0	398,856	0.0002152417623	3,148
							<u>1,212,760</u>

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net Revenue	2016-2017	to Allocate
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676		Adj Allocation Factors	
		(1)	(2)	(3)	(4)	(5)	(6)
REDEVELOPMENT SUCCESSOR AGENCIES							
4701	Antioch	4,481,865	133,650	0	4,615,515	.0024907502162	36,425
4702	Antioch Project 2	914,991	5,243	0	920,234	.0004966016733	7,262
4703	Antioch Project 3	61,254	373	(13,501)	48,125	.0000259706646	380
4704	Antioch Project 4	553,446	8,694	(51,190)	510,950	.0002757328903	4,032
4705	Antioch Project 4, Amd 1	490,540	3,360	(22,106)	471,794	.0002546022734	3,723
4706	Brentwood Project	2,302,658	23,363	0	2,326,021	.0012552306374	18,357
4707	Brentwood Amendment 1	664,409	9,701	0	674,110	.0003637815263	5,320
4708	North Brentwood	3,992,957	16,878	(25,396)	3,984,439	.0021501917674	31,444
4709	North Brtwd Amnd 2	263,173	985	0	264,158	.0001425522158	2,085
4710	Central Concord	14,432,931	816,418	0	15,249,349	.0082292694294	120,345
4711	Concord Commerce	594,861	9,166	0	604,026	.0003259611686	4,767
4712	Cent Concord RDA Amnd	869,823	1,467	0	871,290	.0004701891725	6,876
4714	Clayton	6,573,576	33,323	(113,762)	6,493,137	.0035040033850	51,243
4716	Hercules Dynamite	6,960,087	57,859	0	7,017,947	.0037872155812	55,384
4717	Hercules RDA Proj 2	5,114,684	20,106	0	5,134,789	.0027709749198	40,523
4718	Hercules Merged Dyn & Pro	0	0	0	0	.0000000000000	0
4720	El Cerrito	6,482,826	70,291	0	6,553,117	.0035363718808	51,716
4721	El Cerrito Area II	1,781	86	0	1,867	.0000010075484	15
4725	Pinole Vista	6,731,593	76,727	0	6,808,319	.0036740908862	53,730
4726	Pinole Vista 81	4,270,995	38,398	0	4,309,393	.0023255523023	34,009
4728	Oakley RDA Proj 2	170,649	536	0	171,186	.0000923798611	1,351
4730	Pittsburg Marina	0	1,325	0	1,325	.0000007150056	10
4731	Pittsburg Riverside	447,474	6,352	0	453,826	.0002449061397	3,582
4732	Pittsburg Neighborhood I	1,282,404	10,941	0	1,293,345	.0006979500767	10,207
4733	Pittsburg Neighborhood II	558,900	6,472	0	565,372	.0003051013305	4,462

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net	2016-2017	14,624,028
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676	Revenue	Adj Allocation Factors	to Allocate
		(1)	(2)	(3)	(4)	(5)	(6)
4734	Pittsburg/Los Medanos I	24,560,089	374,876	0	24,934,965	.0134560852593	196,782
4735	Pittsburg/Los Medanos II	3,720,617	64,930	0	3,785,547	.0020428598674	29,875
4736	Pittsburg/Los Medanos III	12,686,824	48,702	0	12,735,527	.0068726919632	100,506
4737	Richmond 8A RDA 2000 Amr	1,267,804	5,047	0	1,272,851	.0006868903893	10,045
4738	Richmond 10A RDA 2000 Amr	827,498	2,329	0	829,827	.0004478139240	6,549
4739	Richmond 1A RDA 2000 Amr	152,022	453	0	152,475	.0000822826832	1,203
4740	Richmond 1A	469,500	10,550	0	480,050	.0002590577469	3,788
4741	Richmond 8A	581,381	8,681	0	590,062	.0003184253292	4,657
4742	Richmond 10A	818,245	21,029	0	839,274	.0004529120040	6,623
4743	Richmond 10B	78,143	2,859	0	81,002	.0000437123668	639
4744	Richmond 11A	12,556,940	73,876	0	12,630,817	.0068161856338	99,680
4745	Richmond 12A	94,533	1,521	0	96,055	.0000518357040	758
4746	Richmond 8A Henley	51,293	648	0	51,941	.0000280298776	410
4747	Richmond 1B	122,861	776	0	123,637	.0000667203086	976
4748	Richmond 1C-Potrero	1,122,497	7,072	0	1,129,569	.0006095690017	8,914
4749	Richmond 3A	1,062,482	5,759	0	1,068,241	.0005764734770	8,430
4750	Walnut Creek-So Broadway	1,195,528	10,632	0	1,206,160	.0006509006661	9,519
4751	Walnut Creek-Mt Diablo	0	13,736	0	13,736	.0000074124059	108
4752	Richmond 6A RDA 2000 Amr	67,291	144	0	67,434	.0000363907243	532
4753	Richmond 10B RDA 2000 Amr	34,298	106	0	34,404	.0000185661861	272
4754	Richmond 6-A Amend 1	57,936	1,057	0	58,993	.0000318354754	466
4755	Richmond 6-A	567,906	3,565	0	571,471	.0003083925851	4,510
4756	Danville Downtown	3,526,813	30,087	(336,203)	3,220,698	.0017380405781	25,417
4757	Richmond 11A RDA 2000 Amr	249,701	794	0	250,495	.0001351788318	1,977
4758	Richmond 10B RDA 2006 Amr	2,305,086	9,247	0	2,314,333	.0012489233050	18,264
4760	San Pablo-So Entrance	384,364	6,959	0	391,323	.0002111761894	3,088

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net	2016-2017	to
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676		Adj Allocation Factors	
		(1)	(2)	(3)	(4)	(5)	(6)
4761	San Pablo-El Portal	2,766,547	43,242	0	2,809,789	.0015162948845	22,174
4762	San Pablo-El Portal 79	3,417,449	47,445	0	3,464,894	.0018698207277	27,344
4763	San Pablo-Oak Park	960,275	9,845	0	970,120	.0005235223815	7,656
4764	San Pablo-Sheffield	409,621	4,586	0	414,207	.0002235254233	3,269
4765	San Pablo-Bayview	2,057,332	19,601	0	2,076,934	.0011208116505	16,391
4766	San Pablo-El Portal 80	1,428,652	23,181	0	1,451,834	.0007834779772	11,458
4767	San Pablo-Oak Park 79	55,773	536	0	56,310	.0000303872672	444
4768	San Pablo-Bayview 80	135,165	696	0	135,861	.0000733171240	1,072
4769	San Pablo-Legacy RDA	1,686,781	6,496	0	1,693,277	.0009137722297	13,363
4770	Pleasant Hill Commons	3,362,262	24,720	0	3,386,983	.0018277759410	26,729
4771	Pleasant Hill Commons 1A	119,132	1,017	0	120,148	.0000648377761	948
4772	Plsnt Hill Schoolyrd Anx	1,064,839	7,356	0	1,072,196	.0005786073610	8,462
4773	Plsnt Hill Comm 2001 Ammc	959,805	2,888	0	962,693	.0005195147235	7,597
4774	Pleasant Hill Commons 200	0	0	0	0	.0000000000000	0
4775	Lafayette RDA	6,464,298	16,497	0	6,480,795	.0034973434255	51,145
4777	San Ramon	10,695,704	50,793	(963,855)	9,782,643	.0052791762328	77,203
4780	CoCoCo Pleasant Hill BAR1	8,541,406	49,466	0	8,590,872	.0046360404593	67,798
4781	CoCoCo West Pittsburg	3,543,263	21,336	(823,631)	2,740,968	.0014791557127	21,631
4782	CoCoCo North Richmond	2,479,914	12,852	(322,729)	2,170,037	.0011710547637	17,126
4783	CoCoCo Pl H/BART Amnd	954,383	6,702	(10,388)	950,697	.0005130412013	7,503
4784	Oakley	3,659,337	20,022	(91,575)	3,587,784	.0019361379198	28,314
4785	Rodeo	2,509,076	11,601	(256,151)	2,264,526	.0012220452398	17,871
4786	CoCoCo Montalvin	500,076	1,716	0	501,792	.0002707906496	3,960
Sub-Total: Recoverable Cost							5,783,295
							<u>1,530,694</u>

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted	2016-2017	2016-2017	Net	2016-2017	to
		2016-2017 AB 8 Allocation	Unitary Allocation	Pass-thru H&S 33676		Adj Allocation Factors	
		(1)	(2)	(3)	(4)	(5)	(6)
SCHOOL DISTRICTS - EXEMPT FROM COST ALLOCATION							
4016	Ed Phys Handic'd Elem	5,424	1,100	0	6,523	.0000035203403	51
4018	Livermore Jt Unified	259,657	52,325	0	311,982	.0001683601119	2,462
4020	Chabtl-Las Positas Com Col	301,805	7,474	0	309,279	.0001669016774	2,441
4022	Dev Ctr Handic'd Minor	971	197	0	1,168	.0000006301893	9
4029	Trainable M.R. Alameda	2,447	496	0	2,943	.0000015879660	23
5001	Acalanes Union Hi Gen	41,055,918	419,298	0	41,475,216	.0223819867471	327,315
5101	Canyon Elementary Gen	70,068	1,105	0	71,173	.0000384081146	562
5201	Lafayette Elementary Gen	15,645,661	144,363	0	15,790,024	.0085210430862	124,612
5301	Moraga Elementary Gen	7,729,792	77,257	0	7,807,048	.0042130522357	61,612
5401	Orinda Elementary Gen	9,929,193	120,012	0	10,049,205	.0054230258631	79,306
5501	Walnut Creek General	20,067,704	205,363	0	20,273,066	.0109403045573	159,991
6001	Liberty Union Hi Gen	25,370,770	236,737	0	25,607,506	.0138190205431	202,090
6101	Brentwood Elem Gen	13,891,261	110,063	9,462	14,010,786	.0075608825031	110,571
6201	Byron Elementary Gen	4,165,034	47,871	5,544	4,218,449	.0022764742929	33,291
6301	Knightsen Elementary Gen	1,525,092	20,829	3,955	1,549,877	.0008363866996	12,231
6401	Oakley Elementary Gen	10,450,420	99,819	0	10,550,239	.0056934077083	83,261
6901	County Schools Gen	27,781,008	448,694	75,541	28,305,243	.0152748468732	223,380
6999	ERAF K - 12	222,743,111	0	0	222,743,111	.1202027088867	1,757,848
7101	Antioch Unified Gen	29,966,011	796,556	65,684	30,828,250	.0166363806865	243,291
7201	John Swett General	6,400,479	142,384	115,523	6,658,386	.0035931797273	52,547
7401	Martinez Unified Gen	17,152,397	252,397	0	17,404,794	.0093924491693	137,355
7501	Mt Diablo Unified Gen	105,566,956	1,419,306	335,496	107,321,758	.0579158924105	846,964
7601	Pittsburg Unified Gen	4,882,756	1,133,292	15,361	6,031,408	.0032548329526	47,599
7701	West Co Co Unified Gen	64,977,137	891,578	134,192	66,002,908	.0356182880547	520,883

**CONTRA COSTA COUNTY
2016-2017 ADMINISTRATIVE COST ALLOCATION**

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2016-2017 AB 8 Allocation	2016-2017 Unitary Allocation	2016-2017 Pass-thru H&S 33676	Net Revenue	2016-2017 Adj Allocation Factors	14,624,028 to Allocate
		(1)	(2)	(3)	(4)	(5)	(6)
7801	San Ramon Valley Unif	142,126,288	1,821,882	731,960	144,680,129	.0780762348662	1,141,789
7901	Co Co Comm College Gen	80,691,492	1,274,019	269,217	82,234,727	.0443777450704	648,981
7999	ERAF Community College	<u>33,163,941</u>	<u>0</u>	<u>0</u>	<u>33,163,941</u>	<u>.0178968299071</u>	<u>261,724</u>
TOTALS		1,826,539,522	26,522,801	(0)	1,853,062,322	1.000000000000	<u>14,624,028</u>
Sub-Total: Exempt School Share							<u>7,082,189</u>



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: APPROVE the Bay Point Sign Upgrade Project & related actions under CEQA, Bay Point area.

RECOMMENDATION(S):

APPROVE the Bay Point Sign Upgrade Project (Project) and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Bay Point area. [County Project No.0662-6R4024 / Federal Proj. No. HSIPL-5928(132) DCD-CP#16-48] (District V).

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1c Categorical Exemption, pursuant to Article 19, Section 15301(c) of the CEQA Guidelines, and

DIRECT the Director of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director or designee to arrange for payment of a \$25 fee to Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

FISCAL IMPACT:

100% Highway Safety Improvement Program Funds.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Trina Torres,
925-313-2176

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

By: , Deputy

cc:

BACKGROUND:

The purpose of this project is to replace existing traffic regulatory and warning signs along various County maintained roadways within the unincorporated area of Bay Point.

The project will consist of the replacement of all regulatory and warning signs along Major Collectors, Minor Arterials, and Other Principal Arterials to meet Federal Highway Administration (FHWA) Manual Uniform Traffic Control Devices (MUTCD) standards. Roadways identified to receive the upgrades include; Bailey Road, Willow Pass Road, Port Chicago Highway, Pacifica Avenue, Driftwood Drive, and Evora Road. Additional signs will be replaced on several other secondary roadways. If additional funding is available, a sign audit will be conducted on the remaining Bay Point streets to determine the best uses of the funding and expend the remainder in the most beneficial areas. Sign replacement will only require replacement of the sign face with higher standard diamond grade retro-reflective sheeting, unless there is damage to the post or foundation. Signs may be relocated in order to improve pedestrian access or visibility. One lane will remain open during construction activities to maintain general access. Emergency vehicles will have access at all times. Real property transactions may be necessary in support of this project. Trees and shrubbery may need trimming throughout the project area. No tree removal will be necessary.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in approving the project may result in a delay of design and construction.

ATTACHMENTS

CEQA signed by DCD

PUBLIC WORKS DEPARTMENT
INITIAL STUDY OF
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 0662-6R4024

CP# 16-48

PROJECT NAME: Bay Point Sign Upgrade Project

PREPARED BY: Trina Torres

DATE: October 12, 2016

APPROVED BY: _____

DATE: 10-24-16

RECOMMENDATIONS:

Categorical Exemption [Class 1(c)]

Negative Declaration

Environmental Impact Report Required

Conditional Negative Declaration

The project will not have a significant effect on the environment. The recommendation is based on the following: The project involves the minor alteration of existing public facilities involving negligible or no expansion of use beyond previously existing, pursuant to section 15301(c) of the CEQA guidelines. The project will not result in the removal of any scenic resource.

What changes to the project would mitigate the identified impacts: N/A

USGS Quad Sheet: <u>Honker Bay</u>	Base Map Sheet #: <u>various</u>	Parcel #: <u>N/A</u>
------------------------------------	----------------------------------	----------------------

GENERAL CONSIDERATIONS:

1. **Location:** The project is located in central Contra Costa County in the unincorporated community of Bay Point. [Figures 1-2]

2. **Project Description:** The purpose of this project is to replace existing traffic regulatory and warning signs along various County maintained roadways within the unincorporated Bay Point area.

The project will consist of the replacement of all regulatory and warning signs along Major Collectors, Minor Arterials, and Other Principal Arterials to meet Federal Highway Administration (FHWA) Manual Uniform Traffic Control Devices (MUTCD) standards. Roadways identified to receive the upgrades include; Bailey Road, Willow Pass Road, Port Chicago Highway, Pacifica Avenue, Driftwood Drive, and Evora Road. Additional signs will be replaced on several other secondary roadways. If additional funding is available, a sign audit will be conducted on the remaining Bay Point streets to determine the best uses of the funding and expend the remainder in the most beneficial areas. The sign audit will determine the number and condition of the signs that are not listed for replacement outside of the list above. Sign replacement will only require replacement of the sign face with higher standard diamond grade retroreflective sheeting, unless there is damage to the post or foundation. Signs may be relocated in order to improve pedestrian access or visibility.

Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets. One lane will remain open during construction activities to maintain general access. Emergency vehicles will have access at all times. Real property transactions may be necessary in support of this project. Trees and shrubbery may need trimming throughout the project area. No tree removal will be necessary.

3. **Does it appear that any feature of the project will generate significant public concern?**

Yes No maybe (Nature of concern):

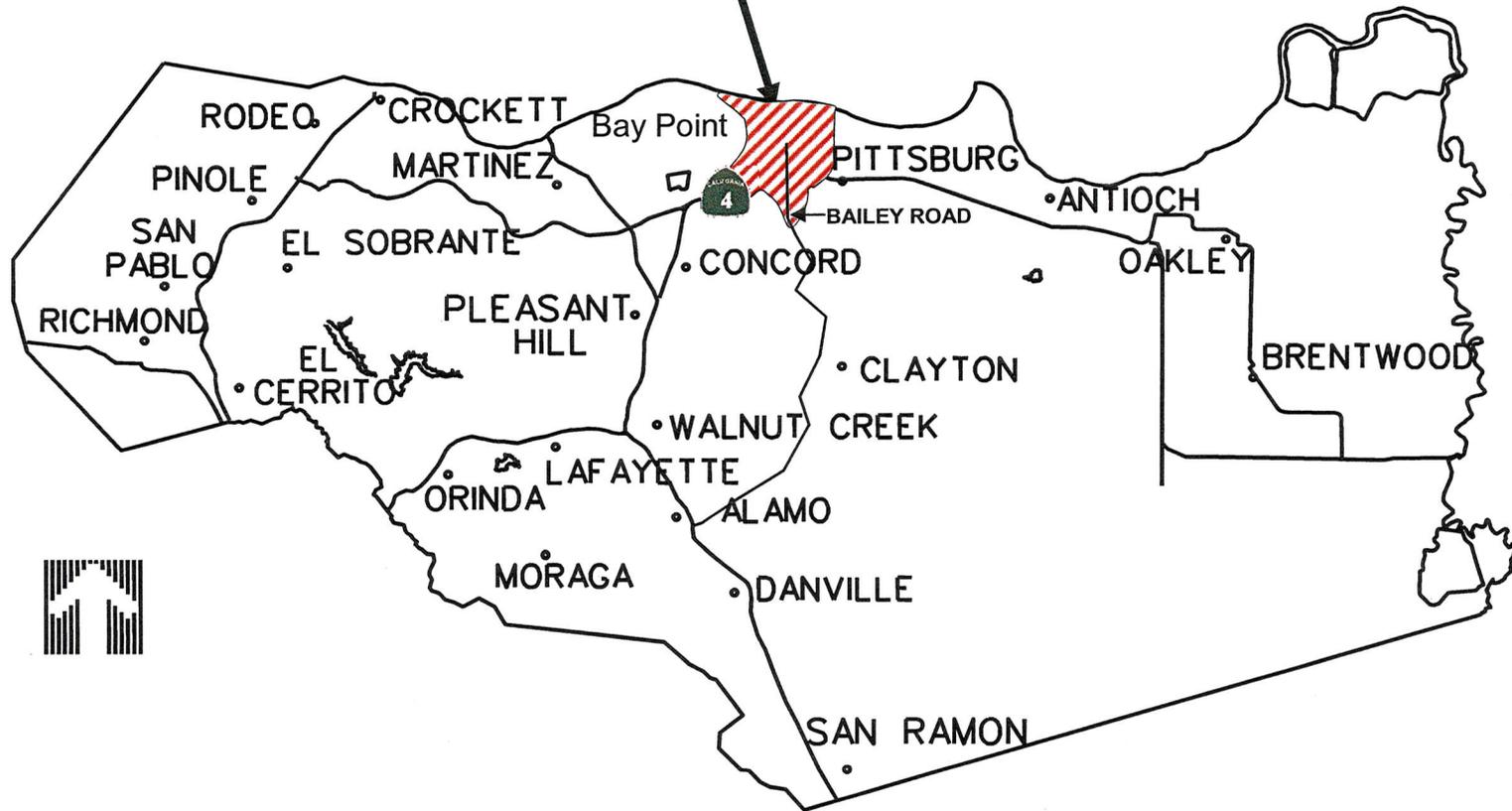
4. **Will the project require approval or permits by other than a County agency?**

Yes No

5. **Is the project within the Sphere of Influence of any city?** Yes-Pittsburg

CONTRA COSTA COUNTY CALIFORNIA

PROJECT LOCATION

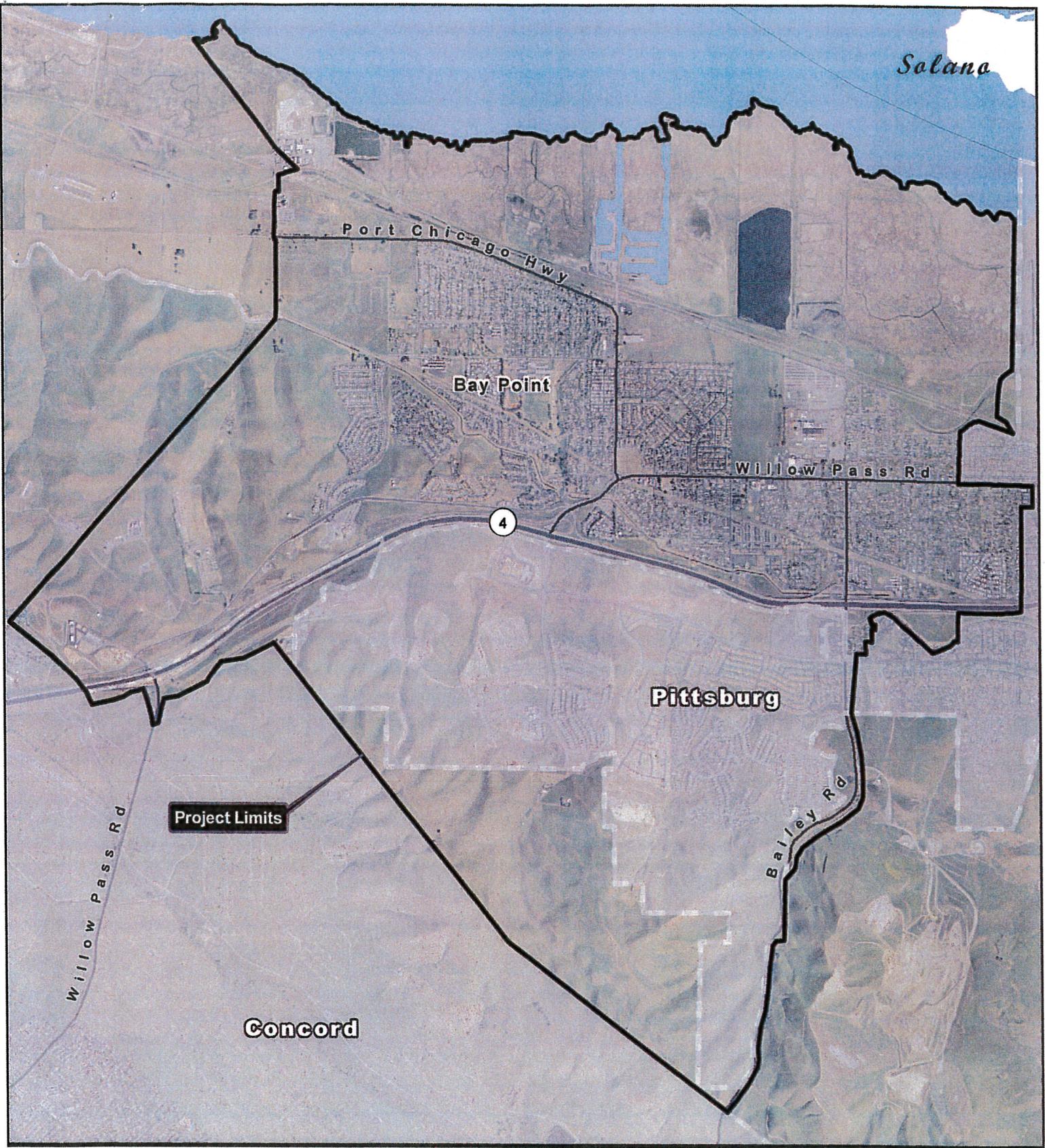


Contra Costa County
Public Works
Department

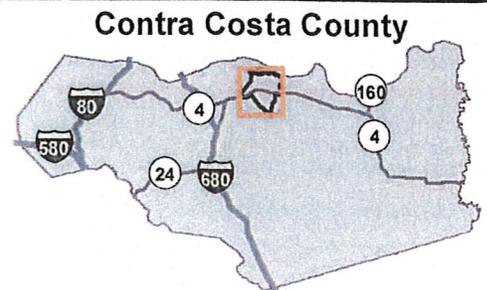
255 GLACIER DRIVE, MARTINEZ, CA 94553 PH: (925)313-2000 FAX: (925)313-2333

Figure 1

Bay Point Sign Upgrade Project



**Bay Point Sign Upgrade Project
Project Location Map
Figure 2**



CALIFORNIA ENVIRONMENTAL QUALITY ACT

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: Contra Costa County
Dept. of Conservation & Development
30 Muir Road
Martinez, CA 94553

County Clerk
County of: Contra Costa

Project Title: Bay Point Sign Upgrade Project,
Project No. 0662-6R4024 & CP#16-48

Project Applicant: Contra Costa County Public Works Department

Project Location - Specific: various County-maintained roads in Bay Point

Project Location: Unincorporated Community of Bay Point

Project Location - County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project: The purpose of this project is to replace existing traffic regulatory and warning signs along various County maintained roadways within the unincorporated Bay Point area.

The project will consist of the replacement of all regulatory and warning signs along Major Collectors, Minor Arterials, and Other Principal Arterials to meet Federal Highway Administration (FHWA) Manual Uniform Traffic Control Devices (MUTCD) standards. Roadways identified to receive the upgrades include; Bailey Road, Willow Pass Road, Port Chicago Highway, Pacifica Avenue, Driftwood Drive, and Evora Road. Additional signs will be replaced on several other secondary roadways. If additional funding is available, a sign audit will be conducted on the remaining Bay Point streets to determine the best uses of the funding and expend the remainder in the most beneficial areas. The sign audit will determine the number and condition of the signs that are not listed for replacement outside of the list above. Sign replacement will only require replacement of the sign face with higher standard diamond grade retroreflective sheeting, unless there is damage to the post or foundation. Signs may be relocated in order to improve pedestrian access or visibility.

Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets. One lane will remain open during construction activities to maintain general access. Emergency vehicles will have access at all times. Real property transactions may be necessary in support of this project. Trees and shrubbery may need trimming throughout the project area. No tree removal will be necessary.

Name of Public Agency Approving Project: Contra Costa County
Name of Person or Agency Carrying Out Project: Contra Costa County Public Works Department

Exempt Status:

- Ministerial Project (Sec. 21080(b) (1); 15268;
 Declared Emergency (Sec. 21080(b)(3); 15269(a));
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 Categorical Exemption: Class 1(c)
 Other Statutory Exemption, Code No.:
 General Rule of Applicability [Article 5, Section 15061 (b)(3)]

Reasons why project is exempt: The project involves the minor alteration of existing public facilities involving negligible or no expansion of use beyond previously existing, pursuant to section 15301(c) of the CEQA guidelines. The project will not result in the removal of any scenic resource.

Lead Agency Contact Person: Trina Torres - Public Works Dept. Area Code/Telephone/Extension: (925) 313-2176

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Date: Title:

Signed by Lead Agency Signed by Applicant

AFFIDAVIT OF FILING AND POSTING

I declare that on I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

Signature

Title

Applicant:

Public Works Department
255 Glacier Drive
Martinez, CA 94553

Attn: Trina Torres
Environmental Services Division
Phone: (925) 313-2176

Department of Fish and Game Fees Due

- EIR - \$3,078.25
 Neg. Dec. - \$2,216.25
 DeMinimis Findings - \$0
 County Clerk - \$50
 Conservation & Development - \$25

Total Due: \$ 75.00
Total Paid \$
Receipt #:



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: 2016 Semi-Annual Report of Real Estate Acquisitions July 1, 2016 through December 31, 2016

RECOMMENDATION(S):

ACCEPT the 2016 Semi-Annual Report of real estate acquisition acceptances dated July 1, 2016 through December 31, 2016 approved by the Public Works Director, as submitted, for the acquisitions of any interest in real property where the purchase price for the real property interest did not exceed \$100,000, Bay Point, Brentwood, Byron, Clayton and Martinez areas.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Pursuant to Contra Costa County, Ordinance Code, Title 11, Division 1108, Chapter 1108-8.002, "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: **03/07/2017** 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: March 7, 2017

Contact: Karen A. 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 Acquisitions Jul-Dec 2016

**2016 Semi-Annual Acceptance Report
of Real Estate Acquisition
July - December 2016**

CERT. NO.	AREA	PROJECT/PURPOSE	INTEREST	PRICE
16-10	Brentwood	SR4 Bypass Authority - Balfour Road Interchange	Easement Deed	\$24,400.00
16-11	Martinez	Alhambra Valley Road Safety Improvements	Drainage, Roadway & Slope Easements	\$30,000.00
16-12	Brentwood	SR4 Bypass Authority - Balfour Road Interchange	Easement Deed	\$7,000.00
16-13	Brentwood	Balfour Road Shoulder Widening	Grant Deed/TCE*	\$7,785.00
16-14	Brentwood	Balfour Road Shoulder Widening	Grant Deed	\$26,100.00
16-15	Byron	Vasco Road Safety Improvements	TCE*	\$5,000.00
16-16	Brentwood	SR4 Bypass Authority - Balfour Road Interchange	Easement Deed	N/A
16-17	Brentwood	SR4 Bypass Authority - Balfour Road Interchange	Quitclaim Deed	N/A
16-18	Bay Point	Canal Road Bridge Replacement	TCE*	\$3,500.00
16-19	Bay Point	Canal Road Bridge Replacement	TCE*	\$47,837.00
16-20	Brentwood	Balfour Road Shoulder Widening	Grant Deed	\$1,800.00
16-21	Clayton	Marsh Creek Road Bridge Replacement	Offer of Dedication	N/A
16-22	Bay Point	Canal Road Bridge Replacement	Slope Easement	N/A
16-23	Bay Point	Canal Road Bridge Replacement	TCE*	N/A
16-24	Martinez	Alhambra Valley Road Safety Improvements	TCE*	\$500.00
16-25	Martinez	Alhambra Valley Road Safety Improvements	TCE*	\$500.00
16-26	Brentwood	Balfour Road Shoulder Widening	Grant Deed	\$7,000.00



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: Declare an emergency for the repair of the Morgan Territory Road Slide, Clayton area.

RECOMMENDATION(S):

1. ADOPT Resolution No. 2017/84 finding and declaring that an emergency exists and AUTHORIZE the Public Works Director to proceed in the most expeditious manner with the Morgan Territory Road Slide Repair Project, Clayton area. Project No. 0672-6U6203 (District III)
2. FIND, based on the evidence set forth below, pursuant to Public Contract Code Section 22035 and 22050, that an emergency exists, that the emergency will not permit a delay resulting from the normal procedures for solicitation of bids and contract award, and the action described in this order is necessary to respond to the emergency.
3. DELEGATE to the Public Works Director the authority to proceed in the most expeditious manner to repair the Morgan Territory Road Slide Repair in the Clayton area.
4. DIRECT the Public Works Director to make periodic reports to the Board of Supervisors, as required by the Public Contract Code 22050, to enable the Board of Supervisors to review the emergency action and to determine whether there is a need to continue the emergency action.
5. WAIVE the County's Outreach Program requirements for contracts, equipment, services, and supplies procured for the above project.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Kevin Emigh,
925.313.2233

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

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

6. DETERMINE that the project is exempt from the California Environmental Quality Act (CEQA) under Section 15269 of the State CEQA Guidelines.

7. DIRECT the Department of Conservation and Development Director, or designee, to file a Notice of Exemption with the County Clerk.

8. AUTHORIZE the Public Works Director or designee to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing the Notice of Exemption, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

FISCAL IMPACT:

The total cost of the project is unknown at this time, but is not expected to exceed \$2,000,000. The project will be funded by Local Road Funds (100%). The project may be eligible for partial or full reimbursement under the state of emergency declared by Governor Brown on January 23, 2017, to secure funding to help communities respond to and recover from severe winter storms that have caused flooding, mudslides, erosion, debris flow and damage to roads and highways.

BACKGROUND:

Due to the continued rains and saturated soil conditions, a portion of Morgan Territory Road, approximately one mile south of Marsh Creek Road in unincorporated Contra Costa County, began showing signs of sliding during the week of February 20. First, the movement caused a break in the existing water line and has continued to slide, cracking the road surface to the point that the road is no longer passable. Residents to the south of the slide location are now required to travel south to Livermore as their only access option.

The repair work requires removal of debris, excavation, installation of a structural retaining wall system, backfill, construction of embankment, new pavement, and pavement striping. If the Public Works Department were to follow its normal design and bidding process for construction projects, the resulting delays would keep the road out of service, potentially compromise public safety, and result in more extensive damage, environmental impacts, and increased repair costs.

Going forward, the Public Works Department anticipates the following tasks and timelines in order to complete the project and put the road back in service:

Perform geotechnical analysis and design repair alternative by March 31, 2017.

Solicit bids from contractors and award contract by April 30, 2017

Begin emergency repairs by May 15, 2017 or sooner if conditions allow

The Morgan Territory Road Slide Repair Project is exempt from the California Environmental Quality Act (California Public Resources Code section 21000 *et seq.*) pursuant to Section 15269 of the State CEQA Guidelines (14 California Code Regulations section 14000 *et seq.*).

A proclamation of local emergency was signed by Contra Costa County Administrator David Twa on January 19, 2017, and ratified by the Board of Supervisors in a special meeting on January 26, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If the above recommendation is not adopted, the Public Works Director will not be authorized to execute emergency contracts to perform expedient repairs, and there will be danger to the public's safety in allowing Morgan Territory Road to remain unrepaired. The road will remain closed adversely affecting traffic circulation. The Public will not be able to use this vital transportation link, and local residents will continue to be impaired in terms of public safety response time.

ATTACHMENTS

Resolution No. 2017/84

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

Adopted this Resolution on 03/07/2017 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2017/84

FIND and DECLARE that an emergency exists and AUTHORIZE the Public Works Director to proceed in the most expeditious manner with the Morgan Territory Road Slide Repair Project, Clayton area. (Project No. 0672-6U6203) (District III)

WHEREAS, Morgan Territory Road is a major collector road for the residents of the area. Due to the continued rains and saturated soil conditions, a portion of Morgan Territory Road, approximately one mile south of Marsh Creek Road, began showing signs of sliding during the week of February 20. First, the movement caused a break in the existing water line and has continued to slide, cracking the road surface to the point that the road is no longer passable. Residents to the south of the slide location are now required to travel south to Livermore as their only access option. WHEREAS, the repair work requires removal of debris, excavation, installation of a structural retaining wall system, backfill, construction of embankment, new pavement, and pavement striping. If the Public Works Department were to follow its normal design and bidding process for construction projects, the resulting delays would keep the road out of service, potentially compromise public safety, and result in more extensive damage, environmental impacts, and increased repair costs. WHEREAS, going forward, the Public Works Department anticipates the following tasks and timelines in order to complete the project repairs and put the road back in service: Perform hydraulic analysis and select new drainage conveyance system by March 31, 2017. Solicit bids from contractors and award contract by April 30, 2017. Begin emergency repairs by May 15, 2017 or sooner if conditions allow. WHEREAS, a proclamation of local emergency was signed by Contra Costa County Administrator David Twa on January 19, 2017, and ratified by the Board of Supervisors in a special meeting on January 26, 2017. WHEREAS, on January 23, 2017, Governor Brown declared a state of emergency to secure funding to help communities respond to and recover from severe winter storms that have caused flooding, mudslides, erosion, debris flow and damage to roads and highways. WHEREAS, to quickly mitigate the danger presented to the public by landslide on Morgan Territory Road, and to restore essential traffic, Public Works staff recommends that the Board declare the Morgan Territory Road slide repair an emergency pursuant to Public Contract Code Section 22035 and 22050, making the necessary findings set forth in this resolution.

NOW, THEREFORE BE IT RESOLVED, that the County Board of Supervisors FINDS and DECLARES, that an emergency exists and AUTHORIZE the Public Works Director to proceed in the most expeditious manner with the Morgan Territory Road Slide Repair Project, Clayton area. BE IT FURTHER RESOLVED, that the County Board of Supervisors FIND, based on the evidence set forth above, pursuant to Public Contract Code Section 22035 and 22050, that an emergency exists, that the emergency will not permit a delay resulting from the normal procedures for solicitation of bids and contract award, and the action described in this order is necessary to respond to the emergency. BE IT FURTHER RESOLVED, that the County Board of Supervisors DELEGATES to the Public Works Director the authority to proceed in the most expeditious manner to repair the Morgan Territory Road landslide in the Clayton area. BE IT FURTHER RESOLVED, that the County Board of Supervisors DIRECTS the Public Works Director to make periodic reports to the Board of Supervisors, as required by Public Contract Code 22050, to enable the Board of Supervisors to review the emergency action and to determine whether there is a need to continue the emergency action; and BE IT FURTHER RESOLVED, that the County Board of Supervisors WAIVES the County's Outreach Program requirements for contracts, equipment, services, and supplies procured for the above project.

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: March 7, 2017

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

Contact: Kevin Emigh, 925.313.2233

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 7, 2017

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Jordan Rose for a T-hangar at Buchanan Field Airport effective February 19, 2017 in the monthly amount of \$394.10, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,729.20 annually.

BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

On September 1, 2000, the County obtained ownership of the aircraft hangars and shelters, pursuant to the terms of the above lease.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Beth Lee, (925)
681-4200

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

On February 13, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Lease Agreement for use with the larger East Ramp Hangars.

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement which removed the Aircraft Physical Damage Insurance requirement. The new amended T-hangar Lease Agreement will be used to enter into this aircraft rental agreement.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

J.Rose - Rental Agreement

CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** February 19, 2017 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), Jordan Rose ("Renter"), hereby mutually agree and promise as follows:

2. **RENTER AND AIRCRAFT INFORMATION:** Simultaneous with the execution of this T-Hangar and Shade Hangar Rental Agreement ("**Rental Agreement**") by Renter, Renter shall complete the Renter and Aircraft Information Form. A completed copy of the Renter and Aircraft Information Form is attached hereto as Exhibit "A" and incorporated herein. Renter must also provide to Airport at that time, for inspection and copying, (1) the original current Aircraft Registration or, if the aircraft described in Exhibit A is under construction, the plans for and proof of ownership of such aircraft; and (2) the insurance information required by Section 16 below.

3. **PURPOSE:** The purpose of this Rental Agreement is to provide for the rental of a T-Hangar or Shade Hangar space at the Contra Costa County - Buchanan Field Airport for the storage of the aircraft described in the Renter and Aircraft Information Form ("**Renter's Aircraft**").

4. **PREMISES:** For and in consideration of the rents and faithful performance by Renter of the terms and conditions set forth herein, Airport hereby rents to Renter and Renter hereby rents from Airport that T-Hangar or Shade Hangar shown as # A-06 on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site ("**T-Hangar Site**") and shall hereinafter be described as the "**T-Hangar.**"

Renter has inspected the T-Hangar and hereby accepts the T-Hangar in its present condition, as is, without any obligation on the part of Airport to make any alterations, improvements, or repairs in or about the T-Hangar.

5. **USE:** The T-Hangar shall be exclusively by Renter for the storage of Renter's Aircraft. In addition to the storage of Renter's Aircraft, Renter may use the T-Hangar for (1) the homebuilding, restoration and/or maintenance of Renter's Aircraft, provided that such homebuilding, restoration and/or maintenance is performed by Renter only and in conformance with all applicable statutes, ordinances, resolutions, regulations, orders, circulars (including but not limited to FAA Advisory Circular 20-27) and policies now in existence or adopted from time to time by the United States, the State of California, the County of Contra Costa and other government agencies with jurisdiction over Buchanan Field Airport; (2) the storage of and materials directly

related to the storage, construction of homebuilt planes homebuilding, restoration, and/or maintenance of Renter's Aircraft; (3) the storage of one boat, or one recreational vehicle, or one motorcycle, or one automobile, provided that Renter first provides to Airport proof of Renter's ownership and original registration of any stored boat or vehicle, for inspection and copying; and/or (4) the storage of comfort items (such as a couch, small refrigerator, etc.) that the Director of Airports, in his sole discretion, determines will not impede the use of the hangar for the storage of Renter's Aircraft, and are not prohibited by applicable building and fire codes. The T-Hangar shall not be used for any purpose not expressly set forth in this Section 5. Use.

The use of all or a portion of the T-Hangar for the storage of aircraft not owned or leased by Renter is prohibited. ("Aircraft not owned or leased by Renter" means any aircraft in which Renter does not have an ownership interest or which is not directly leased to Renter). Renter shall present proof of said ownership interest or lease to Airport upon request in addition to that information provided in Exhibit A.

If Renter's Aircraft is or becomes non-operational, it may be stored in the T-Hangar only if it is being homebuilt or restored by Renter. Prior to the commencement of any such homebuilding or restoration, Renter shall provide to Airport (1) a copy of the purchase agreement or (2) a valid federal registration number. If Renter's Aircraft is not registered as of the Effective Date, upon completion of construction, Renter shall register and apply for an airworthiness certificate for Renter's Aircraft in accordance with all applicable federal statutes and regulations and provide the original registration and certification to Airport, for inspection and copying, immediately upon receipt by Renter. On or before January 1 of each year, if the homebuilding or restoration has not been completed, Renter shall provide a written annual report to the Director of Airports that details the homebuilding or restoration activity performed, work still required to be completed and an estimate of time of completion.

6. **TERM:** This Rental Agreement shall be from month to month commencing **February 19, 2017**, and shall continue until terminated. This Rental Agreement may be terminated by any party upon thirty (30) days written notice to the other party.

7. **RENT:**

A. **Monthly Rent and Additional Rent.** Renter shall pay \$ **394.10** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: Contract Amendment with Contra Costa Centre Association, Pleasant Hill Area

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Contra Costa Centre Association, effective January 1, 2017, to increase the annual contract payment limit by \$65,000, to a new annual payment limit of \$154,400, with no change to the contract date, to provide special project improvements, routine landscape and graffiti abatement services for Countywide Lighting and Landscaping District (LL-2) Zone 7 and Walden Green, Pleasant Hill area (District IV).

FISCAL IMPACT:

11% from LL-2 Zone 7 funds and 89% from Successor Agency Contra Costa Centre Capital Tax Allocation Bonds.

BACKGROUND:

As a County contractor, the Contra Costa Centre Association provides management oversight of landscape maintenance activities within Countywide Lighting and Landscaping District, Zone 7. The agreement has been in effect since July 1, 2001 and remains in effect from fiscal year to fiscal year (July 1 through June 30). The current annual payment limit is set at \$89,400.

The requested contract amendment

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Warren Lai, (925)
313-2180

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

will increase the annual contract payment limit amount by \$65,000, to a new annual payment limit of \$154,400. The Department of Conservation and Development Agency provided \$57,762 in funds for one-time improvement projects in FY 2016-17 at the Walden Green and LL-2 Zone 7 areas of Contra Costa Centre. These projects are completed. The remaining requested payment limit of \$7,238 will be funded by LL-2 Zone 7 for future incidental costs associated with routine landscape maintenance and graffiti abatement within the LL-2 Zone 7 areas of Contra Costa Centre. If approved, this change would become effective January 1, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval, the additional one-time improvement project would not be completed.



Contra
Costa
County

To: Contra Costa County Flood Control District Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: On-Call Contract Amendment with Carl Morrison & Associates, Inc., Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to execute a contract amendment with Carl Morrison & Associates, Inc., to extend the term from March 13, 2017 through March 13, 2019, and to increase the payment limit by \$200,000, to a new payment limit of \$700,000, to provide on-call Flood Control District program support and coordination services, Countywide.

FISCAL IMPACT:

100% Various Flood Control Funds.

BACKGROUND:

The FC District continues to foresee the immediate and long-term need for program support and coordination services. Current and foreseen program support and coordination needs are for preparation of specialized environmental plans, statewide coordination efforts, and specialized outreach and program support projects. The FC District originally advertised for various services, including program support and coordination, on November 18, 2013, with a December 18, 2013, due date. Services advertised for included:

Represent

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Crystal O'Dell, (925)
313-2023

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

By: , Deputy

cc: David Twa, CAO, Thomas Geiger, County Counsel's Office, Mike Carlson, Deputy Chief Engineer, Crystal O'Dell, Flood Control, Catherine Windham, Flood Control

BACKGROUND: (CONT'D)

the FC District and/or organizations it is affiliated with at meetings of other agencies and organizations.

Assist in planning and preparing for larger meetings and conferences.

Help in developing strategic responses to specific issues and provide recommendations.

Facilitate the exchange of information between agencies relating to personnel, finance, and operational matters.

Provide support at various meetings, including assisting in agenda preparation and minutes of meetings and managing meeting attendees contact e-mail list(s) for disseminating agendas and meeting notes/minutes.

Assist in developing and maintaining communications, including letters, brochure content, and/or website.

The FC District received 41 Statements of Qualification (SOQ) with 11 consulting firms submitting for program support and coordination. The FC District rated the SOQs and invited the top five firms for interviews with one firm declining. The FC District interviewed the firms on February 12 and 13, 2014. Through this process, Carl Morrison & Associates, Inc. was selected to enter into an on-call contract with the FC District. At this time, the FC District is extending the on-call contract with Carl Morrison & Associates, Inc.

This on-call contract will allow the FC District to quickly call upon Carl Morrison & Associates, Inc. to perform tasks related to various FC District programs and projects and is intended to draw on outside specialized expertise and not replace staff.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, the FC District will be unable to continue on-call services for program support and coordination.



Contra
Costa
County

To: Contra Costa County Flood Control District Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: On-Call Contract Amendment with Horizon Water and Environment, LLC, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to execute a contract amendment with Horizon Water and Environment, LLC, to extend the term from March 13, 2017 through March 13, 2019, and to increase the payment limit by \$200,000 to a new payment limit of \$700,000, to provide on-call Flood Control District program support and coordination services, Countywide.

FISCAL IMPACT:

100% Various Flood Control Funds.

BACKGROUND:

The FC District continues to foresee the immediate and long-term need for program support and coordination services. Current and foreseen program support and coordination needs are for preparation of specialized environmental plans, statewide coordination efforts, and specialized outreach and program support projects. The FC District originally advertised for various services, including program support and coordination, on November 18, 2013, with a December 18, 2013, due date. Services advertised for included:

Represent

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Crystal O'Dell, (925)
313-2023

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

By: , Deputy

BACKGROUND: (CONT'D)

the FC District and/or organizations it is affiliated with at meetings of other agencies and organizations.

Assist in planning and preparing for larger meetings and conferences.

Help in developing strategic responses to specific issues and provide recommendations.

Facilitate the exchange of information between agencies relating to personnel, finance, and operational matters.

Provide support at various meetings, including assisting in agenda preparation and minutes of meetings and managing meeting attendees contact e-mail list(s) for disseminating agendas and meeting notes/minutes.

Assist in developing and maintaining communications, including letters, brochure content, and/or website.

The FC District received 41 Statements of Qualification (SOQ) with 11 consulting firms submitting for program support and coordination. The FC District rated the SOQs and invited the top five firms for interviews with one firm declining. The FC District interviewed the firms on February 12 and 13, 2014. Through this process, Horizon Water and Environment, LLC was selected to enter into an on-call contract with the FC District. At this time, the FC District is extending the on-call contract with Horizon Water and Environment, LLC.

This on-call contract will allow the FC District to quickly call upon Horizon Water and Environment, LLC to perform tasks related to various FC District programs and projects and is intended to draw on outside specialized expertise and not replace staff.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, the FC District will be unable to continue on-call services for program support and coordination.



Contra
Costa
County

To: Contra Costa County Flood Control District Board of Supervisors

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

Date: March 7, 2017

Subject: On-Call Contract Amendment with Watershed Resources Consulting, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to execute a contract amendment with Watershed Resources Consulting, to extend the term from March 13, 2017 through March 13, 2019, and to increase the payment limit by \$200,000 to a new payment limit of \$700,000, to provide on-call Flood Control District program support and coordination services, Countywide.

FISCAL IMPACT:

100% Various Flood Control Funds.

BACKGROUND:

The FC District continues to foresee the immediate and long-term need for program support and coordination services. Current and foreseen program support and coordination needs are for preparation of specialized environmental plans, statewide coordination efforts, and specialized outreach and program support projects. The FC District originally advertised for various services, including program support and coordination, on November 18, 2013, with a December 18, 2013,

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Crystal O'Dell, (925)
313-2023

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

By: , Deputy

cc: David Twa, CAO, Thomas Geiger, County Counsel's Office, Mike Carlson, Deputy Chief Engineer, Crystal O'Dell, Flood Control, Catherine Windham, Flood Control

BACKGROUND: (CONT'D)

due date. Services advertised for included:

Represent the FC District and/or organizations it is affiliated with at meetings of other agencies and organizations.

Assist in planning and preparing for larger meetings and conferences.

Help in developing strategic responses to specific issues and provide recommendations.

Facilitate the exchange of information between agencies relating to personnel, finance, and operational matters.

Provide support at various meetings, including assisting in agenda preparation and minutes of meetings and managing meeting attendees contact e-mail list(s) for disseminating agendas and meeting notes/minutes.

Assist in developing and maintaining communications, including letters, brochure content, and/or website.

The FC District received 41 Statements of Qualification (SOQ) with 11 consulting firms submitting for program support and coordination. The FC District rated the SOQs and invited the top five firms for interviews with one firm declining. The FC District interviewed the firms on February 12 and 13, 2014. Through this process, Watershed Resources Consulting was selected to enter into an on-call contract with the FC District. At this time, the FC District is extending the on-call contract with Watershed Resources Consulting.

This on-call contract will allow the FC District to quickly call upon Watershed Resources Consulting to perform tasks related to various FC District programs and projects and is intended to draw on outside specialized expertise and not replace staff.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, the FC District will be unable to continue on-call services for program support and coordination.



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: March 7, 2017

Subject: Public report of litigation settlement agreements that became final during the period of January 1, 2017, through January 31, 2017.

RECOMMENDATION(S):

RECEIVE public report of litigation settlement agreements that became final during the period of January 1, 2017, through January 31, 2017, 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 January 1, 2017, through January 31, 2017.

Contra Costa County v. Frederick R. Schiff, et al., CCC Sup. Ct. Case No. C15-01155. This was an action to acquire certain property by eminent domain in the Clayton area for the Marsh Creek Road Safety Improvement Project. It was agreed that the defendant would convey all necessary property interests to the County for \$40,000, plus statutory interests and costs. The Board of Supervisors authorized the settlement on November 15, 2016, in closed session, by a 3-0 vote, Supervisors Glover and Piepho absent. Judgment pursuant to the parties' stipulation was entered on January 3, 2017. The settlement amount will be paid from county road funds.

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.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Thomas Geiger, (925)
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

CONSEQUENCE OF NEGATIVE ACTION:

The report would not be accepted.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by Allstate as subrogee of Juan Mejia, Allstate as subrogee of Michael Pederson, CSAA on behalf of Barton Burrows, Melida Diaz, Grace Bible Fellowship of Antioch, Arlington Johnson, Ligia Padilla, Sakura Sims, and Tadeusz Wyrzykowski (2).

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

N/A

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Joellen Bergamini
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 Offord Hymes, Risk Manager
Date: March 7, 2017

Subject: Final Settlement of Julie Raner vs Contra Costa County

RECOMMENDATION(S):

RECEIVE this report concerning the final settlement of Julie Raner and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$150,000 less permanent disability advances.

FISCAL IMPACT:

Workers' Compensation Internal Service Fund payment of \$150,000, less permanent disability advances.

BACKGROUND:

Attorney Tom M. Hinton, defense counsel for the County, has advised the County Administrator that within authorization an agreement has been reached settling the workers' compensation claim of Julie Raner vs. Contra Costa County. The Board's February 7, 2017 closed session vote was: Supervisors Gioia, Andersen, Burges, Mitchoff and Glover - Yes. This action is taken so that the terms of this final settlement and the earlier February 7, 2017 closed session vote of this Board authorizing its negotiated settlement are known publicly.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Sharon Hymes-Offord,
925 335-1442

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Case will not be settled.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: ACCEPT Board Members meeting reports for January 2017

RECOMMENDATION(S):

ACCEPT Board members meeting reports for January 2017.

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.

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: **03/07/2017** 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: March 7, 2017

Contact: Joellen Balbas
925.335.1906

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

By: , Deputy

cc:

ATTACHMENTS

District III 1-2017
Report

District IV 1-2017
Report

District I 1-2017 Report

District II 1-2017 Report

Supervisor Diane Burgis - January 2017 AB1

(Government Code Section 53232.3(d) requires that public bodies report on meetings attended for which there is reimbursement (mileage, meals, lodging, etc.))

Date	Meeting Name	Location
4-Jan	Meeting with County Real Estate Division	Brentwood
6-Jan	Phone Meeting with Delta Counties Coalition	Brentwood
9-Jan	Board of Supervisors Special Meeting	Martinez
9-Jan	Meeting with County Administrator, David Twa	Martinez
10-Jan	Board of Supervisors Meeting	Martinez
10-Jan	Board of Supervisors Reorganizational Meeting	Antioch
11-Jan	Meeting with Mary Piepho, Chief Carmen, Chief Henderson, Supervisor Karen Mitchoff, Brentwood City Manager Gus Vina, and Oakley City Manager Bryan Montgomery	Brentwood
11-Jan	Meeting with Supervisor Karen Mitchoff	Brentwood
11-Jan	Phone Meeting with Brentwood City Councilmember Joel Bryant	Brentwood
11-Jan	Phone Meeting with Public Works	Brentwood
11-Jan	Meeting with Fire Chief Hugh Henderson	Brentwood
12-Jan	Meeting with Mary Piepho, Gaylin Zeigler, Bob Mankin, Bob Campbell and David Piepho	Brentwood
12-Jan	Phone Meeting with Conservation and Development Staff	Brentwood
12-Jan	East Contra Costa Regional Fee & Finance Authority Meeting	Antioch
12-Jan	State Route 4 Bypass Authority Meeting	Antioch
12-Jan	Transplan Meeting	Antioch
13-Jan	Meeting with ConFire Deputy Chief Lewis Broschard and Assistant Chief Aaron McAlister	Brentwood
17-Jan	Board of Supervisors Meeting	Martinez
17-Jan	Contra Costa County Fire Protection District Meeting	Martinez
17-Jan	Housing Authority Meeting	Martinez
18-Jan	Meeting with Mental Health Commissioner, Douglas Dunn	Brentwood
18-Jan	Meeting with Department of Conservation and Development Director, John Kopchik	Brentwood
19-Jan	2017 Contra Costa County CSAC Institute	Martinez
19-Jan	Phone Meeting with Contra Costa County Water Agency, Ryan Hernandez	Martinez
19-Jan	Delta Protection Commission Swearing	West Sacramento
19-Jan	Delta Protection Commission Meeting	West Sacramento
20-Jan	Delta Counties Coalition Meeting	Stockton
20-Jan	Meeting with Congressman Jerry McNerney	Antioch
23-Jan	Meeting with Save Mt. Diablo	Brentwood

23-Jan	Phone Meeting with the Office of Senator Steve Glazer	Brentwood
25-Jan	* Sacramento-San Joaquin Delta Conservancy Meeting	West Sacramento
25-Jan	Tri-Delta Transit Meeting	Antioch
26-Jan	Board of Supervisors Special Meeting	Martinez
26-Jan	Meeting with Contra Costa County Water Agency, Ryan Hernandez	Martinez
26-Jan	Meeting with County Administrator's Office	Martinez
26-Jan	Meeting with Public Works Department	Martinez
26-Jan	Meeting with County Counsel	Martinez
26-Jan	East Bay Leadership Council Event	Concord
27-Jan	Meeting with Republic Services	Brentwood
27-Jan	District 3 Staff Meeting	Brentwood
27-Jan	Meeting with Garaventa Enterprises, Inc.	Brentwood
27-Jan	Ethics Training Certification	Brentwood
28-Jan	Discovery Bay State of the Town Address	Discovery Bay
30-Jan	Meeting with Health Services Department	Brentwood
30-Jan	Meeting with Save the Delta	Brentwood
30-Jan	Meeting with Oakley City Manager, Bryan Montgomery	Brentwood
30-Jan	Meeting with Greenbelt Alliance	Brentwood
31-Jan	Board of Supervisor Annual Retreat	Pittsburg

* Reimbursement may come from an agency other than Contra Costa County

234 Report

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Purpose

Business Meeting

**Supervisor Karen Mitchoff
January 2017**

DATE	MEETING NAME	LOCATION	PURPOSE
1/9/2017	Special Board of Supervisor's Meeting	Martinez	Decisions on agenda items
1/10/2017	Board of Supervisors Meeting	Martinez	Decisions on agenda items
1/11/2017	Meeting re: East County Fire Protection District	Brentwood	Community Outreach
1/16/2017	CCSWA Special Board Meeting	Walnut Creek	Decisions on agenda items
1/17/2017	Board of Supervisors Meeting	Martinez	Decisions on agenda items
1/18/2017	BAAQMD Board Meeting	San Francisco	Decisions on agenda items
1/19/2017	ABAG Executive Board Meeting	San Francisco	Decisions on agenda items
1/20/2017	DCC In-Person Meeting	Sacramento San	Water Advocacy
1/25/2017	BAAQMD Budget & Finance Committee	San Francisco	Decisions on agenda items
1/26/2017	BAAQMD Mobile Source Meeting	San Francisco	Decisions on agenda items
1/26/2017	East Bay USA Dinner	Concord	Community Outreach
1/28/2017	ONEContraCosta Healthcare Town Hall	Concord	Community Outreach
1/30/2017	BAAQMD Stationary Source Meeting	San Francisco	Decisions on agenda items
1/30/2017	ABAG General Assembly Meeting	San Francisco	Decisions on agenda items
1/31/2017	Board of Supervisors Meeting	Martinez	Decisions on agenda items

Supervisor John Gioia

January – 2017 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 January, 2017.

Supervisor Candace Andersen – Monthly Meeting Report *January 2017*

Date	Meeting	Location
4	Mental Health Comm	Concord
5	Traffix	Danville
6	County Connection O & S	Concord
7	CCAR Event	Danville
9	Special BOS Meeting	Martinez
9	SWAT	Danville
10	BOS Reorg Meeting	Martinez
11	CCCERA	Concord
11	LAFCO	Martinez
12	Mayors' Conference	Danville
16	Recycle Smart	Walnut Creek
17	Board of Supervisors	Martinez
17	Traffix	Danville
18	Stepping Up Conf	Sacramento
19	Stepping Up Conf	Sacramento
19	EBEDA	Oakland
19	ABAG	San Francisco
23	TVTC	Livermore
25	CCCERA	Concord
25	Street Smarts	San Ramon
26	Kiwanis Club	San Ramon
26	CCCSWA	Walnut Creek
27	Food Bank Policy Meeting	Concord
27	Citizens Corp Council	San Ramon
27	Lafayette BP of the Year	Lafayette
30	General Assembly for ABAG	San Francisco
31	Board of Supervisors Retreat	Pittsburg



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: APPROVE the Board Meeting minutes for February 2017

RECOMMENDATION(S):

APPROVE Board meeting minutes for February 2017, as on file with the Office of the Clerk of the Board.

FISCAL IMPACT:

None.

BACKGROUND:

Government Code Section 25101(b) requires the Clerk of the Board to keep and enter in the minute book of the Board a full and complete record of the proceedings of the Board at all regular and special meetings, including the entry in full of all resolutions and of all decisions on questions concerning the allowance of accounts. The vote of each member on every question shall be recorded.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa County will fail to meet the requirements of Government Code Section 25101(b).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Joellen Bergamini
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: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: Recognizing Michael Stevens on his 20 years of service to Contra Costa County

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Joe Yee (925)
313-2104

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/41

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

In the matter of:

Resolution No. 2017/41

RECOGNIZING the contributions of Michael Stevens on the occasion of his 20 years of service to Contra Costa County

WHEREAS Michael Stevens began his career with Contra Costa County on June 17, 1996 as a Laborer for the Public Works Department; and

WHEREAS Michael effectively utilized his skills and knowledge leading to his promotion to a Maintenance Worker IV in 2007; and

WHEREAS Michael has had the experience of working with all the Public Works Maintenance crews where he obtained many valuable experiences; and

NOW, THEREFORE BE IT RESOLVED that the Contra Costa County Board of Supervisors does hereby recognize and honor Michael Stevens for his 20 years of service, and gives it's full appreciation for his dedicated service to the Public Works Department and the people of this County.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
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: March 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: Recognizing Ruben Aguilar on his 36 years of service to Contra Costa County

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Joe Yee (925)
313-2104

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/43

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

In the matter of:

Resolution No. 2017/43

RECOGNIZING the contributions of Ruben Aguilar on the occasion of his 36 years of service to Contra Costa County

WHEREAS Ruben Aguilar began his career with Contra Costa County on September 22, 1980 as a Laborer for the Public Works Department; and

WHEREAS Ruben utilized his skills and knowledge leading to his promotion to Equipment Operator II in 1989, a position which was re-classed to a Maintenance Worker IV in 2007; and

WHEREAS Ruben has had the experience of working with all the Public Works Maintenance crews where he obtained many valuable experiences; and

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors does hereby recognize and honor Ruben Aguilar for his 36 years of service, and gives it's full appreciation for his service to the Public Works Department and the people of this County.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
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: March 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: Proclaim March 2017 as National Social Workers' Month in Contra Costa County

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Elaine Burres,
313-1717

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/53

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

In the matter of:

Resolution No. 2017/53

Proclaiming March 2017 as National Social Workers' Month in Contra Costa County.

WHEREAS, Child Welfare Social Workers strive to protect children from abuse and neglect;
WHEREAS, Child Welfare Social Workers find loving foster and adoptive homes for children;
WHEREAS, Child Welfare Social Workers solve problems and reunite children with their families;
WHEREAS, Child Welfare Social Workers work closely with the community to help families find resources in their community to help families address their children's needs;
WHEREAS, In-Home Supportive Services Social Workers also provide support, comprehensive assessment and intervention activities to recipients so they can remain in the community and in the least restrictive level of care;
WHEREAS, In-Home Supportive Services Social Workers also provide support to the care providers of those recipients to ensure the recipient receives the necessary care and supervision at home;
WHEREAS, General Assistance Supplemental Security Social Workers provide assessment and advocacy on behalf of disabled clients in order for them to apply and obtain Social Security Disability Benefits which contributes to the improvement of their lives;
WHEREAS, Adult Protective Services Social Workers investigate emotional abuse, sexual abuse, financial exploitation, neglect and isolation of the elderly and disabled adults which helps them remain safe and independent in the community;
WHEREAS, Information and Assistance Social Workers provide valuable information, make referrals to resources and support problem solving to seniors age 60 and older, adults with disabilities and caregivers so they can remain independent and safe at home;
WHEREAS, Assessment and Intensive Services Social Workers determine job readiness, assess barriers to employment for clients in a variety of services programs and assist clients in finding resources to overcome barriers;
WHEREAS, Medical Social Workers within Contra Costa Health Services care for and improve the health problems in Contra Costa County, through all stages of the life span;
WHEREAS, Medical Social Workers in the hospitals, clinics and Contra Costa Health Plan provide Clinical Assessment and assist in helping the patients obtain needed medical services throughout the entire health care system, addressing both the medical and psychological needs of the patients, serving as liaisons to other needed community services, working in partnership with health, education and human service agencies.

Now, Therefore, Be It Resolved: The Contra Costa County Board of Supervisors Proclaims March 2017 Social Workers' Month in Contra Costa County.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
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: March 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Steve Morioka 25 Year Service Award

RECOMMENDATION(S):

ADOPT Resolution No. 2017/51 to recognize Steve Morioka, Hazardous Materials Programs Assistant Director, on the occasion of his 25 years of service with Contra Costa County Health Services Department.

BACKGROUND:

Steve Morioka began his career with Contra Costa County as a Hazardous Materials Specialists I in the Health Services Hazardous Materials Programs on October 28, 1991. In Mr. Morioka advanced to Hazardous Materials Specialists II in 1993 and then was promoted to Hazardous Materials Programs Assistant Director in 2006, where he currently remains today. The staff celebrates Mr. Morioka's contributions to performing his duties in accordance with the values of the Contra Costa County Health Services Mission Statement through his dedicated work performance. Mr. Morioka has been instrumental in improving the professional response of the Hazardous Materials Response Team, developing means to a more uniform means of inspecting regulated facilities, and replacing 75% of the staff because of retirements with an excellent staff. Furthermore, Mr. Morioka has provided day to day oversight of the Hazardous Materials Programs and has been instrumental in coordinating numerous updates in the program over the last ten years.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Shelanda Adams,
925-957-5263

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/51

Resolution

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

In the matter of:

Resolution No. 2017/51

Recognizing Mr. Steve Morioka on the Occasion of his 25 Years of Service with Contra Costa County.

WHEREAS, Steve Morioka began his career with Contra Costa County as a Hazardous Materials Specialists I in the Health Services Hazardous Materials Programs on October 28, 1991, advanced to Hazardous Materials Specialists II in 1993, and in 2006 was promoted to Hazardous Materials Programs Assistant Director, where he currently remains today; and

WHEREAS, Mr. Morioka's contributions include carrying out his duties in accordance with the values of the Contra Costa County Health Services Mission Statement through his dedicated work performance; and

WHEREAS, Mr. Morioka as been instrumental in improving the professional response of the Hazardous Materials Response Team, developing means to a more uniform means of inspecting regulated facilities, and replacing 75% of the staff due to retirements with an excellent staff; and

WHEREAS, Mr. Morioka as provided day to day oversight of Hazardous Materials programs and has been instrumental in coordinating numerous updates in the program over the last ten years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors does hereby recognize and thank Steve Morioka for his contributions to the Contra Costa Health Services Department and the residents of Contra Costa County whose health and safety have been improved by these efforts.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
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: March 7, 2017

David J. Twa,

By: _____, Deputy

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

In the Matter of

RESOLUTION NO. _____

**Honoring Steve Morioka
Upon The Occasion of 25 Years of Service with Contra Costa Health Services**

WHEREAS, Steve Morioka began his career with Contra Costa County as a Hazardous Materials Specialist I in the Health Services Hazardous Materials Programs on October 28, 1991. In Mr. Morioka advanced to Hazardous Materials Specialist II in 1993 and then was promoted to Hazardous Materials Programs Assistant Director in 2006, where he currently remains today.

WHEREAS, the staff celebrates Mr. Morioka's contributions to performing his duties in accordance with the values of the Contra Costa County Health Services Mission Statement through his dedicated work performance.

WHEREAS, Mr. Morioka has been instrumental in improving the professional response of the Hazardous Materials Response Team, developing means to a more uniform means of inspecting regulated facilities, and replacing 75% of the staff because of retirements with an excellent staff.

WHEREAS, Mr. Morioka has been a beneficial resource to the new and long term employees of the Hazardous Materials Department. He consistently demonstrates a genuine concern for the community and its residents.

WHEREAS, Mr. Morioka exhibits a professional manner in his daily work performance and he is respectful and courteous to all staff members.

WHEREAS, during his years of service, Mr. Morioka has moved the Hazardous Materials Programs to a new era. He is always willing to work with the team to improve response and the inspections.

NOW, THEREFORE, IT IS BY THE BOARD RESOLVED that Steve Morioka, be recognized and thanked for his contributions to the Contra Costa Health Services Department and the residents of Contra Costa County whose health and safety have been improved by these efforts.

FEDERAL D. GLOVER
Chair,
District I Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSON
District II Supervisor

DIANE BURGIS
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: March 7, 2017

RESOLUTION NO. _____

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

By _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Maria Duazo 25 Years of Service Award

RECOMMENDATION(S):

ADOPT Resolution No. 2017/59 to recognize Maria Duazo, Hazardous Materials Specialists II, on the occasion of her 25 years of service with Contra Costa County Health Services.

BACKGROUND:

Maria Duazo began her career with Contra Costa County as a Hazardous Materials Specialists I in the Health Services Hazardous Materials Programs on October 21, 1991. In Ms. Duazo advanced to Hazardous Materials Specialists II in 1993, where she currently remains today. The staff celebrates Ms. Duazo's contributions to performing her duties in accordance with the values of the Contra Costa County Health Services Mission Statement through his dedicated work performance. Ms. Duazo has efficiently and effectively represented the Contra Costa County's Hazardous Materials Response Team at various events and responses throughout the Bay Area. Furthermore, Ms. Duazo is an excellent trainer and has trained Hazardous Materials responders throughout the state. Ms. Duazo exhibits a professional manner in her daily work performance and she is respectful and courteous to all and she has gone the extra mile in making the Hazardous Materials Response Team one of the best in the United States.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Shelanda Adams,
925-957-5263

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/59

Resolution

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

In the matter of:

Resolution No. 2017/59

Honoring Maria Duazo Upon The Occasion of 25 Years of Service with Contra Costa County Health Services.

WHEREAS, Maria Duazo began her career with Contra Costa County as a Hazardous Materials Specialist I in the Health Services Hazardous Materials Programs on October 21, 1991 and advanced to Hazardous Materials Specialist II in 1993, where she currently remains today; and

WHEREAS, Ms. Duazo's contributions include carrying out her duties in accordance with the values of the Contra Costa County Health Services Mission Statement through her dedicated work performance; and

WHEREAS, Ms. Duazo has efficiently and effectively represented the Contra Costa County's Hazardous Materials Response Team at various events and responses throughout the Bay Area; and

WHEREAS, Ms. Duazo has been a beneficial resource to the new and long term employees of the Hazardous Materials Unit and an excellent trainer, training Hazardous Materials responders throughout the state; and

WHEREAS, Ms. Duazo exhibits a professional manner in her daily work performance and she is respectful and courteous to all; and

WHEREAS, Ms. Duazo has gone the extra mile in making the Hazardous Materials Response Team one of the best in the United States.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors does hereby recognize and thank Maria Duazo for her contributions to the Contra Costa Health Services Department and the residents of Contra Costa County whose health and safety have been improved by these efforts.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
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: March 7, 2017

David J. Twa,

By: _____, Deputy

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

In the Matter of

RESOLUTION NO. _____

**Honoring Maria Duazo
Upon The Occasion of 25 Years of Service with Contra Costa Health Services**

WHEREAS, Maria Duazo began her career with Contra Costa County as a Hazardous Materials Specialists I in the Health Services Hazardous Materials Programs on October 21, 1991. Ms. Duazo advanced to Hazardous Materials Specialists II in 1993, where she currently remains today.

WHEREAS, the staff celebrates Ms. Duazo's contributions to performing her duties in accordance with the values of the Contra Costa County Health Services Mission Statement through her dedicated work performance

WHEREAS, Ms. Duazo has efficiently and effectively represented the Contra Costa County's Hazardous Materials Response Team at various events and responses throughout the Bay Area.

WHEREAS, Ms. Duazo has been a beneficial resource to the new and long term employees of the Hazardous Materials Unit. She is an excellent trainer and has trained Hazardous Materials responders throughout the state.

WHEREAS, Ms. Duazo exhibits a professional manner in her daily work performance and she is respectful and courteous to all.

WHEREAS, Ms. Duazo has gone the extra mile in making the Hazardous Materials Response Team one of the best in the United States.

NOW, THEREFORE, IT IS BY THE BOARD RESOLVED that Maria Duazo, be recognized and thanked for his contributions to the Contra Costa Health Services Department and the residents of Contra Costa County whose health and safety have been improved by these efforts.

FEDERAL D. GLOVER
Chair,
District I Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSON
District II Supervisor

DIANE BURGIS
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: March 7, 2017

RESOLUTION NO. _____

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

By _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 7, 2017

Subject: Resolution proclaiming March 8, 2017 as International Women's Day in Contra Costa County

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Vincent Manuel, (925)
335-8200

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/86

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

In the matter of:

Resolution No. 2017/86

proclaiming March 8, 2017 as International Women's Day in Contra Costa County, by honoring the Women's March: A Day Without a Woman

WHEREAS, the County of Contra Costa recognizes that in a world where many girls and women are under educated and poor, where they struggle against discrimination and second class citizenship, and where they are often victims of physical and sexual abuse; and

WHEREAS, the County of Contra Costa wishes to honor and celebrate the contributions of women of all nations as mothers, daughters, grandmothers, relatives, friends and colleagues of our society; and

WHEREAS, the County of Contra Costa recognizes the International Women's Day on March 8th as the worldwide holiday to educate all people about the condition of women and girls throughout the world; and

WHEREAS, also recognizing this day as A Day Without A Woman highlighting the enormous value women of all backgrounds add to our socio-economic system, while receiving lower wages and experiencing greater inequities, vulnerabilities to discrimination, sexual harassment and job insecurity; and

WHEREAS, the County of Contra Costa stands in solidarity with The Women's March: A Day Without A Woman, feminist of color and grassroots groups to affirm the human rights of women of International Women's Day and stands against racism, xenophobia, sexism, homophobia, Islamophobia, ableism, ageism and all forms of discrimination.

NOW, THEREFORE, BE IT RESOLVED, that the County of the Contra Costa Board of Supervisors does hereby proclaim March 8, 2017 as International Women's Day in Contra Costa County in conjunction with the Women's March: A Day Without A Woman, which was held on that same day.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
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: March 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 7, 2017

Subject: APPOINTMENTS TO THE ALAMO MUNICIPAL ADVISORY COUNCIL

RECOMMENDATION(S):

APPOINT the following individuals to the following seats of the Alamo Municipal Advisory Council for four-year terms with an expiration date of December 31, 2020, as recommended by Supervisor Candace Andersen:

Appointee 6 Seat
Sanjiv Bhandari
Alamo, CA 94507

Alternate Seat
Clark Johnson
Alamo, CA 94507

Youth Representative Seat
Kate Salisbury
Alamo, CA 94507

FISCAL IMPACT:

None.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Jill Ray,
925-957-8860

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

By: , Deputy

cc: District 2 Supervisor, Maddy Book, Alamo MAC, Appointees

BACKGROUND:

The Alamo MAC may advise the Board of Supervisors on services that are or may be provided to the Alamo community by Contra Costa County or other local government agencies. Such services include, but are not limited to, parks and recreation, lighting and landscaping, public health, safety, welfare, public works, code enforcement, land use and planning, transportation and other infrastructure. The Council may also provide input and reports to the District Supervisor, Board of Supervisors, County staff or any County hearing body on issues of concern to the community. The Council may represent the Alamo community before the Board of Supervisors, County Planning Commission and the Zoning Administrator. The Council may also represent the Alamo community before the Local Agency Formation Commission on proposed boundary changes effecting the community. The Council may advocate on parks and recreation issues to the Town of Danville and the San Ramon Valley Unified School District.

Supervisor Andersen recruited through public announcements for interested parties to apply to the Alamo MAC. Supervisor Andersen is pleased to recommend these individuals as Alamo MAC members.

CONSEQUENCE OF NEGATIVE ACTION:

The Seats will remain vacant.



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 7, 2017

Subject: APPOINTMENT TO THE ALAMO POLICE SERVICES ADVISORY COMMITTEE

RECOMMENDATION(S):

APPOINT the following individual to the Appointee 4 seat on the Alamo Police Services Advisory Committee for a two-year term with an expiration date of December 31, 2018, as recommended by Supervisor Candace Andersen:

Drew Woodruff
Alamo, CA 94507

FISCAL IMPACT:

None.

BACKGROUND:

Established on November 18, 1969, by Board Resolution 69/765, the purpose of the County Service Area P-2B Citizens Advisory Committee is to advise the Board of Supervisors and the Sheriff's Department on the needs of the Alamo community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, and litter control. On March 19, 2013, the Board of Supervisors approved a Board Order that retitled the County Service Area P-2B Citizens Advisory Committee to the "Alamo Police Services Advisory Committee". Alamo Police Services Advisory Committee is comprised of nine regular members and two alternates who each serve a two year term.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Jill Ray,
925-957-8860

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

By: , Deputy

cc: District 2 Supervisor, Maddy Book, APSAC, Appointee

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 7, 2017

Subject: Reappoint Thomas Weber to the District IV seat on the Aviation Advisory Committee

RECOMMENDATION(S):

REAPPOINT the following individual to the District IV seat on the Aviation Advisory Committee to a three year term expiring March 1, 2020, as recommended by Supervisor Mitchoff:

Mr. Thomas Weber
Pleasant Hill, CA 94523

FISCAL IMPACT:

None.

BACKGROUND:

The Aviation Advisory Committee (AAC) was established by the Board of Supervisors to provide advice and recommendations to the Board of Supervisors on the aviation issues related to the economic viability and security of airports in Contra Costa County. The AAC is mandated to cooperate with local, state, and national aviation interests for the safe and orderly operation of airports; advance and promote the interests of aviation; and protect the general welfare of the people living and working near the airport and the County in general. The AAC may initiate discussions, observations, or investigations and may hear comments on airport and aviation matters from the public or other agencies in order to formulate recommendations to the Board. In conjunction with all of the above, the Aviation Advisory Committee provides a forum for the Director of Airports regarding policy matters at and around the airport.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Dominic Aliano
925-521-7100

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The AAC comprises 11 members who must be County residents: one appointed by each Supervisor; one from and nominated to the Board by the City of Concord; one from and nominated to the Board by the City of Pleasant Hill; one from and nominated to the Board by the Contra Costa County Airports Business Association; three at large to represent the general community, to be nominated by the Internal Operations Committee. At least one of the above shall be a member of the Airport Land Use Commission.

Terms for AAC seats are three years ending each March 1.

Mr. Weber has been an excellent representative on the Aviation Advisory Committee and Supervisor Mitchoff would like to appoint him to an additional term.

CONSEQUENCE OF NEGATIVE ACTION:

The District IV seat on the Aviation Advisory Committee will be vacant.



To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 7, 2017

Subject:

RECOMMENDATION(S):

APPOINT the following individuals to the Hazardous Materials Commission to terms ending on December 31, 2020:

Action	Nominee	Seat	Nominated By
Reappoint	Steve Linsley	Environmental #3	Via open recruitment
Reappoint	Leslie Stewart	League of Women Voters	League of Women Voters
Appoint	Rita Xavier	League of Women Voters Alternate	League of Women Voters
Reappoint	Don Bristol	Business #3	CC Taxpayers Association

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: HazMat Ombudsman, IOC Staff

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Hazardous Materials Commission was established in 1986 to advise the Board, County staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a hazardous materials storage and transportation plan and ordinance, coordinating the implementation of the hazardous materials release response plan and inventory program, and analyzing and developing recommendations regarding hazardous materials issues with consideration to broad public input.

The Internal Operations Committee delegated the recruitment and nomination of candidates for At Large/Non Agency-Specific seats on the Hazardous Materials Commission candidates to the Commission, and reviews those nominations prior to making recommendations to the Board of Supervisors on Commission appointments.

The term for numerous seats on the Hazardous Materials Commission expired on December 31, 2016, creating vacancies. The IOC reviewed and approved the Commission's nominations on February 14, 2017. Recruitment materials and candidate applications are attached for information.

ATTACHMENTS

Letter of Transmittal_HazMat Commission

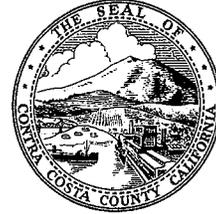
HazMat Commission Roster_February 2017

Candidate Applications_Leslie Stewart & Rita Xavier_HazMat Comm

Candidate Application_Steve Linsley_HazMat Comm

Candidate Application_Don Bristol_HazMat Comm

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION



February 1, 2017

MEMO

To: Internal Operations Committee

From: Michael Kent, Executive Assistant to the Hazardous Materials Commission *MK*

Re: Appointment Recommendation to the Hazardous Materials Commission

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazardous materials issues with consideration to broad public input, and report back to the Board on Board referrals.

Environmental Seat #3 expired on December 31, 2016. The bylaws of the Commission provide that Environmental Seat #3 be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat, and therefore which environmental organization is represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. The Hazardous Materials Commission advertised for this open seat, interviewed one candidate, and recommends that Steve Linsley be re-appointed to this seat. Mr. Linsley is a resident of El Cerrito. His application and letter of support, and the postings for the vacant seat are attached. This term will expire on December 31, 2020.

The League of Women Voters seat and alternate expired on December 31, 2016. The bylaws of the Commission provide that the League of Women Voters nominate representatives for these seats to be appointed by the Board of Supervisors. The League of Women Voters nominated Leslie Stewart to be re-appointed to this seat and nominated Rita Xavier to be the alternate for this seat. Ms. Stewart is a resident of Concord and Ms. Xavier is a resident of San Pablo. The applications and letters of support for Ms. Stewart and Ms. Xavier are attached. These terms will expire on December 31, 2020.

Members: George Smith, Chair, Rick Alcaraz, Don Bristol, Matthew Buell, Lara DeLaney, Frank Gordon, Fred Glueck, Steven Linsley, Jim Payne, Mark Ross, Ralph Sattler, Leslie Stewart, Usha Vedagiri

597 Center Ave., Suite 200 Martinez, CA 94553 (925) 313-6712

Business Seat #3 expired on December 31, 2016. The bylaws of the Commission provide that the Contra Costa Taxpayers Association nominate a representative for this seat to be screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Contra Costa Taxpayers Association nominated Don Bristol to be re-appointed to this seat. Mr. Bristol works at the Phillips 66 oil refinery in Rodeo. The application and letter of support for Mr. Bristol are attached. This term will expire on December 31, 2020.

Members: George Smith, Chair, Rick Alcaraz, Don Bristol, Matthew Buell, Lara DeLaney, Frank Gordon, Fred Glueck, Steven Linsley, Jim Payne, Mark Ross, Ralph Sattler, Leslie Stewart, Usha Vedagiri

597 Center Ave., Suite 200 Martinez, CA 94553 (925) 313-6712

Contra Costa County Roster

[Maddy Book Home](#)

Hazardous Materials Commission

Appointment Date Term Expiration Resignation Date Status

Seat Title

Environmental Engineering Firms

Representatives

Smith George

02/11/2014

12/31/2017

Seat Title

Environmental Engineering Firms Alternate

Representatives

Chinn Ronald

06/17/2014

12/31/2017

Seat Title

General Public

Representatives

Gordon Frank

03/08/2016

12/31/2019

Seat Title

General Public Alternate

Representatives

Bancroft Tim

03/08/2016

12/31/2019

Seat Title

City Seat 1

Representatives

12/31/2018

Vacant Seat

Seat Title

City Seat 1 Alternate

Representatives

12/31/2018

Vacant Seat

Seat Title

City Seat 2

Representatives

Ross Mark

03/29/2016

12/31/2019

Seat Title

City Seat 2 Alternate

Representatives

Kinney Rich

03/29/2016

12/31/2019

Seat Title

Business Seat 1 - West Co. Council of Industries

Representatives

Glueck Fred

02/11/2014

12/31/2014

Vacant Seat

Seat Title

Business Seat 1 Alt. - West Co. Council of Ind.

Representatives

Winer Aaron

09/22/2015

12/31/2018

Seat Title

Business Seat 2 - Industrial Association

Representatives

Buell Matt

03/25/2014

12/31/2017

Seat Title

Business Seat 2 Alternate - Industrial Association

Representatives

Bean Jack 12/02/2014 12/31/2017

Seat Title

Business Seat 3 - Contra Costa Taxpayers Assoc.

Vacant Seat

Representatives

Bristol Don 08/14/2013 12/31/2016

Seat Title

Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.

Vacant Seat

Representatives

Leeds Marjorie 08/13/2013 12/31/2016

Seat Title

Environmental Organizations Seat 1

Representatives

Sattler Ralph 02/11/2014 12/31/2017

Seat Title

Environmental Organizations Seat 1 Alternate

Representatives

Morales Ed 09/17/2013 12/31/2017

Seat Title

Environmental Organizations Seat 2

Representatives

Vedagiri Usha 03/08/2016 12/31/2019

Seat Title

Environmental Organizations Seat 2 Alternate

Representatives

Dragovich Peter 04/21/2015 12/31/2019

Seat Title

Environmental Organizations Seat 3

Vacant Seat

Representatives

Linsley Stephen 12/11/2012 12/31/2016

Seat Title

Environmental Organizations Seat 3 Alternate

Representatives

Eukel Linus 10/18/2016 12/31/2020

Seat Title

League of Women Voters

Vacant Seat

Representatives

Stewart Leslie 12/11/2012 12/31/2016

Seat Title

League of Women Voters Alternate

Vacant Seat

Representatives

Albrecht Audrey 09/10/2013 12/31/2016

Seat Title

Labor Seat 1 - Central Labor Council

Representatives

Alcaraz Henry 03/03/2015 12/31/2018

Seat Title

Labor Seat 1 Alternate - Central Labor Council

Vacant Seat

Representatives

12/31/2018

Seat Title

Labor Seat 2 - Local 8-5, PACE

Representatives

Payne Jim

03/08/2016

12/31/2019

Seat Title

Labor Seat 2 Alternate - Local 8-5, PACE

Representatives

Scott Tracy

03/08/2016

12/31/2019





LEAGUE OF WOMEN VOTERS OF DIABLO VALLEY

- ♦ Alamo ♦ Antioch ♦ Bay Point ♦ Bethel Island ♦ Brentwood ♦ Byron ♦
- ♦ Canyon ♦ Clayton ♦ Concord ♦ Danville ♦ Diablo ♦ Discovery Bay ♦
- ♦ Knightsen ♦ Lafayette ♦ Martinez ♦ Moraga ♦ Oakley ♦ Orinda ♦
- ♦ Pacheco ♦ Pittsburg ♦ Pleasant Hill ♦ Rossmoor ♦ San Ramon ♦ Walnut Creek ♦

January 5, 2017

Mr. Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

Dear Mr. Kent:

The League of Women Voters of Diablo Valley proposes the nomination of Leslie Stewart to a new four-year term as League of Women Voters' representative on the Contra Costa County Hazardous Materials Commission.

If you would like any further information on this recommendation, please do not hesitate to contact us. We appreciate the opportunity to add to the Commission.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ann Flynn'.

Ann Flynn, President
League of Women Voters of Diablo Valley
cell phone: 925-348-8844
info@lwvdv.org

The non-partisan League of Women Voters encourages informed and active participation in governmental processes. The League never supports or opposes any political party or candidate.

500 St. Mary's Road, #14, Lafayette, CA 94549
(925) 283-2235 ♦ www.lwvdv.org



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

League of Women Voters

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Stewart Leslie M.
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Concord CA 94519
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved B.A.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Reed College	English Literature	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	n/a	n/a	B.A.	May 1964
B) UC Berkeley	Library Science	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	n/a	12?	MLS	
C) San Francisco State University	English Literature	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	8?			
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 1986 present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 30 Hrs. per week <input type="text"/> varies . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Rep., Hazardous Materials Commission Employer's Name and Address League of Women Voters of Diablo Valley 500 St. Mary's Rd, #14 Lafayette, CA 94549</p>	<p>Duties Performed Represented LWVDV on Hazardous Materials Commission as primary representative or alternate, including serving 10 years as Commission Chair.</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____



Date: _____

12/11/2016

Important Information

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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

League of Women Voters West Contra Costa County
PO Box 1618
El Cerrito, CA 94530

December 1, 2016

Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

Dear Mr. Kent:

I am submitting my application for the League of Women Voters, Alternate, seat on the Hazardous Materials Commission. As a member of the League of Women Voters, and as a city Planning Commissioner, as well as participating with many environmental groups, I have a great interest in protecting our environment and protecting the health of our citizens against environmental hazards. This has been one of my priorities for decades.

I feel that in being a part of the Hazardous Materials Commission, I can help further the advances being made in addressing issues that face us in our community, county and in the Bay Area. I look forward to being of service.

Sincerely,



Rita Xavier
President
League of Women Voters West Contra Costa County



**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

League of Women Voters Seat, Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Xavier Rita C
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] San Pablo CA 94806
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed: <input type="text"/>	Course Studied <input type="text"/>	Hours Completed <input type="text"/>	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> 02/17/2016 <u> </u> Total: <u> </u> Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Senior Assemblymember PSA7 Employer's Name and Address California Senior Legislature 1020 N Street, Room 513 Sacramento, CA 95814</p>	<p>Duties Performed Writing proposals to be published as bills by California Legislature and U.S. Congress on issues pertinent to senior citizens, and advocating for seniors</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 09/2014 <u> </u> Total: <u> </u> Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Member at Large, to be 2nd V.P. Dec 21 Employer's Name and Address Contra Costa County Advisory Council on Aging Aging and Adult Services 400 Ellinwood Way Pleasant Hill, CA 94523</p>	<p>Duties Performed Senior Mobility Action Council, Transportation Work Group Housing Work Group Legislative Work Group West County Senior Coalition Secretary Representative on CCTA Paratransit Coordinating Council</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 09/2013 <u> </u> Total: <u> </u> Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Commissioner, Chair 2014-Jan 2016 Employer's Name and Address San Pablo Planning Commission City of San Pablo 13831 San Pablo Avenue San Pablo, CA 94806</p>	<p>Duties Performed Meetings, community workshops, studying/voting on items to go before City Council, permits, construction Zoning Ordinance Update Committee Housing Element 2015-2023 San Pablo Bicycle/Pedestrian Master Plan Steering Committee Technical Advisory Committee Rumrill Blvd/13th Street Corridor Mobility Plan San Pablo Avenue Complete Streets</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 09/2014 <u> </u> Total: <u> </u> Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Board of Directors, Treasurer Employer's Name and Address Lao Family Community Development Inc. 1551 23rd Avenue Oakland, CA 94606</p>	<p>Duties Performed LFCD has offices in Oakland, San Pablo, and Sacramento, and works with city, county, state and federal agencies assisting people from diverse cultural backgrounds in employment, housing, health, financial, aging, refugee issues in many languages.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other League of Women Voters

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: [REDACTED]

Date: December 2, 2016

Important Information

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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra
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County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Environmental Organization
PRINT EXACT SEAT NAME (if applicable)

1. Name: Linsley (Last Name) W. (First Name) Stephen (Middle Name)

2. Address: [Redacted] (No.) [Redacted] (Street) [Redacted] (Apt.) El Cerrito (City) CA (State) 94530 (Zip Code)

3. Phones: [Redacted] (Home No.) [Redacted] (Work No.) [Redacted] (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Ph.D. Biochemistry

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Loyola University Chicago</u>	<u>Chemistry</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<u>120</u>		<u>BS</u>	<u>6/70</u>
B) <u>Univ. of Wisconsin Madison</u>	<u>Biochemistry</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<u>3</u>			
C) <u>Univ. of California Berkeley</u>	<u>Biochemistry</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<u>60</u>		<u>PhD</u>	<u>12/76</u>
D) Other schools / training completed: <u>Univ. of California</u>	Course Studied <u>Haz. Mat. Mgt.</u>	Hours Completed <u>24</u>	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>7/1/11</u> To <u>6/15/13</u> Total: <u>2</u> Yrs. <u>3</u> Mos. Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Lab. Technician</u> Employer's Name and Address <u>EB&ED</u> <u>Wastewater Treatment Plant</u> <u>2020 Wade Ave.</u> <u>Dahland, CA</u></p>	<p>Duties Performed <u>analysis of wastewater</u> <u>from municipal & industrial</u> <u>sources</u></p>
<p>B) Dates (Month, Day, Year) From <u>6/18/79</u> To <u>8/9/02</u> Total: <u>23</u> Yrs. <u>1</u> Mos. Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Treatment Plant Lab</u> <u>Supervisor</u> Employer's Name and Address <u>City of Richmond/</u> <u>US Filter</u> <u>601 Canal Blvd.</u> <u>Richmond, CA 94804</u></p>	<p>Duties Performed <u>supervise the industrial</u> <u>pretreatment, storm water,</u> <u>lab, pollution prevention</u> <u>programs</u></p>
<p>C) Dates (Month, Day, Year) From <u>8/12/02</u> To <u>1/6/12</u> Total: <u>9</u> Yrs. <u>5</u> Mos. Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Sr. Environmental Compliance</u> <u>Inspector</u> Employer's Name and Address <u>Central Contra Costa Sanitary</u> <u>Dist.</u> <u>5019 Imhoff Pl.</u> <u>Martinez, CA 94553</u></p>	<p>Duties Performed <u>inspect industrial & com-</u> <u>mercial sources of wastewater,</u> <u>monitoring of treatment</u> <u>processes at CCCSD &</u> <u>industry, coordinate with</u> <u>laboratory & environmental</u> <u>compliance</u></p>
<p>D) Dates (Month, Day, Year) From <u>1/9/12</u> To <u>present</u> Total: <u>4</u> Yrs. <u>11</u> Mos. Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Environmental Compliance</u> <u>Supervisor</u> Employer's Name and Address <u>W. County Wastewater Dist.</u> <u>2377 Garden Tract Rd.</u> <u>Richmond, CA 94801</u></p>	<p>Duties Performed <u>supervised environmental</u> <u>compliance, industrial</u> <u>pretreatment, commar-</u> <u>cial stormwater, lab,</u> <u>pollution prevention, &</u> <u>public education programs</u></p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Incumbent

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: [REDACTED] Date: 12/2/16

Important Information

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Contra
Costa
County

For Office Use Only
Date Received

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Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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Contra Costa County
CLERK OF THE BOARD
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Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Bristol Don Anthony
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Rodeo CA 94572
(No) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No) (Work No) (Cell No)

4. Email Address: [Redacted]

5 EDUCATION Check appropriate box if you possess one of the following

High School Diploma G E D Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved B.S

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Montana State University	Physics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BS	1999
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
D) Other schools / training completed	Course Studied	Hours Completed	Certificate Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>			

6 PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> 6/1/2011 Current Total Yrs <u> </u> Mos <u> </u> 1 8 Hrs per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title Superintendent, Environmental Services Employer's Name and Address Phillips 66 Company 1380 San Pablo Avenue Rodeo, CA 94572</p>	<p>Duties Performed Responsible for the daily supervision of the Environmental staff at the Phillips 66 Rodeo Refinery</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 2/2008 6/2011 Total Yrs <u> </u> Mos <u> </u> 3 yrs 4 months Hrs per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title Environmental Engineer Employer's Name and Address ConocoPhillips Company 1660 W. Anaheim St. Wilmington, CA 90744</p>	<p>Duties Performed Managed the RECLAIM Cap and Trade emissions program for the refinery. Managed the NSPS regulatory program</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 3/2001 2/2008 Total Yrs <u> </u> Mos <u> </u> 6 11 Hrs per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title Environmental Coordinator Employer's Name and Address ConocoPhillips Company 401 South 23rd Street Billings, MT 59101</p>	<p>Duties Performed Managed all aspects of the environmental and emergency response activities for the regional pipeline organization in Montana</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> Total Yrs <u> </u> Mos <u> </u> Hrs per week <u> </u> Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>

7 How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

8 Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

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Sign Name  Date 1-17-2017

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Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 7, 2017

Subject: APPOINTMENT TO THE ARTS AND CULTURE COMMISSION OF CONTRA COSTA COUNTY

RECOMMENDATION(S):

APPOINT the following person to the District II Seat of the Arts & Culture Commission of Contra Costa County for a term with an expiration date of June 30, 2019, as recommended by Supervisor Candace Andersen:

Marija Bleier
Danville, CA 94526

FISCAL IMPACT:

None.

BACKGROUND:

The Arts and Culture Commission advises the Board of Supervisors in matters and issues relevant to Arts and Culture, to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; to increase communications and understanding between all citizens through art. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

The Seat will remain vacant.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Jill Ray,
925-957-8860

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

By: , Deputy

cc: District 2 Supervisor, Maddy Book, Ac5, Appointee



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 7, 2017

Subject: Appointment of Gary Eberhart to District IV-B Seat of the Alcohol and Other Drugs Advisory Board

RECOMMENDATION(S):

APPOINT the following individual to the District IV-B Seat of the Alcohol and Other Drugs Advisory Board to a term expiring June 30, 2018, as recommended by Supervisor Karen Mitchoff.

Gary Eberhart
Concord, CA 94521

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. We report our findings and recommendations to the Contra Costa Health Services Department, the Board of Supervisors and the communities we serve. The Alcohol and Other Drugs Advisory Board works in collaboration with the Alcohol and Other Drugs Services Division of Contra Costa Health Services. We provide input and recommendations as they pertain to alcohol and other drugs prevention, intervention, and treatment services.

CONSEQUENCE OF NEGATIVE ACTION:

The District IV-B Seat would continue to be vacant.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Dominic Aliano,
925-521-7100

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: March 7, 2017

Subject: REAPPOINTMENT TO TRI-DELTA TRANSIT

RECOMMENDATION(S):

REAPPOINT the following individual to the Member 2 Alternate seat on the Tri-Delta Transit Authority Board of Directors to a term expiring December 31, 2018, as recommended by Supervisor Diane Burgis.

Michael Daugelli
Antioch, CA 94531

FISCAL IMPACT:

None.

BACKGROUND:

Tri-Delta Transit was established to own, operate and maintain a public transit system in an effort to meet public transportation needs in Eastern Contra Costa County.

The Member 2 Alternate seat expired December 31, 2016.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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: David Twa, County Administrator
Date: March 7, 2017

Subject: Appointments to the Advisory Council on Equal Employment Opportunity

RECOMMENDATION(S):

REAPPOINT to the Advisory Council on Equal Employment Opportunity Gayle-Walls Burns to Veterans Seat #1 with the term ending on November 30, 2018 and Keith Cormier to Management Seat #1 with the term ending November 30, 2019.

APPOINT to the Advisory Council on Equal Employment Opportunity Marilyn Schuyler to Community Seat #3 with the term ending November 30, 2019

FISCAL IMPACT:

None

BACKGROUND:

The Advisory Council for Equal Employment Opportunity (ACEEO) was established in July 1991 to serve as an advisory committee to the Board of Supervisors regarding the implementation of the County's Affirmative Action Plan, to review the Affirmative Action Program and to recommend actions to facilitate attainment of the County's goal for affirmative action. The Council is composed of 13 members and a Board committee reviews nominations to all seats except those designated for County managers and labor unions. Terms of office for seats reviewed by Board Committee

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Antoine Wilson,
925-335-1455

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

are three years.

In 2013, Internal Operations Committee (IOC) reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment for certain bodies, including the ACEEO.

CONSEQUENCE OF NEGATIVE ACTION:

The Council will be unable to provide recommendations to the County to continue our pursuit of equity and diversity within our workforce.

ATTACHMENTS

Walls-Burns Application

Cormier Application

Schuyler Application



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Advisory Council on Equal Employment Opportu

Veteran's Seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: WALLS BURNS Gayle
(Last Name) (First Name) (Middle Name)

2. Address: _____
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: _____
(Home No.) (Work No.) (Cell No.)

4. Email Address: gdeyeuu@gmail.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Doctorate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) California State University, Hayward	Liberal Studies	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	
B) John F Kennedy University	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			JD	
C) Brandman University	Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M. Ed	
D) Other schools / training completed: Chapman University	Course Studied Education (teaching certificate)	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p>From <input type="text" value="7/2015"/> To <input type="text" value="present"/></p> <p>Total: Yrs. <input type="text" value="0"/> Mos. <input type="text" value="9"/></p> <p>Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text" value="Workforce Services Specialist"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p>Represents EHSD (Employment and Human Services) as high-level staff support to or designate participant on various policy, advisory, community and/or regional committees and groups. Collaborates with staff of agencies and service providers within the workforce system to develop strategically effective programs, to ensure consistent application of policy,</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <input type="text" value="12/2006"/> To <input type="text" value="7/2015"/></p> <p>Total: Yrs. <input type="text" value="8"/> Mos. <input type="text" value="7"/></p> <p>Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text" value="Eligibility Work Supervisor I"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p>Apply the fundamentals of benefit determination and supportive services by following the provisions of the California Welfare and Institutions Code, the State Department of Social Services Eligibility and Assistance Standards and the State Department of Health Medi-Cal regulations as they relate to public social service programs. Review applications and cas</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <input type="text" value="12/1988"/> To <input type="text" value="12/2006"/></p> <p>Total: Yrs. <input type="text" value="18"/> Mos. <input type="text" value="0"/></p> <p>Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text" value="Eligibility Worker/SS Program Assistant"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p>Assisted staff to access, navigate and perform eligibility and CalWIN functions; researched problems with the CalWIN system; provided solutions by interpreting rules, policies and procedures to provide accurate, detailed solutions or resolutions. Provided ongoing support of staff in CalWIN functions and procedures; provided system access to staff by clea</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <input type="text" value="5/2001"/> To <input type="text" value="12/2015"/></p> <p>Total: Yrs. <input type="text" value="14"/> Mos. <input type="text" value="7"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p><input type="text" value="President/Member Representative"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p>in conferring with Management and assisting in the development of department(al) policies and procedures and in identifying safety needs of employees; participate in contract discussions/negotiations between Management and Labor; review Memorandum of Understanding for clarity and correctness prior to printing; participa</p>

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16/5/19 12:04 PM

16/6/24 4:40 PM

17/2/17 2:42 PM

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other on the committee presently

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____

Date: 6/22/2016

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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'16/6/24 4:40 PM

'17/2/17 2:42 PM

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

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'16/6/24 4:40 PM

'17/2/17 2:42 PM



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Advisory Council on Equal Employment Opportu

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: CORMIER Keith Joseph
(Last Name) (First Name) (Middle Name)

2. Address: (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: (Home No.) (Work No.) (Cell No.)

4. Email Address: kcorm@cccfd.org

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Associate of Arts Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Los Medanos College	Fire Technology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	5/27/05
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

RECEIVED

By bscott at 7:58 am, Nov 16, 2016

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> Apr. 2008 <input type="text"/> present Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 3 yrs. <input type="text"/> 6 mo. Hrs. per week <input type="text"/> 56 . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Battalion Chief Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/> Management and oversight of day to day fire department operations for specified geographical area.</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> Jan. 1988 <input type="text"/> Apr. 2008 Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 20 yrs. <input type="text"/> 2 mo. Hrs. per week <input type="text"/> 56 . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Fire Captain, Fire Engineer, Firefighter Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/> Task oriented duties providing fire department services to Contra Costa County citizens within the jurisdiction of the Fire District.</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other incumbent

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____ Date: Nov. 15, 2016

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

1. Mother, father, son, and daughter;
2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

THIS FORM IS A PUBLIC DOCUMENT



Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only.
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Advisory Council on Equal Employment Opportu

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (If applicable)

1. Name: Schuyler, Marilyn Louise
(Last Name) (First Name) (Middle Name)

2. Address:

3. Phones: (Home No.) (Work No.) (Cell No.)

4. Email Address: Schuyler@SchuylerAAP.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Juris Doctor

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Berkeley	Economics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				BA
B) Georgetown University Law Center	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				JD
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

RECEIVED
By bscott at 11:13 am, Dec 09, 2016

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text" value="6/2010"/> To <input type="text" value="present"/> Total: Yrs. <input type="text" value="6"/> Mos. <input type="text" value="6"/> Hrs. per week <input type="text" value="32"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Counsel"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed Provide legal advice and counsel to federal contractors regarding affirmative action obligations. Produce affirmative action plans. Represent federal contractors in audits by the Department of Labor's Office of Federal Contract Compliance Programs.</p>
<p>B) Dates (Month, Day, Year) From <input type="text" value="9/2004"/> To <input type="text" value="3/2010"/> Total: Yrs. <input type="text" value="5"/> Mos. <input type="text" value="6"/> Hrs. per week <input type="text" value="32"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Sr Atty & OFCCP Dir of AA Programs"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed Managed legal and non-legal staff in producing Affirmative Action Plans for federal contractor clients. Provide related advice and counsel.</p>
<p>C) Dates (Month, Day, Year) From <input type="text" value="9/2010"/> To <input type="text" value="present"/> Total: Yrs. <input type="text" value="6"/> Mos. <input type="text" value="3"/> Hrs. per week <input type="text" value="10"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="First Vice President"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed Represent President in his absence. Co-wrote two Amicus Curiae briefs for the Fisher v. University of Texas cases. Plan annual conferences. Present programs in webinars and conference seminars. Represent organization in media interviews.</p>
<p>D) Dates (Month, Day, Year) From <input type="text" value="1/16"/> To <input type="text" value="present"/> Total: Yrs. <input type="text" value="0"/> Mos. <input type="text" value="11"/> Hrs. per week <input type="text" value="5"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="2nd Lieutenant"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed Serve as Safety Officer. In training to serve as mission pilot.</p>

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7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____

Date: 12/8/16

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §§250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

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 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

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'16/5/19 12:04 PM

'16/6/24 4:40 PM

'17/2/17 2:42 PM



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: Appropriation Adjustment - Emergency Services

RECOMMENDATION(S):

APPROVE Appropriations and Revenue Adjustment No. 5052 authorizing new revenue in the amount of \$353,790 from the 2016 Emergency Management Performance Grant and appropriating it to the Sheriff's Office of the Emergency Services Division (0362) to fund emergency preparedness throughout the County.

FISCAL IMPACT:

This action increases revenues and appropriations for FY 16/17 by \$353,790.

BACKGROUND:

On July 12, 2016, Resolution Number 2016/444 was approved which authorized the Sheriff-Coroner to apply and accept the California Governor's Office of Emergency Services (CalOES) 2016 Emergency Management Performance Grant in the amount of \$353,790.

This grant is critical to maintaining the quality and quantity of emergency management programs provided within the County. The funding will be used for enhanced coordination and communication among the disciplines within the Operational Area to maximize protective actions, emergency preparedness, and the effective response to emergencies and disasters.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Liz Arbuckle
925-335-1529

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

By: , Deputy

cc: Liz Arbuckle, Heike Anderson, Tim Ewell

ATTACHMENTS

Appropriations and Revenue Adjustment No.
5052

CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT
T/C 24

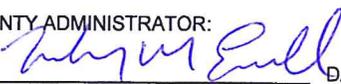
ACCOUNT CODING		BUDGET UNIT: (0362) SO Emergency Services			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
3623	9340	ST AID FOR CIVIL DEFENSE	353,790	00	
TOTALS			353,790	00	0 00

APPROVED

AUDITOR-CONTROLLER:

BY:  DATE 2/22/17

COUNTY ADMINISTRATOR:

BY:  DATE 2/28/17

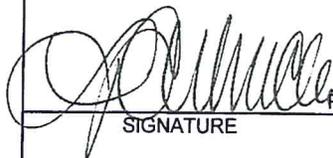
BOARD OF SUPERVISORS:

YES:

NO:

EXPLANATION OF REQUEST

To appropriate 2016 EMPG.



SIGNATURE _____ TITLE Fiscal Officer DATE 2/21/2017

REVENUE ADJ. JOURNAL NO. RAOO 5052

BY: _____ DATE _____

CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT

T/C 27

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

BOARD OF SUPERVISORS

COUNTY ADMINISTRATOR

ACCOUNT CODING		BUDGET UNIT: SO Emergency Services (0362)			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
3623	1014	PERMANENT OVERTIME			180,000 00
3623	2132	MINOR COMPUTER EQUIPMENT			25,042 00
3623	2310	NON CNTY PROF SPCLZD SVCS			72,600 00
3623	2479	OTHER SPECIAL DPMTAL EXP			1,500 00
3623	4948	MISCELLANEOUS EQUIPMENT			22,000 00
3623	4953	AUTOS & TRUCKS			52,648 00
		TOTALS			353,790 00

APPROVED

EXPLANATION OF REQUEST

AUDITOR-CONTROLLER:

BY: DATE 2/22/17

To appropriate 2016 EMPG.

COUNTY ADMINISTRATOR:

BY: DATE 2/28/17

BOARD OF SUPERVISORS:

YES:

NO:

Fiscal Officer
SIGNATURE TITLE DATE 2/21/2017

APPROPRIATION APOO 5052

ADJ. JOURNAL NO.

BY: _____ DATE _____



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: Appropriation Adjustment - Office of Emergency Services

RECOMMENDATION(S):

APPROVE Appropriation Adjustment No. 5053 authorizing new revenue in the amount of \$33,852 in the Sheriff's Office of the Emergency Services (0362) from the sale of a vehicle and appropriating it for the purchase of a replacement vehicle capable of towing critical emergency response trailers.

FISCAL IMPACT:

No County costs. \$33,852, proceeds from sale of vehicle.

BACKGROUND:

The Emergency Services Division (EDS) is the logistical support arm of the Sheriff's Office and the Operational Area. ESD currently has 17 trailers in their fleet that provide a variety of capabilities, incident command, mobile power generation, portable water, food service and sanitation, to name a few. This equipment deploys regularly to planned events, local emergencies and disasters through mutual aid.

Currently the Emergency Services Division does not have enough capable tow vehicles for the emergency trailers in their fleet. On large operations or situations where there are multiple requests

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Liz Arbuckle
925-335-1529

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

By: , Deputy

cc: Liz Arbuckle, Heike Anderson, Tim Ewell

BACKGROUND: (CONT'D)

(including disaster response) for equipment, the Emergency Services Division must ferry equipment and coordinate vehicles to tow. This often requires tow vehicles to go back and forth to pick up multiple trailers. Adding another tow vehicle able to tow any trailer in the fleet will add flexibility and capability to meet multiple requests for service.

Grant funds and auction salvage dollars are available to purchase the vehicle in its entirety. No general funds will be used to purchase this vehicle.

CONSEQUENCE OF NEGATIVE ACTION:

Expenditure appropriations and estimated revenue will not reflect the sale of the vehicle and the planned use of proceeds.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Appropriations and Revenue Adjustment No. 5053

CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT
T/C 24

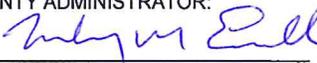
ACCOUNT CODING		BUDGET UNIT: (0362) SO Emergency Services			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
3623	9922	SALE OF EQUIPMENT	33,852	00	
TOTALS			33,852	00	0 00

APPROVED

AUDITOR-CONTROLLER:

BY:  DATE 2/22/17

COUNTY ADMINISTRATOR:

BY:  DATE 2/28/17

BOARD OF SUPERVISORS:

YES:

NO:

EXPLANATION OF REQUEST

To appropriate proceeds from vehicle sale for purchase of
Emergency Services Vehicle.



SIGNATURE

Fiscal Officer

TITLE

2/21/2017

DATE

BY: _____ DATE _____

REVENUE ADJ.
JOURNAL NO.

RAOO

5053

CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT

T/C 27

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

BOARD OF SUPERVISORS

COUNTY ADMINISTRATOR

ACCOUNT CODING		BUDGET UNIT: SO Emergency Services (0362)			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
3623	4953	AUTOS & TRUCKS			33,852 00
			TOTALS		33,852 00

APPROVED

EXPLANATION OF REQUEST

AUDITOR-CONTROLLER:

BY:  DATE 2/22/17

To appropriate proceeds from vehicle sale for purchase of
Emergency Services Vehicle.

COUNTY ADMINISTRATOR:

BY:  DATE 2/28/17

BOARD OF SUPERVISORS:

YES:

NO:



Fiscal Officer
TITLE

2/21/2017
DATE

APPROPRIATION
ADJ. JOURNAL NO.

APOO

5053

BY: _____ DATE _____



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 7, 2017

Subject: Agreement with Martinez Unified School District for Measure WW Implementation

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute an Amendment to the East Bay Regional Park District Measure WW Park Bond Master Contract to amend the repayment provisions and clarify the maintenance requirements. No change in the amount or term of the Agreement.

APPROVE and AUTHORIZE the Conservation and Development Director, as fiscal agent for a portion of the East Bay Regional Park District Measure WW Local Grant funds, to enter into a Joint Use Agreement with the Martinez Unified School District (MUSD) in an amount not to exceed \$550,000 for improvements at Las Juntas Playfields at 4105 Pacheco Blvd, Martinez.

FISCAL IMPACT:

No Impact on the General Fund. 100% of the costs will be paid by East Bay Regional Park District Measure WW Local Grant funds.

BACKGROUND:

In November 2008, Alameda and Contra Costa County voters approved the East Bay Regional Park District's (EBRPD) Measure WW Regional Open Space, Wildlife, Shoreline and Parks Bond Extension. From that measure, a total of \$7.93 million is allocated for local park purposes to areas within the unincorporated area of the County. These funds were allocated to specific County Services Areas (CSA) (\$2.49 million), Community Service Districts (CSD) and local Recreation and Park Districts (\$2.39 million), and to unincorporated areas not in a CSA, CSD or local park district (\$3.05 million).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Kristine Solseng, (925)
674-7809

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

>
On December 15, 2015 the Board of Supervisors adopted a resolution authorizing the Department of Conservation and Development to enter into a Master Contract with EBRPD for the \$3.05 million allocated to the unincorporated areas not in a CSA, CSD, or local park district. The Master Contract between the County and EBRPD was finalized on February 1, 2016, thus allowing the County to submit individual project applications to EBRPD for funding. The portion of Measure WW Funds allocated to unincorporated communities within a CSA are administered by Public Works and covered by a separate agreement.

Amendment to the Master Contract

The proposed Master Contract Amendment clarifies repayment provisions for acquisition projects versus development projects. The repayment provisions outline how much the Grantee must reimburse EBRPD if a property is no longer a publicly accessible park and recreational use. The original Master Contract's repayment provision was tailored to acquisition projects and tied the repayment of the grant to the value of the property. However, this approach resulted in excessive repayment burden on sites with a grant for park development that was substantially below the value of the property itself. The approach also did not consider the depreciation of development projects over time. The proposed Amendment addresses these issues by adding a repayment provisions for development projects, which require the Grantee to reimburse EBRPD the amount of grant less a credit based on the percentage of time the park was in use. For example, if a Grantee received \$100,000 for park improvements and the site was closed after 10 years (40% of the required 25 year park use), the reimbursement amount would be calculated as follows:

Original Amount: \$100,000

Credit for portion of 25 years provided: 40% = \$40,000

Amount Owed: \$100,000 - \$40,000 = \$60,000

The amendment also adds an Extraordinary Circumstance clause which excuses the Grantee from repayment provisions should the public be prevented from using the property for park and recreational used due to an Extraordinary Circumstance such as any act of God, national emergency, change in laws, or school closure of any reason. Finally, the amendment includes a clarification that the Grantee shall maintain and operate the property developed for a minimum of 25 years after the final payment of the Grant. A copy of the Master Contract and the proposed Amendment to the Contract are attached.

Joint Use Agreement with Martinez Unified School District (MUSD)

The Board Authorization for the EBRPD Master Contract included a proposed project matrix identifying individual projects to be submitted to EBRPD for funding. One of the projects identified in Supervisorial District V was the MUSD Las Juntas Play Fields improvements, with an estimated cost of \$550,000.

Las Juntas Play Fields consists of an approximately 3 acre portion of the MUSD property located adjacent to Las Juntas Elementary at 4105 Pacheco Blvd in Martinez, CA. The project will renovate the play fields at the elementary school, which also serves as a local community park. The proposed project includes the design and implementation of a new irrigation system, sod, and the realignment and repaving of the path/track around the play field.

Martinez Unified School District Board found the project to be Exempt from the California Environmental Quality Act (CEQA) on March 9, 2016 and filed a Notice of Exemption on January 25, 2017.

Measure WW Grant eligibility requirements state applicants must provide evidence to EBRPD that they have adequate tenure and/or site control of properties to be improved. A Joint Use Agreement (Agreement) is one mechanism allowed to meet the site control requirement. The attached Agreement outlines the responsibilities of the County and MUSD for implementation of Measure WW grants. The major components of the Agreement include the following:

- The project shall be open to the public, at minimum, after 3:30 on weekdays and all day on Saturday,

- The agreement has a term of 25 years per EBRPD requirements,
- MUSD is responsible for completing the improvements identified in the scope,
- MUSD is responsible for maintenance of the site, and
- The County is responsible for grant administration.

If EBRPD approves the project, MUSD has preliminary design complete and is ready to place the project out to bid for construction over the summer of 2017. It is anticipated the Las Juntas Play Field improvements will be completed by December of 2017.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in approving the agreement may result in an inability to secure grant funding, and the project would not move forward.

CHILDREN'S IMPACT STATEMENT:

The proposed project will support the following community outcomes established in the Children's Report Card:

1) Children and youth are healthy and preparing for a productive adulthood; 2) Families are safe, stable and nurturing; 3) Communities are safe and provide a high quality of life for children and families.

ATTACHMENTS

Master Contract between EBRPD and DCD

Proposed Amendment to the Master Contract

Joint Use Agreement between Contra Costa County and Martinez Unified School District

**EAST BAY REGIONAL PARK DISTRICT
MEASURE WW PARK BOND
MASTER CONTRACT - LOCAL GRANT PROGRAM**

MASTER CONTRACT No.: 314500

GRANTEE: Contra Costa County

THE PROJECT PERFORMANCE PERIOD is from the date this agreement is signed below by the District through December 31, 2018

The Grantee agrees to the terms and conditions of this Contract, and the East Bay Regional Park District, acting through its Board of Directors pursuant to the Measure WW Park Bond, agrees to fund the total Project Grant Amount indicated.

THESE FUNDS ARE FOR THE ACQUISITION AND DEVELOPMENT OF NEIGHBORHOOD, COMMUNITY, AND REGIONAL PARKS AND RECREATION LANDS AND FACILITIES.

The General Provisions, Local Grant Procedural Guide, Forms and individual Project Applications are attached hereto and made a part of and incorporated into the Contract.

The District anticipates that WW Parks Bonds in the amount of \$3,046,374.00 will be issued for project.

CONTRA COSTA COUNTY DEPARTMENT OF
CONSERVATION AND DEVELOPMENT

Grantee

By: _____

(Signature of Authorized Representative)

John Kopchik

(Print Name of Authorized Representative)

Title: Director of Conservation and Development

Date: 1-5-16

EAST BAY REGIONAL PARK DISTRICT

By: _____

(Signature of Authorized Representative)

Robert E. Doyle

(Print Name of Authorized Representative)

Title: General Manager

Date: 2/1/14

Approved as to Form:

Ka
District Counsel, EBRPD

General Provisions

A. Definitions

1. The term "Measure" as used herein refers to the revenue generated from the sale of bonds for the Program.
2. The term "Application" as used herein refers to the individual Project Application(s) and its required attachments for grants, pursuant to the enabling legislation and/or procedural guidelines.
3. Acquisition: means to obtain fee title or permanent easement for public access rights in real property.
4. The term "District" means the East Bay Regional Park District.
5. The term "Development" means improvements to real property for parks and recreation purposes, including but not limited to construction of new facilities, renovation or additions to existing facilities or historic preservation and protection. WW Local Grant Program funds may only be used for Capital Improvement.
6. The term "Grantee" as used herein means the party described as the Grantee on page 1 of this Contract. The term "Project" as used herein means the project described in the Brief Description of Project on the Project Application form.

B. Project Execution

1. Subject to the availability of grant monies in the Measure, the District hereby grants to the Grantee a sum of money (grant monies) not to exceed the amount stated on page 1, in consideration of, and on condition that, the sum be expended in carrying out the purposes as set forth in the Measure WW Park Bond Local Grant Procedural Guide, and under the terms and conditions set forth in this Contract.

The Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the District must be submitted to the District for approval.
2. The Grantee shall complete the Project in accordance within the time of Project Performance set forth on page 1, and under the terms and conditions of this Contract.
3. The Grantee shall certify its compliance as lead agency with the California Environmental Quality Act (Public Resources Code, Section 21000, et seq., Title 14, California Code of Regulations, Section 15000 et seq.).
4. The Grantee shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction Contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.

5. The Grantee shall permit periodic site visits, including a final inspection upon Project completion by the District, to determine if Development work is in accordance with the approved Project Scope.
6. Prior to the commencement of any work, the Grantee agrees to submit any significant deviation from the original scope of work in writing to the District.
7. If the Project includes Acquisition of real property, the Grantee agrees to comply with all applicable state and local laws or ordinances affecting relocation and real property acquisition.
8. The Grantee shall provide public access to Project facilities commensurate with the intent of the Project.
9. Grantees shall have (1) fee title, (2) lease hold or (3) other interest to the Project lands and demonstrate to the satisfaction of the District that the proposed Project will provide public benefits that are commensurate with the type and duration of the interest in land that is held by the Grantee, as determined by the District.
10. The Grantee shall maintain and operate the property for a period that is commensurate with the type of Project and the proportion of District funds allocated to the capital costs of the Project. With the approval of the District, the Grantee, or the Grantee's successor in interest in the property, may transfer the responsibility to maintain and operate the property in accordance with this section. The Grantee shall use the property only for the purposes for which the grant was made and shall make no other use, sale or other disposition of the property, except as authorized by specific action of the District Board of Directors. The agreements specified in this section shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by those agreements. If the use of the property or portion of the property is changed to a use that is not for parks and recreation, or if the property is sold or otherwise disposed of, an amount equal to (1) the amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater, shall be used by the Grantee for a parks and recreation capital purpose, pursuant to agreement with the District as specified in this section, or shall be reimbursed to the District and be available for appropriation by the District Board of Directors only for an authorized purpose.
11. The Grantee shall post and maintain a funding acknowledgement sign at the Project site for three years following receipt of final payment for the project.

C. Project Costs

1. The District may disburse to the Grantee the grant monies as follows, but not to exceed in any event, the total Grant Amount set forth of page 1 of this Contract:
 - a. The Grantee may request progress payments up to a total of up to 80% of the approved Project Application amount for eligible expenditures made on the project.
 - b. The remaining grant funds shall be paid up to the amount of the Application or the actual Project cost, whichever is less, on completion of the Project and receipt of a Completion Package of Project costs from the Grantee.

D. Project Administration

1. The Grantee shall submit written Project Status Reports to the District every six months. The District shall withhold all payments until all Project Status Reports are properly submitted.
2. The Grantee shall make property and facilities developed pursuant to this Contract available for inspection upon request by the District.

E. Project Termination

1. Any Grant funds that have not been expended by the Grantee prior to the end of the performance period set forth on page I of this Contract shall revert to the District and be available for Appropriation by the District Board of Directors for one or more other projects for parks and recreation purposes.
2. The Grantee may unilaterally rescind this Contract at any time prior to the commencement of a Project. After Project commencement, this Contract may be rescinded, modified or amended only by mutual agreement in writing between the Grantee and the District.
3. Failure by the Grantee to comply with the terms of this Contract or any other Contract under the Bond Measure may be cause for suspension of all obligations of the District hereunder. However, such failure shall not be cause for the suspension of all obligations of the District hereunder if in the judgment of the District such failure was due to no fault of the Grantee. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Contract.

F. Hold Harmless

1. The Grantee shall waive all claims and recourse against the District including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Contract except claims arising from the concurrent or sole negligence of the District, its officers, agents, and employees.
2. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the Acquisition, Development, construction, operation or maintenance of the property described as the Project. This includes claims, demands or causes of action that arise under Government Code Section 895.2 or otherwise, except for liability arising out of the concurrent or sole negligence of the District, its officers, agents, or employees.
3. The Grantee agrees that in the event the District is named as codefendant under the provisions of Government Code Section 895 et seq., the Grantee shall notify the District of such fact and shall represent the District in the legal action, unless the District undertakes to represent itself as codefendant in such legal action, in which event the District shall bear its own litigation costs, expenses, and attorney's fees.
4. The Grantee and the District agree that in the event of judgment entered against the District and the Grantee because of the concurrent negligence of the District and the Grantee, their

officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury apportionment.

5. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Grantee has certified. The Grantee acknowledges that it is solely responsible for compliance with items to which it has certified.

G. Financial Records

1. The Grantee shall maintain satisfactory financial accounts, documents and records for the Project and make them available to the District for auditing at reasonable times. The Grantee also agrees to retain such financial accounts, documents and records until December 31, 2021.

The Grantee and the District agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Contract or matters related thereto. The Grantee shall maintain and make available for inspection by the District accurate records of all of its costs, disbursements and receipts with respect to its activities under this Contract.

2. The Grantee shall use a generally accepted accounting system.

H. Use of Facilities

1. The Grantee agrees that the Grantee shall use the property developed with grant monies under this Contract only for the purposes for which the District grant monies were requested and no other use of the area shall be permitted except by specific written approval by the District.
2. The Grantee shall maintain and operate the property developed for 25 years after final payment of grant funds. The Grantee shall permit periodic inspection of the project by the District during this period and may be required to submit annual project status reports if requested by the District.

I. Nondiscrimination

1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of any property or facility developed pursuant to this Contract.
2. The Grantee shall not discriminate against any person on the basis of residence except to the extent those reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.

J. Procedural Guidelines and Application Incorporation

The Project Application, Procedural Guidelines and Forms and any subsequent change or addition approved by the District is hereby incorporated in this Contract as though set forth in full in this Contract.

K. Severability

If any provision of this Contract or the application thereof is held invalid, that invalidity shall not affect other provisions of the Contract, which can be given effect without the invalid provision or application, and to this end the provisions of this Contract are severable.

**AMENDMENT
TO
EAST BAY REGIONAL PARK DISTRICT
MEASURE WW PARK BOND
MASTER CONTRACT – LOCAL GRANT PROGRAM**

MASTER CONTRACT No.: 314500

GRANTEE: Contra Costa County

The East Bay Regional Park District (“District”) and Contra Costa County (“Grantee”), hereby amend the Master Contract – Local Grant Program dated February 1, 2016 as follows:

- I. The Section B (Project Execution), paragraph 10 and Section H (Use of Facilities), paragraph 2 shall be amended as follows:

Section B (Project Execution), paragraph 10

The Grantee shall maintain and operate the property for a period that is commensurate with the type of Project and the proportion of District funds allocated to the capital costs of the Project. With the approval of the District, the Grantee, or the Grantee's successor in interest in the property, may transfer the responsibility to maintain and operate the property in accordance with this section. The Grantee shall use the property only for the purposes for which the grant was made and shall make no other use, sale or other disposition of the property, except as authorized by specific action of the District Board of Directors. The agreements specified in this section shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by those agreements.

For Acquisition Projects, if the use of the property or portion of the property is changed to a use that is not for parks and recreation, or if the property is sold or otherwise disposed of, the Grantee shall either reimburse to the District, or apply to parks and recreation capital purpose (pursuant to agreement with the District as specified in this section), an amount equal to (1) the amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater. If funds are reimbursed to the District, such reimbursement will be available for appropriation by the District Board of Directors only for an authorized purpose.

For Development Projects, if the use of the property or portion of the property is changed to a use that is not for parks and recreation, the Grantee shall reimburse to the District an amount equal to (1) the amount of the grant, less (2) a credit based on straight depreciation for time, i.e. a percentage for each year of use. Such

reimbursement to the District will be available for appropriation by the District Board of Directors only for an authorized purpose.

Notwithstanding the above, in the event of an Extraordinary Circumstance, the Grantee shall be excused from performance hereunder during the time and to the extent that the public is prevented from using the property for community park and recreation purposes, including but not limited to, payment of the amount of the grant, fair market value of the real property, or proceeds from the sale or other disposition, whichever is greater. "Extraordinary Circumstance" is an occurrence that is beyond the control of the Grantee and could not have been avoided by exercising reasonable diligence, including without limitation, any act of God; national emergency; riot; war; terrorism; governmental act or direction; change in Laws; earthquake; storm; hurricane; flood, fire, or other natural disaster; or school closure for any reason.

Section H (Use of Facilities), paragraph 2

The Grantee shall maintain and operate the property developed for a minimum of 25 years after final payment of grant funds. The Grantee shall permit periodic inspection of the project by the District during this period and may be required to submit annual project status reports if requested by the District.

2. The contract amount will remain the same.
3. All other terms and conditions of the contract will remain in full force and effect.

CONTRA COSTA COUNTY DEPARTMENT OF
CONSERVATION AND DEVELOPMENT

EAST BAY REGIONAL PARK DISTRICT

Grantee

By: _____

By: _____

(Signature of Authorized Representative)

(Signature of Authorized Representative)

John Kopchik

Robert E. Doyle

(Print Name of Authorized Representative)

(Print Name of Authorized Representative)

Title: Director of Conservation and Development

Title: General Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
District Counsel

Date: _____

JOINT USE AGREEMENT

Allocation of Measure WW Park Bond Funds – Las Juntas Field

This joint use agreement (“Agreement”) is dated February 7, 2017 (the “Effective Date”), and is between the MARTINEZ UNIFIED SCHOOL DISTRICT, a California public school district (the “District”), and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the “County”).

RECITALS

- A. In November 2008, the voters of Alameda County and Contra Costa County approved the East Bay Regional Park District’s (“EBRPD”) Measure WW Park Bond Extension (“Measure WW”). A portion of the proceeds that resulted from the issuance of the Measure WW bonds have been set aside for a local grant program, under which eligible applicants are granted Measure WW funds for eligible projects.
- B. The County and EBRPD are parties to Master Contract No. 314500, as amended (the “Master Contract”), under which EBRPD is making a grant of Measure WW funds to the County for the acquisition and development of neighborhood, community and regional parks and recreation lands and facilities in the unincorporated area of Contra Costa County. The amount of such grant is referred to as the “Grant Proceeds.” A copy of the Master Contract is attached as Exhibit A.
- C. The District owns that certain property located at 4105 Pacheco Blvd, Martinez, California, which is the location of the Las Juntas Elementary School. A portion of the school site consists of approximately three (3) acres of play fields that are part of the school yard (the “Project Site”). An aerial photograph that shows the Project Site is attached as Exhibit B.
- D. The County desires to dedicate a portion of the Grant Proceeds to the renovation of the Project Site. To that end, the County is providing the District with Five Hundred Fifty Thousand Dollars (\$550,000) (the “Project Award”) to permit the District to perform the tasks described on Exhibit C. The performance and completion of such tasks is the “Project.”
- E. Education Code section 10900 et seq. (Community Recreation Programs) authorizes counties and school districts to organize, promote, and conduct programs of community recreation as will contribute to the attainment of general educational and recreational objectives for children and adults of the State and, accordingly, enter into an agreement to carry out those purposes. Specifically, Section 10902(c) authorizes counties and school districts to acquire, construct, improve, maintain, and operate recreation centers within or without their territorial limits.

- F. Education Code section 17527(a) authorizes the governing board of any school district to enter into agreements to make vacant classrooms or other space in operating school buildings available for lease to governmental units, and section 17534(b) authorizes agreements for capital outlay improvements to be made on school property for park and recreation purposes by public entities. The District's governing board must make the determination that the proposed joint use relationship will not: (1) interfere with the educational program or activities of the school or class conducted upon the school; (2) unduly disrupt the residents in the surrounding neighborhood; and (3) jeopardize the safety of the children of the school.
- G. Under Education Code section 35160, the governing board of a school district may initiate and carry on any program, activities, or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by any law, and which is not in conflict with the purposes for which school districts are established.

NOW THEREFORE, to promote general educational and recreational objectives for children and adults of the community at large, the District and the County agree as follows:

AGREEMENT

1. Joint Use of Project Site. For the Term of this Agreement, the District and the County will jointly use the Project Site. Once the Project is complete, the District shall cause the Project Site to be available for general public recreation, at a minimum, during the following times: After 3:30 p.m. on weekdays and all day on Saturday.
2. Term. The "Term" of this Agreement begins on the Effective Date and ends on the date that is twenty-five (25) years after the date the Project is complete, except in the event of an Extraordinary Circumstance as defined in or as otherwise provided in the Master Agreement. If no record of the Project completion date can be found, the Term of this Agreement ends on the twenty-sixth (26th) anniversary of the Effective Date.
3. Consideration. In exchange for the Project Award, the District will carry out the Project.
4. Title to Property. The parties acknowledge that fee title to the Project Site is, and will continue to be, held by the District during the Term.
5. Surrender of Project Site. On the last day of the Term, the County shall peaceably and quietly leave and surrender to the District the Project Site and all improvements thereto.
6. Use. In addition to school purposes, the Project Site will be used for community park and recreation purposes. In accordance with Section B.10 of the General Provisions of the Master Contract, if the Project Site is no longer used for park and recreation purposes, or if the Project Site is sold or otherwise disposed of, the District shall pay to the County the Reimbursement. The "Reimbursement" is an amount that is equal to the amount the County would be obligated to repay EBRPD pursuant to Section B.10 of the General Provisions of the Master Contract. The District shall pay the Reimbursement to the

County within thirty (30) days of a demand from the County. The County shall use the Reimbursement to either make capital improvements related to parks and recreation facilities, in accordance with an agreement between the County and EBRPD, or to reimburse the Project Award to EBRPD.

7. Maintenance. The District is responsible for maintaining the Project Site throughout the Term, in accordance with District-wide standards and policies.
8. Funding Acknowledgment Sign. The District shall post, or permit the County to post, a funding acknowledgment sign on the Project Site. The funding acknowledgment sign is to remain onsite for at least three (3) years after completion of the Project.
9. Nondiscrimination. In accordance with Section I of the General Provisions of the Master Contract, the District shall not (i) discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of the Project Site during the Term, or (ii) discriminate against any person on the basis of residence, except to the extent reasonable differences in admission or other fees based on residence are permitted by law.
10. Site Visits. The District shall permit representatives of the County and representatives of EBRPD to make periodic inspections of the Project Site to determine that the District is complying with the terms of this Agreement.
11. Indemnification. The District shall indemnify, defend and hold the County harmless from District's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys' fees, caused by the willful misconduct or the negligent acts, errors or omissions of the District, its officers, agents or employees with respect to the District's use and maintenance of the Project Site pursuant to this Agreement, except to the extent caused or contributed to by the negligent acts, errors, or omissions of the County, its officers, agents, or employees. During the Term of this Agreement, the District must maintain liability insurance or a self-insurance fund sufficient to protect the County from the risks stated in this section.
12. Notices. All notices required or permitted under this Agreement are to be in writing and delivered personally, or sent by overnight delivery service, or registered or certified mail, postage prepaid, and directed as follows:

If to the District:

Martinez Unified School District
Attention: Superintendent
921 Susana Street
Martinez, CA 94553

If to County:

John Kopchik
The County of Contra Costa
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Either party may, at any time or from time to time, designate in writing a substitute address for that above set forth, and thereafter notices are to be delivered to such substitute address for that above set forth. Notices to either party are effective on the date of delivery, if delivered personally, on the next business day if sent by overnight courier, and three (3) business days after depositing in the United States Postal system if sent via registered or certified mail.

13. Project Administration. The District shall cooperate with the County in preparing any Project Status Reports required by EBRPD during the Term.
14. Project Termination. If any portion of the grant being made to the County under the Master Contract that is intended to be used for the Project is terminated for any reason, the County has no obligation to fund the Project.
15. No Third-Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to, or does, confer upon any other person any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
16. Independent Status. This Agreement is by and between two independent public entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture, or association.
17. Entire Agreement. This Agreement, including the Master Contract, constitutes the entire understanding between the parties with respect to the subject matter and supersedes any prior negotiations, representations, agreements, and understandings.
18. Amendments. This Agreement may not be amended, modified, or changed, nor shall any waiver of any provision hereof be effective, except by an agreement in writing authorized by the parties' respective governing bodies and signed by the parties.
19. Governing Law. The laws of the State of California govern all matters between the parties that relate to this Agreement.
20. Severability. The provisions of this Agreement are severable. Should any provision herein be found or deemed to be invalid, this Agreement shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect.
21. Further Assurances. Each Party shall, at its own expense, perform all acts and execute all documents and instruments that may be necessary or convenient to carry out its obligations under this Agreement. This Agreement shall be approved or ratified by the

District's Board of Education and the County's Board of Supervisors, and executed by both Parties.

- 22. Captions. The headings used in this Agreement are for convenience only and shall not affect the interpretation of this Agreement.
- 23. Recitals and Exhibits. The Recitals and Exhibits attached to this Agreement are hereby incorporated by this reference and made a part of this Agreement.
- 24. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

The parties are signing this Agreement as of the Effective Date.

COUNTY

COUNTY OF CONTRA COSTA, a political subdivision of the State of California

By: _____
John Kopchik
Director of Conservation
and Development

DISTRICT

MARTINEZ UNIFIED SCHOOL DISTRICT, a California public school district

By: _____
Name: _____
Title: _____

Exhibit A
(See attached Master Contract)

**EAST BAY REGIONAL PARK DISTRICT
MEASURE WW PARK BOND
MASTER CONTRACT - LOCAL GRANT PROGRAM**

MASTER CONTRACT No.: 314500

GRANTEE: Contra Costa County

THE PROJECT PERFORMANCE PERIOD is from the date this agreement is signed below by the District through December 31, 2018

The Grantee agrees to the terms and conditions of this Contract, and the East Bay Regional Park District, acting through its Board of Directors pursuant to the Measure WW Park Bond, agrees to fund the total Project Grant Amount indicated.

THESE FUNDS ARE FOR THE ACQUISITION AND DEVELOPMENT OF NEIGHBORHOOD, COMMUNITY, AND REGIONAL PARKS AND RECREATION LANDS AND FACILITIES.

The General Provisions, Local Grant Procedural Guide, Forms and individual Project Applications are attached hereto and made a part of and incorporated into the Contract.

The District anticipates that WW Parks Bonds in the amount of \$3,046,374.00 will be issued for project.

CONTRA COSTA COUNTY DEPARTMENT OF
CONSERVATION AND DEVELOPMENT

Grantee

By: _____

(Signature of Authorized Representative)

John Kopchik

(Print Name of Authorized Representative)

Title: Director of Conservation and Development

Date: 1-5-16

EAST BAY REGIONAL PARK DISTRICT

By: _____

(Signature of Authorized Representative)

Robert E. Doyle

(Print Name of Authorized Representative)

Title: General Manager

Date: 2/1/14

Approved as to Form:

Ka
District Counsel, EBRPD

General Provisions

A. Definitions

1. The term "Measure" as used herein refers to the revenue generated from the sale of bonds for the Program.
2. The term "Application" as used herein refers to the individual Project Application(s) and its required attachments for grants, pursuant to the enabling legislation and/or procedural guidelines.
3. Acquisition: means to obtain fee title or permanent easement for public access rights in real property.
4. The term "District" means the East Bay Regional Park District.
5. The term "Development" means improvements to real property for parks and recreation purposes, including but not limited to construction of new facilities, renovation or additions to existing facilities or historic preservation and protection. WW Local Grant Program funds may only be used for Capital Improvement.
6. The term "Grantee" as used herein means the party described as the Grantee on page 1 of this Contract. The term "Project" as used herein means the project described in the Brief Description of Project on the Project Application form.

B. Project Execution

1. Subject to the availability of grant monies in the Measure, the District hereby grants to the Grantee a sum of money (grant monies) not to exceed the amount stated on page 1, in consideration of, and on condition that, the sum be expended in carrying out the purposes as set forth in the Measure WW Park Bond Local Grant Procedural Guide, and under the terms and conditions set forth in this Contract.

The Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the District must be submitted to the District for approval.
2. The Grantee shall complete the Project in accordance within the time of Project Performance set forth on page 1, and under the terms and conditions of this Contract.
3. The Grantee shall certify its compliance as lead agency with the California Environmental Quality Act (Public Resources Code, Section 21000, et seq., Title 14, California Code of Regulations, Section 15000 et seq.).
4. The Grantee shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction Contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.

5. The Grantee shall permit periodic site visits, including a final inspection upon Project completion by the District, to determine if Development work is in accordance with the approved Project Scope.
6. Prior to the commencement of any work, the Grantee agrees to submit any significant deviation from the original scope of work in writing to the District.
7. If the Project includes Acquisition of real property, the Grantee agrees to comply with all applicable state and local laws or ordinances affecting relocation and real property acquisition.
8. The Grantee shall provide public access to Project facilities commensurate with the intent of the Project.
9. Grantees shall have (1) fee title, (2) lease hold or (3) other interest to the Project lands and demonstrate to the satisfaction of the District that the proposed Project will provide public benefits that are commensurate with the type and duration of the interest in land that is held by the Grantee, as determined by the District.
10. The Grantee shall maintain and operate the property for a period that is commensurate with the type of Project and the proportion of District funds allocated to the capital costs of the Project. With the approval of the District, the Grantee, or the Grantee's successor in interest in the property, may transfer the responsibility to maintain and operate the property in accordance with this section. The Grantee shall use the property only for the purposes for which the grant was made and shall make no other use, sale or other disposition of the property, except as authorized by specific action of the District Board of Directors. The agreements specified in this section shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by those agreements. If the use of the property or portion of the property is changed to a use that is not for parks and recreation, or if the property is sold or otherwise disposed of, an amount equal to (1) the amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater, shall be used by the Grantee for a parks and recreation capital purpose, pursuant to agreement with the District as specified in this section, or shall be reimbursed to the District and be available for appropriation by the District Board of Directors only for an authorized purpose.
11. The Grantee shall post and maintain a funding acknowledgement sign at the Project site for three years following receipt of final payment for the project.

C. Project Costs

1. The District may disburse to the Grantee the grant monies as follows, but not to exceed in any event, the total Grant Amount set forth of page 1 of this Contract:
 - a. The Grantee may request progress payments up to a total of up to 80% of the approved Project Application amount for eligible expenditures made on the project.
 - b. The remaining grant funds shall be paid up to the amount of the Application or the actual Project cost, whichever is less, on completion of the Project and receipt of a Completion Package of Project costs from the Grantee.

D. Project Administration

1. The Grantee shall submit written Project Status Reports to the District every six months. The District shall withhold all payments until all Project Status Reports are properly submitted.
2. The Grantee shall make property and facilities developed pursuant to this Contract available for inspection upon request by the District.

E. Project Termination

1. Any Grant funds that have not been expended by the Grantee prior to the end of the performance period set forth on page I of this Contract shall revert to the District and be available for Appropriation by the District Board of Directors for one or more other projects for parks and recreation purposes.
2. The Grantee may unilaterally rescind this Contract at any time prior to the commencement of a Project. After Project commencement, this Contract may be rescinded, modified or amended only by mutual agreement in writing between the Grantee and the District.
3. Failure by the Grantee to comply with the terms of this Contract or any other Contract under the Bond Measure may be cause for suspension of all obligations of the District hereunder. However, such failure shall not be cause for the suspension of all obligations of the District hereunder if in the judgment of the District such failure was due to no fault of the Grantee. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Contract.

F. Hold Harmless

1. The Grantee shall waive all claims and recourse against the District including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Contract except claims arising from the concurrent or sole negligence of the District, its officers, agents, and employees.
2. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the Acquisition, Development, construction, operation or maintenance of the property described as the Project. This includes claims, demands or causes of action that arise under Government Code Section 895.2 or otherwise, except for liability arising out of the concurrent or sole negligence of the District, its officers, agents, or employees.
3. The Grantee agrees that in the event the District is named as codefendant under the provisions of Government Code Section 895 et seq., the Grantee shall notify the District of such fact and shall represent the District in the legal action, unless the District undertakes to represent itself as codefendant in such legal action, in which event the District shall bear its own litigation costs, expenses, and attorney's fees.
4. The Grantee and the District agree that in the event of judgment entered against the District and the Grantee because of the concurrent negligence of the District and the Grantee, their

officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury apportionment.

5. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Grantee has certified. The Grantee acknowledges that it is solely responsible for compliance with items to which it has certified.

G. Financial Records

1. The Grantee shall maintain satisfactory financial accounts, documents and records for the Project and make them available to the District for auditing at reasonable times. The Grantee also agrees to retain such financial accounts, documents and records until December 31, 2021.

The Grantee and the District agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Contract or matters related thereto. The Grantee shall maintain and make available for inspection by the District accurate records of all of its costs, disbursements and receipts with respect to its activities under this Contract.

2. The Grantee shall use a generally accepted accounting system.

H. Use of Facilities

1. The Grantee agrees that the Grantee shall use the property developed with grant monies under this Contract only for the purposes for which the District grant monies were requested and no other use of the area shall be permitted except by specific written approval by the District.
2. The Grantee shall maintain and operate the property developed for 25 years after final payment of grant funds. The Grantee shall permit periodic inspection of the project by the District during this period and may be required to submit annual project status reports if requested by the District.

I. Nondiscrimination

1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of any property or facility developed pursuant to this Contract.
2. The Grantee shall not discriminate against any person on the basis of residence except to the extent those reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.

J. Procedural Guidelines and Application Incorporation

The Project Application, Procedural Guidelines and Forms and any subsequent change or addition approved by the District is hereby incorporated in this Contract as though set forth in full in this Contract.

K. Severability

If any provision of this Contract or the application thereof is held invalid, that invalidity shall not affect other provisions of the Contract, which can be given effect without the invalid provision or application, and to this end the provisions of this Contract are severable.

**Exhibit B
(Project Site)**

**Matinez Unified
School District Project Site**



**Exhibit C
(Project)**

The Martinez Unified School District will design and install a reconstructed playfield and track at Las Juntas Elementary School. The following outlines the scope of work
Total Funds Allocated: \$550,000

SCOPE OF WORK

Task	Budgeted Amount
Demolition and Grading	\$50,000
Irrigation and Sod installation	\$300,000
Concrete Curb	\$35,000
Track Base rock and asphalt	\$55,000
Soft Costs (pre-construction)	\$110,000



Contra
Costa
County

To: Board of Supervisors
From: LEGISLATION COMMITTEE
Date: March 7, 2017

Subject: Opposing In Home Supportive Services (IHSS) MOE Cost Shift to Counties

RECOMMENDATION(S):

AUTHORIZE the Chair of the Board to send a letter to Legislative committees and the Governor opposing the proposal to discontinue the Coordinated Care Initiative (CCI) and eliminate the In Home Supportive Services (IHSS) maintenance-of-effort (MOE), as recommended by the Legislation Committee.

FISCAL IMPACT:

Cost: According to estimates developed by the County Welfare Directors Association, the demise of the county MOE for all 58 counties will result in \$625 million in increased county costs for the IHSS program in 2017-18 if statutory sharing ratios for the nonfederal share of the current program costs are used: 65 percent state and 35 percent county. This estimate is based on normal program growth costs and includes new costs recently enacted by the state – the minimum wage increase up to \$15 per hour and three paid sick leave days for IHSS workers – and the new federal overtime regulations. The IHSS MOE deal had limited county IHSS costs to a base year calculation of 2011-12 costs plus an annual 3.5 percent inflator.

For Contra Costa County, the Employment and Human Services Department (EHSD) has estimated that the FY 17-18 IHSS MOE payment would

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: L. DeLaney,
925-335-1097

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

By: , Deputy

cc:

FISCAL IMPACT: (CONT'D)

be approximately \$22.3 million. Under a 35% county sharing ratio, the total County costs would go up to approximately \$27.3 million. Therefore, the estimated increase in County General Fund cost would be at least \$5 million.

BACKGROUND:

The Governor, citing a lack of cost-effectiveness of the Coordinate Care Initiative (CCI), proposes ceasing the CCI program in 2017-18.

The Governor has proposed shifting \$625 million in In Home Supportive Services (IHSS) costs to counties starting July 1 by eliminating the Coordinated Care Initiative and the county In Home Supportive Services (IHSS) Maintenance of Effort (MOE). You will recall that the CCI, created in 2012, permits Californians eligible for Medicare and Medi-Cal to receive certain benefits and services that are coordinated through a single health plan. A fundamental aspect of the CCI is a transfer of IHSS bargaining responsibilities from counties to the State. Ending the CCI would include the elimination of the IHSS Statewide Authority and reinstate the state-county share of costs that were in place prior to the establishment of the CCI.

Due to the trigger mechanism in law, this action has already occurred and does not require any legislative approval. **To avoid this massive cost shift requires new legislation or a new proposal by the Governor in his May Revision Budget.**

The importance of this issue is due to the following:

- The State has made changes to the IHSS program, including increasing the minimum wage, adding paid sick leave, restoring hours that were cut in 2009, and federal overtime regulations. As it stands now, **all of these additional costs will be shifted to counties.**
- Counties are not positioned to absorb \$625 million in costs, growing to more than \$1 billion in out years.
- IHSS is a mandated program – **costs are dictated by federal/state rules and cannot be controlled by counties.**
- The IHSS cost shift will severely erode other health and human services programs as well as impact County General Fund support for key programs such as public safety.

IHSS is one of the programs realigned in 1991. It is a caseload driven program and would receive the first-call on 1991 Realignment Sales Tax Growth. As a result of the structure of 1991 Realignment, a cost shift of this magnitude would likely prevent any sales tax general growth from going to the Health Account, which means this vital funding for Health Services could be stagnant. Additionally, in the event of a recession, or in years where counties do not meet sales tax base, funding for health services could decrease.

Counties rely on Realignment revenues to fund vital public health services such as communicable disease control, chronic disease prevention, maternal and child health programs, public health labs and health education. In addition these revenues are used to meet our Section 17000 obligation to provide health services to indigent individuals. Given the threats to the Affordable Care Act (ACA), California could see large increases in the number of uninsured individuals. It is of critical importance that these funds be protected so they can be used to meet this need.

Coordinated Care Initiative: While State Finance Director Cohen has decided to repeal the CCI, including the elimination of the enhanced rates for health plans, the eradication of the Statewide Public Authority, and a return to pre-MOE state-county costs sharing (65/35), he does indicate that the budget proposes to continue the Cal Medi-Connect program, continue mandatory enrollment for dual eligibles, and include longterm services and supports – but not IHSS – into managed care. The Budget also encourages continued cooperation between plans and counties, but without funding for these activities, it is unclear how the policy directives would be carried out.

The county IHSS MOE for all counties will expire on June 30 of this year, health plans will lose their enhanced capitation rates for IHSS benefits, and the CCI would end on December 1, 2018.

“This would be devastating to counties all over the state. We undoubtedly would have to make cuts in other vital social services to cover these costs,” said CSAC President and Alameda County Supervisor Keith Carson. “These services are required by both state and federal laws, so if the costs do fall on counties, we have to pay them and we don’t have the ability to raise the revenue we’ll need to do so. That means cutting other critical local services.” “When California took over parts of IHSS in 2012, the costs were far less than they are today,” said CSAC Executive Director Matt Cate. “Since then, the state has added to the annual cost with minimum wage increases and sick-leave pay, and the federal government added overtime pay requirements. Now, when the Governor says we may be on the verge of a recession, and when the future of the Affordable Care Act is uncertain, they want to shift these higher costs back to California Counties. We simply can’t afford it.”

CSAC is urging counties to contact their legislative delegations to ask that this issue be elevated within the Senate and Assembly Democratic and Republican Caucus meetings. CSAC has met with Governor Brown and other stakeholders on this issue and requests that Boards of Supervisors make their voices and concerns heard with legislators. The goal is to communicate the real-world consequences of this cost shift and compel legislators to step in to assist.

The California State Association of Counties (CSAC), the County Welfare Directors Association of California (CWDA), the California Association of Public Authorities (CAPA), the County Health Executives Association of California (CHEAC), the County Behavioral Health Directors Association (CBHDA), the Urban Counties of California (UCC), and the Rural County Representatives of California (RCRC), oppose the cessation of the Coordinated Care Initiative, the dismantling of the county In Home Supportive Services (IHSS) Maintenance of Effort (MOE) cost sharing arrangement, the dissolution of the Statewide IHSS Authority, and shifting collective bargaining for IHSS workers from the Statewide IHSS Authority to the seven CCI counties. Their joint letter of opposition is attached. (*See Attachment A*).

ATTACHMENTS

IHSS MOE Joint Opposition Letter



February 2, 2017

**CALIFORNIA STATE ASSOCIATION
OF COUNTIES**



**COUNTY WELFARE DIRECTORS
ASSOCIATION OF CALIFORNIA**



**CALIFORNIA ASSOCIATION OF
PUBLIC AUTHORITIES**



**COUNTY HEALTH EXECUTIVES
ASSOCIATION OF CALIFORNIA**



**COUNTY BEHAVIORAL HEALTH
DIRECTORS ASSOCIATION**



URBAN COUNTIES OF CALIFORNIA



**RURAL COUNTY
REPRESENTATIVES OF
CALIFORNIA**

The Honorable Anthony Rendon
Speaker, California State Assembly
State Capitol, Room 219
Sacramento, CA 95814

RE: Dismantling the CCI, the County IHSS MOE, and Shifting IHSS Collective Bargaining to Counties – OPPOSE

Dear Speaker Rendon,

The California State Association of Counties (CSAC), the County Welfare Directors Association of California (CWDA), the California Association of Public Authorities (CAPA), the County Health Executives Association of California (CHEAC), the County Behavioral Health Directors Association (CBHDA), the Urban Counties of California (UCC), and the Rural County Representatives of California (RCRC), oppose the cessation of the Coordinated Care Initiative, the dismantling of the county In Home Supportive Services (IHSS) Maintenance of Effort (MOE) cost sharing arrangement, the dissolution of the Statewide IHSS Authority, and shifting collective bargaining for IHSS workers from the Statewide IHSS Authority to the seven CCI counties.

The CCI and its associated components were created by legislation in 2012 (SB 1036, Chapter 45, Statutes of 2012 and AB 1471, Chapter 439, Statutes of 2012). Subsequent legislation (SB 94, Chapter 37, Statutes of 2013), required the Department of Finance Director to perform an annual calculation regarding the costs and savings related to the CCI, and to end the CCI should state costs exceed savings, with notification within the January Budget Proposal.

On January 10, Director Cohen indicated that pursuant to his calculations, CCI costs exceeded state savings by \$42.4 million, thereby triggering the unwinding of the CCI. This means that the health care side of the CCI ends by January 1, 2018, while the county IHSS MOE cost sharing arrangement ends this calendar year on June 30, 2017. The statute further requires the dissolution of the Statewide IHSS Authority and the return of collective bargaining for IHSS workers from the Statewide IHSS Authority to the counties. These latter two statutory requirements have already occurred, with the CCI counties receiving notification last week of the return of collective bargaining.

All 58 counties currently contribute to the IHSS MOE, and seven counties with CCI pilots – Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Mateo and Santa Clara – had transferred their IHSS collective bargaining responsibilities to the Statewide Authority.

This cascade of events will cause a devastating cost shift to counties – \$623 million in 2017-18 alone – and imperils funding for critical county health, mental health, and public safety programs. While the current statute requires the dismantling of the CCI based upon the calculation made by the Department of Finance, the Legislature and the Governor must act to prevent these serious and far-reaching county fiscal consequences. Solutions could include making adjustments to the CCI model to achieve needed savings, while maintaining a county MOE and creating a stable bargaining entity for IHSS workers.

Massive Cost Shift

According to estimates developed by CWDA using state data, the demise of the county IHSS MOE will result in more than \$623 million in increased county costs *above* the amount that counties are dedicating to their current MOE obligations in 2017-18, rising to \$1.6 billion in 2022-23, assuming that the seven percent cut to services hours is reinstated when the current MCO tax expires in 2019-20, as current law requires. This figure also assumes that the elimination of the IHSS MOE requires the reapplication of existing statutory sharing ratios for the nonfederal share of the IHSS program (65 percent state and 35 percent county) and that the current \$12.10 per hour state wage participation cap remains in place.

Why the huge number for the budget year and especially in the out years? The estimate above represents five years of cost increases in the IHSS program shifted to counties. The IHSS costs increases are based on normal program growth as well as the suite of new costs recently enacted by the state – the minimum wage increase up to \$15 per hour by 2022 and the extension of three paid sick leave days to IHSS workers (SB 3, Chapter No. 4, Statutes of 2016) – as well as recent federal overtime regulations for home care workers. The 2015-16 Budget Act also restored a seven percent across-the-board cut in IHSS hours, further increasing the costs of the program above 2012 levels.

The state approved these new costs while it had the responsibility for the program under the IHSS MOE cost sharing structure. In fact, the state has budgeted in the current year for the \$0.50 minimum wage increase that took effect on January 1 (more than \$17 million General Fund for six months) and the costs of providing federal overtime pay (\$443.8 million General Fund in the current year).

The end of the CCI means that all of these new state-imposed costs, on top of the normal program growth costs, will be shifted to the counties. Our members indicate that they are unable to bear these significant new costs for the IHSS program, even with some 1991 Realignment revenues.

1991 Realignment Impacts

Counties use dedicated 1991 Realignment revenues to contribute their current MOE amounts, and

previously used these funds for normal IHSS program costs. However, the significant new added costs that are being shifted to the counties exceed the revenue mechanics of the 1991 Realignment structure. According to our initial analysis, the gap between the estimated revenues provided through 1991 Realignment and the amount of these new costs is \$484 million in 2018-19, increasing to a \$1 billion chasm in 2023-24. This estimate assumes the state enjoys steady economic growth and all current policies remain in place. In the event of a recession—even a mild one—or changes to health or human service programs, such as the repeal of the Affordable Care Act, the gap between needs and revenues would increase tremendously.

Because 1991 Realignment also funds indigent health and mental health services, as well as public health, the impact of this cost shift would reverberate through other programs. Since IHSS is an entitlement and a caseload-driven program within 1991 Realignment, any increase in IHSS costs reduces the future share of growth funding received by the Health and Mental Health Subaccounts. Because of this, the size and scope of the IHSS cost shift back to counties will strangle the funding available for other 1991 Realignment-funded services at the county level.

The magnitude of the cost shift also threatens county General Fund spending, most of which is currently applied to public safety and the maintenance of local streets and roads, among other state and local priorities. We are also concerned that while 1991 Realignment revenues during the years in which the MOE was in effect were generally sufficient to cover the county share of costs for the program, these revenues are currently less stable and subject to decline due to slowdowns in parts of the economy, and, as our analysis above indicates, are insufficient to cover the additional state-imposed IHSS program costs enacted since 2012.

Collective Bargaining

The CCI deal also included a provision to transfer IHSS collective bargaining from counties participating in the CCI to the state and intent language to eventually expand the CCI to all 58 counties while also transferring their collective bargaining responsibilities to the IHSS Statewide Authority.

The CCI calculation as required by statute within the January 10 budget sets in motion the return of collective bargaining from the Statewide Authority to the seven CCI pilot counties. These counties were notified last week of the official transfer of collective bargaining and the resumption of their responsibility to bargain with IHSS workers for wages and benefits. The notification letters state that the counties are only responsible for the terms of the county-bargained contracts at the time they had been transferred to the Statewide Authority, rather than any new contract changes approved by the Statewide Authority in the intervening time; however, both counties and IHSS workers are unclear about the timeline for resuming bargaining. Further, the magnitude of the program cost shift and the fiscal uncertainty faced by each county as a result may severely constrain their ability to offer any additional wage or benefit changes to their workers. Crucial questions must be resolved before counties can move forward with bargaining new contracts for our IHSS workers.

Coordinated Care

The Governor's January 10 Budget Proposal preserves components of the Cal MediConnect program. Counties that have implemented CCI do note improvements in care coordination and communication between health providers and IHSS staff. However, Director Cohen's calculation of the cost savings within the CCI also includes the "costs" of the IHSS MOE. We support taking another look at the CCI as a whole, making changes where necessary and giving the program more time to achieve the state's savings goals.

Also, on behalf of our members, we have worked hard with health plans, consumers, and labor organizations to urge the continuation of the CCI, and played a key role in supporting last year's Managed Care Organization (MCO) tax to provide additional funding for the CCI. Counties have remained committed to all aspects of the CCI and believe the Governor and the Legislature have a role to play to improve the CCI and avert this devastating cost shift to counties.

Conclusion

Counties have proudly administered the IHSS program since 1991, when it was realigned to our members. County social workers and IHSS providers are the backbone of this social services program, which has proven to reduce care costs while also allowing seniors and disabled people to remain in their own homes rather than in nursing or institutional levels of care. The transfer of IHSS program costs to counties will have detrimental impacts on the Californians in need of public health and mental health services that are funded by 1991 Realignment, only a few short years after 1991 Realignment growth had again become available, in addition to other county services.

Our opposition to the cessation of the CCI and the transfer of new state IHSS program costs – minimum wage increases, paid sick leave, overtime costs, and restorations of pre-2012 program cuts – onto counties is based on both the staggering local fiscal impacts and our belief that CCI can be reinvented to more effectively and efficiently help the most vulnerable Californians. We ask the Legislature to work with counties and other stakeholders to arrive at a fair solution to IHSS program funding and responsibilities and work to ensure the stability and sustainability of IHSS – and other critical county services – for years to come.

Thank you,



Matt Cate
CSAC Executive Director



Karen Keeslar
CAPA Executive Director



Frank Mecca
CWDA Executive Director



Michelle Gibbons
CHEAC Executive Director



Kirsten Barlow
CBHDA Executive Director



Paul Smith
RCRC Vice President of Governmental Affairs



Jolena Voorhis
UCC Executive Director

cc: The Honorable Kevin de León, President pro Tempore, California State Senate
Michael Cohen, Director, Department of Finance
Will Lightbourne, Director, Department of Social Services
Jennifer Kent, Director, Department of Health Care Services
Craig Cornett, Office of Senate President pro Tempore de León
Chris Woods, Office of Speaker Anthony Rendon
Ben Johnson, Legislative Analyst's Office
Kirk Feely, Senate Republican Caucus
Cyndi Hillery, Assembly Republican Caucus



Contra
Costa
County

To: Board of Supervisors
From: LEGISLATION COMMITTEE
Date: March 7, 2017

Subject: Support Position on SB 3 (Beall): Affordable Housing Bond Act of 2018

RECOMMENDATION(S):

ADOPT a position of "Support" on SB 3 (Beall): Affordable Housing Bond Act of 2018, as recommended by the Legislation Committee.

FISCAL IMPACT:

Unknown fiscal impact on Contra Costa County. This bill would enact the Affordable Housing Bond Act of 2018, which, if adopted, would authorize the issuance of State bonds in the amount of \$3,000,000,000 pursuant to the State General Obligation Bond Law.

BACKGROUND:

SB 3 (Beall): Affordable Housing Bond Act of 2018, was introduced on 12/5/2016. It has been referred to two Senate committees: Transportation and Housing; and Government and Finance.

Under existing law, there are programs providing assistance for, among other things, emergency housing, multifamily housing, farmworker housing, home ownership for very low and low-income households, and downpayment assistance for first-time home buyers. Existing law also authorizes the issuance of bonds in specified amounts pursuant to the State General Obligation Bond Law and requires that proceeds from the sale of these bonds be used to finance various existing housing programs, capital outlay related to infill development, brownfield cleanup that promotes infill development, and housing-related parks.

This bill would enact the Affordable Housing Bond Act of 2018, which, if adopted, would authorize the issuance of bonds in the amount of \$3,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: L. DeLaney,
925-335-1097

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

By: , Deputy

cc:

of these bonds would be used to finance various existing housing programs, as well as infill infrastructure financing and affordable housing matching grant programs, as provided.

This bill would provide for submission of the bond act to the voters at the November 6, 2018, statewide general election in accordance with specified law.

This bill requires a 2/3 vote of the Legislature to be placed on the ballot.

No bill analysis has been prepared as yet. The text of the bill is included in Attachment A.

The Legislation Committee of the Board of Supervisors considered this bill at its Feb. 13, 2017 meeting and found it consistent with the Board's adopted Platform, policy #165, and voted unanimously to direct staff to place this on the Board's consent calendar for action. #165. SUPPORT efforts to increase the supply of affordable housing, including, but not limited to, state issuance of private activity bonds, affordable and low income housing bond measures, low-income housing tax credits and state infrastructure financing.

BACKGROUND: (CONT'D)

This position supports a number of goals in the County General Plan Housing Element.

CONSEQUENCE OF NEGATIVE ACTION:

Without a position on the bill, the County could not advocate on it.

ATTACHMENTS

Attachment A: SB 3 (Beall)

SENATE BILL**No. 3**

Introduced by Senator BeallDecember 5, 2016

An act to add Part 16 (commencing with Section 54000) to Division 31 of the Health and Safety Code, relating to housing, by providing the funds necessary therefor through an election for the issuance and sale of bonds of the State of California and for the handling and disposition of those funds, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 3, as introduced, Beall. Affordable Housing Bond Act of 2018.

Under existing law, there are programs providing assistance for, among other things, emergency housing, multifamily housing, farmworker housing, home ownership for very low and low-income households, and downpayment assistance for first-time home buyers. Existing law also authorizes the issuance of bonds in specified amounts pursuant to the State General Obligation Bond Law and requires that proceeds from the sale of these bonds be used to finance various existing housing programs, capital outlay related to infill development, brownfield cleanup that promotes infill development, and housing-related parks.

This bill would enact the Affordable Housing Bond Act of 2018, which, if adopted, would authorize the issuance of bonds in the amount of \$3,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds would be used to finance various existing housing programs, as well as infill infrastructure financing and affordable housing matching grant programs, as provided.

This bill would provide for submission of the bond act to the voters at the November 6, 2018, statewide general election in accordance with specified law.

This bill would declare that it is to take effect immediately as an urgency statute.

Vote: $\frac{2}{3}$. Appropriation: no. Fiscal committee: yes.

State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. The Legislature finds and declares all of the
2 following:

3 (a) California is experiencing an extreme housing shortage with
4 2.2 million extremely low income and very low income renter
5 households competing for only 664,000 affordable rental homes.
6 This leaves more than 1.54 million of California's lowest income
7 households without access to affordable housing.

8 (b) While homelessness across the United States is in an overall
9 decline, homelessness in California is rising. In 2015, California
10 had 115,738 homeless people, which accounted for 21 percent of
11 the nation's homeless population. This is an increase of 1.6 percent
12 from the prior year. California also had the highest rate of
13 unsheltered people, at 64 percent or 73,699 people; the largest
14 numbers of unaccompanied homeless children and youth, at 10,416
15 people or 28 percent of the national total; the largest number of
16 veterans experiencing homelessness, at 11,311 or 24 percent of
17 the national homeless veteran population; and the second largest
18 number of people in families with chronic patterns of homelessness,
19 at 22,582 or 11 percent of the state's homeless family population.

20 (c) California is home to 21 of the 30 most expensive rental
21 housing markets in the country, which has had a disproportionate
22 impact on the middle class and the working poor. California
23 requires the third highest wage in the country to afford housing,
24 behind Hawaii and Washington, D.C. The fair market rent, which
25 indicates the amount of money that a given property would require
26 if it were open for leasing, for a two-bedroom apartment is \$1,386.
27 To afford this level of rent and utilities, without paying more than
28 30 percent of income on housing, a household must earn an hourly
29 "housing wage" of \$26.65 per hour. This means that a person
30 earning minimum wage must work an average of three jobs to pay

1 the rent for a two-bedroom unit. In some areas of the state, these
2 numbers are even higher.

3 (d) Low-income families are forced to spend more and more of
4 their income on rent, which leaves little else for other basic
5 necessities. Many renters must postpone or forgo home ownership,
6 live in more crowded housing, commute further to work, or, in
7 some cases, choose to live and work elsewhere.

8 (e) California has seen a significant reduction of state funding
9 in recent years. The funds from Proposition 46 of 2002 and
10 Proposition 1C of 2006, totaling nearly \$5 billion for a variety of
11 affordable housing programs, have been expended. Combined with
12 the loss of redevelopment funds, \$1.5 billion of annual state
13 investment dedicated to housing has been lost, leaving several
14 critical housing programs unfunded.

15 (f) High housing costs and the shortage of housing stock in
16 California directly affect the future health of California's economy
17 and, given the staggering numbers indicated above, bold action is
18 necessary. Investment in existing and successful housing programs
19 to expand the state's housing stock should benefit California's
20 homeless and low-income earners, as well as some of the state's
21 most vulnerable populations, including foster and at-risk youth,
22 persons with developmental and physical disabilities, farmworkers,
23 the elderly, single parents with children, and survivors of domestic
24 violence. Investments should also be made in housing for Medi-Cal
25 recipients served through a county's Section 1115 Waiver Whole
26 Person Care Pilot program and family day care providers.

27 (g) Investment in housing creates jobs and provides local
28 benefits. The estimated one-year impacts of building 100 rental
29 apartments in a typical local area include \$11.7 million in local
30 income, \$2.2 million in taxes and other revenue for local
31 governments, and 161 local jobs or 1.62 jobs per apartment. The
32 additional annually recurring impacts of building 100 rental
33 apartments in a typical local area include \$2.6 million in local
34 income, \$503,000 in taxes and other revenue for local governments,
35 and 44 local jobs or .44 jobs per apartment.

36 SEC. 2. Part 16 (commencing with Section 54000) is added to
37 Division 31 of the Health and Safety Code, to read:

1 PART 16. AFFORDABLE HOUSING BOND ACT OF 2018

2
3 CHAPTER 1. GENERAL PROVISIONS

4
5 54000. This part shall be known, and may be cited, as the
6 Affordable Housing Bond Act of 2018.

7 54002. As used in this part, the following terms have the
8 following meanings:

9 (a) "Board" means the Department of Housing and Community
10 Development for programs administered by the department, and
11 the California Housing Finance Agency for programs administered
12 by the agency.

13 (b) "Committee" means the Housing Finance Committee created
14 pursuant to Section 53524 and continued in existence pursuant to
15 Sections 53548 and 54014.

16 (c) "Fund" means the Affordable Housing Bond Act Trust Fund
17 of 2018 created pursuant to Section 54006.

18 54004. This part shall only become operative upon adoption
19 by the voters at the November 6, 2018, statewide general election.

20
21 CHAPTER 2. AFFORDABLE HOUSING BOND ACT TRUST FUND
22 OF 2018 AND PROGRAM

23
24 54006. The Affordable Housing Bond Act Trust Fund of 2018
25 is hereby created within the State Treasury. It is the intent of the
26 Legislature that the proceeds of bonds deposited in the fund shall
27 be used to fund the housing-related programs described in this
28 chapter. The proceeds of bonds issued and sold pursuant to this
29 part for the purposes specified in this chapter shall be allocated in
30 the following manner:

31 (a) One billion five hundred million dollars (\$1,500,000,000)
32 to be deposited in the Multifamily Housing Account, which is
33 hereby created in the fund. Upon appropriation by the Legislature,
34 the moneys in the account may be appropriated for the Multifamily
35 Housing Program authorized by Chapter 6.7 (commencing with
36 Section 50675) of Part 2, to be expended to assist in the new
37 construction, rehabilitation, and preservation of permanent and
38 transitional rental housing for persons with incomes of up to 60
39 percent of the area median income (AMI).

1 (b) Six hundred million dollars (\$600,000,000) to be deposited
2 in the Transit-Oriented Development and Infill Infrastructure
3 Account, which is hereby created within the fund. The moneys in
4 the account shall be used for the following purposes:

5 (1) Two hundred million dollars (\$200,000,000) to be deposited
6 into the Transit-Oriented Development Implementation Fund,
7 established pursuant to Section 53561, for expenditure, upon
8 appropriation by the Legislature, pursuant to the Transit-Oriented
9 Development Implementation Program authorized by Part 13
10 (commencing with Section 53560) to provide local assistance to
11 cities, counties, cities and counties, transit agencies, and developers
12 for the purpose of developing or facilitating the development of
13 higher density uses within close proximity to transit stations that
14 will increase public transit ridership. These funds may also be
15 expended for any authorized purpose of this program.

16 (2) Three hundred million dollars (\$300,000,000) to be deposited
17 in the Infill Infrastructure Financing Account, which is hereby
18 created within the fund. Moneys in the account shall be available,
19 upon appropriation by the Legislature, pursuant to the Infill
20 Incentive Grant Program of 2007 established by Section 53545.13
21 for infill incentive grants to assist in the new construction and
22 rehabilitation of infrastructure that supports high-density affordable
23 and mixed-income housing in locations designated as infill,
24 including, but not limited to, any of the following:

25 (A) Park creation, development, or rehabilitation to encourage
26 infill development.

27 (B) Water, sewer, or other public infrastructure costs associated
28 with infill development.

29 (C) Transportation improvements related to infill development
30 projects.

31 (D) Traffic mitigation.

32 These funds may also be expended for any authorized purpose
33 of this program.

34 (3) One hundred million dollars (\$100,000,000) to be deposited
35 into the Building Equity and Growth in Neighborhoods (BEGIN)
36 Program Fund, established pursuant to Section 50860, for
37 expenditure, upon appropriation by the Legislature, pursuant to
38 the BEGIN Program authorized by Chapter 14.5 (commencing
39 with Section 50860) of Part 2 to make grants to qualifying cities,
40 counties, or cities and counties that shall be used for downpayment

1 assistance to qualifying first-time home buyers or low- and
2 moderate-income buyers purchasing newly constructed homes in
3 a BEGIN project. These funds may also be expended for any
4 authorized purpose of this program.

5 (c) Six hundred million dollars (\$600,000,000) to be deposited
6 in the Special Populations Housing Account, which is hereby
7 created within the fund. The moneys in the account shall be used
8 for the following purposes:

9 (1) Three hundred million dollars (\$300,000,000) to be deposited
10 in the Joe Serna, Jr. Farmworker Housing Grant Fund, established
11 pursuant to Section 50517.5, for expenditure, upon appropriation
12 by the Legislature, to fund grants or loans, or both, for local public
13 entities, nonprofit corporations, limited liability companies, and
14 limited partnerships, for the construction or rehabilitation of
15 housing for agricultural employees and their families or for the
16 acquisition of manufactured housing as part of a program to address
17 and remedy the impacts of current and potential displacement of
18 farmworker families from existing labor camps, mobilehome parks,
19 or other housing. These funds may also be expended for any
20 authorized purpose of this program.

21 (2) Three hundred million dollars (\$300,000,000) to be deposited
22 in the Local Housing Trust Matching Grant Program Account,
23 which is hereby created within the fund. Moneys in the account
24 shall be available, upon appropriation by the Legislature, pursuant
25 to the Local Housing Trust Fund Matching Grant Program
26 established by Section 50842.2 to fund competitive grants or loans
27 to local housing trust funds that develop, own, lend, or invest in
28 affordable housing and used to create pilot programs to demonstrate
29 innovative, cost-saving approaches to creating or preserving
30 affordable housing. Local housing trust funds shall be derived on
31 an ongoing basis from private contribution or governmental sources
32 that are not otherwise restricted in use for housing programs. These
33 funds may also be expended for any authorized purpose of this
34 program.

35 (d) Three hundred million dollars (\$300,000,000) to be deposited
36 in the Home Ownership Development Account, which is hereby
37 created within the fund. The moneys in the account shall be, upon
38 appropriation by the Legislature, available for the CalHome
39 Program authorized by Chapter 6 (commencing with Section
40 50650) of Part 2, to provide direct, forgivable loans to assist

1 development projects involving multiple home ownership units,
2 including single-family subdivisions, for self-help mortgage
3 assistance programs, and for manufactured homes. These funds
4 may also be expended for any authorized purpose of this program.

5 54008. (a) The Legislature may, from time to time, amend
6 any law related to programs to which funds are, or have been,
7 allocated pursuant to this chapter for the purposes of improving
8 the efficiency and effectiveness of those programs or to further
9 the goals of those programs.

10 (b) The Legislature may amend this chapter to reallocate the
11 proceeds of bonds issued and sold pursuant to this part among the
12 programs to which funds are to be allocated pursuant to this chapter
13 as necessary to effectively promote the development of affordable
14 housing in this state.

15

16

CHAPTER 3. FISCAL PROVISIONS

17

18 54010. Bonds in the total amount of three billion dollars
19 (\$3,000,000,000), exclusive of refunding bonds issued pursuant
20 to Section 54026, or so much thereof as is necessary as determined
21 by the committee, are hereby authorized to be issued and sold for
22 carrying out the purposes expressed in this part and to reimburse
23 the General Obligation Bond Expense Revolving Fund pursuant
24 to Section 16724.5 of the Government Code. All bonds herein
25 authorized which have been duly issued, sold, and delivered as
26 provided herein shall constitute valid and binding general
27 obligations of the state, and the full faith and credit of the state is
28 hereby pledged for the punctual payment of both principal of and
29 interest on those bonds when due.

30 54012. The bonds authorized by this part shall be prepared,
31 executed, issued, sold, paid, and redeemed as provided in the State
32 General Obligation Bond Law (Chapter 4 (commencing with
33 Section 16720) of Part 3 of Division 4 of Title 2 of the Government
34 Code), except subdivisions (a) and (b) of Section 16727 of the
35 Government Code to the extent that those provisions are
36 inconsistent with this part, and all of the provisions of that law as
37 amended from time to time apply to the bonds and to this part,
38 except as provided in Section 54028, and are hereby incorporated
39 in this part as though set forth in full in this part.

1 54014. (a) Solely for the purpose of authorizing the issuance
2 and sale, pursuant to the State General Obligation Bond Law, of
3 the bonds authorized by this part, the committee is continued in
4 existence. For the purposes of this part, the Housing Finance
5 Committee is “the committee” as that term is used in the State
6 General Obligation Bond Law.

7 (b) The committee may adopt guidelines establishing
8 requirements for administration of its financing programs to the
9 extent necessary to protect the validity of, and tax exemption for,
10 interest on the bonds. The guidelines shall not constitute rules,
11 regulations, orders, or standards of general application and are not
12 subject to Chapter 3.5 (commencing with Section 11340) of Part
13 1 of Division 3 of Title 2 of the Government Code.

14 (c) For the purposes of the State General Obligation Bond Law,
15 the Department of Housing and Community Development is
16 designated the “board” for programs administered by the
17 department, and the California Housing Finance Agency is the
18 “board” for programs administered by the agency.

19 54016. Upon request of the board stating that funds are needed
20 for purposes of this part, the committee shall determine whether
21 or not it is necessary or desirable to issue bonds authorized pursuant
22 to this part in order to carry out the actions specified in Section
23 54006, and, if so, the amount of bonds to be issued and sold.
24 Successive issues of bonds may be authorized and sold to carry
25 out those actions progressively, and are not required to be sold at
26 any one time. Bonds may bear interest subject to federal income
27 tax.

28 54018. There shall be collected annually, in the same manner
29 and at the same time as other state revenue is collected, a sum of
30 money in addition to the ordinary revenues of the state, sufficient
31 to pay the principal of, and interest on, the bonds each year. It is
32 the duty of all officers charged by law with any duty in regard to
33 the collections of state revenues to do or perform each and every
34 act which is necessary to collect that additional sum.

35 54020. Notwithstanding Section 13340 of the Government
36 Code, there is hereby appropriated from the General Fund in the
37 State Treasury, for the purposes of this part, an amount that will
38 equal the total of both of the following:

1 (a) The sum annually necessary to pay the principal of, and
2 interest on, bonds issued and sold pursuant to this part, as the
3 principal and interest become due and payable.

4 (b) The sum which is necessary to carry out Section 54024,
5 appropriated without regard to fiscal years.

6 54022. The board may request the Pooled Money Investment
7 Board to make a loan from the Pooled Money Investment Account,
8 in accordance with Section 16312 of the Government Code, for
9 purposes of this part. The amount of the request shall not exceed
10 the amount of the unsold bonds that the committee has, by
11 resolution, authorized to be sold, excluding any refunding bonds
12 authorized pursuant to Section 54026, for purposes of this part,
13 less any amount withdrawn pursuant to Section 54024. The board
14 shall execute any documents as required by the Pooled Money
15 Investment Board to obtain and repay the loan. Any amount loaned
16 shall be deposited in the fund to be allocated in accordance with
17 this part.

18 54024. For purposes of carrying out this part, the Director of
19 Finance may, by executive order, authorize the withdrawal from
20 the General Fund of any amount or amounts not to exceed the
21 amount of the unsold bonds that the committee has, by resolution,
22 authorized to be sold, excluding any refunding bonds authorized
23 pursuant to Section 54026, for purposes of this part, less any
24 amount withdrawn pursuant to Section 54022. Any amounts
25 withdrawn shall be deposited in the fund to be allocated in
26 accordance with this part. Any moneys made available under this
27 section shall be returned to the General Fund, plus the interest that
28 the amounts would have earned in the Pooled Money Investment
29 Account, from moneys received from the sale of bonds which
30 would otherwise be deposited in that fund.

31 54026. The bonds may be refunded in accordance with Article
32 6 (commencing with Section 16780) of Chapter 4 of Part 3 of
33 Division 4 of Title 2 of the Government Code. Approval by the
34 electors of this act shall constitute approval of any refunding bonds
35 issued to refund bonds issued pursuant to this part, including any
36 prior issued refunding bonds. Any bond refunded with the proceeds
37 of a refunding bond as authorized by this section may be legally
38 defeased to the extent permitted by law in the manner and to the
39 extent set forth in the resolution, as amended from time to time,
40 authorizing that refunded bond.

1 54028. Notwithstanding any provisions in the State General
2 Obligation Bond Law, the maturity date of any bonds authorized
3 by this part shall not be later than 35 years from the date of each
4 such bond. The maturity of each series shall be calculated from
5 the date of each series.

6 54030. The Legislature hereby finds and declares that,
7 inasmuch as the proceeds from the sale of bonds authorized by
8 this part are not “proceeds of taxes” as that term is used in Article
9 XIII B of the California Constitution, the disbursement of these
10 proceeds is not subject to the limitations imposed by that article.

11 54032. Notwithstanding any provision of the State General
12 Obligation Bond Law with regard to the proceeds from the sale of
13 bonds authorized by this part that are subject to investment under
14 Article 4 (commencing with Section 16470) of Chapter 3 of Part
15 2 of Division 4 of Title 2 of the Government Code, the Treasurer
16 may maintain a separate account for investment earnings, may
17 order the payment of those earnings to comply with any rebate
18 requirement applicable under federal law, and may otherwise direct
19 the use and investment of those proceeds so as to maintain the
20 tax-exempt status of tax-exempt bonds and to obtain any other
21 advantage under federal law on behalf of the funds of this state.

22 54034. All moneys derived from premiums and accrued interest
23 on bonds sold pursuant to this part shall be transferred to the
24 General Fund as a credit to expenditures for bond interest;
25 provided, however, that amounts derived from premiums may be
26 reserved and used to pay the costs of issuance of the related bonds
27 prior to transfer to the General Fund.

28 SEC. 3. Section 2 of this act shall become operative upon the
29 adoption by the voters of the Affordable Housing Bond Act of
30 2018.

31 SEC. 4. Section 2 of this act shall be submitted by the Secretary
32 of State to the voters at the November 6, 2018, statewide general
33 election.

34 SEC. 5. This act is an urgency statute necessary for the
35 immediate preservation of the public peace, health, or safety within
36 the meaning of Article IV of the Constitution and shall go into
37 immediate effect. The facts constituting the necessity are:

11

- 1 In order to maximize the time available for the analysis and
- 2 preparation of the bond act proposed by Section 2 of this act, it is
- 3 necessary that this act take effect immediately.

O



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Decertification Election Results (Probation Peace Officers Association)

RECOMMENDATION(S):

ACKNOWLEDGE the results of the decertification election of the Probation Unit and Probation Supervisors Unit to be represented by the Deputy Sheriffs Association and no longer be represented by the Probation Peace Officers Association, as recommended by the Employee Relations Officer.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

In October 2016, employees represented by the Probation and Probation Supervisors Units submitted a decertification petition to the Labor Relations Department requesting to decertify from the Probation Peace Officers Association. Signatures were verified and the Labor Relations Department requested California State Mediation and Conciliation Service (SMCS) to serve as a neutral party to conduct the election in accordance with Sections 34-12.012(c) and 34-12.018 of the Employer-Employee Relations Resolution (EERR).

On February 22, 2017, an election vote count was conducted by SMCS to determine which organization would represent the Probation and Probation Supervisors Units.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Lisa Driscoll, County Finance
Director 925-335-10123

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Robert Campbell, County Auditor-Controller

BACKGROUND: (CONT'D)

>

The following are the results of the election:

Probation Unit

Deputy Sheriffs Association: 144 votes

Probation Peace Officers Association: 5 votes

No Organization: 1 vote

Total Ballots Cast: 150

Total Eligible Employees in the Probation Peace Officers Association - Probation Unit: 219

Probation Supervisors Unit

Deputy Sheriffs Association: 21 votes

Probation Peace Officers Association: 0 votes

No Organization: 0 votes

Total Ballots Cast: 21

Total Eligible Employees in the Probation Peace Officers Association - Supervisors Unit: 24

SMCS certified the election results. More than fifty percent (50%) of eligible employees in the Probation Unit and the Probation Supervisors Unit cast ballots in the election and a majority of the votes cast selected to be represented by the Deputy Sheriffs Association.

Management will meet and confer with the Deputy Sheriffs Association on a contract for the Probation Unit and the Probation Supervisors Unit.

CONSEQUENCE OF NEGATIVE ACTION:

The election results will not be formally acknowledged.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Personnel Resolution No. 22031 to Reestablish the classification of CCHP Medical Director-Exempt

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22031 to reestablish the classification of CCHP Medical Director-Exempt (VPD4) (unrepresented) at salary plan and grade B85 2643 (\$15,857.73).

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On November 1, 2016, the Board of Supervisors adopted Position Adjustment Resolution No. 21979, which among other things eliminated the classification of CCHP Medical Director-Exempt (VPD4). Elimination of the exempt classification was made in error and the department wishes to reestablish the classification effective December 1, 2016.

CONSEQUENCE OF NEGATIVE ACTION:

The classification was eliminated in error. If this action is not approved employees currently in the classification will need to be reclassified.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Dianne Dinsmore, Human
Resources Director 335-1766

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Robert Campbell, County Auditor-Controller

ATTACHMENTS

P300 22031

POSITION ADJUSTMENT REQUEST

NO. 22031
DATE 2/24/2017

Department Health Services Department No./
Budget Unit No. 0860 Org No. 0860 Agency No. 18
Action Requested: Restablish the classification of (VPD4) at salary plan and grade B85 2643 (\$15,857.73).

Proposed Effective Date: 12/1/2016

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 \$0.00 Total Net County Cost \$0.00
this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CCHP Enterprise Fund

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

William Walker

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

2/24/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/27/2017

Restablish the classification of (VPD4) at salary plan and grade B85 2643 (\$15,857.73).

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

Effective: Day following Board Action.

12/1/16 (Date)

Dianne Dinsmore

2/27/17

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/27/17

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: _____

Lisa Driscoll

(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 2/17/2017

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: March 7, 2017

Subject: Increase hours of Senior Health Education Specialist -Project position in the Health Services Department

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22032 to increase the hours of Senior Health Education Specialist – Project (VMW5) position #9464 from 32/40 to 40/40 at salary level TC5 - 1543 (\$5,334 - \$6,483) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$26,827, which includes estimated pension costs of \$5,524. The cost will be entirely offset with budgeted Community Wellness & Prevention Program’s Tobacco Grant funds. (100% Third Party revenues)

BACKGROUND:

The Health Services Department is requesting to increase the hours of Senior Health Education Specialist - Project position #9464 from 32/40 to 40/40. This position resides in the Public Health Division’s Community Wellness & Prevention Program’s Tobacco Health Education, which is experiencing an increase in request for services along with an extension

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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: March 7, 2017

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and increase of grant funding through 2021. In addition historically the department has found it difficult to fill this assignment's part time position and full time positions provide increased consistency with working with the consumers of the Community Wellness & Prevention population. The Department has determined a full time Senior Health Education Specialist - Project is more appropriate than a part time Senior Health Education Specialist - Project and the employee is in agreement with this proposed hour increase.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Public Health Division's Community Wellness & Prevention Program of the Health Services Department will not have adequate staffing to meet the demand and volume of client care for those we serve.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22032 HSD

POSITION ADJUSTMENT REQUEST

NO. 22032
DATE 2/2/2017

Department HEALTH SERVICES Department No./
Budget Unit No. 0450 Org No. 5776 Agency No. A18
Action Requested: Increase the hours of one permanent Senior Health Education Specialist - Project (VMW5) position #9464 from 32/40 to permanent full-time 40/40 in the Health Services - Behavioral Health Division.

Proposed Effective Date: 3/8/2017

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 \$26,827.49 Net County Cost \$0.00
Total this FY \$11,178.12 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Third Party Funding

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

2/28/2017

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

2/28/2017

- 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 3/1/2017

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: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: Add one Health & Human Services Research Evaluation Manager and cancel one Social Services Program Assistant position in EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22015 to add one (1) Health and Human Services Research and Evaluation Manager (VQHA) (unrepresented) position at Salary Plan and Grade B85 1874 (\$7,405-\$9,001) and cancel one (1) vacant Social Services Program Assistant (X0SA) (represented) position #6316 at Salary Plan and Grade 255 1384 (\$4,601-\$5,592) in Employment and Human Services Department, Policy and Planning Division.

FISCAL IMPACT:

Approval of this action will result in an annual increase cost of \$59,518 personnel expense and \$20,831 annual pension expense. Cost will be partially offset by the cancellation of one vacant Social Service Program Assistant position. Annual cost will be funded by 42% Federal revenue, 48% State revenue, and 10% County cost.

BACKGROUND:

Employment and Human Services Department (EHSD) is requesting to add a Health and Human Services Research and Evaluation Manager to conduct department-wide research, analysis and program evaluation. EHSD currently does not have a designated position with the expertise in research and rigorous statistical analysis to evaluate

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Holly Trieu (925)
313-1560

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

By: , Deputy

cc: Holly Trieu

BACKGROUND: (CONT'D)

department activities and programs.

The Health and Human Services Research and Evaluation Manager will be responsible for analysis, research and evaluation of complex statistical data related to EHSD's operations to ensure compliance with critical state and federal funding sources and regulations. Responsibilities will include planning and directing research, evaluation of County-wide or area specific social and/or community service programs, analyze trends, develop and document performance outcomes and measures defined by state and federal agencies, grants and other projects. The position will collaborate with the department's Bureaus, other County departments, community partners, federal government or their appointed representatives, state, private, and other evaluation entities in determining methodology for research and evaluation.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have the appropriate personnel to meet the ongoing demands for statistical analysis, research, evaluation and planning required to adequately ensure compliance with funding sources, maximize revenue, assess impact and effectiveness of operations, and remain responsive to the needs of the community.

CHILDREN'S IMPACT STATEMENT:

None

ATTACHMENTS

P300 No. 22015 EHSD

POSITION ADJUSTMENT REQUEST

NO. 22015
DATE 12/12/2016

Department Employment and Human Services Department No./
Budget Unit No. 0501 Org No. 5101 Agency No. A19

Action Requested: Cancel one Social Services Program Assistant (XOSA) (position #6316) and add one Health and Human Services Research & Evaluation Manager (VQHA) in the Policy and Planning Division of EHSD (AR40464)

Proposed Effective Date: 2/1/2017

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 \$59,518.00 Net County Cost \$5,951.80
Total this FY \$29,759.00 N.C.C. this FY \$2,975.90

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 42% Federal, 48% State, 10% County

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

Holly Trieu 3-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

1/5/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/1/2017

Add one Health and Human Services Research & Evaluation Manager (VQHA) (unrepresented) position at Salary Plan and Grade B85 1874 (\$7405-\$9001) and cancel one vacant Social Services Program Assistant (XOSA) (represented) position #6316 at Salary Plan and Grade 255 1384 (\$4601-\$5592) in the Policy and Planning Division of the Employment and Human Services Department.

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

Effective: Day following Board Action.

_____(Date)

OPARRA

2/1/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/28/2017

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 3/1/2017

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: Melinda Cervantes, County Librarian
Date: March 7, 2017

Subject: Reclassify Information Systems Programmer/Analyst III Position to Information Systems Project Manager Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22009 to reclassify position No. 6065 and its incumbent from Information Systems Programmer/Analyst III (LPTB) (represented) at salary plan and grade ZA5-1694 (\$-6,194-\$7,529) to Information Systems Project Manager (LPNA) (represented) at salary plan and grade ZA5-1884 (\$7,476--\$10,019) in the Library Department.

FISCAL IMPACT:

Upon approval this action will result in an annual cost to the Library Fund of approximately \$11,441.00. No fiscal impact to the County General Fund. This position is funded in the Library budget.

BACKGROUND:

The incumbent's job responsibilities have increased over the years. As lead of the Library's Automation work-group, the incumbent provides supervisory direction for a technical staff of seven (7), oversees the Library computer programming and large systems support resources and conducts systems analysis and development activities. This work is important as the incumbent administers unique software, hardware, network and virtual needs specific to the Library as well as develops and monitors project budgets.

The position is currently an IFPTE, Local 21 Supervisory Management position, and upon approval, will remain an IFPTE, Local 21 Supervisory Management position.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Michelle McCauley,
(925) 608-7702

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

By: , Deputy

cc: Michelle McCauley

CONSEQUENCE OF NEGATIVE ACTION:

Failure to reclassify the Information Systems Programmer/Analyst III position to an Information Systems Project Manager position will result in the position being inappropriately classified for the level of work being performed.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 22009 Reclass ISPA III to Info Sys Project Mgr in Library

POSITION ADJUSTMENT REQUEST

NO. 22009
DATE 12/30/2016

Department County Library Department No./
Budget Unit No. 0620 Org No. 3714 Agency No. 85
Action Requested: Reclassify position #6065 and incumbent from Information Systems Programmer/Analyst III (LPTB) to Information Systems Project Manager (LPNA)

Proposed Effective Date: 1/1/2017

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 \$11,441.00 Net County Cost \$0.00
Total this FY \$5,720.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Melinda S. Cervantes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

12/30/16

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/4/2017

To reclassify position No. 6065 and its incumbent from Information Systems Programmer/Analyst III (LPTB) (represented) at salary plan and grade ZA5-1694 (\$6,194 - \$7,529) to Information Systems Project Manager (LPNA) (represented) at salary plan and grade ZA5-1884 (\$7,476 - \$10,019) in Library Administration effective on the Board action date.

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

Effective: Day following Board Action.
 _____(Date)

Eldreai Ellis

1/4/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/21/2017

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

/s/ Julie DiMaggio Enea

(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:

Reclassify position #6065 and incumbent from Information Systems Programmer/Analyst III (LPTB) to Information Systems Program Manager (LPNA)

REQUEST FOR PROJECT POSITIONS

Department _____

Date 2/21/2017

No. xxxxx

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: March 7, 2017

Subject: Add one permanent full-time Clerk - Senior Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22033 to add one permanent full-time Clerk – Senior Level (JWXC) at salary level 3RX-1033 (\$3,210 - \$4,100) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this will result in an annual cost of approximately \$85,467, which includes estimated pension costs of \$17,468. The cost will be entirely offset with budgeted Mental Health Services Act funds.

BACKGROUND:

The Health Services Department is requesting to add one full time Clerk – Senior Level to assist with the collection of data for evaluation in the Behavioral Health Division’s Mental Health Services Act Program. Without the addition of this position Behavioral Health Division’s Administration will not be able to provide the administrative support and data needed to adequately administer the Mental Health Services Act Program and provide services to its participants. The Department has determined one full time Clerk – Senior Level would be the most appropriate solution to address this growing need.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Melissa Carofanello -
925-957-5248

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not have the appropriate level of administrative staffing for its Behavioral Health Division's Mental Health Services Act Program.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22033 HSD

POSITION ADJUSTMENT REQUEST

NO. 22033
DATE 2/2/2017

Department HEALTH SERVICES Department No./
Budget Unit No. 0467 Org No. 5764 Agency No. A18
Action Requested: Add one permanent full time Clerk - Senior Level (JWXC) position in the Health Services - Behavioral Health Division.

Proposed Effective Date: 3/8/2017

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 \$85,467.00 Net County Cost \$0.00
Total this FY \$35,611.25 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Mental Health Services Act

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

2/28/2017

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

2/28/2017

- 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 3/1/2017

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: March 7, 2017

Subject: Add one permanent full-time Clerk - Experienced Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22034 to add one (1) Clerk – Experienced level (JWXB) position at salary plan and grade level 3RH - 0750 (\$2,906 - \$3,605) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there will be an annual cost of approximately \$76,734, which includes estimated pension costs of \$31,972. The cost will be entirely offset with budgeted Mental Health Services Act funds.

BACKGROUND:

The Health Services Department is requesting to add one permanent full-time Clerk – Experienced Level position assigned to the Behavioral Health Division’s Older Adult Mental Health Program. The primary responsibility will include answering phones, filing mental health medical files, assisting with the increasing documentation required for Mental Health Services Act funding and clerical support to program managers, clinicians and senior peer counselors.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Melissa Carofanello -
925-957-5248

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Department has determined one full time Clerk – Experienced Level would be the most appropriate classification to address this growing need.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not have the appropriate level of staffing for its Behavioral Health Division's Older Adult Mental Health Program.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22034 HSD

POSITION ADJUSTMENT REQUEST

NO. 22034
DATE 2/2/2017

Department HEALTH SERVICES

Department No./
Budget Unit No. 0467 Org No. 5735 Agency No. A18

Action Requested: Add one permanent full time Clerk - Experienced Level (JWXB) position in the Health Services Department - Behavioral Health Division.

Proposed Effective Date: 3/8/2017

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 \$76,733.61 Net County Cost \$0.00
Total this FY \$31,972.34 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Mental Health Services Act

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

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 2/28/2017

- 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:

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

Adjustment is APPROVED DISAPPROVED

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 3/1/2017

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: March 7, 2017

Subject: Add four Health Services Planner/Evaluator-Level A and two Clerk-Specialist positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22035 to add four (4) Health Services Planner/Evaluator - Level A (VCXC) positions at salary plan and grade level ZB2 1099 (\$3,540 - \$5,127) and two (2) Clerk-Specialist Level (JWXD) positions at salary plan and grade level 3RX 1156 (\$3,627 - \$4,632) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$614,826, which includes estimated pension costs of \$126,839. This cost will be 100% offset by the Whole Person Care Program grant funds.

BACKGROUND:

Contra Costa Health Services received funding for a Whole Person Care (WPC) Program from the California Department of Health Care Services (DHCS). The program provides coordination of services through a three-pronged approach: 1) Integrated and Coordinated Data Systems, 2) Enhanced and Coordinated Case Management, and 3) a Sobering Center to improve the health and well-being of a vulnerable population. It targets Medi-Cal patients who are high risk and high utilizers of high acuity medical services.

The WPC program requires a robust staffing to meet the deliverables set forth by DHCS. The Health Services

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Jo-Anne Linares, (925)
957-5240

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Planner/Evaluator positions will perform program planning and evaluation to assist in identifying delivery problems and conducting of needs assessments studies in addition to research and evaluative studies of the effectiveness of the WPC program. The Clerk-Specialist positions will perform administrative support functions.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Health Services will not have the appropriate staff for the WPC program and risk losing \$20 million annual funds from DHCS.

ATTACHMENTS

P300 No. 22035 HSD

POSITION ADJUSTMENT REQUEST

NO. 22035
DATE 2/13/2017

Department Health Services Department No./
Budget Unit No. 0450 Org No. 6377 Agency No. A18
Action Requested: Add four (4) full-time Health Services Planner/Evaluator-Level A (VCXC) positions and two (2) full-time Clerk-Specialist Level (JWXD) positions in the Health Services Department.

Proposed Effective Date: 3/8/2017

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 \$614,826.18 Net County Cost _____

Total this FY \$204,942.06 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Whole Person Care Act 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

2/28/2017

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

2/28/2017

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 3/1/2017

No. xxxxxx

1. Project Positions Requested:

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3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

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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 Twa, County Administrator
Date: March 7, 2017

Subject: Resolution No. 2017/80 Adjusting the Salary Step Placement for a Certain DA Senior Inspector in the District Attorney's Office

RECOMMENDATION(S):

ADOPT Resolution No. 2017/80 to grant an exemption to Contra Costa County Salary Regulations Section 4.1, and adjust the salary step placement of the incumbent (employee 52040) in the classification of DA Senior Inspector (6KVA) in the District Attorney's Office, position number 16722, from step seven to step eight of salary range XJX 1970 (\$7,232.76 - \$10,012.50) effective January 1, 2017, as requested by the District Attorney and recommended by the County Administrator.

FISCAL IMPACT:

Upon approval, this action will result in an increased annual cost of approximately \$5,650 including additional pension costs of approximately \$2,660. Funding for this increase is 100% general Fund.

BACKGROUND:

On January 1, 2017, the incumbent was promoted to a position in the classification of DA Senior Inspector and the department made the recommendation to the County Administrator's Office to approve and recommend to the Board of Supervisors' approval to grant an exemption to the County's Salary Regulations to allow the incumbent to be placed

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Haj Nahal, Assistant Auditor-Controller

BACKGROUND: (CONT'D)

>

at step eight of the classification's salary range. The employee has been a county employee since 1994, and a long time sergeant with the Office of the Sheriff. For the past two years the employee has been assigned as a Senior Inspector with the DA's Office pursuant to a contract between the Sheriff and the District Attorney, which assigns one Sheriff's Sergeant to the DA's Office. The sergeant's salary and benefit costs are paid by the District Attorney's Office. Although total compensation for the classifications of Sergeant and DA Senior Inspector are very similar, the base salary and eligible differentials are different. The recommendation is made so that the incumbent does not experience a reduction in pay.

CONSEQUENCE OF NEGATIVE ACTION:

If the recommended action is not approved, the Department will not be able to appropriately compensate the incumbent.

ATTACHMENTS

Resolution No. 2017/80

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

Adopted this Resolution on 03/07/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/80

In The Matter Of: Adjusting the Salary Step Placement for a Certain DA Senior Inspector in the District Attorney's Office

WHEREAS, the County Salary Regulations, adopted in 1983, do not allow for promotional salary increases above five percent, or, the next highest salary step in the classified salary range without benefit of a resolution; and

WHEREAS, the placement of the DA Senior Inspector indicated below does not take into consideration his previous salary and incentives in the position of Sergeant in the Sheriff-Coroner's Department; and

WHEREAS, the County Administrator's Office approves of this specific request to grant an exemption to the Salary-On Promotion regulation for the recently appointed incumbent of the DA Senior Inspector position;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors acting in its capacity as governing board of the County of Contra Costa does hereby grant an exemption to section 4.1 (Salary-On Promotion) of the County's Salary Regulations, so that the incumbent of position number 16722 (employee #52040) shall be moved from step 7 to step 8 of the salary range for the DA Senior Inspector classification, effective January 1, 2017.

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: Lisa Driscoll, County Finance Director
925-335-1023

ATTESTED: March 7, 2017

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Haj Nahal, Assistant Auditor-Controller



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: Execute a Lease with RIO Properties I, LLC for space at 2400 Bisso Lane, Concord, CA 94520 – Health Services Department

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with RIO Properties I, LLC, for 13,605 square feet of rentable office space for two divisions of the Health Services Department: Health, Housing and Homeless, and Behavioral Health, at 2400 Bisso Lane Suites D1 and D2, in Concord, at an initial annual rent of \$236,727 for the first year with an annual increase thereafter, for a term of ten years, with one ten-year renewal option, under the terms and conditions set forth in the lease.

FISCAL IMPACT:

100% General Funds

BACKGROUND:

Health Services Department (HSD) has largely maximized the utilization of all the buildings and spaces it currently occupies. HSD needs additional office space for its new divisions, Health, Housing and Homeless, and Behavioral Health in Central County. The new lease on Bisso Lane will provide adequate space for future

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: David Silva, (925) 313-2132

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

growth of these functions. This lease will also consolidate staff from multiple locations into an adequately sized central facility. RIO Properties (Lessor) is responsible for constructing the tenant improvements in the premises for the County. Lessor is also providing the County with a \$15 per-square-foot allowance for tenant improvements. The County is responsible for the cost of tenant improvements in excess of that amount.

CONSEQUENCE OF NEGATIVE ACTION:

If this lease is not approved, the Health Services Department will continue to operate from multiple locations, will not be able to hire staff to support the growth funded by the grants, and the County will incur additional expenses in finding a new location.

ATTACHMENTS

Lease 2400 Bisso Ln., Ste D, Concord - HSD

COPY

LEASE

Health Services Department
2400 Bisso Lane, Suite D,
Concord, California

This lease is dated FEB. 6, 2017 and is between RIO Properties I, LLC, a California limited liability company (“**Lessor**”) and the County of Contra Costa, a political subdivision of the State of California (“**County**”).

Recitals

- A. Lessor is the owner of that certain premises located at 2400 Bisso Lane, Concord, California, as more particularly described in Exhibit A – Legal Description (the “**Property**”). The Property is improved with an office building (the “**Building**”).
- B. Lessor desires to lease to County and County desires to lease from Lessor a portion of the Building consisting of approximately 6,809 square feet of floor space known as Suite D1, and 6,796 square feet of floor space known as suite D2, together totaling approximately 13,605 square feet of floor space (the “**Premises**”) as described in Exhibit B - Premises, along with the non-exclusive use of 54 parking stalls.
- C. Simultaneous with the execution of this lease, Lessor and County are entering into a work letter that sets forth how tenant improvements in the Premises are to be constructed, who will undertake the construction of the tenant improvements, who will pay for the construction of the tenant improvements, and the time schedule for completion of the construction of the tenant improvements (the “**Work Letter**”). The Work Letter is part of this lease.

The parties therefore agree as follows:

Agreement

- 1. Lease of Premises. In consideration of the rents and subject to the terms herein set forth, Lessor hereby leases to County and County hereby leases from Lessor, the Premises.
- 2. Term. The “**Term**” of this lease is comprised of an Initial Term and, at County’s election, Renewal Terms, each as defined below.
 - a. Initial Term. The “**Initial Term**” is ten years, commencing on the Commencement Date, as defined in the Work Letter.
 - b. Renewal Terms. County has one option to renew this lease for a term of ten years (“**Renewal Term**”) upon all the terms and conditions set forth herein.

- i. County will provide Lessor with written notice of its election to renew the Lease not more than twelve months and no less than nine months prior to the end of the Initial Term. However, if County fails to provide such notice, its right to renew the Lease will not expire until fifteen working days after County's receipt of Lessor's written demand that County exercise or forfeit the option to renew.
- ii. Upon the commencement of the Renewal Term, all references to the Term of this lease will be deemed to mean the Term as extended pursuant to this Section.
- iii. The County's right to renew this lease is personal to the County and may not be exercised by or assigned to any person or entity that is not governed by the Contra Costa County Board of Supervisors. The County may not exercise its right to renew this lease if, at the time the County exercises the renewal option, the County is in material default of this lease after the expiration of the applicable cure period.

3. Rent.

- a. Initial Term. County shall pay base rent ("**Base Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the first day of each month during the Initial Term and, if applicable, the Renewal Term, in the amounts set forth below:

<u>Months</u>	<u>Monthly Rent</u>
1 - 12	\$19,727.25
13 - 24	\$20,271.45
25 - 36	\$20,951.70
37 - 48	\$21,495.90
49 - 60	\$22,176.15
61 - 72	\$22,856.40
73 - 84	\$23,536.65
85 - 96	\$24,216.90
97 - 108	\$25,033.20
109 - 120	\$25,713.45

- b. Renewal Term. During the Renewal Term, County shall pay Base Rent in an amount equal to the then-current fair market rental value of the property (the "FMV"). As soon as practicable following delivery of the County's renewal notice, County and Lessor shall meet and endeavor in good faith to agree on the FMV. If County and Lessor fail to agree within thirty (30) days of delivery of the renewal notice, then Lessor and County shall each appoint an appraiser with at least five (5) years' full-time commercial real estate appraisal experience in the area to opine as to the FMV of the Premises. Lessor and County shall each bear the cost of their own appraiser. Lessor and County shall request that the appraisers provide written reports setting forth their opinions within fifteen (15) days after being given the assignment. As soon as practicable after receipt of the appraisals, Lessor and County shall meet and, again, endeavor in good faith to agree on the FMV.

If Lessor and County are unable to agree on the FMV within thirty (30) days after receipt of the appraisals, (i) County may rescind the renewal notice, or (ii) with Lessor's concurrence, County may extend the Initial Term for three (3) months (such extension, the "Extended Initial Term"). County will pay Rent during the Extended Initial Term at the same rate that applied immediately prior to the Extended Initial Term. If at the end of the Extended Initial Term, Lessor and County have failed to agree on the FMV, County may rescind the renewal notice and the lease will expire at the end of the Extended Initial Term.

- c. Fractional Month. Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.
- d. Late Payment. The County acknowledges that the late payment of Rent by the County will cause Lessor to incur costs not contemplated by this lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting expenses and late charges that may be imposed on Lessor by a lender. Accordingly if Rent is not received by Lessor within ten (10) business days after written notice from Lessor to the County that the unpaid Rent is due, then, without any requirement for any further notice to the County, the County shall immediately pay to Lessor a one-time late charge equal to 5% of the unpaid Rent. The parties agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur by reason of such late payment. Acceptance of the late charge by Lessor does not constitute a waiver of the County's default or breach with respect to overdue amount or prevent the exercise of any other rights and remedies granted hereunder. In addition, any monetary payment due Lessor hereunder, other than late charges, that is not paid within ten (10) business days following written notice from Lessor to the County that such payment is due, will bear interest from its due date, as to scheduled payments, or the 31st day after it was due, as to non-scheduled payments. Interest is to be computed at the lessor of 5% per annum and the maximum rate allowed by law.

4. CAM Charges. In addition to the rent set forth above, County shall pay Lessor the County's Proportionate Share of CAM Charges. The terms "Proportionate Share" and "CAM Charges" are defined below. Lessor shall invoice County for any CAM Charges within ninety days after the end of each calendar year during the Term. County shall pay the amount so invoiced within thirty days of receipt of the invoice. County has the right, exercisable upon reasonable prior written notice to Lessor, to inspect Lessor's books and records relating to the amounts charged to County as CAM Charges. County may not withhold payment of the invoice until after the completion of such inspection.

- a. "**Proportionate Share**" means the ratio, expressed as a percentage, of the square feet of the Premises to the total square footage of the Building. As of the date of this Lease, the parties estimate that County's Proportionate Share of the Building is 22.25%.
- b. "**CAM Charges**" means common area maintenance charges and includes (i) all actual costs and expenses incurred by Lessor to operate and maintain those areas within the Building, including the Building's entrances, walkways, sidewalks, lavatories, drives, parking facilities, fire or life safety systems for the premises, and other areas that are not leased or held for lease but are within or contiguous to or serving the Building and are necessary or

desirable for County's full use and enjoyment of the Premises (the "Common Area"), to repair Common Area facilities when reasonably required, to clean and remove trash from the Common Area and to provide security services to the Common Area, (ii) all actual costs and expenses incurred by Lessor to maintain and repair all common areas, parking lots, sidewalks, driveways, all landscaped areas, and other areas that are used in common by the tenants or occupants of the Building, (iii) Insurance, as defined below, (iv) Real Property Taxes, as defined below, and (v) an administrative fee for services rendered by a third party manager that is equal to no more than two percent of the total Rent. As used herein, the term "Rent" shall mean all monetary obligations of Tenant to Landlord under the terms of this Lease.

- i. "**Insurance**" means the All Risk Property Insurance maintained by Lessor covering the Building and the Warehouse and all improvements thereto for perils including fire and earthquake, if applicable, for an amount equal to full replacement cost; liability and other insurance that Lessor reasonably deems necessary on the Premises or that may be required by Lessor's mortgagee, including, but not limited to, earthquake, and flood insurance.
- ii. "**Real Property Taxes**" means and includes all taxes, assessments (amortized over the longest period available to Lessor) levied or assessed upon the Building and the real property upon which it is situated, any state or local business taxes or fees measured by or assessed upon gross rentals or receipts, and other governmental charges, general and special, including, without limitation, assessments for public improvements or benefits, that are, during the Term of this Lease, assessed, levied, and imposed by any governmental authority upon the Building. Real Property Taxes do not include any late fees or penalties, any municipal, county, state or federal net income, estate, succession, inheritance, sales, use or franchise taxes of Lessor.

Notwithstanding any provision of this Lease to the contrary, Lessor and County acknowledge and agree that the following items are excluded from CAM Charges:

- i. Payments on any loans or ground leases affecting the Building.
- ii. Depreciation of any Building or any major systems of Building service equipment.
- iii. All costs and expenses associated with leasing to other tenants, including tenant improvements allowances, attorneys' fees, brokerage commissions, and architectural fees, if any.
- iv. Any cost incurred in complying with hazardous materials laws.
- v. Capital taxes, income taxes, corporate taxes, corporation capital taxes, excise taxes, profits taxes or other taxes personal to the Lessor.

5. Payment of CAM Charges.

- a. Annual Estimates. At the beginning of each year, Lessor shall provide County with a reasonable estimate of the amount of CAM Charges due for the upcoming year (or portion

thereof). That amount will be divided by the number of months in the year (or portion thereof) to determine the “**Estimated Monthly CAM Charges.**”

- b. Monthly Payments. County shall pay the Estimated Monthly CAM Charges monthly in advance on the first day of each month. CAM charges for any fractional month will be prorated and computed on a daily basis with each day’s CAM Charges equal to one-thirtieth (1/30) of the then-current CAM Charges.
 - c. Annual Reconciliation. Within 180 days after the end of the calendar year, or, if applicable, within 180 days after the end of the term, Lessor shall (i) calculate the actual CAM Charges due for the relevant period, and (ii) provide County with a statement that compares the actual expenses incurred by Lessor for the relevant period with the total payments of Estimated Monthly CAM Charges paid by the County during such period (a “**Reconciliation Statement**”). If County’s total payments of Estimated Monthly CAM Charges for the period are less than the amount of actual expenses incurred by Lessor, County shall pay to Lessor the amount of such deficiency within 30 days after receipt of the Reconciliation Statement. If County’s total payments of Estimated Monthly CAM Charges for such period exceed actual expenses incurred by Lessor for such period, Lessor shall refund the excess to County within 30 days after the County’s demand therefor.
 - d. Inspection of Books. County has the right to inspect and audit Lessor’s books and records relating to the amounts charged to County as CAM Charges and to set forth specific objections to amounts charged to County. If the County’s inspection and audit reveals the County was overcharged for CAM Charges, Lessor shall remit the amount overcharged to County with interest at a rate of one percent (1.0 %) per month from the date of overpayment until the date paid to County in full within 30 days of demand therefor. Lessor shall retain all relevant records for at least two years. County shall cause any such inspection to occur within eighteen months of receipt of the Reconciliation Statement. County may not cause such inspection to occur more than once in any twelve month period. In no event may this section be deemed to allow any review of Lessor’s records by any subtenant of County. County may not withhold payment of the invoice until after the completion of such inspection.
 - e. Initial Estimate. For the period beginning on the Commencement Date and continuing through December 31, 2017, Lessor has determined the Estimated Monthly CAM Charges to be \$3,673.35. Subject to the terms of this lease, County shall pay such amount to Lessor beginning on the Commencement Date and continuing through December 31, 2017.
6. Use. County may use the Premises for the purpose of conducting various functions of County and any other purpose permitted by law.
 7. Obligation to Pay Utilities and Janitorial Service. If the Premises is separately metered, County shall contract with utility providers and pay for all gas and electric service provided to the Premises; otherwise, County shall pay for all gas and electricity as reasonably determined by Lessor using a methodology approved by County. County shall pay for such utilities within ten (10) business days of receipt of an invoice from Lessor. County shall contract separately for

janitorial and trash collection services provided to the Premises. Lessor shall pay for all water and sewer services provided to the Premises.

8. Maintenance and Repairs. Lessor shall include the cost of all maintenance and repairs provided by Lessor in the Estimated Monthly CAM Charges. County shall reimburse Lessor for such costs in accordance with Section 5 – Payment of CAM Charges.
 - a. Roof and Exterior of Premises. Lessor shall keep the roof and exterior of the Premises in good order, condition, and repair, and shall maintain the structural integrity of the Building, including the exterior doors and their fixtures, closers and hinges, exterior windows, glass and glazing. The County shall maintain all locks and key systems used in the Premises.
 - b. Interior of Premises. County shall keep and maintain the interior of the Premises in good order, condition and repair, but Lessor shall repair damage to the interior caused by its failure to maintain the exterior in good repair, including damage to the interior caused by roof leaks and/or interior and exterior wall leaks. The County may install and maintain an alarm system, if deemed necessary by County. In the event that the necessity of repair is due to County's, or its invitees, negligence or willful misconduct, then County shall reimburse Lessor 100% of the costs incurred in the repair of such damage. Lessor, at its own cost and expense, without right of reimbursement, shall repair any damage to the interior of the Premises arising from Lessor's negligence or willful misconduct.

Subject to Lessor delivering the Premises to County in accordance with the Work Letter, on and after the Commencement Date, County is responsible for the cost of maintaining the Premises in compliance with all code requirements, including but not limited to the Americans with Disabilities Act.

- c. Utilities. Lessor shall repair and maintain the electrical, lighting, water and plumbing systems in good order, condition and repair.
- d. HVAC. Lessor shall maintain and repair the heating, ventilating, and air-conditioning (HVAC) systems.
- e. Parking; Exterior Lighting; Landscaping. Lessor shall maintain the parking lot and exterior lighting system, and landscaping, in good order, condition and repair.
- f. Services by Lessor. If County determines that the Premises are in need of maintenance, construction, remodeling or similar service that is beyond Lessor's responsibilities under this lease, at County's request, Lessor shall perform such service at County's expense. In performing the service, Lessor shall consult with County and use either licensed insured contractors or employees of Lessor. Lessor shall obtain County's prior written approval of the scope, terms, and cost of any contracts. County may, by giving Lessor thirty (30) days prior written notice, change the level of service, terminate any or all service, or require that a service be performed by a different contractor.

9. Quiet Enjoyment. Provided County is in compliance with the material terms of this lease, Lessor shall warrant and defend County in the quiet enjoyment and possession of the Premises during the Term.
10. Subordination, Non-Disturbance and Attornment. If at any time Lessor has a loan that is secured by a lien of a mortgage or deed of trust encumbering the Building, Lessor shall cause the lender(s) holding such lien to execute and deliver to County a Subordination, Non-Disturbance and Attornment Agreement that is in substantial conformity with Exhibit B hereto.
11. Assignment and Sublease. County has the right to assign this lease or sublease the Premises or any part thereof at any time during the Term with the written approval of Lessor, which approval will not be unreasonably withheld or delayed.
12. Alterations; Fixtures and Signs. County may (i) make any lawful and proper minor alterations to the Premises and (ii) attach fixtures and signs (“**County Fixtures**”) in or upon the Premises. Any County Fixtures will remain the property of County and may be removed from the Premises by County at any time during the Term. County is responsible for the cost of all alterations and County Fixtures. All alterations and County Fixtures are subject to Lessor’s approval and must comply with existing code requirements.
13. Prior Possession. Prior to the Commencement Date, County has the right to install fixtures, telephones, alarm systems, and other items required to prepare the Premises for County’s occupancy and to store furniture, supplies and equipment, provided such work and storage and can be effected without unduly interfering with Lessor’s completion of any tenant improvements.
14. Insurance.
 - a. Liability Insurance. Throughout the Term, County shall maintain in full force and effect, at its sole expense, a general self-insurance program covering bodily injury (including death), personal injury, and property damage, including loss of use. County shall provide Lessor with a letter of self-insurance affirming the existence of the aforementioned self-insurance program.
 - b. Self-Insurance Exclusion. County’s self-insurance does not provide coverage for (i) areas to be maintained by Lessor under this lease, or (ii) negligence, willful misconduct, or other intentional act, error or omission of Lessor, its officers, agents, or employees.
15. Surrender of Premises. On the last day of the Term, or sooner termination of this lease, County shall peaceably and quietly leave and surrender to Lessor the Premises, along with appurtenances and fixtures at the Premises (except County Fixtures), all in good condition, ordinary wear and tear, damage by casualty, condemnation, acts of God and Lessor’s failure to make repairs required of Lessor excepted. County is not responsible for painting or for repairing or replacing any floor coverings in the Premises upon the expiration or earlier termination of this lease.

16. Waste, Nuisance. County may not commit, or suffer to be committed, any waste upon the Premises, or any nuisance or other act or thing that may disturb the quiet enjoyment of any other occupant of the Building.
17. Inspection. Lessor, or its proper representative or contractor, may enter the Premises by prior appointment between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, holidays excepted, to determine that (i) the Premises is being reasonably cared for, (ii) no waste is being made and that all actions affecting the Premises are done in the manner best calculated to preserve the Premises, and (iii) County is in compliance with the terms and conditions of this lease.
18. Perilous Conditions. If the County's Director of Public Works becomes aware of a perilous condition on the Premises that, in his or her opinion, substantially and significantly threatens the health and safety of County employees and/or invitees (a "**Perilous Condition**"), the Director of Public Works, or his or her designee, will immediately notify Lessor of such Perilous Condition and Lessor shall use best efforts to immediately eliminate the Perilous Condition.

Lessor shall immediately address any condition reasonably constituting an emergency, whether Lessor learns of the condition through County or otherwise.

If Lessor fails to address a Perilous Condition within twenty-four (24) hours after County's notice or to immediately address an emergency situation, County may attempt to resolve the Perilous Condition or emergency situation. Lessor shall reimburse County for any costs incurred by County in addressing the Perilous Condition or emergency situation promptly upon receipt of County's invoice.

19. Destruction. If damage occurs that causes a partial destruction of the Premises during the Term from any cause and repairs can be made within ninety days from the date of the damage under the applicable laws and regulations of governmental authorities, Lessor shall repair the damage promptly. Such partial destruction will not void this lease, except that County will be entitled to a proportionate reduction in Rent while such repairs are being made. The proportionate reduction in Rent will be calculated by multiplying Rent by a fraction, the numerator of which is the number of square feet that are unusable by County and the denominator of which is the total number of square feet in the Premises.

If repairs cannot be made in ninety days, County will have the option to terminate the lease or request that Lessor make the repairs within a reasonable time, in which case, Lessor will make the repairs and Rent will be proportionately reduced as provided in the previous paragraph.

This lease will terminate in the event of a total destruction of the Building or the Premises.

20. Hazardous Material. Except as otherwise disclosed to County in writing prior to the execution of this lease, Lessor warrants to County that Lessor does not have any knowledge of the presence of Hazardous Material (as defined below) or contamination of the Building or Premises in violation of environmental laws. Lessor shall defend, save, protect and hold County harmless from any loss arising out of the presence of any Hazardous Material on the Premises that was not brought

to the Premises by or at the request of County, its agents, contractors, invitees or employees. Lessor acknowledges and agrees that County has no obligation to clean up or remediate, or contribute to the cost of clean up or remediation, of any Hazardous Material unless such Hazardous Material is released, discharged or spilled on or about the Premises by County or any of its agents, employees, contractors, invitees or other representatives. The obligations of this Section shall survive the expiration or earlier termination of this lease.

“Hazardous Material” means any substance, material or waste, including lead based paint, asbestos and petroleum (including crude oil or any fraction thereof), that is or becomes designated as a hazardous substance, hazardous waste, hazardous material, toxic substance, or toxic material under any federal, state or local law, regulation, or ordinance.

21. Indemnification.

- a. County. County shall defend, indemnify and hold Lessor harmless from County’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors, or omissions of County, its officers, agents or employees in using the Premises pursuant to this lease, or the County’s performance under this lease, except to the extent caused or contributed to by (i) the structural, mechanical, or other failure of buildings owned or maintained by Lessor, and/or (ii) the negligent acts, errors, or omissions of Lessor, its officers, agents, or employees.
- b. Lessor. Lessor shall defend, indemnify and hold County harmless from Lessor’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors or omissions of Lessor, its officers, agents, employees, with respect to the Premises, or Lessor’s performance under this lease, or the Lessor’s performance, delivery or supervision of services at the Premises, or by the structural, mechanical or other failure of buildings owned or maintained by Lessor, except to the extent caused or contributed to by the negligent acts, errors, or omissions of County, its officers, agents, or employees.

22. Default.

The occurrence of any of the following events is a default under this lease:

- a. County.
 - i. County’s failure to pay Rent within ten business days after receipt of a written notice of failure (a “**Notice**”) from Lessor to County; provided, however, that County will have additional time if its failure to pay Rent is due to circumstances beyond its reasonable control, including, without limitation, failure of the County’s Board of Supervisors to adopt a budget. In no event may such additional time exceed seventy-five days from receipt of a Notice.

- ii. County's failure to comply with any other material term or provision of this lease if such failure is not remedied within thirty days after receipt of a Notice from Lessor to County specifying the nature of the breach in reasonably sufficient detail; provided, however, if such default cannot reasonably be remedied within such thirty day period, then a default will not be deemed to occur until the occurrence of County's failure to comply within the period of time that may be reasonably required to remedy the default, up to an aggregate of ninety days, provided County commences curing such default within thirty days and thereafter diligently proceeds to cure such default.

b. Lessor.

- i. Lessor's failure to complete the Tenant Improvements in accordance with the Work Letter.
- ii. Lessor's failure to perform any other obligation under this lease if such failure is not remedied within thirty days after receipt of a Notice from County to Lessor specifying the nature of the breach in reasonably sufficient detail; provided, however, if such breach cannot reasonably be remedied within such thirty-day period, then a default will not be deemed to occur until the occurrence of Lessor's failure to perform within the period of time that may be reasonably required to remedy the breach, up to an aggregate of ninety days, provided Lessor commences curing such breach within thirty days and thereafter diligently proceeds to cure such breach.

23. Remedies.

- a. Lessor. Upon the occurrence of a default by County, Lessor may, after giving County written notice of the default, and in accordance with due process of law, reenter and repossess the Premises and remove all persons and property from the Premises.
- b. County. If Lessor fails to complete the Tenant Improvements in accordance with the Work Letter, County may terminate this lease by giving written notice to Lessor with no cost or obligation to County. Such termination is effective on the effective date of the written notice. Upon the occurrence of any other default by Lessor, County may (i) terminate this lease by giving written notice to Lessor and quit the Premises without further cost or obligation to County, or (ii) proceed to repair or correct the failure and, at County's option, either deduct the cost thereof from Rent due to Lessor, or invoice Lessor for the cost of repair, which invoice Lessor shall pay in full promptly upon receipt.

24. Notices. Any notice required or permitted under this lease shall be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lessor: RIO Properties I, LLC
 14 Orinda Way
 Orinda, CA 94563

To County: Contra Costa County
Public Works Department
Attn: Principal Real Property Agent
255 Glacier Drive
Martinez, CA 94553

Either party may designate a substitute address for that set forth above, in writing, at any time, and thereafter notices are to be directed to such substituted address. If sent in accordance with this Section, all notices will be deemed effective (i) the next business day, if sent by overnight courier, or (ii) three days after being deposited in the United States Postal system.

25. Successors and Assigns. This lease binds and inures to the benefit of the heirs, successors, and assigns of the parties hereto.
26. Holding Over. Any holding over after the Term of this lease is a tenancy from month to month and is subject to the terms of this lease, except the County will pay Rent equal to 125% of the Rent for the period immediately preceding the holdover.
27. Time is of the Essence. In fulfilling all terms and conditions of this lease, time is of the essence.
28. Governing Law. The laws of the State of California govern all matters arising out of this lease.
29. Severability. In the event that any provision herein contained is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this lease will not in any way be affected or impaired.
30. Real Estate Commission. In negotiating this lease, Lessor is represented by Jones Lang LaSalle Brokerage, Inc. (“JLL”) and the County represents itself. Lessor shall pay a real estate commission to JLL pursuant to a separate written agreement. Lessor recognizes and acknowledges that the County is entitled to a real estate commission when it represents itself. The County warrants to Lessor that County’s contact with Lessor in connection with this Lease has been directly with JLL.

Lessor shall pay to County a real estate commission in the amount of Thirty-Nine Thousand Six Hundred Seventy-Two Dollars (\$39,672) (the “County Commission”). Lessor shall pay one-half of the County Commission upon the execution of this lease and the remainder on the Lease Commencement Date.

31. Recording. The parties shall execute and record a Memorandum of Lease in substantial conformity with Exhibit C, in lieu of recording the entire lease. Upon the expiration or earlier termination of this lease, County shall execute a Memorandum of Lease Termination or Quitclaim Deed discharging any recording made pursuant to this Section 31.
32. Offer. Preparation of the lease and submission of same to the County shall not be deemed an offer to lease to the County. This lease is not intended to be binding until executed and delivered

by all parties hereto. If this lease is not fully executed and delivered on or before March 31, 2017, this lease shall be void and of no further force or effect.

- 33. Entire Agreement; Construction; Modification. Neither party has relied on any promise or representation not contained in this lease or the Work Letter. All previous conversations, negotiations, and understandings are of no further force or effect. This lease is not to be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. This lease may be modified only by a writing signed by both parties.

The parties are executing this lease on the date set forth in the introductory paragraph.

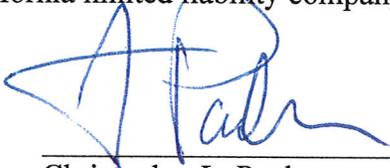
COUNTY:

COUNTY OF CONTRA COSTA, a political subdivision of the State of California

By: _____
Julia R. Bueren
Director of Public Works

LESSOR:

RIO Properties I, LLC, a California limited liability company

By: 
Christopher L. Paulson
Authorized Member

RECOMMENDED FOR APPROVAL:

By: 
Karen Laws
Principal Real Property Agent

By: 
Julin Perez-Berntsen
Associate Real Property Agent

APPROVED AS TO FORM
SHARON L. ANDERSON, COUNTY COUNSEL

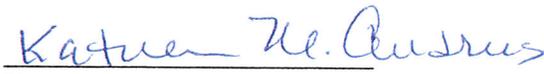
By: 
Kathleen M. Andrus
Deputy County Counsel

EXHIBIT A

LEGAL DESCRIPTION

REAL PROPERTY in the City of Concord, County of Contra Costa, State of California, described as follows:

Parcel A as shown on Parcel Map MSC 17-76, filed April 16, 1976 in Book 44 of Parcel Maps, Page 20, Contra Costa County Records.

EXCEPTING THEREFROM:

An undivided one-half (1/2) interest in and to all oil, gas, casinghead gasoline and hydrocarbons and minerals substances below a point 500 feet below the surface of said real property, together with the right to take, remove, mine and dispose of said oil, gas, casinghead gasoline and other hydrocarbons and minerals, as reserved by George Bisso, et al, in Deed recorded September 1, 1971 in Book 6468 of Official Records at Page 805.

A.P.No.: 112-280-002

Exhibit B - Premises

2400 BISSO LANE
CONCORD, CA

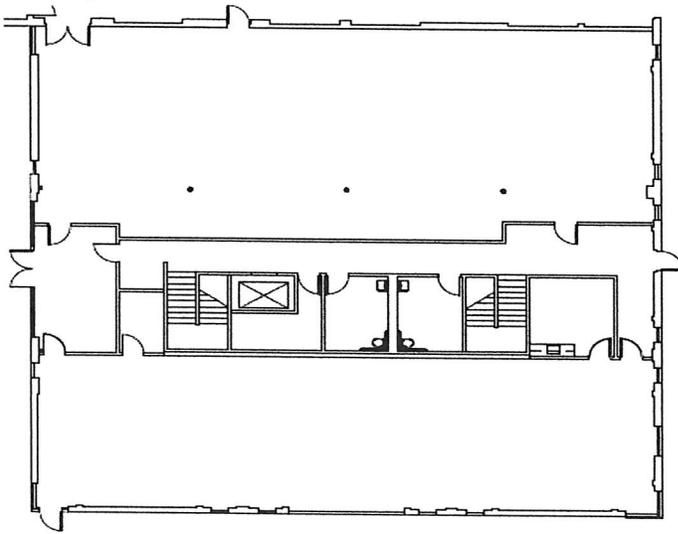
AS-BUILT PLAN
SUITE "D" - 1ST & 2ND FLOORS

8/2/16

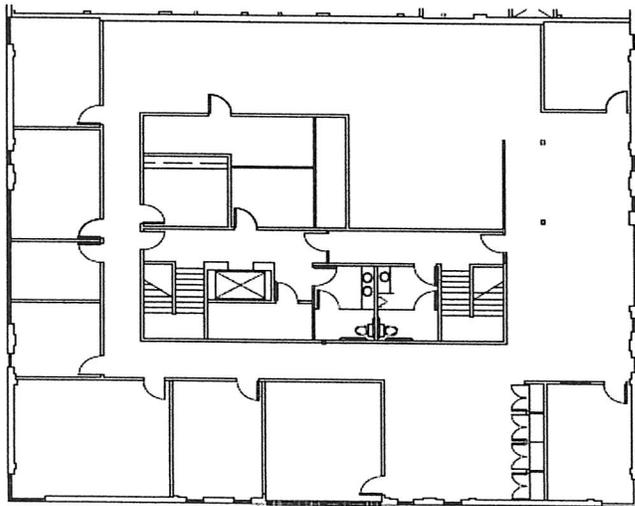
DRAWN:

KH

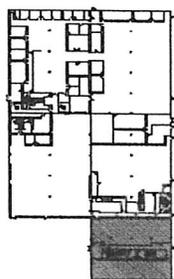
13,005 RSF



1ST FLOOR - 6,839 RSF



2ND FLOOR - 4,736 RSF



KEY PLAN



SCALE FEET
0 10 20

Exhibit C

Recorded at the request of:
Contra Costa County

Return to:
Attn: Julin Perez/Lisa Zaragoza
Contra Costa County
Public Works Department
255 Glacier Drive
Martinez, CA 94553

Assessor's Parcel No. 112-280-002

Subordination, Non-Disturbance and Attornment Agreement

This agreement is dated _____, 2017, and is between the County of Contra Costa, a political subdivision of the State of California (the “**Tenant**”), _____, a _____, its successors and assigns (the “**Lender**”), having its principal place of business at _____.

Recitals

- A. Pursuant to a lease dated _____, 2017 (the “**Lease**”) between the Tenant and RIO Property I, LLC, a California limited liability company (the “**Landlord**”), Landlord is leasing to the Tenant certain space in the building located at 2400 Bisso Lane, Suite D, Concord, California, more fully described in Exhibit A attached hereto and made a part hereof (the “**Property**”).
- B. Lender has previously made a loan (the “**Loan**”) to Landlord that is secured, in part, by the lien of a mortgage or deed of trust executed and delivered by Landlord to Lender encumbering the Property (the “**Mortgage**”) and an assignment of all leases of and rents from the Property
- C. This agreement is being executed by the parties in accordance with the requirements of Section 10 of the Lease.

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Tenant hereby represents, acknowledges and agrees as follows:
 - (a) The term of the Lease commences on _____ and will terminate on _____.

(b) The monthly rent payment under the Lease is set forth in Section 3 of the Lease. No advance rents have been prepaid.

(c) The improvements described in the Lease have not been completed or accepted by Tenant.

(d) Tenant has not sublet any portion of the leased premises or assigned any of its rights under the Lease.

(e) Upon its execution, the Lease will be in full force and effect.

(f) All rent payments will be paid as provided under the Lease until Tenant has been otherwise notified by Lender or its successors and assigns.

(g) If Lender provides Tenant with Lender's address for notification purposes, Tenant will deliver to Lender a copy of all notices Tenant delivers to or receives from Landlord.

(h) Tenant will not look to Lender or its successors or assigns for the return of the security deposit, if any, under the Lease, except to the extent that such funds are delivered to Lender.

2. If Lender elects to foreclose the Mortgage, Lender will not join Tenant in summary or foreclosure proceedings unless required by applicable law (and then only to the extent so required) as long as Tenant has not amended the Lease without Lender's prior written consent and is not in default under the Lease.

3. In the event that Lender succeeds to the interest of Landlord under the Lease and there exists no default by Tenant under the Lease and Tenant has not amended the Lease without Lender's prior written consent, Lender agrees not to disturb or otherwise interfere with Tenant's possession of the leased premises for the unexpired term of the Lease, provided that Lender is not:

(a) Liable for any act or omission of Landlord or any prior landlord under the Lease;

(b) Subject to any offsets or defenses that Tenant might have against Landlord or any prior landlord;

(c) Bound by any rent or additional rent that Tenant might have paid for more than the current month to Landlord;

(d) Bound by any amendment or modification of the Lease made without Lender's prior written consent; or

(e) Liable for any security deposit Tenant might have paid to Landlord, except to the extent Lender has actually received said security deposit.

4. Upon Lender's succeeding to Landlord's interest under the Lease, Tenant covenants and agrees to attorn to Lender or a purchaser at a foreclosure or trustee's sale, to recognize such successor landlord as Tenant's landlord under the Lease, and to be bound by and perform all of the obligations and conditions imposed on Tenant by the Lease. If requested by Lender or any subsequent owner, Tenant shall execute a new lease with Lender, for a term equal to the remaining term of the Lease and otherwise containing the same provisions and covenants of the Lease.

5. Prior to terminating the Lease due to a default by Landlord thereunder, Tenant agrees to notify Lender of such default and give Lender the opportunity to cure such default within thirty (30) days of Lender's receipt of such notice (or, if such default cannot reasonably be cured within such thirty (30) day period, Lender will have such longer time as may be necessary to cure the default provided that Lender commences the cure within such period and diligently pursues the cure thereafter).

6. This agreement binds and inures to the benefit of the respective heirs, personal representatives, successors and assigns of the parties hereto.

7. This agreement may be modified only in a writing duly executed by both parties.

The parties are signing this agreement as of the date set forth in the introductory clause.

COUNTY

COUNTY OF CONTRA COSTA, a
political subdivision of the State of
California

By _____
Julia R. Bueren
Director of Public Works

LENDER

Name of Lender., a

By _____
Name
Title

By _____
Name
Title

[Attach Notary Forms]

Exhibit D

Recorded at the request of:
Contra Costa County

Return to:
Contra Costa County
Public Works Department
2355 Glacier Drive
Martinez, CA 94553

Assessor's Parcel No. 112-280-002

MEMORANDUM OF LEASE

This Memorandum of Lease is dated _____, 2017, and is between RIO Property I, LLC, a California limited liability company (Landlord), and the County of Contra Costa, a political subdivision of the State of California (Tenant).

On _____, 2017, Landlord and Tenant entered into a written lease (Lease) by which Tenant agreed to lease a portion of the building commonly known as 2400 Bisso Lane, Suite D, Concord, California from Landlord. The portion of the building being leased consists of approximately 13,605 square feet of floor space, and with the non-exclusive use of 91 parking stalls. The real property where the building is located (Property) is legally described in Exhibit A attached.

The Lease is for a period of is ten years, commencing on the Commencement Date, as defined in the Work Letter. Tenant has an option to extend the Lease for an additional ten years on certain conditions.

This Memorandum of Lease does not constitute the Lease and is only an abbreviated form containing a summary of only a few of the terms. In the event that there is any inconsistency between this Memorandum of Lease and the Lease, the terms of the Lease prevail over the terms of this Memorandum of Lease.

RIO Properties I, LLC

Dated _____

By _____

Christopher L. Paulson
Authorized Member

County of Contra Costa

Dated _____

By _____

Julia R. Bueren
Director of Public Work

[Attach Notary Forms]

WORK LETTER

Health Service Department
2400 Bisso Lane, Suite D
Concord, California

_____, 2017

This work letter (“**Work Letter**”) is part of the lease (“**Lease**”) executed concurrently herewith between RIO PROPERTIES I, LLC (“**Lessor**”), and the COUNTY OF CONTRA COSTA, (“**County**”) under which the County is leasing real property situated in Concord, California, as more particularly described in the Lease.

Lessor and County mutually agree as follows:

1. Terms. All capitalized terms not defined herein have the meanings ascribed to them in the Lease. The provisions of this Work Letter supplement the Lease and are specifically subject to the provisions of the Lease. If there is a conflict between the provisions of the Lease and the provisions of this Work Letter, the provisions of the Lease control. Whenever the approval of County is required hereunder, approval is required of the County’s Director of Public Works or her designee (the “**County Representative**”).
2. Lessor's Representation and Warranties. Lessor represents and warrants to County that Lessor is the owner of the Property, and the Property is presently zoned to permit its use for the purposes contemplated by this Work Letter and the Lease and is free of any covenants, restrictions and other encumbrances. In addition, Lessor represents and warrants that the individuals signing this Work Letter on behalf of Lessor are authorized to do so.

Lessor covenants and agrees that it will cause the Substantial Completion Date, as defined below, to occur no later than August 31, 2017.

3. Base Building Work. Lessor has constructed the Building’s shell and core (collectively, the “**Base Building Work**”) at Lessor’s cost and expense. The Base Building Work includes, but is not limited to, the following elements of the Building: (a) concrete floors (without floor coverings), (b) finished perimeter walls (including windows, window frames, window blinds, and doors), (c) finished ceilings, including lights and light fixtures, (d) finished restrooms, (e) closets for telephone and electrical systems (but not the telephone systems themselves), (f) Building mechanical, electrical, and plumbing systems within the Building core only, (g) interior core walls, (h) fire alarms and fire suppression systems on each floor of the Building, (i) all items necessary for the Building to satisfy the provisions of the Americans with Disabilities Act, including, without limitation, washrooms, elevators, drinking fountains, and the parking area, (j) all code-

required items relating to the other elements of the Base Building Work, such as exit signs, speakers, fire doors, and any other life-safety support system for each floor, and (k) dry wall and tape of interior columns.

4. Tenant Improvements. Subject to the conditions set forth below, Lessor shall construct and install the improvements to the Premises that are described on Schedule 1 attached hereto and incorporated herein (the “**Tenant Improvements**”) in accordance with (i) the Space Plans, as defined below, (ii) the Construction Schedule, attached hereto as Schedule 3 – Construction Schedule, and (iii) the Final Plans, as defined below. As discussed in more detail in Section 14 – Tenant’s Work, any item of work not shown in the Final Plans, including, for example, telephone and data service or furnishings (“**Tenant’s Work**”) is to be performed at County’s expense by County, or, if requested by County, Lessor (“**Tenant’s Work**”). The Lessor may not charge an administrative fee in connection with Tenant’s Work.

For purposes of this Work Letter, “**Construction Schedule**” means the schedule that (i) has been agreed upon by Lessor and County, (ii) identifies the work to be accomplished to complete the Tenant Improvements and the sequence of that work, and (iii) sets forth the dates by which certain components of the work must be completed.

5. Build Out Allowance. Lessor shall provide County with an allowance in an amount equal to Two Hundred Four Thousand Seventy-Five and no/100 Dollars (\$204,075) (the “**Allowance**”). The County may use the Allowance for fees and costs connected with the Tenant Improvements that are approved by the County Representative, including, but not limited to: architect and design fees, hard construction costs, demolition fees, contractor fees, engineering fees, and the cost of plans and permits obtained in connection with the Tenant Improvements. Any portion of the Allowance not required to complete the Tenant Improvements in accordance with the final plans referred to below is the property of the Lessor. To the extent that the actual costs incurred in the construction exceed the Allowance County shall be solely responsible for any such costs and expenses, and shall reimburse Lessor promptly upon demand for any such sums.
6. Contractor. Lessor shall use a competitive bid package approved by the County to select a contractor that is acceptable to the County (the “**Contractor**”) to construct the Tenant Improvements. Lessor shall provide a copy of all proposals and bids related to the construction of the Tenant Improvements to County. Lessor shall permit County to participate in any meetings between Lessor and potential contractors that precede the award of a contract. Lessor shall cause Contractor to obtain all licenses and permits necessary to effect the construction of the Tenant Improvements and, upon completion of the Tenant Improvements, any required occupancy permits.

7. Design and Construction.

Lessor shall provide all architectural and engineering services necessary to construct the Tenant Improvements (the cost of which is to be paid from the Allowance). Lessor shall hire and pay for the services of Studio Benavente Architects Inc. (“**Architect**”) to provide architectural services for the design and construction of Tenant Improvements. Lessor shall cause the Architect to assist and support County with furniture and equipment plans, as requested by County.

8. Plans.

- a. Except as otherwise provided in this Section 8, prior to the execution of the Lease, Lessor and County approved in writing space plans for the build-out of the Tenant Improvements and an estimate of the cost to design and/or construct the Tenant Improvements for the Premises that were prepared by Lessor or Lessor’s designated architect (the “**Space Plans**”). A copy of the Space Plans is attached hereto as Schedule 2.
- b. In the event that Lessor and County enter into the Lease prior to reaching agreement on the Space Plans, Lessor and County shall cooperate in good faith to finalize the Space Plans without delay. County shall fully cooperate by providing Lessor, its architects, engineers, and contractors with timely information and approvals of plans, drawings, and specifications. Any acts by County to delay or otherwise act negligently or in bad faith in approving the Space Plans and/or cooperating with Lessor in the design and construction of the Tenant Improvements will result in a Tenant Delay (as hereinafter defined) under this Work Letter. Upon agreement by Lessor and County on the Space Plans, a true and correct copy will be attached to this Work Letter as Schedule 2.
- c. Lessor shall pay from the Allowance all architectural and engineering fees and costs incurred in connection with the Tenant Improvements depicted on the Final Plans, as defined below, including architectural plans required to depict accessibility routes for the Building in general. Any and all architectural and engineering fees and costs incurred as a result of changes in the Final Plans requested by County will be County’s sole responsibility and paid for by County as additional rent within ten (10) days after receipt of invoices from Lessor showing that such additional fees or costs have been incurred.

9. Modifications to the Plans.

- a. Lessor and County acknowledge that the Space Plans may not depict certain structural elements of the Building and/or various elements of the Building systems that may necessitate modifications to the Space Plans and specifications for the Tenant Improvements (collectively “**Structural Modifications**”). Furthermore, any

final plans and specifications for the construction of the Tenant Improvements may require modification to account for Applicable Laws and Restrictions. “**Applicable Laws and Restrictions**” means all laws (including, without limitation, the Americans with Disabilities Act), building codes, ordinances, regulations, title covenants, conditions, and restrictions, and casualty underwriters requirements applicable to the Premises and the Tenant Improvements. Within sixty days after the date of the Lease, Lessor shall cause to be prepared final plans and specifications in substantial conformity with the Space Plans, taking into account (i) Structural Modifications, (ii) the requirements of the Applicable Laws and Restrictions, (iii) other modifications resulting from physical constraints of the Premises, and (iv) modifications requested by County and consented to by Lessor, which consent may not be unreasonably withheld (the “**Final Plans**”). Once completed, the Final Plans will be attached to this Work Letter as Schedule 4.

- b. Any and all modifications of, or amendments to, the Space Plans and the Final Plans (including all working drawings and other supplements thereto, but excluding immaterial field changes and Structural Modifications), are subject to the prior written approval of County. Material "or equal" items or substitute items provided for in the specifications forming part of the Final Plans are subject to the prior written approval of County, which approval may not be unreasonably withheld or delayed. Samples of such “or equal” or substitute materials, together with any additional supplemental information that may be necessary for County's review, are to be submitted to County in a timely manner.
10. Inspections. The County and its representatives may enter the Premises at all reasonable times upon reasonable advance notice to Lessor for the purpose of inspecting the progress of construction of the Tenant Improvements.
 11. Compliance with Laws; Standards of Performance. Lessor, at its expense and chargeable to the Allowance, shall (i) obtain all approvals, permits and other consents required to commence, perform and complete the Tenant Improvements, and, if applicable, shall deliver a certificate of occupancy to County, and (ii) cause the Tenant Improvements to be constructed in accordance with the following performance standards: the Tenant Improvements are to be constructed by well-trained, adequately supervised workers, in good and workmanlike manner, free from design, material and workmanship defects in accordance with the Final Plans and all Applicable Laws and Restrictions (the “**Performance Standards**”). Lessor warrants that all Tenant Improvements shall be constructed in accordance with the Performance Standards. Notwithstanding anything to the contrary in the Lease or this Work Letter, County’s acceptance of possession of the Premises does not waive this warranty and Lessor shall promptly remedy all violations of the warranty at its sole cost and expense.

12. Completion Notice; Inspection; Substantial Completion Date.

- a. When Lessor deems construction of the Tenant Improvements to be Substantially Complete, as defined below, Lessor shall tender delivery to County by delivering a **“Completion Notice”** in substantial conformity with Schedule 5. For purposes of this Work Letter, the phrase **“Substantially Complete”** means (i) construction of the Tenant Improvements has been substantially completed in accordance with the Performance Standards, (ii) there is no incomplete or defective work that unreasonably interferes with County’s use of the Premises, (iii) all necessary government approvals for legal occupancy of the Tenant Improvements have been obtained (including, if applicable, a Certificate of Occupancy), and (iv) all utilities are hooked up and available for use by County in the Premises.
- b. Upon receipt of the Completion Notice, a representative of the County, a representative of Lessor, and the Architect will immediately inspect the Tenant Improvements for the purpose of establishing that the Tenant Improvements are Substantially Complete. Once County and the Architect are satisfied that the Tenant Improvements appear to be Substantially Complete, both shall so indicate by countersigning the Completion Notice. The Premises will be deemed delivered to County on the day that both County and the Architect have countersigned the Completion Notice (the **“Commencement Date”** and the **“Substantial Completion Date”**).

13. Delay. The Commencement Date will be delayed by one day for each day of delay in the design or completion, of the Tenant Improvements that is caused by a Lessor Delay, as defined below. The Commencement Date will not be delayed due to a County Delay, as defined below. No Lessor Delay or County Delay will be deemed to have occurred unless and until the party claiming the delay provides written notice to the other party specifying the action or inaction that constitutes a Lessor Delay, or County Delay, as applicable. If such action or inaction is not cured within one day after receipt of the notice, then a Lessor Delay, or County Delay, as set forth in the notice, will be deemed to have occurred commencing as of the date the notice is received and continuing for the number days the design or completion of the Tenant Improvements is in fact delayed as a direct result of such action, inaction or event.

- a. The term **“Lessor Delay”** means any actual delay in the design of the Final Plans or in the completion of Tenant Improvements that is caused solely by any of the following: (i) Lessor not responding to requests for authorization or approval within the time period provided for a response to such request or, if no such time is stated, beyond a reasonable time therefore, and (ii) the acts or failures to act, whether willful, negligent, or otherwise, of Lessor, its agents, or contractors, to the extent contrary to the terms hereof.

- b. The term “**County Delay**” means any actual delay in the design and/or completion of Tenant Improvements that is caused solely by any of the following: (i) changes in the Space Plans or the Final Plans requested by County, (ii) the County not furnishing information or giving any approvals or authorizations within the time limits set forth for such performance in this Work Letter, or if no time is set forth for such performance in this Work Letter, then a reasonable time therefor, and (iii) the acts or failures to act, whether willful, negligent, or otherwise, of County, its agents, or contractors, to the extent contrary to the terms hereof.
14. Punchlist. County has thirty days from the Substantial Completion Date to provide Lessor with a written list of any items that are defective, incomplete, or do not conform to the Final Plans or to Applicable Laws and Restrictions (a “**Punchlist**”). County may augment the Punchlist at any time on or before ten days after the Substantial Completion Date. County’s failure to specify any item on the Punchlist, however, does not waive Lessor’s obligation to construct the Tenant Improvements in accordance with this Work Letter. Lessor shall remedy all items on the Punchlist as soon as practicable and in any event within thirty days of Lessor receiving the Punchlist. If Lessor fails to remedy all items on the Punchlist within the thirty-day period (except as to items, if any, that require more than thirty days to complete), then County may, upon twenty days prior notice to Lessor, complete any Punchlist items and deduct the cost of such work from the Rent next coming due under the Lease in an amount not to exceed twenty-five percent (25%) of the Rent per month for a period not to exceed six months.
15. Tenant's Work.
- a. Upon a timely request by County, Lessor shall perform the Tenant's Work through contractors selected by Lessor and approved by County. If Lessor performs the Tenant's Work, County shall reimburse Lessor for the full cost of the work upon receipt by County of receipted invoices for work performed or materials supplied. If County performs all or any portion of the Tenant's Work, Lessor shall allow County prompt and reasonable access to the Premises, provided, in Lessor's reasonable opinion, the Tenant’s Work can be performed by County without undue interference with the completion of the Tenant Improvements.
- b. Lessor shall furnish water, electricity, adequate elevator service and HVAC to the Premises during the performance of any of Tenant's Work during normal working hours of the Tenant Improvement project, without charge to County.
16. County’s Right to Terminate. County may terminate the Lease and this Work Letter by delivering a written termination notice to Lessor upon the occurrence of any of the following events:
- a. Lessor fails to execute a construction contract with a general contractor on or before March 1, 2017.

- b. A permit required for construction of the Tenant Improvements has not been issued on or before the last day for issuance of the permits specified in the Construction Schedule.
- c. Lessor fails to cause construction of the Tenant Improvements to commence on or before April 1, 2017.
- d. The Substantial Completion Date does not occur on or before the Scheduled Completion Date (as the same may be adjusted for County Delays in accordance with this Work Letter) and Lessor fails to Substantially Complete the Tenant Improvements on or before the ninety day after written notice by County to Lessor of its intent to terminate pursuant to this section.

17. Construction Period Insurance.

- a. Throughout the performance of the Tenant Improvements and the Tenant's Work, if the Tenant's Work is performed by Lessor, Lessor shall carry and shall cause all contractors and their subcontractors to carry the insurance set forth below covering all occurrences in or about the Building, and County shall be named as a party assured, together with the Lessor, contractor or subcontractor, as the case may be:
 - i. Workers' compensation insurance in statutory limits;
 - ii. Lessor: Commercial general liability insurance, including contractual liability, owners and contractors protective liability for a period of one year after substantial completion, with limits of not less than \$2,000,000 per occurrence;
 - iii. Contractors and Subcontractors: Commercial general liability insurance, including contractual liability, owners and contractors protective liability for a period of one year after substantial completion, with limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence;
 - iv. Comprehensive automobile liability in minimum limits of \$500,000 for bodily injury or death to one person and \$1,000,000 for bodily injury or death in any one occurrence and \$500,000 per occurrence for property damage;
 - v. Employer's liability insurance in minimum limits of \$1,000,000 per occurrence for bodily injury or disease; and
 - vi. Excess liability insurance over the insurance required by subsections (ii), (iii), (iv), and (v) of this section with combined, minimum coverage of \$2,000,000.

- b. All insurance required by this Section 16 may be carried in whole or in part under a blanket policy (or policies). Lessor agrees to require each contractor and subcontractor to furnish Lessor with evidence reasonably satisfactory to Lessor of the maintenance of the required insurance coverage, with assurances that it will not be cancelled without fifteen days advance written notice to Lessor, and, in the case of blanket insurance, setting forth that the Building and the work with respect thereto is covered by the blanket policy and specifying the amount of coverage relating thereto. Upon the request of the County Representative, Lessor shall provide to the County Representative evidence of the maintenance of the required insurance coverage that is reasonably satisfactory to the County Representative.
18. Risk of Loss.
- a. If the Premises or any portion of the Tenant Improvements or Tenant's Work is damaged or destroyed prior to the Substantial Completion Date, County may terminate the Lease if, in the reasonable opinion of Architect, the Building cannot be restored and the Tenant Improvements Substantially Completed prior to 120 days after the Scheduled Completion Date. If the Lease is terminated pursuant to this section, Lessor shall cause its insurance to pay County an amount that is equal to the cost of constructing the Tenant's Work paid by County prior to the casualty.
- b. If the Premises or the Tenant Improvements are damaged or destroyed prior to the Substantial Completion Date and the Lease is not terminated pursuant to this section, Lessor shall promptly and diligently cause its contractor to restore the Premises and complete construction of the Tenant Improvements.
19. Pre-Move-In Cleaning. Lessor shall clean and ventilate the Premises immediately prior to County moving into the Premises.
20. Move-In. Lessor shall make available to County on any weekday between the hours of 8:00 a.m. and 6:00 p.m. and, in addition, at County's request either on any three weekends between the hours of 6:00 p.m. on Friday and 8:00 a.m. on Monday or, in lieu of any one weekend, any four nights between the hours of 7:00 p.m. and 8:00 a.m., and the electricity and HVAC that County may reasonably require in connection with County's moving into the Premises. Lessor shall provide a qualified property management employee during County's move-in. County shall provide reasonable security at the Building in the event County moves into the Leased Premises at any time other than Normal Business Hours.

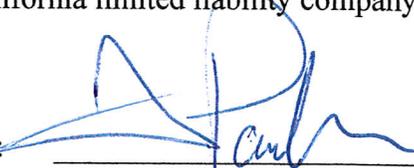
21. Time of the Essence. Time is of the essence in fulfilling all terms and conditions of this Work Letter.

The parties are executing this Work Letter as of the date hereinabove set forth.

COUNTY OF CONTRA COSTA, a
political subdivision of the State of
California

RIO Properties I, LLC, a
California limited liability company

By: _____
Julia R. Bueren
Director of Public Works

By: 

Christopher L. Paulson
Authorized Member

RECOMMENDED FOR APPROVAL:

By: 

Karen Laws
Principal Real Property Agent

By: 

Julin Perez-Berntsen
Associate Real Property Agent

APPROVED AS TO FORM
SHARON L. ANDERSON, COUNTY COUNSEL

By: 

Kathleen M. Andrus
Deputy County Counsel

SCHEDULE 1

TENANT IMPROVEMENTS

2400 Bisso Lane, Suite D, Concord, CA

This project involves the renovation of approximately 13,605 square foot of rentable space, suites D 1, and D 2 at 2400 Bisso Lane, Concord, California. The renovated facility will include private and open offices, meeting rooms, storage, filing rooms, server room, work areas, staff breakroom, restrooms and warehouse area. The Tenant Improvements scope of work includes upgrades to the existing mechanical, plumbing, fire protection lighting and electrical systems to comply with current California Building Code and Tenant requirements. New security, telecommunications, IT and fire alarm systems are part of the Tenant Improvements and are to conform to local and state standards.

Lessor shall pay for, up to the amount of the Allowance, and provide the following items in the leased Premises, except as noted otherwise:

- TBD As per final plans
- All electrical wiring and outlets for County's furniture including workstation, private offices, breakroom, printers/copiers, TV and computer monitors, storerooms, as noted on the Final Plans.
- Separate ADA restrooms for each gender as required per local and state code for all staff.
- The Premises must meet all federal, state, and local requirements, including provisions for ADA. Restroom floors and walls shall be ceramic tile.
- The entire interior of the Premises will be re-painted with colors determined by County. Any new carpet and linoleum will be in colors and patterns as determined by County, as noted on the Final Plans. Provide linoleum in breakroom and hallway leading to shipping area, large storage room. All other ancillary space floors will be vinyl composition tile (VCT) as noted on the Final Plans.
- All cabling services necessary to complete Tenant Improvements. County shall hire and pay for the services of a cable contractor (the "**Cable Contractor**"), and Cable Contractor will design drawings for all cabling to the Premises. All Systemax Category 6 ("**CAT 6**") plenum rated cabling and face-plates that support 568B, 1000Base-TX/1000Base-T/IEEE 802.3ab, and POE+/IEEE 802.3 at standards are required throughout the entire leased space for computer network connections, as shown on the Final Plans. The Cabling Contractor will provide as built drawings for all data cabling.

The County's cabling contractor must be certified by the manufacturer to install, test, and warranty the product installed. One telephone and four data cable runs and jacks will be required to each workstation, private office, and conference rooms, and office face plate, network printer, copiers, flat screen monitors, and any other computer-related network device and run back to the telecommunications and data room, as noted on the Final Plans. County's cable contractor will terminate all data jacks as required in the telecommunications and data room, and provide cable ends to end test results. The Cable Contractor will provide two dedicated quad NEMA5-20 outlets, one at the end of the data rack and one for County's Alarm Division. All cabling to be terminated on Systemax iPatch 360 panel with a single controller, and allow 2U of Rackspace between patch panels, and place a 1U wire manager below each patch panel.

- Integration Lab / data/ phone room with ¾" fire-rated painted plywood on two (2) walls and a single NEMA5-20 outlet. Lessor's Contractor will provide one dedicated single NEMA5-20 outlet, between the two data racks. A separate air conditioning supply system in the Integration Lab/ data / phone room as noted on the Final Plans, with a minimum 3-ton capacity unit, and that operates 24 hours per day, 7 days per week ("24/7"). 24/7 alarm monitoring service for the telecommunications and data room is required in the event of air conditioning failure, including a High-Low temperature alarm.
- Direct, securable access to the Main Point of Entry ("MPOE") for communication service to the Building.
- An AT&T-approved pathway to curb-side for the MPOE.
- Key card access control system for all exterior and interior doors as noted on the Final Plans. All electrical wiring for each key card access door will be installed per the Final Plans. Any required door hardware to be coordinated with County's Representative per the Final Plans.
- Emergency doors shall be fail-safe and have internal hinges.
- Outside air intake emergency push-button shut-off capability for the HVAC system shall be tested and verified.
- All electrical wiring at all WIFI AP access points, 120 VAC outlets as needed, break rooms, conference rooms and reception areas as per the Final Plans. All copiers/printers and display monitors will be provided by County. All copier/multi-function printer locations to have 20 amp dedicated circuits.
- All electrical wiring for County scanners, printers, mail sorters and other equipment in the Premises will be installed per the Final Plans.

- Clean all finishes on counters, walls, ceilings, doors, window treatments and floors, and repair or replace as needed prior to occupancy.
- Coordinate all keying and door hardware requirements with County's Representative per the Final Plans.
- Any other specification for this project as specified in final plans.

The above items shall be included on the Final Plans, including the construction documents, to be submitted for building permits and Fire District approvals.

SCHEDULE 2
SPACE PLANS

SCHEDULE 3

CONSTRUCTION SCHEDULE

SCHEDULE 4

FINAL PLANS

SCHEDULE 5

FORM OF COMPLETION NOTICE

To: Contra Costa County
From: RIO Properties I, LLC
Date:
Re: Completion Notice

This notice is provided in compliance with Section 12 of that certain Work Letter dated _____ between RIO Properties I, LLC and Contra Costa County (the "Work Letter").

All terms not otherwise defined herein have the meaning ascribed to them in the Work Letter.

Tender by Lessor

Lessor hereby represents that it has completed construction of the Tenant Improvements in substantial conformity with the Final Plans.

Landlord hereby tenders the Premises for delivery to Tenant.

RIO Properties I, LLC

By: _____

Its: _____

Certification by Architect

The undersigned, a duly authorized representative of Studio Benavente Architects Inc. Architectural Group, hereby represents that (s) he has inspected the Tenant Improvements and determined them to be in substantial conformity with the Final Plans.

Studio Benavente Architects Inc.

By: _____

Its: _____

Date: _____

Certification by Contra Costa County

The undersigned, a duly authorized representative of Contra Costa County, hereby represents that the County has caused the Tenant Improvements to be inspected and has determined them to be in substantial conformity with the Final Plans.

Contra Costa County

By: _____

Its: _____

Date: _____



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Application #29-396-16 with California Department of Public Health, Tobacco Control Program

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to submit an application #29-396-16, to the California Department of Public Health, Tobacco Control Program, in an amount not to exceed \$150,000 for the County's Comprehensive Tobacco Control Plan (CTCP) Program for the period July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

Approval of this application will result in an amount not to exceed \$150,000 for the CTCP Program. (100% State; no County match)

BACKGROUND:

The State has designated Contra Costa County as "the Local Lead Agency", and Public Health Division's Prevention Program is coordinating countywide tobacco control activities, including the facilitation and staffing of a Tobacco Control Coalition.

The goal of this CTCP, is to reduce secondhand smoke, to counter Pro-Tobacco influences and to reduce access to tobacco products in Contra Costa County. The project also works with community organizations to adopt tobacco prevention as part of their organizational mission. The local Tobacco Prevention Coalition established the Project priorities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Dan Peddycord,
925-313-6712

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

By: , Deputy

cc: D Morgan, M Wilhelm

BACKGROUND: (CONT'D)

In order to meet the deadline for submission, a draft copy of the application has been forwarded to California Department of Public Health, Tobacco Control Program, but subject to Board approval.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County will not receive funding from the California Department of Public Health to support the efforts of the County's Comprehensive Tobacco Control Plan.



Contra
Costa
County

To: Board of Supervisors
From: Robin Lipetzky, Public Defender
Date: March 7, 2017

Subject: Grant Award from the U.S. Department of Justice

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Defender, or designee, to apply for and accept the 2017 Smart on Juvenile Justice grant from the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, in the amount of \$300,000, to assist with recidivism reduction and representation of juveniles for the period October 1 2017 through September 30, 2019

FISCAL IMPACT:

This grant will provide \$300,000 salary reimbursement for a twenty-four (24) month Juvenile Reentry program, beginning October 1, 2017. There is no requirement for matching funds by the County, and the grant will not increase Net County Cost. Timing of anticipated grant expenditures and revenues are, as follows:

FY 2017-18 = \$112,500

FY 2018-19 = \$150,000

FY 2019-20 = \$ 37,500

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Richard Loomis, (925)
335-8093

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

By: , Deputy

cc:

BACKGROUND:

The Juvenile Unit of the Public Defender's Office values zealous, client-centered advocacy. Our Deputy Public Defenders aim to achieve diversion and acquittals on the front-end; and on the back-end, to decrease the number of detained youth, to increase successful completions of probation, and to connect youth with community services so that they can succeed after court supervision. The Juvenile Unit has taken various steps to leverage resources to provide post-disposition representation to juvenile clients. Recently, we obtained funding for a youth advocate for two of the seven attorneys (the Community Lawyering Youth Project). We also obtained another youth advocate and a half-time attorney through Byrne JAG funds as part of the creation of a county-wide Youth Justice Initiative. Through collaboration with the community and Probation Department we are seeking improvement in reentry outcomes of youth returning from high-level incarceration placements.

The U.S. Department of Justice (DOJ) is seeking applications for the 2017 Smart on Juvenile Justice: Enhancing Youth Access to Justice Initiative. This program furthers the DOJ mission by funding efforts that reduce recidivism and ensuring that children receive the guarantees of due process and equal protection. The Office of the Public Defender will apply to the Initiative funding category that supports organizations that provide direct legal service, mentoring and reentry planning to youth in out-of-home placement who are transitioning or have recently transitioned back to their families and communities. The Public Defender's objective is to enable reentry youth in overcoming barriers to securing housing, education and employment to reduce recidivism in juvenile offenders. Direct client services to be provided include: mentoring, record expungement and/or sealing of juvenile records; and assistance in securing public housing, driver's licenses, employment and education. Staff will provide legal services to youth up to age 24 who were released from secure confinement or out-of-home placement for offenses committed at age 18 or younger.

CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Public Defender would not be able to effectively address the legal representation needs of its Juvenile clients.

CHILDREN'S IMPACT STATEMENT:

This grant is designed to provide legal services to address barriers in employment and education that youthful offenders face in community reintegration following a juvenile delinquency placement or commitment. Legal services may include record expungement, securing a driver's license, litigating housing or employment denials and educational advocacy. The ultimate measure of success of this program is an increase in employment and education participation of post-disposition juvenile offenders.



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: 2017 DNA Capacity Enhancement and Backlog Reduction Grant

RECOMMENDATION(S):

ADOPT Resolution No, 2017/61 authorizing the Sheriff-Coroner, or designee, to apply for and accept the U.S. Department of Justice, Office of Justice Programs, DNA Program Backlog Reduction Grant in an initial amount of \$177,300 to reduce the number of backlogged DNA tests in the Sheriff's Criminalistics Laboratory for the period January 1, 2018 through the end of the grant period.

FISCAL IMPACT:

No County costs. Initial revenue: \$177,300, 100% Federal revenue, no County match required. (CFDA #16.714)

BACKGROUND:

The Office of the Sheriff, Forensic Services Division, has received DNA Backlog Reduction Program funds for many years. As a result, the Sheriff's Office has operated an ISO 17025 Accredited Crime Laboratory able to provide County-wide Forensic DNA testing services. Grant funds have been used in the past to purchase scientific equipment allowing for high throughput

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Sandra Brown
925-335-1553

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

By: , Deputy

cc: Sandra Brown, Liz Arbuckle, Tim Ewell

BACKGROUND: (CONT'D)

DNA extraction, quantification and detection. In addition, funding supported DNA analysts who process DNA samples collected at crime scenes to aid in criminal investigations and prosecutions. The 2017 DNA Backlog Reduction Program Grant will be used to support DNA analysts, acquire advanced technology, and provide state-of the art forensic DNA testing to law enforcement agencies in the Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

A decision not to pursue grant funding will increase the DNA case backlog, increase the turnaround time for DNA sample processing, and contribute to delays in criminal prosecutions.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Resolution No. 2017/61

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

Adopted this Resolution on 03/07/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/61

IN THE MATTER OF: Applying for and Accepting the 2017 U.S. Department of Justice, Office of Justice Program, DNA Program Backlog Reduction Grant.

WHEREAS, the County of Contra Costa is seeking funds available through the U.S. Department of Justice;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors: Authorizes the Sheriff-Coroner, Undersheriff or the Sheriff's Chief of Management Services, to execute for and on behalf of the County of Contra Costa, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining Federal financial assistance provided by the U.S. Department of Justice.

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: March 7, 2017

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

Contact: Sandra Brown 925-335-1553

By: , Deputy

cc: Sandra Brown, Liz Arbuckle, Tim Ewell



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Application #28-892 with Dean and Margaret Leshar Foundation

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to submit an application #28-892, to the Dean and Margaret Leshar Foundation, in an amount not to exceed \$72,772 for the County's Pittsburg Food Access Assessment for the period July 1, 2017 through June 30, 2019.

FISCAL IMPACT:

Approval of this application will result in an amount not to exceed \$72,772 for the Pittsburg Food Access Assessment. (No County match)

BACKGROUND:

This project is a part of Healthy & Livable Pittsburg Collaborative (HLPC). HLPC is a multi-sectoral, community group that has met since 2013 to promote healthy eating and active living within the Pittsburg community. The neighborhoods in the City of Pittsburg are drastically underserved by traditional food outlets such as grocery stores.

The goal of the Pittsburg Food Access Assessment is to assess the food environment in the City of Pittsburg, with particular attention to families and children living in the low income area north of Highway 4 including providing professional development

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Dan Peddycord,
925-313-6712

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

By: , Deputy

cc: D Morgan, M Wilhelm

BACKGROUND: (CONT'D)

opportunities to Pittsburg youth and engage them in improving their community. Implement prioritized recommendation from the plan.

In order to meet the deadline for submission, a draft copy of the application has been forwarded to Dean and Margaret Leshner Foundation, but subject to Board approval.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County will not receive funding.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: 2017 Food Services Agreement with Mt. Diablo Unified School District / Crossroads High School

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to execute a contract with Mt. Diablo Unified School District, effective February 1, 2017, to pay the county an amount not to exceed \$5,000, to provide food services to the childcare program at Crossroads High School for the period February 1, 2017 through June 30, 2017.

FISCAL IMPACT:

No net County costs.

Mt. Diablo Unified School District has agreed to reimburse the County, up to the limits of the California Child and Adult Food Program, for all food service expenses related to this contract. The program may provide up to 1,667 meals at \$3.00/meal.

BACKGROUND:

The Board of Supervisors has approved similar agreements with community based agencies with which the Department contracts to provide childcare services. In order to further support the partnership and to ensure the success of food and nutrition goals within these programs, the Department provides the daily meal provision at selected childcare sites. The meals are provided to program eligible children co-enrolled in the California Child and Adult Food Program and the Contractor's education programs.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 03/07/2017 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: March 7, 2017

Contact: CSB (925)
681-6346

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

By: , Deputy

cc: Carolyn Nguyen, Sam Mendoza, Cassandra Youngblood

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will be unable to provide food services to its childcare partner.

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

ATTACHMENTS

Food services agreement

**STANDARD AGREEMENT FOR
FOOD SERVICE / VENDING**

This Agreement is entered into on this first day of **February 2017** by and between **Mt. Diablo Unified School District, Crossroads High School**, hereinafter referred to as the Agency and **Contra Costa County** through and by its **Employment & Human Services Department, Community Services Bureau** hereinafter referred to as the Vendor.

THE VENDOR AGREES TO:

1. Prepare and supply the meals, inclusive of milk, to **Mt. Diablo Unified School District, Crossroads High School at 2701 Willow Pass Road, Concord, CA 94519 by 11:00 a.m. each day of Vendor operation, Monday through Friday** in accordance with the number of meals requested and at the cost(s) per meal listed below. **FY 2016-17** rates noted below.

For preschool children ages 18 to 36 months:

Breakfast	\$ <u>n/a</u> each	Lunch	\$ <u>3.00</u> each
Supplement/Snack	\$ <u>n/a</u> each	Supper	\$ <u>n/a</u> each

2. Provide the Agency the menu for each month at least **five** days prior to the beginning of the month to which the menu applies.
3. Assure that each meal provided to the Agency under this contract meets the minimum nutritional requirements as defined by the California Child and Adult Care Food Program.
4. Maintain on a daily basis an accurate count of the number of meals by meal type, prepared for the Agency. Meal count documentation must include the number of meals requested by the Agency.
5. Allow the Agency to increase or decrease the number of meal orders, as needed when the request is made within **one day** of the scheduled delivery time.
6. Present to the Agency an invoice accompanied by reports **no later than the 20th day of each month** that itemizes the previous month's delivery. The Vendor agrees to forfeit payment for meals that are not ready within one (1) hour of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, are short of components, or do not otherwise meet the meal requirements contained in this agreement.
7. Provide the Agency with a copy of current health certifications for the food service facility in which it prepares meals. The Vendor shall ensure that all

health and sanitation requirement of the California Retail Food Facilities Law, and chapter 4 of the California Health and Safety Code, are met all times.

8. Not subcontract for the total meal, with or without milk, or for the assembly of the meal.
9. As required by the State Drug-Free workplace Act of 1990 (Government Code § 8350 et. seq.) and the Federal Drug-Free Workplace Act of 1988, and implementing regulations, Vendor certifies that it will continue to provide a drug-free workplace.

THE AGENCY AGREES TO:

1. Notify Vendor of necessary increases or decreases in number of meal orders within **eight hours** of the scheduled delivery time. Errors in meal order counts made by the Agency shall be the responsibility of the Agency, and Agency shall pay Vendor for all meals ordered even if Agency erroneously ordered an excess number of meals.
2. Ensure that an Agency representative is available at each delivery site, at the specified time on each specified delivery day to receive, inspect and sign for the requested number of meals. This individual will verify the temperature, quality, and quantity of each meal service delivery. The Agency assures the Vendor that this individual will be trained in health and sanitation practices.
3. Provide personnel to serve meals, clean the serving and eating areas, and assemble transport carts and auxiliary items for pick-up/delivery by the Vendor no later than **twenty-four hours** following the delivery of such carts.
4. Notify the Vendor within **ten days** of receipt of the next month's proposed menu of any changes, additions, or deletions that will be required in the menu request.
5. As required by the State Drug-Free workplace Act of 1990 (Government Code § 8350 et. seq.) and the Federal Drug-Free Workplace Act of 1988, and implementing regulations, Agency certifies that it will continue to provide a drug-free workplace.
6. Pay the Vendor by the **thirtieth day of each month** the full amount as presented in the monthly itemized invoice. The Agency agrees to notify the Vendor within 48 hours of receipt of any discrepancy in the invoice.

7. Agency shall defend, indemnify, save and hold harmless Vendor and it's officers and employees from any and all claims, costs and liability for any damages, sickness, death or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operations or services of Agency or its agents, servants, employees or subcontractors hereunder, save and except claims or litigation arising through the sole negligence or sole willful misconduct of Vendor or its officers or employees. Agency will reimburse Vendor for any expenditure, including reasonable attorney fees, Vendor may make by reason of the matters that are the subject of this indemnification, and if requested by Vendor, will defend any claims or litigation to which this indemnification provision applies at the sole cost and expense of Agency.

TERMS OF THE AGREEMENT

The effective date of this Contract amendment is **February 1, 2017**. It terminates on **June 30, 2017**. 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.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DATES INDICATED BELOW:

<p>CONTRA COSTA COUNTY OFFICE OF COUNTY ADMINISTRATOR</p> <p>By: _____ Designee</p>	<p>COUNTY COUNSEL Approved as to Form:</p> <p>By: <u> <i>Angela L. Dye</i> </u> Deputy</p>
<p>CONTRA COSTA COUNTY EMPLOYMENT & HUMAN SERVICES DEPARTMENT</p> <p>By: _____ Director / Designee</p> <p><u> Department Director </u> Title</p> <p>_____ Telephone</p> <p>_____ Date</p>	<p>MT. DIABLO UNIFIED SCHOOL DISTRICT, CROSSROADS HIGH SCHOOL</p> <p>By: _____ Official Signature</p> <p>_____ Title</p> <p>_____ Telephone</p> <p>_____ Date</p>

Contra Costa County Board of Supervisors Approval via Board Order
(Attached)



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Approval of California Mutual Aid Region II Intra-Region Cooperative Agreement for Emergency Medical and Health Disaster Assistance

RECOMMENDATION(S):

APPROVE AND AUTHORIZE the Health Officer acting as the Medical Health Operational Area Coordinator (MHOAC) or designee to execute the California Mutual Aid Region II Intra-Region Cooperative Agreement for Emergency Medical and Health Disaster Assistance.

FISCAL IMPACT:

An Intra-Region Cooperative Agreement is required by FEMA and the State of California for Operational Areas and Health Care Jurisdictions to qualify for federal funds associated with emergency medical and health disaster assistance.

BACKGROUND:

Recent rulings at the state and federal level require regional medical health mutual aid agreements to be in place to qualify for reimbursement of federal and state disaster funds. FEMA has determined that the current California Statewide Medical Mutual Aide Agreement is not sufficient to fulfill this obligation. Recent experience associated with Medical Health Mutual Aid response to the Napa Earthquake, Valley Fire and San Bernardino Incident have demonstrated that the lack of a regional mutual aid agreement creates barriers for both qualifying for and receiving

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Patricia Frost,
925-646-4690

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Patricia Weisinger

BACKGROUND: (CONT'D)

timely reimbursement associated with state and federal emergency and disaster declarations.

The California Mutual Aid Region II Intra-Region Cooperative Agreement (see attachment) is based on the Southern California model agreement and has been vetted over the last year with Region II Health Officers, Public Health and EMS Administrators. The presence of an adopted regional agreement positions all jurisdictions and who are involved in sending and receiving medical mutual aid to qualify for state and federal emergency funds and optimal reimbursement.

The regional cooperative agreement must be entered into by all parties without edits or changes to be recognized by State and Federal Agencies responsible for disaster and emergency fund reimbursement. Region II jurisdictions eligible to participate in this regional agreement include: Alameda, City of Berkeley, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not qualify for federal funds and will experience long delays in state reimbursement associated with emergency medical services and medical health mutual aid between Region II operational areas. Regional mutual aid agreements are required for timely state and federal mutual aid reimbursement. In an absence of participation in the regional agreement the County would have to rely on general funds to support mutual aid reimbursement associated with requests for medical mutual aid that would otherwise be eligible for federal disaster funds under FEMA.

ATTACHMENTS

Final 021617

Contract # _____

**California Mutual Aid Region II
Intra-Region Cooperative Agreement
For Emergency Medical and Health Disaster Assistance**

This Agreement is made and entered into by and among the signatory Counties of the California Governors' Office of Emergency Services (OES) Mutual Aid Region II.

WHEREAS, there exists a great potential for a medical/health disaster or catastrophic event capable of producing mass casualties that overwhelm local ability to contain and control; and

WHEREAS, in preparation for this threat, the signatories of this document, singularly and severally, agree to assist any participating County consistent with the State of California Emergency Plan, Emergency Support Function 8 Annex (ESF 8), California Public Health and Medical Emergency Operations Manual (EOM), and the Standardized Emergency Management System (SEMS) by providing assistance to the extent it is reasonably available and possible without compromising each County's medical and public health responsibilities; and

WHEREAS, the OES Region II Regional Disaster Medical Health Coordinator (RDMHC), selected in accordance with the California Health and Safety Code, Division 2.5, Section 1797.152 (a), is responsible for regional coordination of medical and public health assistance within OES Region II when so requested by an affected County of Region II; and

WHEREAS, each County is desirous of providing a reasonable and reciprocal exchange of emergency medical and public health services where appropriate; and

WHEREAS, this Agreement is made and entered into by and between the Counties for those agencies within their respective jurisdictions, both public and private, capable of providing emergency medical and public health services; and

WHEREAS, each County has emergency medical and public health personnel, equipment and supplies which can be made available, in the spirit of cooperation and mutual aid, under this Agreement; and

WHEREAS, each County enters into this Agreement for the prudent use and reimbursement of emergency medical and public health services including, but not limited to, personnel, equipment, and supplies utilized in assisting any County participating in this Agreement.

NOW THEREFORE, it is agreed as follows:

1. The Medical Health Operational Area Coordinators (MHOAC), the Health Officers, EMS Administrators or authorized designee from an affected County within OES Region II may request emergency medical and public health services

through the OES Region II Disaster Medical/Health Coordination System in accordance with the California Public Health and Medical Emergency Operations Manual (EOM) and the Standardized Emergency Management System (SEMS).

2. In responding to the request of an affected County (“Requesting County”) or to OES Region II as a whole, each assisting County (“Assisting County”) shall provide emergency medical and public health assistance to the extent it is reasonably available and to meet the requested needs.
3. A Requesting County shall be financially responsible for the costs of emergency medical and public health personnel, equipment, and supplies received pursuant to that Requesting County’s request for such assistance. Accurate records and documents related to assistance requests hereunder shall be maintained by both the Requesting and Assisting County.
4. Release or reassignment of assistance personnel, supplies and equipment among the Counties in OES Region II, shall be coordinated by the Region II RDMHC program, the Requesting County and the Assisting County.
5. Operational policies and procedures, and contact lists shall be developed by the Health Officers, EMS Administrators and MHOACs of each County. Such details shall be provided to the signatories of this Agreement.
6. The Requesting County is the controlling authority for use of emergency medical and public health services within its jurisdiction. In those instances where the Assisting County’s operational area personnel arrive on scene before the Requesting County, the Assisting County’s personnel will take only such action as determined reasonably necessary to address the emergency situation.
7. Within one hundred eighty days (180) following its provision of services and supplies for a disaster or catastrophic event, an Assisting County shall present its billing and a precise accounting of its actual costs for the incident to the Requesting County. The Requesting County shall pay this billing within one hundred eighty (180) days of its receipt unless otherwise agreed to in writing by the Assisting and Requesting Counties.
8. Any party to this Agreement may terminate its participation in this Agreement upon ninety (90) days advance written notice to the other parties.
9. A Requesting County agrees to indemnify, defend at its own expense, and hold harmless the Assisting County and its authorized agents, officers, volunteers and employees from any and all liability, claims, losses, damages, or expenses, including reasonable attorneys’ fees, for personal injury (including death) or damage to property or losses arising from any negligent acts or omissions or willful misconduct of Requesting County or its authorized agents, officers, volunteers and employees in the course of responding to the emergency situation

giving rise to the Requesting County's request for assistance, including any costs or expenses incurred by the Assisting County or Requesting County on account of any claim thereof. An Assisting County agrees to indemnify, defend at its own expense, and hold harmless the Requesting County and its authorized agents, officers, volunteers and employees from any and all liability, claims, losses, damages, or expenses, including reasonable attorneys' fees, for personal injury (including death) or damage to property or losses arising from any negligent acts or omissions or willful misconduct of Assisting County or its authorized agents, officers, volunteers and employees in the course of rendering services pursuant to the Requesting County's request for assistance (excluding acts or omissions that are a direct result of a Requesting County's direction), including any costs or expenses incurred by the Assisting County or Requesting County on account of any claim thereof. In the event of concurrent negligence, each party shall be responsible for its own defense and defense costs, and the liability for any and all claims for injuries or damages to persons or property shall be apportioned under the California theory of comparative negligence as presently established or as may hereafter be modified.

10. The Agreement expresses all understandings of the parties concerning all matters covered and shall constitute the entire Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees. No change or revisions shall be valid unless made in the form of a written amendment to this Agreement that is formally approved and executed by all the parties.
11. This Agreement shall in no way affect or have any bearing on any preexisting resource assistance or mutual aid contracts between any of the Counties for fire and rescue services, EMS, or medical/public health services. To the extent an inconsistency exists between such contract and this Agreement, the former shall control and prevail.
12. This Agreement does not relieve any of the Counties from the necessity and obligation of using its own resources for furnishing emergency medical and public health services within any part of its jurisdiction. An Assisting County's response to a request for assistance will be dependent upon the existing emergency conditions within its jurisdiction and the status of its resources.
13. This Agreement shall not be construed as, or deemed to be an agreement for the benefit of anyone not a party hereto, and anyone who is not a party hereto shall not have a right of action hereunder for any cause whatsoever.
14. Notices hereunder shall be sent by first class mail, return receipt requested, to each Medical Health Operational Area Coordinator (MHOAC).
15. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.

IN WITNESS WHEREOF, the appropriate authority of each County has caused this Agreement to be subscribed on their behalf by their respective duly authorized officers, on the day, month and year noted.

(ONE OF THESE FOR EACH COUNTY IN THE REGION)

(County)

IN WITNESS WHEREOF, the parties hereto have executed this contract.

Date: _____

By: _____
Agency Director or
Approved Designee
Emergency Medical Services
(County)
(Agency)

Date: _____

By: _____
Health Officer or Approved
Designee
(County/Jurisdiction)
(Agency)

Date: _____

By: _____
Chair
(County)
Board of Supervisors or
Approved Designee

One for each Region II Op Area and/or Local Public Health Jurisdiction:

Alameda

City of Berkeley

Contra Costa

Del Norte

Humboldt

Lake

Marin

Mendocino

Monterey

Napa

San Benito

San Francisco

San Mateo

Santa Clara

Santa Cruz

Solano

Sonoma



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: FY 2017 Coverdell Forensic Science Improvement Grants Program

RECOMMENDATION(S):

ADOPT Resolution No. 2017/69 authorizing the Sheriff-Coroner, or designee, to apply for and accept the FY 2017 Coverdell Forensic Science Improvement Grants Program, in an initial amount of \$239,005, to replace outdated forensic laboratory equipment for the period beginning January 1, 2018 through the end of the grant period.

FISCAL IMPACT:

No County cost. Initial revenue: \$239,005, 100% federal no County match required (CFDA #16.742)

BACKGROUND:

The FY 2017 Coverdell Forensic Science Improvement Grants Program will be used to purchase and replace outdated GCMS instruments in the controlled substances and toxicology units as well as update software for existing instruments. The GCMS manufacturer will cease technical support of the instrument hardware and software currently being used after 2017. The computers operating the instruments are obsolete and no longer supported by the Sheriff's technical services division. The Office of the Sheriff Forensic Services Division (FSD) is an American Society of Crime Lab Directors/Laboratory Accreditation Board (ASCLD/LAB) accredited crime lab providing forensic

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Sandra Brown
925-335-1553

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

services to more than 20 law enforcement agencies within the County. In 2015 and 2016, the controlled substances and toxicology units received 45% of all casework requests received by the FSD; totaling over 7,300 samples analyzed. Nearly all forensic analysis confirmations in the controlled substance and toxicology units are performed using the Gas Chromatography Mass Spectrometry (GCMS) instruments. The project objectives include: (1) purchase and installation of new GCMS instrument hardware and software which will be supported by the manufacturer, (2) upgrading existing instrument software and updating the computer operating system to one which will be supported by technical services. The anticipated outcomes of the GCMS instrumentation modernization project are an increase in casework productivity by reducing turn-around time and a decrease in the number of cases in the backlog in the controlled substances and toxicology units. Efficiency of obtaining results in forensic casework will provide accurate and reliable results for the criminal justice system. Replacing outdated and aged instruments will ensure that reliable instrumentation is available to Criminalists to analyze cases needed for the judicial system.

CONSEQUENCE OF NEGATIVE ACTION:

Due to the age of the instruments (16-18 years) they are needing more non-routine maintenance and service calls, which is an increased cost to the department. Since this is the primary instrumentation used in confirmation analysis in 45% of the Crime Lab requests, if this instrumentation or computers fail and are unable to be repaired there could be a negative effect on the efficiency of results being reported to agencies for use in the judicial process.

CHILDREN'S IMPACT STATEMENT:

None.

ATTACHMENTS

Resolution No. 2017/69

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

Adopted this Resolution on 03/07/2017 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2017/69

IN THE MATTER OF: Applying for and accepting the FY 2017 Coverdell Forensic Science Improvement Grants Program.

WHEREAS, the County of Contra Costa is seeking funds available through the U.S. Department of Justice for the FY 2017 Coverdell Forensic Science Improvement Grants Program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors authorizes the Sheriff-Coroner, Undersheriff or the Sheriff's Chief of Management Services, to execute for and on the behalf of the County of Contra Costa, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining Federal assistance related to the FY 2017 Coverdell Forensic Science Improvement Grants Program provided by the U.S. Department of Justice.

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: March 7, 2017

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

Contact: Sandra Brown 925-335-1553

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Submission of funding Application #28-825-8 to the National Association of County and City Health Officials

RECOMMENDATION(S):

Approve and authorize the Health Services Director or his designee, to submit funding application #28-825-8 to the National Association of County and City Health Officials (NACCHO), in an amount not to exceed \$13,000, for Contra Costa Medical Reserve Corps (MRC) Non-Competitive Capacity Building Grant Project, for the period from January 1, 2017 through March 31, 2018.

FISCAL IMPACT:

Approval of this funding application will result in a maximum amount of \$13,000 from NACCHO to support the County's MRC Non-Competitive Capacity Building Grant Project. No County match required.

BACKGROUND:

The Contra Costa MRC is housed under Contra Costa County's Emergency Medical Services (EMS), which is part of Contra Costa County Health Services Department (HSD). CCMRC is part of the County's emergency planning and response system to address the need for additional medical professionals to respond to a medical surge event or an event such as those requiring the mass distribution of pharmaceuticals. Additionally, the CCMRC participates in trainings, health

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Patricia Frost,
313-9554

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

By: , Deputy

cc: Tasha Scott, M Wilhelm

BACKGROUND: (CONT'D)

fairs, flu clinics, first aid, and community service. The NACCHO award will provide funding to allow CCMRC to acquire medical supply cases and an assistant MRC Coordinator (to manage community/hospital outreach training).

The funds will be used to provide continuous support to County's MRC Non-Competitive Capacity Building Grant Project to enhance the Contra Costa MRC unit through March 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this application is not accepted, the County's Emergency Medical Services will not receive funding to support its Non-Competitive Capacity Building Grant Project to continue enhancement of the MRC.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Application #28-511-35 to the California Department of Resources Recycling and Recovery

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee (Marilyn Underwood), to submit Application #28-511-35 to the California Department of Resources Recycling and Recovery (CalRecycle), to pay County an amount not to exceed \$30,000, for the continuation of the Local Enforcement Agency (LEA) assistance funds for the Department's Environmental Health Division (Solid Waste Program), for the period July 1, 2017 through October 31, 2018.

FISCAL IMPACT:

Approval of this application will result in a projected amount not to exceed \$30,000 of funding for the Department's Solid Waste Program. No County match required.

BACKGROUND:

The CalRecycle provides these grants annually to assist Statewide Local Enforcement Agencies (LEA) in performing their duties. Pursuant to Public Resources Code Section 43230, this grant award will be used solely for the support of the solid waste facilities permit and inspection programs, including personnel, training, equipment, supplies, and technical support.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Marilyn Underwood,
925-692-2521

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm

BACKGROUND: (CONT'D)

Approval of application #28-511-35 will allow County to apply to receive funds for continuation of the LEA assistance funds, through October 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this application is not approved, the County will not be able to receive funds to carry out its solid waste facilities permit and inspection programs.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 7, 2017

Subject: CoCo San Sustainable Farm

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with AgLantis, a non-profit corporation, in an amount not to exceed \$50,000 to assemble an Agra Tech Solar Light Greenhouse for the CoCo San Sustainable Farm project for the period March 7, 2017 through March 6, 2019, as recommended by Supervisor Federal Glover and Supervisor Karen Mitchoff.

FISCAL IMPACT:

None to the General Fund. \$50,000 from the Livable Communities Trust (50% District IV; 50% District V) will be allocated toward the greenhouse assembly.

BACKGROUND:

The CoCo San Sustainable Farm (Farm) project is a collaboration between AgLantis TM and Central Contra Costa Sanitary District (CCCSD). AgLantis TM is a California non-profit public benefit corporation (501 c-3 EIN 46-463443-0). The Farm is located within Contra Costa County's designated Northern Waterfront Economic Development Initiative (NWEDI) area. The Farm is a replicable model for healthy, fresh, sustainably produced, local produce using otherwise under-utilized public resources. The Farm will grow produce on 15 acres of under-utilized public buffer land (CCCSD) and in a high-tech AgraTech, Inc. Solar Light commercial greenhouse that was donated by AgraTech, Inc., based in Pittsburg, California. The Farm will also be utilizing recycled, agricultural-grade water that would otherwise be discharged into the Bay.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Rich Seithel,
925-674-7869

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Farm is being developed to provide low cost sustainably grown produce to schools, the Contra Costa Food Bank, and the community. The Contra Costa Food Bank, which is approximately a mile from the Farm, will pick up the produce and use existing systems to distribute it to schools and clients. Community Supported Agriculture (CSA) boxes from the Farm will provide low cost produce to the community.

Another goal of the Farm is education. Many aspects of science and engineering touch a farm: physics, soil science (including carbon sequestration in soil), hydrology, meteorology, nutrition, mechanical and electrical engineering. The Farm will be working with local educators and businesses, such as Tesoro, and programs such as the city of Pittsburg's Future Build program, to integrate the farm into teaching modern methods of sustainable agriculture and food systems, as well as, science, engineering, construction, and safety.

The Farm will also be an incubator for green jobs. In addition, the Farm intends to partner with other local businesses to showcase their products and teach aspects of jobs related to those industries.

This community urban farm project is primarily financed through donations of services and funds. Contributing donors include: CCCSD; AgraTech, Inc.; Tesoro; Republic Services; County Quarry; PG&E; Davey Tree Service; EcoMulch; Discovery Homes; and, Trial Whisperer. The \$50,000 from the Livable Communities Trust will provide funds for the assembly of the donated Agra Tech solar greenhouse.

The Livable Communities Trust Fund was established to implement the County's Smart Growth Action Plan. Goals of the Action Plan relevant to the Farm are the following: 1) promote innovative land use planning and design principles (greenhouse production not only produces up to forty times the volume of food at one tenth the water use, they also provide an interim, productive use of underutilized industrial land in the NWEDI area); and 2) promote economic revitalization (the Farm provides: workforce training; incubator for green jobs; jobs; and a replicable food production template for food-processing manufacturing value-chains as identified in the NWEDI report).

In reviewing the purpose of the Fund, the Board of Supervisors determined on December 3, 2013 that "the goal shall be to spend the money equally among supervisorial districts." At build-out of the development projects contributing revenue to the Fund, deposits to the Fund will total \$8,448,000. As of February 6, 2017 the fund balance is \$7,532,189. The interest-bearing account has earned over \$300,000 in interest to date. So far, one expenditure has been made from the Fund (a \$250,000 expenditure approved on October 22, 2013 for the Northern Waterfront Economic Development Initiative). Another expenditure was authorized on June 14, 2016 with \$1,432,830 from the District I portion providing matching funds for the development of the Heritage Point affordable housing project in North Richmond. Two additional proposals to authorize expenditure of up to a total of \$400,000 from the District III portion were authorized on December 20, 2016 for a feasibility study for the Marsh Creek Corridor Multi-Use Trail and to review and update land use policies related to agriculture.

CONSEQUENCE OF NEGATIVE ACTION:

If funding is not allocated, the raising of the greenhouse will be delayed, jeopardizing the timely promotional benefits of a completed collaborative green project, as well as, delaying the provision of food to the school district and Contra Costa Food Bank.

CHILDREN'S IMPACT STATEMENT:

This project will provide food to the Mt. Diablo School District, and supports the following children programs' outcomes: Children Ready for and Succeeding in School; Children and Youth Healthy and Preparing for Productive Adulthood; Communities that are Safe and Provide a High Quality of Life for Children and Families.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: APPROVE a Purchase Order with Bay Area Diablo Petroleum

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, on behalf of the Public Works Director, a purchase order with Bay Area Diablo Petroleum in an amount not to exceed \$400,000, for fuel, for the period of February 1, 2017 through January 31, 2018, Countywide.

FISCAL IMPACT:

Departmental fees paid to the Fleet Internal Service Fund.

BACKGROUND:

Public Works Fleet Services is responsible for the County fueling station on Waterbird Way. The Materials Management Division purchases fuel for the station by accepting daily bids from fuel distributors. We have four vendors currently submitting bids and we are set up to purchase fuel from all four of them. All four vendors are in need of new purchase orders. Southern Counties is our primary vendor, followed by Bay Area Diablo Petroleum, Ramos Oil Co. Inc., and Hunt & Sons Inc. This request is for Bay Area Diablo Petroleum.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the purchase of fuel from Bay Area Diablo Petroleum will discontinue.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Stan Burton, (925)
313-7077

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: March 7, 2017

Subject: APPROVE a Purchase Order with Southern Counties Fuels

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, on behalf of the Public Works Director, a purchase order with Southern Counties Fuels in an amount not to exceed \$1,300,000, for fuel, for the period of February 1, 2017 through January 31, 2018, Countywide.

FISCAL IMPACT:

Departmental fees paid to the Fleet Internal Service Fund.

BACKGROUND:

Public Works Fleet Services is responsible for the County fueling station on Waterbird Way. The Materials Management Division purchases fuel for the station by accepting daily bids from fuel distributors. We have four vendors currently submitting bids and we are set up to purchase fuel from all four of them. All four vendors are in need of new purchase orders. Southern Counties Fuels is our primary vendor, followed by Bay Area Diablo Petroleum, Ramos Oil Co. Inc., and Hunt & Sons Inc. This request is for Southern Counties Fuels.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the purchase of fuel from Southern Counties Fuels will discontinue.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Stan Burton, (925)
313-7077

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #77-069 with Sun Healthcare and Surgery Group, Inc.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #77-069 with Sun Healthcare and Surgery Group, Inc., a corporation, in an amount not to exceed \$200,000 to provide wound care and podiatry services for Contra Costa Health Plan (CCHP) members for the period from April 1, 2017 through March 31, 2019.

FISCAL IMPACT:

This Contract is funded 100% Contra Costa Health Plan Enterprise Fund II.

BACKGROUND:

Under Contract #77-069, the Contractor will provide wound care and podiatry services to CCHP members for the period from April 1, 2017 through March 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa Health Plan members will not receive the benefits of wound care and podiatry services from the Contractor.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: APPROVE and AUTHORIZE Amendment No. 1 to Consulting Services Agreements with RossDrulisCusenbery Architecture, Inc. (WH140D)

RECOMMENDATION(S):

APPROVE Amendment No. 1 to the Consulting Services Agreement with RossDrulisCusenbery Architecture, Inc. ("RDC"), to increase the payment limit by \$1,575,000, from \$200,000, to a new payment limit of \$1,775,000, with no change to the term, subject to approval by the County Administrator and approval as to form by County Counsel, for additional architectural, engineering and other technical services to provide bridging documents for a new Emergency Operations Center/Public Safety Building, and AUTHORIZE the Public Works Director, or designee, to execute the amendment following approval by the County Administrator and approval as to form by County Counsel.

FISCAL IMPACT:

100% General Fund.

BACKGROUND:

The construction of a new Emergency Operations Center/Public Safety Building is part of the County's five year plan for capital facility projects. RDC was selected through a competitive, qualifications-based selection process to provide architectural, engineering

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 03/07/2017 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: March 7, 2017

Contact: Ramesh Kanzaria, (925)
313-2000

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and other technical services for a planning study for preliminary work on a new Emergency Operations Center/Public Safety Building. On August 16, 2016, the Board approved the Consulting Services Agreement with RDC. On February 7, 2017, the Board approved Option 1 as the preferred site for the new Public Safety building and the new Emergency Operations Center as shown and discussed at the Board retreat on January 31, 2017.

At the Board's retreat, the County Administrator's Office presented three options prepared by RDC and selected Option 1 as the preferred location for the new Emergency Operations Center/Public Safety Building. Option 1 utilizes the existing emergency operations center, which is a renovated building originally designed as a vehicle service center. It will remain in service within the current physical limitations of this building. Also, as part of Option 1, the Sheriff's Administration building will be moved to this location which will centralize the Sheriff's Operations with existing Field Operations and Coroner Offices directly east of the proposed new facilities.

At the retreat, it was recommended to the Board to retain RDC to complete the next phase of design work and complete the bridging documents necessary to construct the project. Amendment No. 1 to the Consulting Services Agreement will provide for those additional services.

CONSEQUENCE OF NEGATIVE ACTION:

If the amendment is not approved, the project will be delayed and most likely incur increases in the cost of construction. In addition to construction cost escalation, the favorable bond and private funding sources that are currently available to finance this project will most likely not be available in the future.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: Contract with STAND! For Families Free of Violence

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with STAND! For Families Free of Violence, a Non-Profit Corporation, in an amount not to exceed \$170,981 to provide Phase III Lethality Assessment Program Implementation for Domestic Violence Homicide Prevention for the period January 1, 2017 through November 30, 2017. (100% Federal)

FISCAL IMPACT:

\$170,981: 100% Federal Department of Justice Grant (CFDA #16.590). No County costs.

BACKGROUND:

The Contra Costa Alliance to End Abuse (CCA EA), formally known as Zero Tolerance for Domestic Violence Initiative (ZTDVI), applied for and received funds from the U.S. Department of Justice, Office on Violence against Women (OVW), Domestic Violence Homicide Prevention Demonstration (“Project”) in 2013. The Project will be implemented in two phases – an assessment phase (“Phase I”) and an implementation phase (“Phase II”). OVW completed Phase

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: V. Kaplan,
3-1514

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

I in September 2014 and selected CCAEA as one of four sites to participate in Phase II of the Project and implement the Lethality Assessment Program (LAP), a recognized promising practice. CCAEA is engaging the Contractor to assist in carrying out activities consistent with the funding application. In 2016, OVW renewed funding in order for CCAEA to continue implementation for the LAP model (“Phase III”).

CONSEQUENCE OF NEGATIVE ACTION:

Valuable services will not be provided.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #26-517-7 with R. Mason Coleman, M.D., Inc.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-517-7 with R. Mason Coleman, M.D., Inc., a professional corporation, in an amount not to exceed \$1,023,000 for the provision of radiology services at Contra Costa Regional Medical Center and Contra Costa Health Centers (CCRMC), for the period from April 1, 2017 through March 31, 2020.

FISCAL IMPACT:

This Contract is funded 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On April 22, 2014, the Board of Supervisors approved Contract #26-517-5 (as amended by Amendment Agreement #26-517-6) with R. Mason Coleman, M.D., Inc., for the provision of radiology services including, but not limited to: clinic coverage, consultation, on-call coverage and interpretation of CT Scans, MRIs, Ultrasounds, invasive procedures and plain films for CCRMC for the period from April 1, 2014 through March 31, 2017.

Approval of Contract #26-517-7 will allow the Contractor to continue to provide radiology services at CCRMC, through March 31, 2020.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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 contract is not approved, patients requiring radiology services at CCRMC will not have access to Contractor's services.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #26-665-4 with Jane Himmelvo, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-665-4 with Jane Himmelvo, M.D., an individual, in an amount not to exceed \$453,888, for the provision of family practice physician services at County’s Adult and Juvenile Detention Facilities, for the period from April 1, 2017 through March 31, 2019.

FISCAL IMPACT:

This Contract is funded 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On March 31, 2015, the Board of Supervisors approved Contract #26-665-3 with Jane Himmelvo, M.D., to provide family practice physician services including, but not limited to: consulting, clinic coverage and on-call services at the County’s Adult and Juvenile Detention Facility, for the period from April 1, 2015 through March 31, 2017. Approval of Contract #26-665-4 will allow the Contractor to continue providing family practice physician services through March 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contractor will not provide medical services at County’s Adult and Juvenile Detention Facilities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #26-508-8 with Liam Keating, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director or his designee, to execute, on behalf of the County Contract #26-508-8 with Liam Keating, M.D., an individual, in an amount not to exceed \$400,000, to provide otolaryngology services at Contra Costa Regional Medical Center and Contra Costa Health Centers (CCRMC), for the period from March 1, 2017 through February 28, 2018.

FISCAL IMPACT:

This Contract is funded 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On April 20, 2014, the Board of Supervisors approved Contract #26-508-6 (as amended by Amendment Agreement #26-508-7) with Liam Keating, M.D. to provide otolaryngology services, including, but not limited to: clinic coverage, consultation, on call coverage, training and medical procedures at CCRMC for the period from March 1, 2014 through February 28, 2017. Approval of Contract #26-508-8 will allow the Contractor to continue to provide otolaryngology services at CCRMC, through February 28, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring otolaryngology services at CCRMC will not have access to Contractor's services.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #74-489-2 with Margaret L. Miller, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #74-489-2 with Margaret L. Miller, M.D., an individual, in an amount not to exceed \$174,720, to provide outpatient psychiatric care services to patients in Central County for the period from May 1, 2017 through April 30, 2018.

FISCAL IMPACT:

This Contract is funded 100% Mental Health Realignment. (No rate increase)

BACKGROUND:

On March 29, 2016, the Board of Supervisors approved Contract #74-489-1 with Margaret L. Miller, M.D., for the provision of outpatient psychiatric care services including, but not limited to: diagnosing, counseling, evaluating, and providing medical and therapeutic treatment to Central Contra Costa County patients, for the period from May 1, 2016 through April 30, 2017. Approval of Contract #74-489-2 will allow Contractor to continue providing outpatient psychiatric services through April 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County 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: **03/07/2017** 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: March 7, 2017

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



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: Change Order - Surtec, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order amendment with Surtec Inc., to increase the payment limit by \$20,000 to a new payment limit of \$170,000 to supply the County's adult detention facilities with custodial supplies, other specialty products and janitorial equipment for the period March 1, 2016 through February 28, 2017.

FISCAL IMPACT:

\$20,000. 100% General Fund; Budgeted in fiscal year 2016/17.

BACKGROUND:

Surtec Inc., supplies the solutions for the 40 specialized disinfectant dispensers which are installed in all 3 detention facilities. These are dispensers with locks, specifically for the jail environment to keep the inmates from having physical contact with the chemicals. This vendor carries the majority of the cleaning solutions used in facilities that keeps the County detention facilities in compliance with the strict requirements of the Board of Corrections' annual facility inspections and of the State's

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Liz Arbuckle,
925-335-1529

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

By: , Deputy

cc: Liz Arbuckle, Heike Anderson, Tim Ewell

BACKGROUND: (CONT'D)

regulations.

The Office of the Sheriff requested, and the vendor supplied, products that exceeded the amount authorized. Because the vendor supplied the services in good faith at request of the Department, the Department is requesting an increase in the original purchase order to pay the vendor the amount owed.

CONSEQUENCE OF NEGATIVE ACTION:

The purchase order amendment will not be approved.

CHILDREN'S IMPACT STATEMENT:

No impact.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: 2016-17 Little Angels Country School, LLC State Preschool Childcare Contract Amendment #2

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Little Angels Country School, LLC, to decrease the payment limit by \$31,269, to a new limit not to exceed \$244,300, to provide State Preschool services, effective January 1, 2017, with no change to term July 1, 2016 through June 30, 2017.

FISCAL IMPACT:

100% State funds
California Department of Education

BACKGROUND:

Contra Costa County receives funds from the Administration for Children and Families (ACF) to provide Head Start and Early Head Start services to program eligible County residents. Contra Costa also receives funds from California Department of Education (CDE) to provide State Preschool services to program eligible County residents. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: CSB (925)
681-6346

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

By: , Deputy

cc: Carolyn Nguyen, Ressie Dayco, Cassandra Youngblood

BACKGROUND: (CONT'D)

In order to provide a wider distribution of services to County residents, the Department subcontracts with a number of community-based organizations. The board approved the 2016-17 contract on July 12, 2016 (C.108). The State routinely amends contracts during the program year to provide cost of living increases. The board approved amendment #1 on December 13, 2016 (c.52) to pass through the cost of living increase approved by the County from the State on September 13, 2016 (C. 76). This amendment is to reduce the number of childcare slots dedicated to the State Preschool program for this agency. The childcare slots are reduced to 36 slots from an original 48 slots, effective January 1, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community based agencies.

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #27-154-13 with Steven Cloutier (dba Alhambra Valley Counseling Associates)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #27-154-13 with Steven Cloutier (dba Alhambra Valley Counseling Associates), a partnership, in an amount not to exceed \$200,000, to provide outpatient psychotherapy to Contra Costa Health Plan (CCHP) members for the period from March 1, 2017 through February 28, 2019.

FISCAL IMPACT:

This Contract is funded 100% by Contra Costa Health Plan Enterprise Fund II. (No rate increase)

BACKGROUND:

On April 21, 2015, the Board of Supervisors approved Contract #27-154-12 with Alhambra Valley Counseling Associates for the provision of outpatient psychotherapy services to CCHP members, for the period from March 1, 2015 through February 28, 2017. Approval of Contract #27-154-13 will allow Contractor to continue providing outpatient psychotherapy services through February 28, 2019.

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.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #27-368-15 with John Patrick Kirby (dba River Counseling Center)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #27-368-15 with John Patrick Kirby (dba River Counseling Center), an individual, in an amount not to exceed \$280,000, to provide outpatient psychotherapy services for the Contra Costa Health Plan members for the period from March 1, 2017 through February 28, 2019.

FISCAL IMPACT:

This Contract is funded 100% by Contra Costa Health Plan (Health Plan) Enterprise Fund II. (No rate increase)

BACKGROUND:

On April 21, 2015, the Board of Supervisors approved Contract #27-368-14 with River Counseling Center, for the period from March 1, 2015 through February 28, 2017, to provide outpatient psychotherapy services for Contra Costa Health Plan members. Approval of Contract #27-368-15 will allow the Contractor to continue to provide outpatient psychotherapy services through February 28, 2019.

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.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: Law Search Associates

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Law Search Associates, LLC (dba Legal Research Associates), in an amount not to exceed \$288,000 for law services to adult inmates housed in County detention facilities for the period January 1, 2017 through December 31, 2019.

FISCAL IMPACT:

No County Costs. \$288,000; 100% Inmate Welfare Fund. Budgeted.

BACKGROUND:

Law Search Associates provide legal services to those incarcerated in Contra Costa Office of the Sheriff-Coroner Detention Facilities (Martinez Detention Facility, West County Detention Facility, and Marsh Creek Detention Facility). Law Search Associates will conduct legal research and meet with those incarcerated to facilitate their access to the Courts. This service is legally mandated under the laws of the State of California.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Supervisors deny this action the County will be out of compliance with State law.

CHILDREN'S IMPACT STATEMENT:

No impact.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Sandra Brown, (925)
335-1553

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Conmed Corporation Purchase Order

RECOMMENDATION(S):

Approve and authorize the Purchasing Agent, on behalf of the Health Services Department, to execute a Purchase Order with Conmed Corporation in the amount of \$300,000 for the purchase of electrosurgical equipment and supplies at the Contra Costa Regional Medical Center (CCRMC) for the period March 1, 2017 through February 28, 2019.

FISCAL IMPACT:

100% funding is included in the Hospital Enterprise Fund I Budget.

BACKGROUND:

Conmed Corporation is a global medical technology company that specializes in the development and sales of surgical products that provides the CCRMC with electrical equipment and supplies for endoscopic general surgery and gynecology services.

CONSEQUENCE OF NEGATIVE ACTION:

If this Purchase Order is not approved, the hospital will not be able to take care of our patient population at the CCRMC.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Anna Roth,
925-370-5101

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Crystal Grayson



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Purchase Order with Becton Dickinson Microbiology

RECOMMENDATION(S):

Approve and authorize the Purchasing Agent, on behalf of Health Services Department, to execute a Purchase Order with Becton Dickinson and Company in the amount of \$1,000,000 to purchase test reagents and related laboratory supplies for the Public Health Laboratory, for the period from March 1, 2017 through February 28, 2019.

FISCAL IMPACT:

100% Funding is included in the Hospital Enterprise Fund I Budget.

BACKGROUND:

Becton Dickinson is the sole source provider of reagents for the Viper Qx System (for sexually transmitted diseases) and the Mycobacteria Growth Indicator Tubes (MGIT) system (for tuberculosis). These reagents are used to conduct testing at our Public Health Laboratory. The reagents are highly sensitive and specific for the organism being tested. These instruments take significantly less time to identify the organisms than with other testing systems, allowing for a quicker diagnosis and response.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Anna Roth,
925-370-5101

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Melody Hung-Fan

CONSEQUENCE OF NEGATIVE ACTION:

If this Purchase Order is not approved, the health care system will not be able to provide testing for Chlamydia and Gonorrhea which are the most commonly reported sexually transmitted diseases according to Centers for Disease Control (CDC). This could result in increased rates of these sexually transmitted diseases in Contra Costa County. In addition, the turnaround time for tuberculosis testing would be greatly increased if the Public Health Lab did not have the (MGIT) tubes for tuberculosis detection.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Purchase Order with Bio-Rad Laboratories, Inc.

RECOMMENDATION(S):

Approve and authorize the Purchasing Agent, on behalf of Health Services Department, to execute a Purchase Order with Bio-Rad Laboratories, Inc., in the amount of \$1,000,000 to purchase test reagents and related laboratory supplies for the Public Health Laboratory, for the period March 1, 2017 through February 28, 2022.

FISCAL IMPACT:

100% Funding is included in the Hospital Enterprise Fund I Budget.

BACKGROUND:

Bio-Rad Laboratories, Inc. has been used by the Public Health Laboratory for over ten (10) years. Bio-Rad Laboratories, Inc. provides reagents for the Bioplex 2200 System which is used to conduct testing at our Public Health Laboratory. Testing on the Bioplex 2200 includes Measles, Mumps, Rubella, Varicella Zoster, Syphilis, and others.

CONSEQUENCE OF NEGATIVE ACTION:

If this Purchase Order is not approved, the Public Health Laboratory would not be able to provide testing for Measles, Mumps, Chicken Pox, Syphilis, and other diseases. This could result in an increase of these diseases in Contra Costa County.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Daniel Peddycord,
313-6712

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Melody Hung-Fan



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Fire Funding for Emergency Medical Services (EMS) Enhancements from Measure H Funds

RECOMMENDATION(S):

Approve and authorize the Auditor-Controller, or designee, to pay the San Ramon Valley Fire Protection District \$33,000 for EMS Fire First Responder medical equipment, medical supplies and EMS training to the San Ramon Valley Fire Protection District, upon approval of EMS Director for FY 2017-18. (100% Measure H Funds, CSA EM-1, Zone A).

FISCAL IMPACT:

Funding for this expenditure has been budgeted under CSA EM-1; Zone A (Measure H). There is no General Fund impact.

BACKGROUND:

These funds are allocated to partially offset fire services' added costs for medical supplies, equipment, and training through participation in an enhanced Emergency Medical Services system established through CSA EM-1.

CONSEQUENCE OF NEGATIVE ACTION:

Fire services would need to fund medical supplies, equipment and training out of their existing funds.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Patricia Frost,
925-646-4690

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Patricia Weisinger



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: Contract #24-681-73(19) with LTP CarePro, Inc., (dba Pleasant Hill Manor)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #24-681-73(19) with LTP CarePro, Inc., (dba Pleasant Hill Manor), a non-profit corporation, in an amount not to exceed \$372,000, to provide Augmented Board and Care Services, for the period from February 1, 2017 through January 31, 2018.

FISCAL IMPACT:

This Contract is funded 76% Mental Health Realignment funds; 24% Mental Health Services Administration Housing (MHSA). (No rate increase)

BACKGROUND:

This Contract meets the social needs of the County's population by augmenting room and board and providing twenty-four hour emergency residential care and supervision to eligible mentally disordered clients, who are specifically referred by the Mental Health Program Staff and who are served by County Mental Health Services.

On February 9, 2016, the Board of Supervisors approved Contract #24-681-73(18)

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Cynthia Belon,
925-957-5201

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

By: , Deputy

BACKGROUND: (CONT'D)

with LTP CarePro, Inc., (dba Pleasant Hill Manor), for the period February 1, 2016 through January 31, 2017, for the provision of augmented board and care services for County-referred mentally disordered clients.

Approval of Contract #24-681-73(19) will allow the Contractor to continue to provide augmented board and care services, through January 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County residents will not receive services provided by this contractor.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 7, 2017

Subject: Cooperative Funding Agreement to Disburse Navy Mitigation Funds for Improvements to the Bay Point Waterfront Park

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute the Cooperative Funding Agreement between the East Bay Regional Park District and Contra Costa County to disburse \$450,000 in Navy Mitigation Funds for improvements to the Bay Point Waterfront Park at the Bay Point Regional Shoreline.

FISCAL IMPACT:

No impact to the General Fund. (100% Navy Mitigation Fund)

BACKGROUND:

In the early 1990s, the United States Navy closed vehicular, pedestrian, and bicycle access on the Port Chicago Highway through the Concord Naval Weapons Station. To mitigate this closure, the Navy paid the County \$5 million for transportation improvements in the Port Chicago, Clyde, and Bay Point areas. As of 2008, \$4 million had not been spent. With accumulated interest, the fund had grown to \$8.6 million. To make use of these funds, in June 2008, the Board of Supervisors adopted the Navy Mitigation Fund Expenditure Plan (Expenditure Plan – Exhibit A). The current balance of the fund (as of February 2017) is \$5,536,712.

The Expenditure Plan identified a number of transportation improvement projects, along with the amount to be allocated to each project. One of these improvements is the Bay Point Waterfront Park Access Improvements Project (Project). The Project is defined as follows in the Expenditure Plan:

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Robert Sarmiento (925) 674-7822

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

By: , Deputy

cc: Jerry Fahy, John Cunningham

BACKGROUND: (CONT'D)

6) Bay Point Waterfront Park Access Improvements

Project will provide easier access, including access for disabled persons to newly established waterfront park west of McAvoy Harbor. Project is one of the recommendations in the Bay Point Waterfront Redevelopment Plan.

Navy Fund Allocation: \$450,000 (full funding)

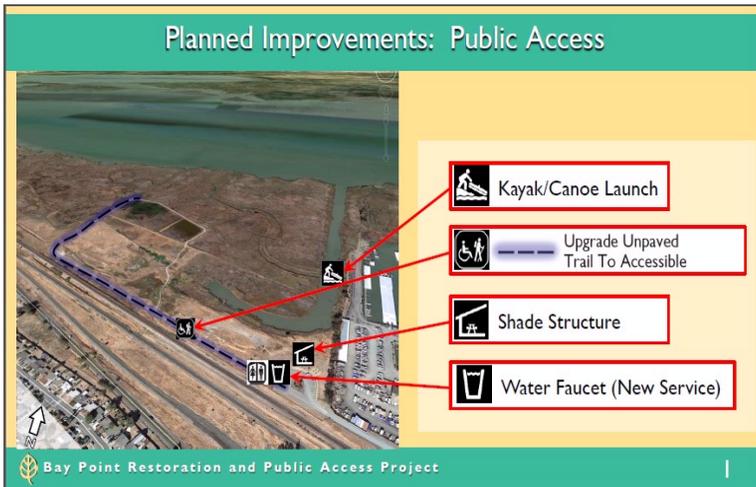
Lead Agencies: East Bay Regional Park District / Contra Costa County

The Project improvements will be inside the Bay Point Regional Shoreline, located just west of McAvoy Harbor off the Port Chicago Highway in Bay Point:



Specific improvements planned (Exhibit B) by the East Bay Regional Park District (EBRPD) consist of the following:

- *Upgrades to the Harrier Trail, the main trail in the Bay Point Waterfront Park,
- *Potable water and ADA-accessible amenities, including restrooms and drinking faucets, and
- *Shade structures



These proposed improvements are consistent with the improvements identified in the 2001 Bay Point Regional Shoreline Land Use Plan (Exhibit C).

The Navy Mitigation Fund Expenditure Plan identifies \$450,000 to be allocated for this project. The EBRPD wishes to enter into a cooperative funding agreement (Exhibit D) with the County to receive these funds so that it can initiate implementation of these improvements. The EBRPD will provide draft project plans to the County for review and comments.

CONSEQUENCE OF NEGATIVE ACTION:

If the cooperative funding agreement is not adopted, the East Bay Regional Park District will not have the funding to implement improvements to the Bay Point Waterfront Park.

ATTACHMENTS

Exhibit A - Navy Mitigation Fund Expenditure Plan

Exhibit B - Letter, Delta Trail Waterfront Improvements Request

Exhibit C - Bay Point Regional Shoreline Land Use Plan

Exhibit D - Cooperative Agreement - Waterfront Park Access Improvements

Navy Mitigation Fund Expenditure Plan

Supervisor Federal D. Glover, District V
Supervisor Susan A. Bonilla, District IV
Department of Conservation and Development
Public Works Department

Adopted by the Board of Supervisors on June 17, 2008
Amended by the Board of Supervisors on February 9, 2010

Navy Mitigation Fund Expenditure Plan

Summary of funding allocations

Project numbers do not indicate priority

1) 2nd left-turn lane from westbound Evora Road onto southbound Willow Pass Road.

Project will reduce morning backup at the intersection by approximately 500 feet; traffic signal at same intersection to be paid for by business park developer.

Navy Fund Allocation: \$1.3 million (full funding)

Lead Agency: Contra Costa County

2) Bailey Road Pedestrian/Bicycle Safety Improvements (from Delta DeAnza Regional Trail near Mims Avenue, past freeway ramps to BART station driveway)

Project will improve walking and bicycling conditions along Bailey Road, particularly improving conditions for Bel Air Elementary students, BART station users, Tri Delta Transit bus stop users, and future residents of the planned Orbisonia Heights mixed-use, transit-oriented development project across Bailey Road from the Pittsburg/Bay Point BART Station.

Navy Fund Allocation: \$1.5 million (partial/full funding – costs to be determined)

Lead Agency: Contra Costa County / Caltrans / Tri Delta Transit (depending on particular projects identified in planning phase)

3) Clyde Union Pacific Right-of-Way Trail

Project will build a trail along an unused railroad corridor alongside Port Chicago Highway through Clyde, and establish a trust fund to cover long-term maintenance needs for the trail.

Navy Fund Allocation: \$1.5 million (full funding)

Lead Agency: Contra Costa County

4) Bailey-Bella Vista Connector Trail

Project will improve the surface and appearance of the existing trail between Bella Vista Avenue and Bailey Road near Bel Air Elementary School and establish a trust fund for long-term maintenance needs.

Navy Fund Allocation: \$500,000 (full funding)

Lead Agency: Contra Costa County

5) Driftwood Drive Landscaping Improvements

Project will restore Driftwood Drive landscaping that was financed by the first Navy Mitigation Fund Expenditure Plan as a connecting walkway from the neighborhood to the Delta DeAnza Regional Trail and waterfront)

Navy Fund Allocation: \$750,000 (full funding)

Lead Agency: Contra Costa County

6) Bay Point Waterfront Park Access Improvements

Project will provide easier access, including access for disabled persons to newly established waterfront park west of McAvoy Harbor. Project is one of the recommendations in the Bay Point Waterfront Redevelopment Plan.

Navy Fund Allocation: \$450,000 (full funding)

Lead Agencies: East Bay Regional Park District / Contra Costa County

7) Planning and environmental impact review for Great California Delta Trail

Project involves planning and environmental review for the portions of the Great California Delta Trail within Contra Costa County (the overall trail will eventually ring the Delta Region, connecting to the Bay Trail in Martinez). Participants will include the East Bay Regional Park District, Contra Costa County, Delta Protection Commission, and the City of Pittsburg.

Navy Fund Allocation: \$350,000 (full funding)

Lead Agency: East Bay Regional Park District (\$310,000)

Delta Protection Commission (\$40,000)

8) Build Great California Delta Trail from Bay Point Waterfront Park to Clyde, Concord and Martinez

Project will provide seed money for construction of one segment of the trail. Trail alignment will be determined through the planning project described above in Project #7.

Navy Fund Allocation: \$1 million (partial funding)

Lead Agency: East Bay Regional Park District

9) Build Great California Delta Trail from Bay Point Waterfront Park to Pittsburg

Project will provide seed money for construction of one segment of the trail.

Navy Fund Allocation: \$1 million (partial funding)

Lead Agency: East Bay Regional Park District

Total Allocations: \$8.35 million

PROPOSED NAVY MITIGATION FUND PROJECTS



The graphic above was developed by the Contra Costa County Public Works Department, April 2008.

Benefits of the Navy Mitigation Fund Expenditure Plan 2008 Update

- This plan includes a balance of project types (commuter traffic relief, pedestrian/bicycle safety, trail construction, trail landscaping and long-term maintenance, waterfront access).
- Most of the projects included in this plan are relatively inexpensive (most less than \$2 million) and most of them therefore can be fully funded by the Navy Mitigation Fund.
- Most of the projects in this plan can be accomplished in the next few years. Construction of the Great California Delta Trail segments likely will take longer, due to the amount of planning, potential right-of-way acquisition, and additional funding that will be required.

Status of the 1991 Navy Mitigation Fund Expenditure Plan

- Delta DeAnza Regional Trail Plus Feeder Trails -- \$1million allocation
Status: numerous trails were built including the segment of the Delta DeAnza Regional Trail over the Willow Pass. The \$1 million trail allocation was spent.
- Evora Road Extension to Concord -- \$4 million allocation
Status: not built due to objections from City of Concord. Most of the \$4 million remains unspent (a small portion, described below, was used for studies.) Interest has increased this amount of \$8.6 million as of May 2008.
- Transportation studies and planning -- \$235,000 allocation
Status: several studies were completed, including studies for the trails and a rail transit study.

Comments on the Draft Navy Mitigation Fund Expenditure Plan

Staff of the Community Development Department and the Public Works Department reviewed the Draft Navy Mitigation Fund Expenditure Plan at three public meetings:

March 18, 2008 – Town Hall Meeting convened by Supervisor Glover, at the Ambrose Recreation and Park District Building in Bay Point;

May 6, 2008 – bimonthly meeting of the Bay Point Municipal Advisory Council's Transportation Area Committee; and

May 6, 2008 – monthly meeting of the County Service Area M-16 (Clyde Parks)

Summaries of the comments and questions from each of these meetings are presented in the following pages.

Also included is a summary of comments from the kick-off meeting for the planning process that was convened in April 2007 at Calvary Temple on Evora Road. This meeting was held to gather public input about potential projects for the plan.

April 24, 2007: Suggestions from Town Hall meeting at Calvary Temple, Evora Road, Concord

(Meeting convened by Supervisor Glover and Supervisor Bonilla to kick off the process)

1. Re-open Port Chicago Highway
2. Trail along Contra Costa Canal in Clyde
3. Evora Road Widening from Baypoint to Concord
4. Comprehensive road and trail plan developed with the MAC/TAC/PAC
5. The Great California Delta Trail
6. Clyde Feeder Trail on Union Pacific Railroad property (purchase of right of way and trail construction after Union Pacific cleans up the property)
7. Set-aside some funds in a trust account to be used as a maintenance fund for existing trail maintenance
8. Marina Trails – such as boardwalks
9. Bus Service Bay Point to Concord
10. Construct additional trails to better connect existing trails
11. Improve throughway roads through Baypoint
12. Construct a park at the trailhead of the Great California Delta Trail
13. Widen Evora Road and provide a bike trail
14. Interest from the trust account should be used for the Evora Road Extension
15. Provide alternate bike route to eliminate bicyclists having to use SR4 between Willow Pass Road and Port Chicago Highway
16. Other funding sources should be explored to construct the Delta Trail
17. Construct a bikeway on the north side of SR4 to connect to the existing Delta DeAnza Trail and construct another bikeway further from the freeway towards the shoreline.

18. Road improvements (Willow Pass Road, Bailey Road)

19. Redevelopment plan for Bay Point Waterfront (local roads and trails)

March 18, 2008: Comments on the Draft Navy Mitigation Fund Expenditure Plan from Bay Point Town Hall meeting convened by Supervisor Glover at Ambrose Recreation and Park District office, Bay Point

1. There are graffiti-covered freight railroad cars across from my home in Shore Acres, who do I need to talk to, to get them moved? *[Staff asked her to provide more specific info by phone or e-mail and he will try to find out whose rail cars they are]*
2. If Concord would move the golf course, it would allow for the Evora Road Extension.
3. The proposed two left-turn lanes on Evora will cause traffic jams as people try to merge from the left one to the right one to get onto the freeway ramp, and the stop sign is better than a new traffic signal because cars move through it better. *[Staff explained some of the operational details of how the signal and the turn lanes would operate.]*
4. Get rid of the pedestrian tunnel.
5. We need to build schools in Bay Point.
6. The plan doesn't provide enough traffic relief, too much money on trails. When Port Chicago Highway closed, we lost a road. We need to get a road back.
7. Get rid of the curving "free right" freeway off-ramp from SR 4 westbound to Bailey southbound; have all Bailey traffic use the other off-ramp, come to the traffic signal and then turn left or right onto Bailey. This will eliminate the need for the pedestrian tunnel.
8. Landscape the Bay Point cloverleaf, it's an entrance to the community and it should look nice.
9. We need signal timing improvements along Willow Pass Road.
10. Trail safety surveillance is needed.
11. The pedestrian tunnel route doesn't work for wheelchair users, who can't get up the hill to get to BART.
12. Make public transit more accessible.
13. Port Chicago Highway was the only flat route for bicyclists between Bay Point and Concord. The draft plan would replace it with another flat route, which bicyclists want.

14. The Great California Delta Trail is now part of the East Bay Regional Park District's Master Plan.

15. Oak Hills community supports the Great California Delta Trail.

16. The Bailey pedestrian/bicycle safety projects don't mitigate the loss of the Port Chicago Highway.

17. Use the Bailey funds for the Clyde trail linkage to the Delta Trail.

18. The mitigation money should be used for roads, period.

19. The draft plan provides a good mix of projects and meets the purpose of the Navy Mitigation Fund.

May 6, 2008: Comments on Draft Navy Mitigation Fund Expenditure Plan from the Transportation Area Committee of the Bay Point Municipal Advisory Council

1. Paratransit service for senior citizens isn't good enough, needs to be improved. The rules for riding are too strict.
2. The fund is being used to pay for things that other entities should have paid for. BART should have paid for the Bailey Road pedestrian safety improvements, homebuilders should have paid for the landscaping along Driftwood Drive, and the homebuilders should pay for the extra left-turn lane on Evora Road at Willow Pass Road. Navy Mitigation Funds shouldn't have to be used for those.
3. Oak Hills Community Group and the Friends of the Delta Trail both support the expenditure plan including the recommendations for the Great California Delta Trail. The plan meets the goals and the funds will be well spent.
4. Ambrose Recreation and Park District supports the plan.
5. The proposed plan wastes a lot of money. Why should Driftwood Drive landscaping be paid for? The homeowners should pay for that. The left turn lane on Evora and the Bailey Road pedestrian improvements seem like good ideas.
6. Some trails are closed, like the one behind Casa de Serena senior citizens' facility. It's closed so it can't be used.
7. We shouldn't do any of the recommended projects except the Evora Road Extension. We should wait and see if the City of Concord builds it, and if they do, then we can use the Navy Mitigation Fund for these other things.

8. Friends of the Delta Trail says we need this plan and we support it.
9. A question was asked as to whether the Navy Mitigation Fund Expenditure Plan would bring more revenue to Bay Point. County staff and staff of the East Bay Regional Park District responded to this question.

May 6, 2008: Comments on the Draft Navy Mitigation Fund Expenditure Plan from County Service Area M-16 (Clyde Parks)

1. This sounds like an opportunity to landscape the entrance to Clyde, similar to what Concord has done on some of their streets. We could put trees up and have an attractive entryway to the community.
2. A question was asked to whether the County still intended to extend two local streets westward to Port Chicago Highway. Public Works staff responded.
3. A question will be asked as to whether there will be parking for users of the new trail. Staff will consider this as we plan the access to the trail.
4. A question was asked as to whether utility poles would be moved or undergrounded as part of the project. Staff will consider this as trail planning is conducted.
5. Port Chicago Highway is a drag strip. We need more enforcement of speeding, and we should reduce the speed limit.
6. A question was asked about the width of the UP right-of-way. Staff responded the right-of-way is 60 feet, but only 8 to 10 feet will be paved. This is a typical trail width.
7. Several comments were made about flooding. Public Works will look into this.
8. The Clyde trail should connect to the Great California Delta Trail.
9. We should begin planning the trail now, we don't need to wait until all the interagency matters are settled.
10. A question was asked whether Concord will expand Port Chicago Highway to support the new growth that will come in with the Reuse Project. Staff will look into this.
11. A question was asked about the chances that Port Chicago Highway will be reopened. Residents indicated they wouldn't want it to be reopened. Staff replied that reopening is not likely.



2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381 T: 1-888-EBPARKS F: 510-569-4319 TRS RELAY: 711 WWW.EBPARKS.ORG

Mr. John Cunningham
Senior Transportation Planner
Department of Conservation & Development
30 Muir Road
Martinez, CA 94553

October 11, 2016

RE: Request for \$450,000 of Navy Mitigation Funds for Bay Point Waterfront Park Access Improvements

Dear Mr. Cunningham:

The East Bay Regional Park District (EBRPD) is requesting \$450,000 in Navy Mitigation funds to improve park access at Bay Point Regional Shoreline Park.

In 1989, Contra Costa County received funding from the Navy to mitigate the loss of pedestrian, cyclist, and vehicular access to the Port Chicago Highway in the Naval Weapons Station. The Navy Mitigation Expenditure Plan 2008 Update sets aside \$450,000 for “Bay Point Waterfront Park Access Improvements.” In accordance with the expenditure plan, the East Bay Regional Park District is moving forward with implementing significant public access improvements at the Bay Point Shoreline.

Public Access Goals include developing potable water to the staging area, installing an ADA accessible drinking faucet, upgrading restrooms to ADA accessible flush toilets, fishing access improvements, Harrier Trail accessibility and climate change resiliency improvements, and construction of a non-motorized watercraft launch at the “J- channel” north of the existing staging area, see proposed budget below.

Waterfront Park Access Improvements		
Task #	Description	Cost
1	Harrier Trail ADA Upgrades and Wetland Overlook	\$125,000
3	Potable Water, ADA Drinking Fountain & Restroom	\$225,000
4	Shade Structures	\$50,000
5	Project Design and Administration	\$50,000
	TOTAL	\$450,000

EBRPD is seeking to enter into a cooperative funding agreement with Contra Costa for these funds as soon as possible. EBRPD is moving forward initial public access improvements including the shade structures and potable water in early 2017. A contract has been awarded to a design and permitting consultant; construction of trail and restroom ADA upgrades would be completed in 2018-2019. A draft cooperative funding agreement is attached for your review. Please contact me if you have any questions at (510) 544-2204 or tmargulici@ebparks.org.

Sincerely,

Tiffany Margulici
Grants Manager

Board of Directors

Whitney Dotson President Ward 1	Doug Siden Vice-President Ward 4	Beverly Lane Treasurer Ward 6	Dennis Waespi Secretary Ward 3	John Sutter Ward 2	Ayn Wieskamp Ward 5	Diane Burgis Ward 7	Robert E. Doyle General Manager
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BAY POINT REGIONAL SHORELINE LAND USE PLAN



East Bay Regional Park District
2950 Peralta Oaks Court
P.O. Box 5381
Oakland, California 94605
February 2001

III. LAND USE PLAN



The 1997 Park District *Master Plan* designates the Bay Point parkland as a Regional Shoreline, with the goals of providing recreational and educational opportunities and preserving the natural resources and views offered by the site. The existing marsh and tidal channels on the site represent the significant natural features of the site, and the Land Use Plan (LUP) proposes to manage and protect these resources, which provide habitat for a variety of special-status wildlife. The LUP also proposes to provide public access to several existing trails and upland areas that will offer recreational and educational opportunities in the marsh and the waters of Suisun Bay. The LUP establishes "Land Use Designations" or "Units" (Figure 5) that will establish protected areas for significant natural resources and guide the development of the public access and recreation facilities.

A. Land Use Zones

Natural Unit

The purpose of designating a Natural Unit is "to preserve and enhance natural habitat" in which are found "lower intensity recreational activities," such as hiking, plant and wildlife study, educational pursuits, and contemplation (EBRPD *Master Plan* 1997, p. 52). Approximately 44 acres of marshlands and seasonal ponds at Bay Point Regional Shoreline (or 86% of the 51-acre property) would be designated as a Natural Unit. This includes those areas of the parkland that have been identified as tidal marsh or wetlands (LSA, February 2000) and some areas of dry upland that would be suitable for development as trails and a marsh overlook within the Natural Unit.

Recreation/Staging Unit

The purpose of designating a Recreation/Staging Unit is to provide areas of "more intensive public recreational use and that are of sufficient size to support the necessary parking, utilities, and infrastructure needed for such use" which may contain, for example: restrooms, picnic areas, interpretive facilities, shelters, aquatic facilities, and other similar uses (EBRPD *Master Plan* 1997, p. 52). Approximately seven (7) acres of upland at Bay Point Regional Shoreline (or 14% of the 51-acre property) would be designated as a Recreation/Staging Unit. The following recommendations of the LUP are goals which will be implemented as funds are budgeted in the capital improvement phase of parkland development.

B. Public Access and Circulation

Parking

The Recreation/Staging Unit should provide adequate parking for the proposed recreational activities and school groups. The Unit has a large, level, bare area that was used by a former landowner for storage of trucks and equipment. The site now contains a variety of discarded debris, including large metal floats, a cargo container and other items that will need to be removed from the site.

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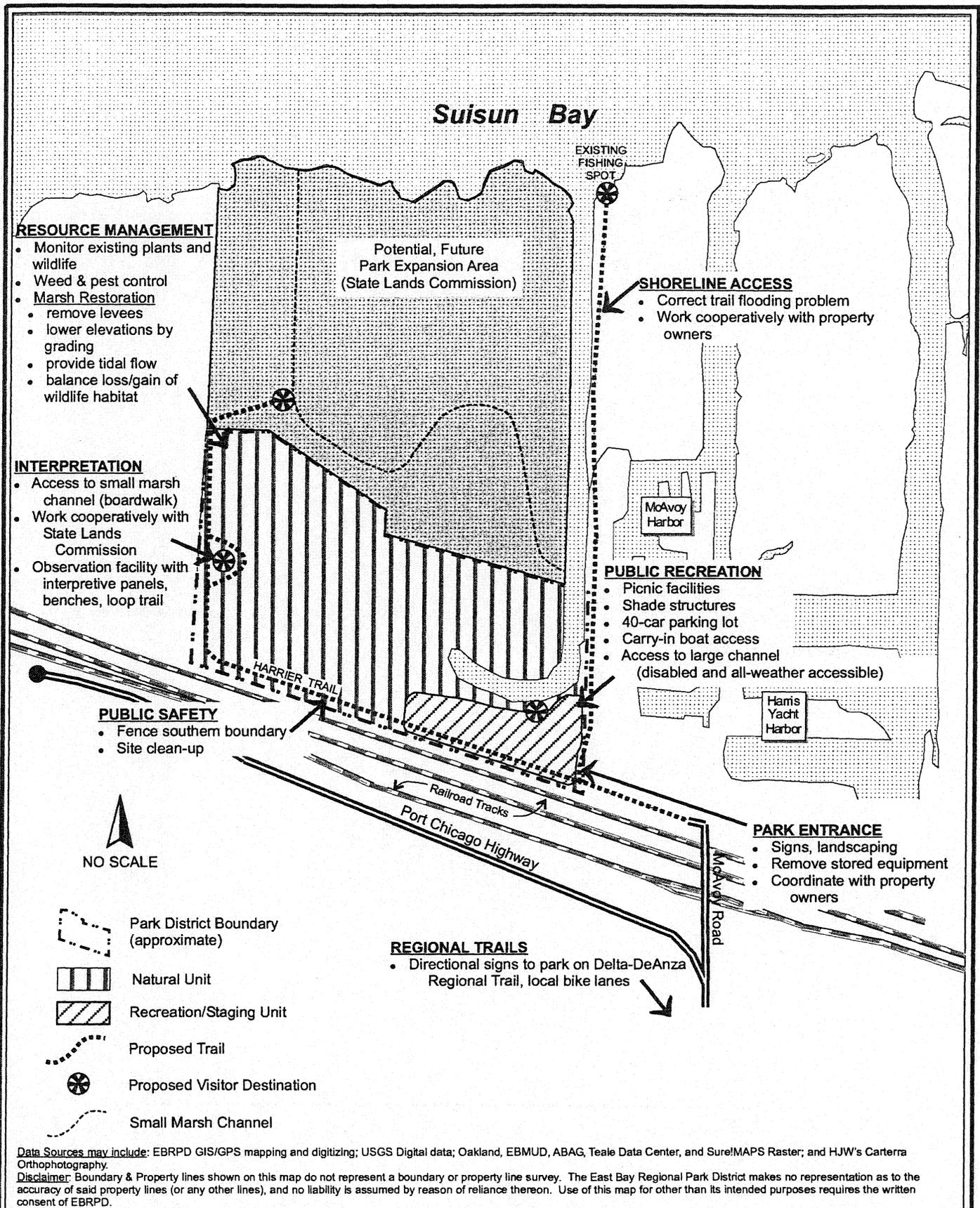


Figure 5
LAND USE PLAN MAP
 Bay Point Regional Shoreline

Recommendation

- Provide parking for up to 40 vehicles with space for a bus turn-around.

Trails

Trail access at the site will focus on improving existing access routes and providing walk-in access to the water.

Recommendations

- Use the existing, unimproved perimeter service road as a multi-use trail (the “Harrier Trail”) and park service road (see Figure 5). The existing roads are currently in moderate to bad condition, and have not received regular maintenance. They are overgrown, rough and rutted, and will need grading and improvements for reliable access. The multi-use trails would provide access for hikers and bicyclists, as well as maintenance, fire and emergency vehicles. Alignments shown on Figure 5 are schematic and will need to be confirmed in the field.
- Provide improvements to the existing public access shoreline trail located on the neighboring property to the east. This trail varies in width, but is typically less than 5-10 feet wide. It provides access to a bare spot of ground located at the mouth of the J-shaped channel. It is a popular fishing spot for local anglers, and reportedly gets frequent use by people of all ages. Unfortunately, the north end of the trail is at low elevation and becomes very muddy due to tidal action. Improvements could include a boardwalk, raising the elevation of the trail with fill, or other similar improvements. These improvements will require the cooperation of the adjacent property owner.
- Develop trail access to the bank of the J-shaped channel near the proposed staging area. Clear away some of the tules and develop a small area of the channel bank to allow direct, disabled accessible, all-weather access to the water, for activities such as birdwatching, environmental education classes, etc.
- Develop a boardwalk trail with access to one of the small marsh channels at the northwest side of the property. This access is needed because the J-shaped channel is steadily silting in, and it is anticipated an alternative channel access will eventually be needed for environmental education. This trail may cross the State Lands Commission marshland, and would require the approval of that agency before it would be developed.
- Develop an attractive and visible park entrance along the existing access road at the southeast corner of the parkland. This 500-foot trail between McAvoy Road and the Park District property line is a public access easement, on privately owned land. The landowners have expressed willingness to clean up equipment that has been stored here and to allow the Park District to install an entry sign, landscaping and other appropriate improvements to enhance the park entrance.

- Provide signs on the Delta-DeAnza Regional Trail to direct park users to Bay Point Regional Shoreline, from the intersection of Willow Pass Road and Port Chicago Highway (see Figure 2). A striped bike lane currently runs along the shoulder of Port Chicago Highway from Willow Pass Road north to Pacifica Avenue.

Interpretive and Recreation Facilities

Interpretive and recreation facilities will focus on providing access for low intensity, recreational and access opportunities, that are compatible with the preservation of marsh habitat.

Recommendations

- Develop shade structures, picnic tables, barbecues, drinking fountains, and restroom facilities within the Recreation/Staging Unit to provide informal picnicking and a meeting place for interpretive hikes, school groups, bird watching trips, etc. Municipal lines for electrical and sewer service and a potable well are available at the southeast corner of the Recreation/Staging Unit. Develop these utilities to serve the Recreation/Staging unit, if feasible.
- Cooperate with local schools and community groups to conduct environmental education classes and community service projects at the parkland. Local schools could include Rio Vista Elementary School, Shore Acres Elementary School, Riverview Middle School, Bel Air Elementary School, and other schools in the Mt. Diablo Unified School District.
- Provide interpretive signs and panels at the staging area, along trails, and at a marsh overlook site on the west side of the parkland (see Figure 5). The overlook site is currently the only high point on the property and would provide a good location for a small facility that could include benches, a shade shelter, viewing blinds, interpretive panels, and/or brochures. Potential topics for interpretation are the site history, the marsh, its wildlife, and the proposed efforts to restore it.
- Develop a carry-in boat access to the J-shaped channel at the north side of the Recreation/Staging Unit. This could be a small pier or dock, (floating or pile-supported) accessible by foot, that could be used for launching canoes, kayaks, or other small non-motorized, car-top boats, that could be carried in from the parking lot.
- Conduct periodic dredging to maintain adequate depth in the J-shaped channel for non-motorized boat access. Dredging will be conducted in full compliance with state and federal environmental laws and with any easement and permit requirements of: the State Lands Commission, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, California Department of Fish and Game, San Francisco Bay Conservation and Development Commission, and other applicable regulatory agencies

Public Transit Accessibility

Tri-Delta Transit bus line 392 provides bus service between the Shore Acres neighborhood and Pittsburg, passing within ½ mile of Bay Point Regional Shoreline. The park would also be located about three (3) miles from the Pittsburg/Bay Point BART station. Tri-Delta Transit currently provides bus service from the BART Station into the Shore Acres neighborhood on bus line 389 (weekdays) and 392 (weekends). Line 389 travels up Port Chicago Highway to Pacifica Avenue, and would pass within ½ mile of the Bay Point Regional Shoreline. Park users could take advantage of these transit opportunities to get to the park by traveling via BART and bike or by the Tri-Delta Transit bus service. This would be especially useful for transit-dependent people and others who do not own a car. The Park District also has an opportunity here to encourage non-automobile modes of transportation.

Recommendations

- The Park District should publish the local transit and bicycle trail routes in the park brochure.
- The Park District will support efforts to improve bus service near the park and extensions of local bicycle trails and on-street bike lanes to the park.

C. Resource Management

Vegetation and Wildlife Management

The Park District recognizes both the potential restoration possibilities for the former marshland at this site, as well as the importance of the existing plant communities on site which provide valuable breeding and foraging habitat for marsh wildlife, including many special-status species. The actions recommended in this Land Use Plan attempt to embrace both these concepts.

Recommendations

- Periodically monitor and maintain the health of existing populations and valuable habitat for special-status species in the marshland and seasonal pond areas. Periodic prescribed burning or other approved techniques may be used to maintain acceptable densities of cattails that will benefit marsh wildlife.
- Periodically monitor the on-site populations of invasive, terrestrial and water plants, such as pampas grass and water hyacinth. As needed, implement projects to manage invasive species through the District's existing Integrated Pest Management program.
- Limit vegetation management work to the non-nesting season for special-status birds identified on site.

- Seek grant funding to implement marsh restoration of former marsh areas that have been diked off. Restoration work would involve major earthmoving, removal of levees, and lowering the elevation of previously filled marshland.
 - ⇒ Cut and fill will be balanced on site if possible, with fill material being deposited on upland areas.
 - ⇒ Pursue only those designs that will create self-sustaining channels that will minimize or eliminate the need for future dredging.
 - ⇒ Balance the preservation of the existing vegetation communities on site (e.g., seasonal ponds) with the improvement of marsh habitat. It is recognized that some wildlife may lose habitat while others benefit from the expansion of marsh habitat.
 - ⇒ Maintain access for the State Lands Commission across Park District property.
 - ⇒ Obtain necessary federal, state and regional permits for marsh restoration, cattail maintenance, and invasive weed abatement activities.

- Provide control measures to eliminate the establishment of red fox and feral cat populations.

D. Public Safety

The Park District provides for the safety and protection of park visitors and staff, the protection of natural resources, and the protection of adjacent neighbors and their property. Public safety response is provided in conjunction with local public safety agencies as described above in Section II F. The following recommendations would address identified public safety needs at the new regional shoreline.

Recommendations

- Provide secure fencing along the southern boundary of the property to prevent trespass and discourage the unsafe crossing of the railroad embankment.

- Remove from the property the piles of dumped concrete, metal floats, cargo container, and any other discarded debris.

- Provide a strong, cooperative response to public safety incidents, by the Park District Police Department, Contra Costa County Sheriff's Department, California Highway Patrol, or Department of Fish and Game, as appropriate to the nature of the incident.

- Provide a strong, cooperative response to wildfire and search and rescue incidents, by the Contra Costa County Fire Protection District and the East Bay Regional Park District Fire Department.

- Maintain appropriate vegetation clearances around structures and facilities to protect them in case of wildfire.

- Gate the parking lot with separate entrance and exit lanes. Equip the exit lane with "tiger teeth" or similar device to prevent entry through the exit. Lock the parking lot gates at dusk to prevent after-hours parking. Provide a Knox box or similar apparatus to the gate so that Contra Costa County Fire Protection District will have the ability to enter the park in emergencies.

E. Future Park Expansion

The tidal marsh directly north of the Park District property (Figures 4, 5) is the natural transition zone between the dry upland and the waters of Suisun Bay. Because of this the Park District will be evaluating the expansion of the park operating area to include more of this marshland. Approximately 80 acres of the tidal marsh is owned by the State Lands Commission. The Park District will need to consider the costs and benefits to the District of this potential, future addition to the Bay Point Regional Shoreline. The State Lands Commission has expressed interest in recommending the approval of a lease that would authorize the Park District to use the marshland for open space, habitat restoration, and public access (Plummer 2000).

Recommendation

- The Park District should evaluate the expansion of the park to include the 80-acre State Lands Commission property. If pursued, the potential park expansion would be addressed in a management agreement that would be negotiated with the State Lands Commission.

F. Business Plan

A Business Plan will be developed to coordinate the construction of facilities and the implementation of the resource management actions proposed for Bay Point Regional Shoreline. Currently this parkland is maintained in land bank status. The need for additional staff will be evaluated to open and maintain this additional 51 acres of parkland.

Recommendations

- Identify operational costs to open parkland for public use.
- Identify potential capital and operating grants, endowments, donation of funds, assets and services that relate to site development and education goals.
- Establish public and private partnerships with qualified organizations to implement and manage facilities and programs.
- Identify potential revenue-generating activities.
- Designate revenue from future bond acts to develop capital improvements.

COOPERATIVE FUNDING AGREEMENT
BETWEEN THE EAST BAY REGIONAL PARK DISTRICT AND CONTRA COSTA COUNTY
FOR
BAY POINT WATERFRONT ACCESS IMPROVEMENTS
AT BAY POINT REGIONAL SHORELINE

This Cooperative Funding Agreement, hereinafter referred to as "AGREEMENT", made and entered into on the _____ day of _____, 2017, by and between the East Bay Regional Park District, hereinafter referred to as "EBRPD" and Contra Costa County, hereinafter referred to as "COUNTY".

WITNESSETH

WHEREAS, the U.S. Navy compensated the COUNTY an undisclosed fee amount in the early 1990s to help the COUNTY mitigate the closure of the Port Chicago Highway through the Concord Naval Weapons Station. When the COUNTY closed the road at the Navy's request, an east-west arterial that linked Bay Point, Clyde and Concord, and provided access to the waterfront was lost.

WHEREAS, the Board of Supervisors adopted in 1991, and updated in 2008 and 2010, the Navy Mitigation Expenditure Plan and its road and trail project list that allocated funds to road and trail projects.

WHEREAS, the Bay Point Waterfront Access Improvements, hereinafter referred to as "PROJECT," will provide better access to the Bay Point Regional Shoreline, including access for people with disabilities, and is part of the Navy Mitigation Fund Expenditure Plan project list.

WHEREAS, the PROJECT will include upgrades to the Harrier Trail, construction of a Wetland Overlook, the addition of potable water and shade structures to Bay Point Regional Shoreline Park, and will bring facilities into compliance with the Americans with Disabilities Act standards.

WHEREAS, EBRPD and COUNTY mutually desire to cooperate in completing the PROJECT and to specify herein the terms and conditions under which the PROJECT will be implemented.

NOW, THEREFORE, it is mutually agreed as follows:

**Cooperative Funding Agreement
Bay Point Waterfront Access Improvements**

SECTION I

COUNTY AGREES:

(1) To process EBRPD's reimbursement request for actual expenses related to the PROJECT up to, but not to exceed, **\$450,000** for completion of the PROJECT, within 30 days of receipt of a cost summary and an invoice from the EBRPD. A project map and budget are attached as Exhibit "A".

SECTION II

EBRPD AGREES:

(1) To implement the PROJECT, including but not limited to consultant selection, the development of consultant services agreement, administration of the contract, final review of the work product, and disseminating work products as required.

(2) Provide draft project plans to COUNTY for review and comments. Coordinate comments on the plans as appropriate.

SECTION III

IT IS MUTUALLY AGREED AS FOLLOWS:

(1) This AGREEMENT may be amended or canceled by mutual consent in writing of the parties.

(2) EBRPD agrees to indemnify and hold harmless COUNTY, its Board of Supervisors, officers, agents, employees and assigns from and against any and all loss, damage, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees, based upon or otherwise arising out of the performance of the terms of this AGREEMENT save and except for those which are the result of the negligence and/or willful conduct of COUNTY, its Board of Supervisors, officers, agents, employees or assigns.

(3) COUNTY agrees to indemnify and hold harmless EBRPD, its Board of Directors, officers, agents, employees and assigns from and against any and all loss, damage, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees, from and against any loss, damage, liability, claims, suits, costs and expenses or other claim for damages based upon or otherwise arising out of the COUNTY's performance of COUNTY's obligations under this

**Cooperative Funding Agreement
Bay Point Waterfront Access Improvements**

AGREEMENT save and except for those which are the result of the negligence and/or willful conduct of EBRPD, its Board of Directors, officers, agents, employees or assigns.

(4) Notices regarding this AGREEMENT shall be sent by first class mail, postage prepaid, to:

EBRPD at Grants Department, Finance and Management Services Division
Attn. Grants Manager
P. O. Box 5381
Oakland, CA 94605-0381

and

COUNTY at Public Works Department, Transportation Engineering
Attn. Assistant Public Works Director
255 Glacier Drive
Martinez, CA 94553.

(5) This AGREEMENT shall run through completion of the PROJECT, unless otherwise terminated or amended except that the provisions of Section III, number 2 shall survive the completion of the PROJECT.

(6) This AGREEMENT contains the entire agreement between the parties with regard to matters described in this AGREEMENT and supersedes all prior agreements, whether written or oral, between the parties with respect to such subject matter.

(7) This AGREEMENT shall be interpreted and enforced under the laws of the State of California.

(8) If any provision or provisions of this AGREEMENT shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

**Cooperative Funding Agreement
Bay Point Waterfront Access Improvements**

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their respective officers, duly authorized as of the day, month, and year first hereinabove written

CONTRA COSTA COUNTY

EAST BAY REGIONAL PARK DISTRICT

By _____
(Signature of Authorized Representative)

By _____
(Signature of Authorized Representative)

(Print Name of Authorized Representative)

Debra Auker
(Print Name of Authorized Representative)

Title: _____

Title: Assistant General Manager, Finance and
Management Services/CFO

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:

By _____

By _____

Date: _____

Date: _____

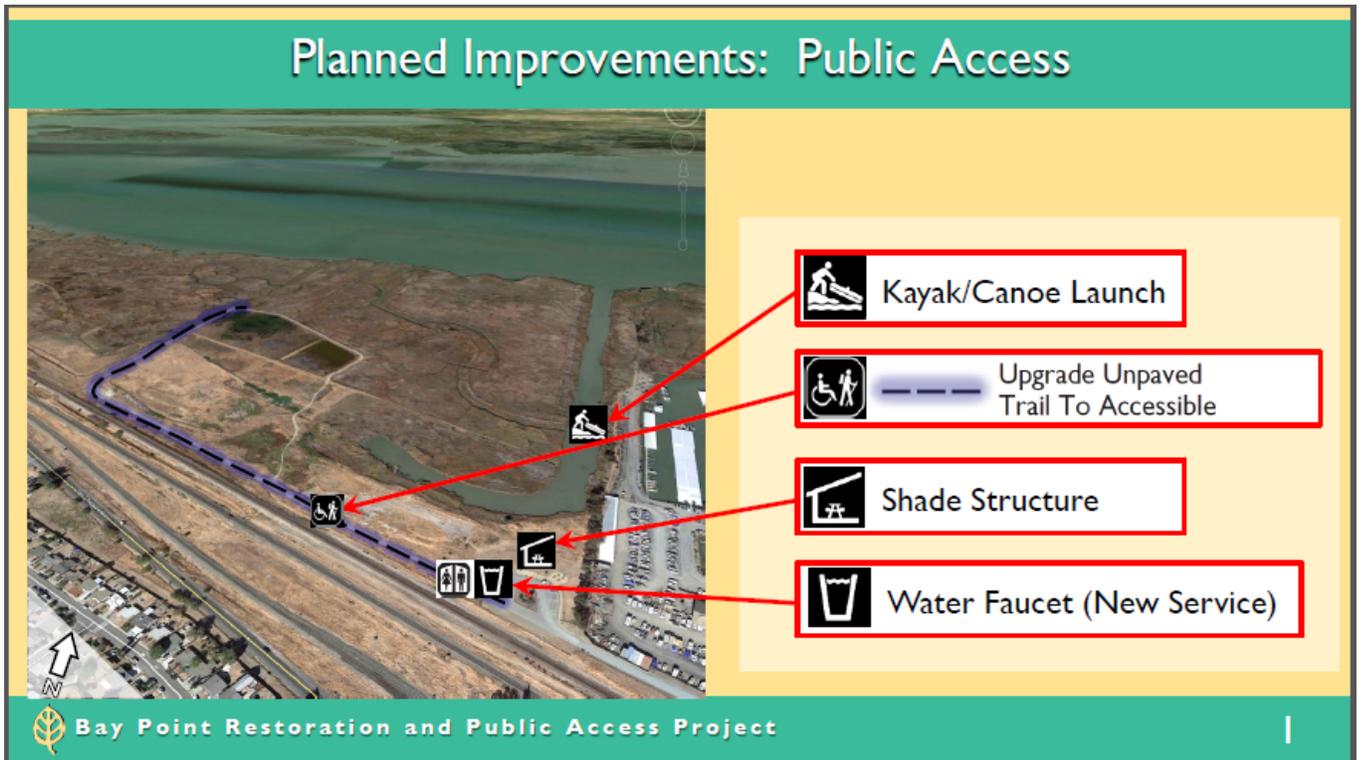
**Cooperative Funding Agreement
Bay Point Waterfront Access Improvements**

Exhibit A

PROJECT BUDGET

Waterfront Park Access Improvements		
Task #	Description	Cost
1	Harrier Trail ADA Upgrades and Wetland Overlook	\$125,000
3	Potable Water, ADA Drinking Fountain & Restroom	\$225,000
4	Shade Structures	\$50,000
5	Project Design and Administration	\$50,000
	TOTAL	\$450,000

PROJECT MAP





Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: Operations Update of the Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

ACCEPT the January 2017 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 communication 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: **03/07/2017** 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: March 7, 2017

Contact: Elaine Burres,
313-1717

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

By: , Deputy

cc:

ATTACHMENTS

CSB Jan 2017 CAO Report

CSB Jan 2017 HS Fiscal

CSB Jan 2017 EHS Fiscal

CSB Jan 2017 EHS CC Partnership Fiscal

CSB Jan 2017 LIHEAP

CSB Jan 2017 Credit Card Report

CSB Jan 2017 CACFP Report

CSB Jan 2017 Menu

CSB Jan 2017 Outcome Report Infant Toddler

CSB Jan 2017 ERSEA Training

CSB Jan 2017 Child Outcome Report

Preschool



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: January 2017

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- CSB Director, Camilla Rand, and several managers, site supervisors and teaching staff attended the California Head Start Association's (CHSA) Annual conference the week of January 9, 2017. Participants received updates from CHSA's director and had the opportunity to attend several education workshops and exhibit halls, which provided developmentally appropriate practices, taught critical new skills, broadened one's awareness and disseminated valuable resources that related to children ages zero to five.
- Sung Kim and Christina Reich represented CSB at the California Head Start Association (CHSA) conference held at the Hyatt Regency Sacramento on January 9th – 13th with their co-presentation on *Managing Change with Data Driven Decision Making*, and Isabel Renggenathen and two CSB Site Supervisors presented on Conducting Peer Coaching Circles.
- February 3, 2017 – CSB, in collaboration with the Contra Costa Dental Society will participate in the annual and nationally recognized Give Kids a Smile Day, which promotes oral health care for children. Local dentists will provide on-site dental exams and fluoride varnish applications to children at five CSB sites. Comprehensive Services staff will support parents in need of obtaining follow-up dental treatment for those children in need. Last year, over 500 children received screenings and treatment and we are hoping to surpass that number this year.
- CSB and child care partners staff participated in the *Trauma-Informed Training* facilitated by Alliance to End Abuse. The training was design to build sensitivity among staff who work with children and families impacted by trauma. The staff also received tips on how to manage their own stress. The over-arching goal of the training is to promote a healthy and safe work environment.
- The East Bay Community Foundation gave the Lawrence Hall of Science (LHS) a small grant to provide free science workshops to Richmond Preschools. The collaboration between Balboa Center and the Lawrence Hall of Science is now in its fourth year of LHS bringing science experiences to our preschool classrooms. Over 100 preschool children along with their teachers actively participated in a 45-minute program that introduced them to various physical science learning experiences focusing on gravity. Balboa children and teachers are grateful to the Lawrence Hall of Science and the East Bay Community Foundation for providing them with the opportunity to experience science and learn about gravity in such a fun and meaningful way.
- CSB and Community Financial Resources (CFR) are collaborating to provide our families with a parental financial education program – *Family Financial Fitness*. CFR's parental financial education program (funded by the Anne E. Casey Foundation) includes group workshops and activities, participant materials and incentives for parents who are able to demonstrate beneficial money management behaviors such as setting up a children's savings account. Families



will have the opportunity to participate in the following three rotating modules: Setting Financial Goals; Taking Control of Your Cash Flow; and Banking and Credit. January workshops will be held in East County; February workshops will be held in Central County; and March workshops will be held in West County.

- CSB is excited to announce that we will pilot and offer the *Make Parenting a Pleasure* Curriculum to families. *Make Parenting a Pleasure* is a group-based positive parenting curriculum that promotes child and family well-being by focusing on parents and their strengths. The curriculum provides staff with resources and information to train parents on topics such as child development; parents as teachers; and positive parent and child interactions. Site Supervisors, Shawn Powers and Ellen de Senna and Master Teachers, Maria Rios and Alma Lyons were trained and are ready to assume the role of parent educators. They will implement the full curriculum in thirteen modules whereas all other Site Supervisors will offer components of the curriculum based on the interests of parents at their individual centers. Both will explore key topics and guide families to help them discover unrealized parenting knowledge.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 100.18 %
- Early Head Start enrollment: 103.82%
- Early Head Start Child Care Partnership enrollment: 100%
- Head Start Average Daily Attendance: 62.2%
- Early Head Start Average Daily Attendance: 70.6%
- Early Head Start Child Care Partnership Attendance: 70.6%
- Stage 2: 313 families and 504 children
- CAPP: 78 families and 123 children
- In total: 391 families and 627 children
- Incoming transfers from Stage 1: 19 families and 20 children
- LIHEAP: 433 households have been assisted
- Weatherization: 28 units

b. Staffing:

- During the month of January 2017, CSB participated in a career fair in an effort to hire qualified temporary employees and build its substitute pool. The Bureau continues to schedule interviews to fill the Intermediate Clerk position. Interviews for the Administrative Services Assistant II position were held on January 23, 2017. A candidate has been selected for this position. Additionally an Oral Board for the Comprehensive Services Manager position was held on January, 26, 2017. The Bureau continues to actively recruit to fill vacancies.

c. Union issues:

- There are no current issues with the Union.

III. Emerging Issues and Hot Topics:

- Adequate staffing continues to be a challenge. Our program, along with other programs State-wide struggle to find qualified, credentialed teachers and supervisors. We continue to creatively recruit and grow our own through the Teacher Assistant Trainee program.
- Anne Linnehan from the Office of Head Start informed grantees at the CHSA conference that although there is not yet confirmation, we can expect a .19% reduction in Head Start and Early Head Start funding in 2017.

cc: Policy Council Chair
Family & Human Services Committee
Nicole Porter, ACF

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 HEAD START PROGRAM
December 2016 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 3,764,402	\$ 3,874,284	\$ 109,882	97%
b. FRINGE BENEFITS	2,311,330	2,680,138	368,808	86%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	312,884	294,639	(18,245)	106%
f. CONTRACTUAL	6,996,838	6,747,268	(249,570)	104%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,371,376	1,571,708	200,332	87%
I. TOTAL DIRECT CHARGES	\$ 14,756,831	\$ 15,168,037	\$ 411,206	97%
j. INDIRECT COSTS	926,938	801,975	(124,963)	116%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 15,683,768	\$ 15,970,012	\$ 286,244	98%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 3,992,503</i>	<i>\$ 3,992,503</i>	<i>\$ 0</i>	<i>100%</i>

**CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 HEAD START PROGRAM
December 2016 Expenditures**

1	2	3	4	5	6	7	8	9	
	Jan-16 thru Mar-16	Apr-16 thru Jun-16	Jul-16 thru Sep-16	Oct-16 thru Dec-16	Actual Dec-16	Total YTD Actual	Total Budget	Remaining Budget	% YTD
a. Salaries & Wages (Object Class 6a)									
Permanent 1011	811,166	858,213	671,021	964,265	372,552	3,304,665	3,318,309	13,644	100%
Temporary 1013	162,645	116,744	68,399	111,949	35,536	459,737	555,975	96,238	83%
a. PERSONNEL (Object class 6a)	973,811	974,957	739,420	1,076,214	408,088	3,764,402	3,874,284	109,882	97%
b. FRINGE (Object Class 6b)	589,566	620,423	444,864	656,477	256,688	2,311,330	2,680,138	368,808	2,311,330
e. SUPPLIES (Object Class 6e)									
1. Office Supplies	5,782	13,335	7,161	23,345	17,717	49,623	46,320	(3,303)	107%
2. Child and Family Services Supplies (Includesclassrc Computer Supplies, Software Upgrades, Computer Health/Safety Supplies	6,938	26,073	1,905	2,357	111	37,273	37,300	27	100%
Mental helath/Diasabilities Supplies	24,884	52,974	406	113,550	70,950	191,814	176,870	(14,944)	108%
Miscellaneous Supplies	755	1,922	482	824	757	3,983	3,937	(46)	101%
Emergency Supplies	-	-	34	21	-	55	128	73	43%
Household Supplies	14,917	1,158	2,156	2,581	947	20,812	20,755	(57)	100%
TOTAL SUPPLIES (6e)	58,332	97,818	13,840	142,895	90,542	312,884	294,639	(18,245)	106%
f. CONTRACTUAL (Object Class 6f)									
1. Adm Svcs (e.g., Legal, Accounting, Temporary Con	9,348	18,797	5,377	6,475	1,500	39,996	62,182	22,186	64%
2. Health/Disabilities Services	-	-	-	-	-	-	-	-	-
Estimated Medical Revenue from Medi-Cal (Org 14	-	(190,084)	-	-	-	(190,084)	(254,816)	(64,732)	75%
Health Consultant	11,250	10,820	10,988	11,250	6,888	44,309	40,800	(3,509)	109%
5. Training & Technical Assistance - PA11	-	-	-	-	-	-	-	-	-
Interaction	-	3,600	-	11,175	7,425	14,775	4,000	(10,775)	369%
Diane Godard (\$50,000/2)	-	6,900	-	-	-	6,900	7,200	300	96%
Josephine Lee (\$35,000/2)	2,295	5,400	1,320	4,290	2,790	13,305	9,700	(3,605)	137%
7. Delegate Agency Costs									
First Baptist Church Head Start PA22	172,432	665,592	184,154	621,850	332,206	1,644,028	2,081,154	437,126	79%
First Baptist Church Head Start PA20	-	-	-	-	-	-	8,000	8,000	0%
8. Other Contracts									
FB-Fairgrounds Partnership (Wrap)	12,185	26,921	-	30,830	5,803	69,937	74,823	4,886	93%
FB-Fairgrounds Partnership	30,600	61,200	-	72,000	14,400	163,800	183,600	19,800	89%
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	14,400	35,481	18,156	103,881	108,000	4,119	96%
Little Angels Country School	4,749	12,124	214	-	-	17,087	37,565	20,478	45%
YMCA of the East Bay (20 HS slots x \$225/mo x 12	9,000	18,000	-	18,000	4,500	45,000	54,000	9,000	83%
Child Outcome Planning and Administration (COPA	2,403	3,601	5,019	2,013	1,007	13,035	19,625	6,590	66%
Enhancement/wrap-around HS slots with State CD	6,291	884,544	510,154	1,742,471	-	3,143,459	4,257,435	1,113,976	74%
f. CONTRACTUAL (Object Class 6f)	287,554	1,581,189	731,625	2,555,835	394,674	5,156,202	6,747,268	1,591,066	76%
h. OTHER (Object Class 6h)									
2. Bldg Occupancy Costs/Rents & Leases	55,233	94,519	38,215	99,923	31,107	287,890	288,000	110	100%
4. Utilities, Telephone	61,566	89,674	41,385	83,151	58,119	275,776	275,770	(6)	100%
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	13,892	63,284	59,890	86,394	86,500	106	100%
7. Incidental Alterations/Renovations	-	-	-	-	-	-	-	-	-
8. Local Travel (55.5 cents per mile effective 1/1/201:	4,343	12,201	4,333	7,742	3,538	28,619	28,410	(209)	101%
9. Nutrition Services									
Child Nutrition Costs	84,966	148,146	4,416	95,755	28,344	333,282	461,900	128,618	72%
(CCFP & USDA Reimbursements)	(28,676)	(123,301)	-	(26,562)	-	(178,539)	(281,660)	(103,121)	63%
13. Parent Services									
Parent Conference Registration - PA11	-	-	-	8,952	2,945	8,952	6,700	(2,252)	134%
Parent Resources (Parenting Books, Videos, etc.)	498	216	1,005	-	-	1,719	1,700	(19)	101%
PC Orientation, Trainings, Materials & Translation	1,692	643	3,724	-	-	6,059	6,100	41	99%
Policy Council Activities	-	-	1,748	206	-	1,954	2,900	946	67%
Parent Activities (Sites, PC, BOS luncheon) & App	-	-	1,411	3,013	-	4,424	7,100	2,676	62%
Child Care/Mileage Reimbursement	2,702	2,980	3,149	1,623	1,540	10,454	11,500	1,046	91%
14. Accounting & Legal Services									
Auditor Controllers	1,256	1,495	-	-	-	2,751	3,600	849	76%
Data Processing/Other Services & Supplies	3,378	5,882	2,882	4,333	1,445	16,474	27,500	11,026	60%
15. Publications/Advertising/Printing									
Outreach/Printing	-	-	-	-	-	-	300	300	0%
Recruitment Advertising (Newspaper, Brochures)	1,998	-	1,332	-	-	3,330	3,400	70	98%
16. Training or Staff Development									
Agency Memberships (WIPFLI, Meeting Fees, NI-	1,225	45	7,772	2,541	788	11,583	11,000	(583)	105%
Staff Trainings/Dev. Conf. Registrations/Members	2,411	3,284	8,837	56,615	46,689	71,147	73,298	2,151	97%
17. Other									
Site Security Guards	5,133	15,499	5,302	8,666	3,277	34,601	44,900	10,299	77%
Dental/Medical Services	-	-	-	-	-	-	500	500	0%
Vehicle Operating/Maintenance & Repair	27,821	6,119	7,319	31,285	5,532	72,545	117,000	44,455	62%
Equipment Maintenance Repair & Rental	9,576	78,812	14,976	18,055	3,777	121,418	127,000	5,582	96%
Dept. of Health and Human Services-data Base (C	3,357	2,518	2,518	2,518	839	10,911	11,200	289	97%
Other Operating Expenses (Facs Admin/Other adr	13,055	17,820	329	125,273	107,446	156,477	253,790	97,313	62%
h. OTHER (6h)	258,239	362,222	164,545	586,371	355,276	1,371,376	1,571,708	200,332	87%
i. TOTAL DIRECT CHARGES (6a-6h)	2,167,502	3,636,608	2,094,293	5,017,792	1,505,269	12,916,195	15,168,037	2,251,842	85%
j. INDIRECT COSTS	154,260	316,974	-	455,703	224,803	926,938	801,975	(124,963)	116%
k. TOTALS (ALL BUDGET CATEGORIES)	2,321,762	3,953,582	2,094,293	5,473,495	1,730,072	13,843,132	15,970,012	2,126,880	87%
Donación de mercancías y servicios (In- Kind)	180,831	648,325	919,000	2,244,347	649,347	3,992,503	3,992,503	0	100%

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 EARLY HEAD START PROGRAM
December 2016 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 431,815	\$ 589,013	\$ 157,198	73%
b. FRINGE BENEFITS	263,635	400,660	137,025	66%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	26,030	25,000	(1,030)	104%
f. CONTRACTUAL	2,621,052	2,280,836	(340,216)	115%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	46,829	94,618	47,789	49%
I. TOTAL DIRECT CHARGES	\$ 3,389,361	\$ 3,390,127	\$ 766	100%
j. INDIRECT COSTS	114,969	114,203	(766)	101%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 3,504,330	\$ 3,504,330	\$ 0	100%
<i>In-Kind (Non-Federal Share)</i>	\$ 876,083	\$ 876,083	\$ -	100%

**CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2016 EARLY HEAD START PROGRAM
December 2016 Expenditures**

1	2	3	4	5	6	7	8	9	10
	Jan-16 thru Mar-16	Apr-16 thru Jun-16	Jul-16 thru Sep-16	Actual Oct-16	Actual Nov-16	Total YTD Actual	Total Budget	Remaining Budget	% YTD
Expenditures									
a. Salaries & Wages (Object Class 6a)									
Permanent 1011	98,938	90,743	99,060	41,928	27,498	389,822	503,664	113,842	77%
Temporary 1013	15,135	9,592	7,439	2,907	3,331	41,993	85,349	43,356	49%
a. PERSONNEL (Object class 6a)	114,072	100,335	106,499	44,835	30,829	431,815	589,013	157,198	73%
b. FRINGE (Object Class 6b)									
	67,224	65,566	65,278	24,874	20,034	263,635	400,660	137,025	66%
e. SUPPLIES (Object Class 6e)									
1. Office Supplies	209	503	388	235	77	1,947	1,600	(347)	122%
2. Child and Family Serv. Supplies/classroom Sup	1	3,019	-	23	1	3,069	3,200	131	96%
4. Other Supplies	-	-	-	-	-	-	-	-	-
Computer Supplies, Software Upgrades, Comp	4,198	12,916	-	-	-	17,114	16,200	(914)	106%
Health/Safety Supplies	2,226	-	85	58	490	2,859	2,900	41	99%
Miscellaneous Supplies	-	482	65	92	113	756	800	44	94%
Household Supplies	62	163	30	-	17	285	300	15	95%
e. SUPPLIES (Object Class 6e)	6,697	17,082	569	408	697	26,030	25,000	(1,030)	104%
f. CONTRACTUAL (Object Class 6f)									
1. Adm Svcs (Legal, Accounting, Temporary Con	-	-	-	-	-	-	100	100	0%
2. Health/Disabilities Services	-	-	-	-	-	-	-	-	-
Health Consultant	4,822	4,637	5,084	1,870	-	19,364	19,200	(164)	101%
3. Food Services	-	-	-	-	32	32	100	68	32%
5. Training & Technical Assistance - PA11	-	-	-	-	-	-	-	-	-
Interaction	-	3,600	-	-	-	3,600	6,600	3,000	55%
Josephine Lee (\$35,000/2)	2,295	4,500	540	1,500	-	10,395	11,200	805	93%
8. Other Contracts	-	-	-	-	-	-	-	-	-
FB-Fairgrounds Partnership	9,800	19,600	-	14,700	4,900	53,900	58,800	4,900	92%
FB-E. Leland/Mercy Housing Partnership	11,200	28,000	-	16,800	-	61,600	67,200	5,600	92%
Apiranet	46,800	94,400	-	97,200	32,400	303,200	335,600	32,400	90%
Brighter Beginnings	8,000	32,000	8,000	-	-	48,000	48,000	-	100%
Cameron School	8,400	11,550	-	-	-	19,950	19,950	-	100%
Crossroads	-	63,000	-	14,000	-	77,000	105,800	28,800	73%
Martinez ECC	11,200	22,400	10,500	5,600	5,600	60,900	66,800	5,900	91%
Child Outcome Planning & Admini. (COPA/Nuli	405	608	1,121	-	226	2,585	3,000	415	86%
Enhancement/wrap-around HS slots with State	343,312	765,850	353,198	206,452	188,023	2,026,801	1,538,486	(488,315)	132%
f. CONTRACTUAL (Object Class 6f)	446,234	1,050,145	378,443	358,121	231,181	2,687,328	2,280,836	(406,492)	118%
h. OTHER (Object Class 6h)									
2. Bldg Occupancy Costs/Rents & Leases	493	(245)	205	166	266	948	2,200	1,252	43%
(Rents & Leases/Other Income)	-	(1)	-	-	-	(1)	-	1	-
4. Utilities, Telephone	512	2,329	535	497	263	4,539	4,900	361	93%
5. Building and Child Liability Insurance	-	-	-	-	-	-	-	-	-
6. Bldg. Maintenance/Repair and Other Occupan	25	129	94	38	328	670	700	30	96%
8. Local Travel (55.5 cents per mile)	630	2,378	476	564	79	5,816	6,600	784	88%
9. Nutrition Services	-	-	-	108	-	200	200	0	100%
(CCFP & USDA Reimbursements)	-	(7)	-	-	-	(7)	-	7	-
13. Parent Services	-	-	-	-	-	-	-	-	-
Parent Conference Registration - PA11	-	-	-	-	3,469	3,777	4,000	223	94%
Parent Resources (Parenting Books, Videos, r	-	-	-	-	-	-	-	-	-
PC Orientation, Trainings, Materials & Transla	386	1	-	267	-	1,117	1,838	721	61%
Policy Council Activities	-	-	775	-	-	775	3,000	2,225	26%
Parent Activities (Sites, PC, BOS luncheon) &	-	-	100	-	-	100	2,700	2,600	4%
Child Care/Mileage Reimbursement	334	414	330	-	-	1,940	2,400	460	81%
14. Accounting & Legal Services	-	-	-	-	-	-	-	-	-
Data Processing/Other Services & Supplies	570	978	643	324	324	3,163	3,200	37	99%
16. Training or Staff Development	-	-	-	-	-	-	-	-	-
Agency Memberships (WIPFLI, Meeting Fees	1,442	254	2,364	16	3	4,574	9,000	4,426	51%
Staff Trainings/Dev. Conf. Registrations/Mem	165	2,556	165	74	4,349	7,360	31,106	23,746	24%
17. Other	-	-	-	-	-	-	-	-	-
Site Security Guards	-	-	-	-	-	-	2,000	2,000	0%
Vehicle Operating/Maintenance & Repair	1,202	3,020	457	293	2,819	8,162	9,600	1,438	85%
Equipment Maintenance Repair & Rental	38	303	238	64	73	758	2,800	2,042	27%
Dept. of Health and Human Services-data Bas	-	-	-	-	-	-	-	-	-
Other Operating Expenses (Facs Admin/Other	765	775	-	2,532	(1,559)	2,749	8,174	5,425	34%
Other Departmental Expenses	-	189	-	-	-	189	200	11	-
h. OTHER (6h)	6,562	13,072	6,383	4,942	10,414	46,829	94,618	47,789	49%
i. TOTAL DIRECT CHARGES (6a-6h)	640,789	1,246,200	557,171	433,180	293,156	3,455,637	3,390,127	(65,510)	102%
j. INDIRECT COSTS	22,297	39,235	-	26,168	8,501	114,969	114,203	(766)	101%
k. TOTALS - ALL BUDGET CATEGORIES	663,087	1,285,435	557,171	459,348	301,658	3,570,606	3,504,330	(66,276)	102%
Non-Federal Match (In-Kind)	36,000	176,565	301,000	150,000	120,000	876,083	876,083	-	100%

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP
December 2016 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 99,503	\$ 291,503	\$ 192,000	34%
b. FRINGE BENEFITS	61,277	203,871	142,594	30%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	6,570	24,800	18,230	26%
f. CONTRACTUAL	89,321	764,000	674,679	12%
g. CONSTRUCTION			-	0%
h. OTHER	17,679	56,699	39,020	31%
I. TOTAL DIRECT CHARGES	\$ 274,349	\$ 1,340,873	\$ 1,066,524	20%
j. INDIRECT COSTS	55,674	60,956	5,282	91%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 330,023	\$ 1,401,829	\$ 1,071,806	24%
<i>In-Kind (Non-Federal Share)</i>	\$ 96,000	\$ 270,207	\$ 174,207	36%

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP
December 2016 Expenditures

1	2	3	4	5	6	7
	Jul-16 thru Sep-16	Oct-16 thru Dec-16	Total YTD Actual	Total Budget	Remaining Budget	% YTD
Expenditures						
a. Salaries & Wages (Object Class 6a)						
Permanent 1011	104,323	(8,574)	95,749	283,513	187,764	34%
Temporary 1013	10,721	(6,967)	3,754	7,990	4,236	
a. PERSONNEL (Object class 6a)	115,045	(15,541)	99,503	291,503	192,000	34%
b. FRINGE BENEFITS (Object Class 6b)						
Fringe Benefits	69,297	(8,020)	61,277	203,871	142,594	30%
b. FRINGE (Object Class 6b)	69,297	(8,020)	61,277	203,871	142,594	30%
e. SUPPLIES (Object Class 6e)						
1. Office Supplies	41	2,010	2,051	2,800	749	73%
2. Child and Family Serv. Supplies/classroom Supplies	3,746	11	3,757	20,000	16,243	19%
4. Other Supplies	-	-	-	-	-	
Computer Supplies, Software Upgrades, Comp Replacemnt	544	-	544	1,200	656	45%
Health/Safety Supplies	-	-	-	-	-	
Miscellaneous Supplies	101	44	145	400	255	36%
Household Supplies	50	22	72	400	328	18%
e. SUPPLIES (Object Class 6e)	4,482	2,087	6,570	24,800	18,230	26%
f. CONTRACTUAL (Object Class 6f)						
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	-	-	-	10,000	10,000	0%
8. Other Contracts	-	-	-	-	-	
Contra Costa Child Care Council	(4,979)	43,500	38,521	318,050	279,529	12%
First Baptist (20 slots x \$450)	-	45,800	45,800	142,950	97,150	32%
Child Outcome Planning and Administration (COPA/Nulinx)	501	200	702	2,000	1,298	35%
Carryover	-	-	4,298	268,000	263,702	2%
Loss of Subsidy	-	-	-	23,000	23,000	0%
f. CONTRACTUAL (Object Class 6f)	(4,477)	93,798	89,321	764,000	674,679	12%
h. OTHER (Object Class 6h)						
2. Bldg Occupancy Costs/Rents & Leases	125	476	601	1,800	1,199	33%
4. Utilities, Telephone	534	1,504	2,038	4,000	1,962	51%
5. Building and Child Liability Insurance	-	-	-	-	-	
6. Bldg. Maintenance/Repair and Other Occupancy	201	1,741	1,942	1,400	(542)	139%
8. Local Travel (54 cents per mile)	823	474	1,297	4,200	2,903	31%
13. Parent Services	-	-	-	-	-	0%
Parent Conference Registration - PA11	-	-	-	-	-	0%
Parent Resources (Parenting Books, Videos, etc.) - PA11	-	-	-	-	-	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	70	-	70	1,000	930	7%
Child Care/Mileage Reimbursement	-	-	-	-	-	0%
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	288	432	719	1,000	281	72%
15. Publications/Advertising/Printing	-	-	-	-	-	
Outreach/Printing	-	-	-	400	400	
Recruitment Advertising (Newspaper, Brochures)	-	-	-	-	-	
16. Training or Staff Development	-	-	-	-	-	
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	8,793	278	9,070	25,907	16,837	35%
17. Other	-	-	-	-	-	
Vehicle Operating/Maintenance & Repair	-	-	-	4,000	4,000	0%
Equipment Maintenance Repair & Rental	1,417	649	2,066	3,000	934	69%
Other Operating Expenses (Facs Admin/Other admin)	(0)	(125)	(125)	6,992	7,117	-2%
h. OTHER (6h)	12,250	5,429	17,679	56,699	39,020	31%
i. TOTAL DIRECT CHARGES (6a-6h)	196,596	77,754	274,349	1,340,873	1,066,524	20%
j. INDIRECT COSTS	-	55,674	55,674	60,956	5,282	91%
k. TOTALS - ALL BUDGET CATEGORIES	196,596	133,427	330,023	1,401,829	1,071,806	24%
<i>Non-federal Match In-Kind</i>	<i>5,000</i>	<i>91,000</i>	<i>96,000</i>	<i>270,207</i>	<i>174,207</i>	<i>36%</i>

**CAO Monthly Report
CSBG and Weatherization Programs
Year-to-Date Expenditures
As of December 31, 2016**

1. 2016 LIHEAP WX

Contract # 16B-4005
Term: Jan. 1, 2016 - Jan. 31, 2017
Amount: WX \$ 1,027,911

Total Contract	\$ 1,027,911
Expenditures	(547,716)
Balance	<u>\$ 480,195</u>
Expended	53%

2. 2016 LIHEAP ECIP/EHA 16

Contract # 16B-4005
Term: Jan. 1, 2016 - Jan. 31, 2017
Amount: EHA 16 \$ 925,094

Total Contract	\$ 925,094
Expenditures	(798,618)
Balance	<u>\$ 126,476</u>
Expended	86%

3. 2015 LIWP (LOW INCOME WX)

Contract # 15K-6003
Term: Jan 1, 2015 - Dec 31, 2016
Amount: \$ 287,657

Total Contract	\$ 287,657
Expenditures	(282,304)
Balance	<u>\$ 5,353</u>
Expended	98%

4. 2016 COMMUNITY SERVICES BLOCK GRANT (CSBG)

Contract # 16F-5007

Amount: \$ 846,479

Total Contract	\$ 846,479
Expenditures	(683,046)
Balance	<u>\$ 163,433</u>
Expended	81%

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE**

A - 4

Agency: Community Services Bureau				Authorized Users	
Month: December 2016				C. Rand, Bureau Dir	xxxx8798
				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, Interim Div Mgr	xxxx1907
				I. Renggenathen	xxxx2423
Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
2100	12/22/16	xxxx1907	4,143.46	Child Care Svs Program	Office Exp
2100	12/22/16	xxxx1907	17.98	Indirect Admin Costs	Office Exp
			4,161.44		
2102	12/22/16	xxxx8798	462.79	HS Basic Grant	Books, Periodicals
			462.79		
2132	12/22/16	xxxx4959	257.35	HS Basic Grant	Minor Computer Equipment
			257.35		
2200	12/22/16	xxxx4959	(107.91)	HS Basic Grant	Memberships
			(107.91)		
2260	12/22/16	xxxx2391	40.00	HS Basic Grant	Rents & Leases - Property
			40.00		
2300	12/22/16	xxxx2364	1,741.93	HS Parent Services	Transportation & Travel
2300	12/22/16	xxxx2364	857.97	EHS Parent Services	Transportation & Travel
2300	12/22/16	xxxx3838	410.74	HS Parent Services	Transportation & Travel
2300	12/22/16	xxxx3838	202.30	EHS Parent Services	Transportation & Travel
2300	12/22/16	xxxx0220	797.30	HS Parent Services	Transportation & Travel
2300	12/22/16	xxxx0220	392.70	EHS Parent Services	Transportation & Travel
			4,402.94		
2303	12/22/16	xxxx2364	398.65	HS Parent Services	Other Travel Employees
2303	12/22/16	xxxx2364	196.35	EHS Parent Services	Other Travel Employees
2303	12/22/16	xxxx8798	38.00	HS Basic Grant	Other Travel Employees
2303	12/22/16	xxxx3838	201.00	HS Parent Services	Other Travel Employees
2303	12/22/16	xxxx3838	99.00	EHS Parent Services	Other Travel Employees
			933.00		
2467	12/22/16	xxxx1907	393.15	Indirect Admin Costs	Training & Registration
2467	12/22/16	xxxx8798	129.00	HS Basic Grant	Training & Registration
			522.15		
2477	12/22/16	xxxx4959	98.40	HS Basic Grant	Educational Supplies
			98.40		
2490	12/22/16	xxxx1899	1,003.00	Indirect Admin Costs	Misc Services/Supplies
2490	12/22/16	xxxx0220	181.31	Lavonia Allen Site Costs	Misc Services/Supplies
2490	12/22/16	xxxx0220	382.28	George Miller Concord Site Costs	Misc Services/Supplies
2490	12/22/16	xxxx0220	550.00	Marsh Creek Site Costs	Misc Services/Supplies
2490	12/22/16	xxxx0220	100.00	Los Arboles Site Costs	Misc Services/Supplies
2490	12/22/16	xxxx0220	146.89	HS Basic Grant	Misc Services/Supplies
			2,363.48		
		TOTAL	13,133.64		

EMPLOYMENT & HUMAN SERVICES DEPARTMENT
 COMMUNITY SERVICES BUREAU
 CHILD NUTRITION FOOD SERVICES
 CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED
 FY 2016-2017

Month covered	2016 November
Approved sites operated this month	15
Number of days meals served this month	21
Average daily participation	777
Child Care Center Meals Served:	
Breakfast	12,548
Lunch	16,309
Supplements	11,600
Total Number of Meals Served	<u>40,457</u>

January 2017 - COMMUNITY SERVICES BUREAU PRESCHOOL MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
<p>2</p>  <p>BREAKFAST FRESH ORANGE BRAN CEREAL</p> <p>LUNCH SUNBUTTER & JELLY SANDWICH COTTAGE CHEESE DIP BABY CARROTS & BROCCOLI FLORETS FRESH PEAR WHOLE WHEAT BREAD</p> <p>PM SNACK WHOLE GRAIN FISH CRACKERS 1% LOW-FAT MILK</p>	<p>3</p> <p>BREAKFAST FRESH ORANGE BRAN CEREAL</p> <p>LUNCH SUNBUTTER & JELLY SANDWICH COTTAGE CHEESE DIP BABY CARROTS & BROCCOLI FLORETS FRESH PEAR WHOLE WHEAT BREAD</p> <p>PM SNACK WHOLE GRAIN FISH CRACKERS 1% LOW-FAT MILK</p>	<p>4</p> <p>BREAKFAST FRESH APPLE RICE CHEX CEREAL</p> <p>LUNCH *CHICKEN GUMBO (diced chicken, tomatoes, okra, celery, green peppers) FRESH TANGERINE BROWN RICE</p> <p>PM SNACK FRESH KIWI 1% LOW-FAT MILK</p>	<p>5</p> <p>BREAKFAST FRESH BANANA CHEERIOS</p> <p>LUNCH *VEGETARIAN COWBOY MACARONI (shredded mozzarella, cheddar cheese, kidney beans, tomatoes, tomato paste, corn, dried oregano, parsley, basil, onion) FRESH APPLE WHOLE GRAIN MACARONI</p> <p>PM SNACK FRESH PEAR 1% LOW-FAT MILK</p>	<p>6</p> <p>BREAKFAST FRESH KIWI WHOLE WHEAT CINNAMON BREAD</p> <p>LUNCH CHICKEN PITA SANDWICH CONFETTI SLAW WITH SWEET & SOUR DRESSING MANGO CHUNKS WHOLE WHEAT PITA BREAD</p> <p>PM SNACK FRESH ORANGE HARD BOILED EGG</p>	
<p>9</p> <p>BREAKFAST FRESH APPLE BRAN CEREAL</p> <p>LUNCH BLACK BEAN CHILI (black beans, shredded cheese & chunky salsa) JICAMA STICKS SEASONED WITH CHILI FRESH KIWI CORN TORTILLA CHIPS</p> <p>PM SNACK GRAHAM CRACKERS 1% LOW-FAT MILK</p>	<p>10</p> <p>BREAKFAST FRESH TANGERINE CORN CHEX CEREAL</p> <p>LUNCH *GROUND TURKEY & SPANISH RICE (ground turkey, tomatoes, green pepper, onion) FRESH PEAR BROWN RICE</p> <p>PM SNACK FRESH APPLE CHEDDAR CHEESE</p>	<p>11</p> <p>BREAKFAST PINEAPPLE CUBES WHOLE WHEAT BAGEL LOW-FAT CREAM CHEESE</p> <p>LUNCH *DAFA DUKA (chicken, pinto beans, cabbage, tomatoes, & curry) FRESH ORANGE BROWN RICE</p> <p>PM SNACK FRESH KIWI 1% LOW-FAT MILK</p>	<p>12</p> <p>BREAKFAST FRESH BANANA CINNAMON OATMEAL & RAISINS</p> <p>LUNCH *MACARONI & CHEESE WITH BROCCOLI FRESH APPLE WHOLE GRAIN MACARONI</p> <p>PM SNACK MANGO SALSA CORN TORTILLA CHIPS</p>	<p>13</p> <p>BREAKFAST FRESH PEAR WHOLE WHEAT ENGLISH MUFFIN</p> <p>LUNCH TUNA SALAD (tuna, eggs, mayo, relish, celery, onions) TANGY COLESLAW FRESH TANGERINE WHOLE WHEAT BREAD</p> <p>PM SNACK LETS GO FISHING TRAIL MIX (crispix, pretzels, fish & cheese crackers) 1% LOW-FAT MILK</p>	
<p>16</p>  <p>BREAKFAST FRESH APPLE RICE CHEX CEREAL</p> <p>LUNCH SUNBUTTER & BANANA WRAP MOZZARELLA STRING CHEESE BABY CARROTS (NO DRESSING) FRESH BANANA WHOLE WHEAT TORTILLA</p> <p>PM SNACK ANIMAL CRACKERS 1% LOW-FAT MILK</p>	<p>17</p> <p>BREAKFAST FRESH APPLE RICE CHEX CEREAL</p> <p>LUNCH SUNBUTTER & BANANA WRAP MOZZARELLA STRING CHEESE BABY CARROTS (NO DRESSING) FRESH BANANA WHOLE WHEAT TORTILLA</p> <p>PM SNACK ANIMAL CRACKERS 1% LOW-FAT MILK</p>	<p>18</p> <p>BREAKFAST FRESH KIWI CORN CHEX CEREAL</p> <p>LUNCH *TACO SOUP (ground turkey, tomatoes, salsa, kidney beans, corn) FRESH TANGERINE WHOLE WHEAT TORTILLA</p> <p>PM SNACK BABY CARROTS & CUCUMBER SLICES RANCH DRESSING WHEAT CRACKERS</p>	<p>19</p> <p>BREAKFAST MANGO CHUNKS WHOLE WHEAT CINNAMON BREAD</p> <p>LUNCH HOPPIN' JOHN BLACKEYE PEAS & RICE SPRING SALAD WITH ITALIAN DRESSING FRESH PEAR</p> <p>PM SNACK WHOLE GRAIN BUG BITE CRACKERS 1% LOW-FAT MILK</p>	<p>20</p> <p>BREAKFAST FRESH BANANA CHEERIOS</p> <p>LUNCH TURKEY HAM & SWISS CHEESE CUCUMBER SLICES WITH RANCH DRESSING FRESH ORANGE WHOLE WHEAT BREAD</p> <p>PM SNACK FRESH APPLE SUNBUTTER</p>	
<p>23</p> <p>BREAKFAST FRESH ORANGE BRAN CEREAL</p> <p>LUNCH *ARROZ CON QUESO (yogurt, cheese, pinto beans, rice, tomatoes) FRESH GREEN APPLE SLICES</p> <p>PM SNACK GRAHAM CRACKERS 1% LOW-FAT MILK</p>	<p>24</p> <p>BREAKFAST FRESH BANANA CORN CHEX CEREAL</p> <p>LUNCH *HARVEST STEW (diced chicken, sweet potatoes, red potatoes, carrots, great northern beans, baby spinach) FRESH ORANGE WHOLE WHEAT CRACKERS</p> <p>PM SNACK - NUTRITION EXPERIENCE ANTS ON A LOG (celery sticks, sunbutter, raisins) 1% LOW-FAT MILK</p>	<p>25</p> <p>BREAKFAST BRAN CEREAL FRESH TANGERINE</p> <p>LUNCH *CHICKEN BURRITO (diced chicken, shredded cheese, tomato paste, onion) FRESH APPLE WHOLE WHEAT FLOUR TORTILLA</p> <p>PM SNACK PIMENTO CHEESE WHEAT CRACKERS</p>	<p>26</p> <p>BREAKFAST MANGO CHUNKS ENGLISH MUFFIN WITH SUNBUTTER & JELLY</p> <p>LUNCH *VEGETABLE CHILI (kidney beans, tomatoes, kidney beans, bulgur wheat, yogurt, cheese) WHEAT CRACKERS</p> <p>PM SNACK FRIENDS TRAIL MIX (kix, cheerios, corn chex, raisins, pretzels, dried apricots) 1% LOW-FAT MILK</p>	<p>27</p> <p>BREAKFAST FRESH BANANA RICE KRISPY CEREAL</p> <p>LUNCH - NEW ITEM *SESAME ASIAN NOODLE CHICKEN SALAD (diced chicken, soy sauce, cabbage, carrots, red onions) FRESH TANGERINE WHOLE GRAIN SPAGHETTI</p> <p>PM SNACK FROZEN STRAWBERRIES & BLUEBERRIES LOW-FAT PLAIN YOGURT GRANOLA</p>	
<p>30</p> <p>BREAKFAST FRESH ORANGE RICE CHEX CEREAL</p> <p>LUNCH VEGETARIAN ENCHILADA CASSEROLE (cheese, black beans, corn with corn tortilla chips) TOSSED GREEN SALAD WITH ITALIAN DRESSING FRESH APPLE</p> <p>PM SNACK SCOOBY DOO CINNAMON GRAHAMS 1% LOW-FAT MILK</p>	<p>31</p> <p>BREAKFAST FRESH KIWI BRAN CEREAL</p> <p>LUNCH FILIPINO ADOBO OVER BROWN RICE (diced chicken, soy sauce, vinegar) FRESH BROCCOLI FLORETS WITH RANCH DRESSING FRESH TANGERINE</p> <p>PM SNACK PINEAPPLE CUBES COTTAGE CHEESE</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>

CSB's Child Outcomes Report – 2016-17 Infant/Toddler Baseline Assessment

Executive Summary

Overview of Methods

The Community Services Bureau (CSB) utilizes DRDP-2015© to assess the development of infants and toddlers enrolled in the program. Three assessments are conducted each program year using this instrument as follows:

- 1st Assessment: Within 60 days from the date of enrollment
- 2nd Assessment: Within 150 from the date of enrollment
- 3rd Assessment: In June

The Instrument: DRDP-2015© Domains & Measures

Using the DRDP-2015©, CSB staff assesses the development of infants and toddlers on the following five thematic **domains**:

1. Approaches to Learning Self-Regulation (**ATL-REG**)
2. Social and Emotional Development (**SED**)
3. Language and Literacy Development (**LLD**)
4. Cognition Including Math and Science (**COG**)
5. Physical Development Health (**PD-HLTH**)

Within each domain are **measures**:

1. **ATL-REG** has five measures: 1) Attention Maintenance, 2) Self-Comforting, 3) Imitation, 4) Curiosity and Initiative in Learning, and 5) Self-Control of Feelings and Behavior
2. **SED** has five measures: 1) Identity of Self in Relation to Others, 2) Social and Emotional Understanding, 3) Relationships and Social Interactions with Familiar Adults, 4) Relationships and Social Interactions with Peers, and 5) Symbolic and Sociodramatic Play
3. **LLD** has five measures: 1) Understanding of Language (Receptive), 2) Responsiveness to Language, 3) Communication and Use of Language (Expressive), 4) Reciprocal Communication and Conversation, and 5) Interest in Literacy
4. **COG** has six measures for infants. COG 4-7 and 10 are only use for preschool age children. 1) Spatial Relationships, 2) Classification, 3) Number Sense of Quantity, 8) Cause and Effect, 9) Inquiry Through Observation and Investigation, and 11) Knowledge of the Natural World
5. **PD-HLTH** has eight measures: 1) Perceptual-Motor Skills and Movement Concepts, 2) Gross Locomotor Movement Skills, 3) Gross Motor Manipulative Skills, 4) Fine Motor Manipulative Skills, 5) Safety, 6) Personal Care Routines: Hygiene, 7) Personal Care Routines: Feeding, and 8) Personal Care Routines: Dressing

Results are based on developmental level for each domain and measure, and are reported in aggregate across all enrolled children (ages 0-3). The age ranges are broken down by months.

- Infants: Birth – 18 months
- Toddlers: 19 – 35 months

CSB's Child Outcomes Report – 2016-17 Infant/Toddler Baseline Assessment

The Developmental Levels

The number of levels in a measure varies depending on the competencies that are appropriate for that measure's developmental continuum. The levels are organized under four categories from early infancy up to kindergarten entry: Responding, Exploring, Building, and Integrating.

- **Responding (Earlier, Later)** Knowledge, skills, or behaviors that develop from basic responses (through using senses and through actions) to differentiated responses. Children generally engage in back-and-forth interactions with familiar adults and communicate through nonverbal messages.
- **Exploring (Earlier, Middle, Later)** Knowledge, skills, or behaviors that include active exploration including purposeful movement, purposeful exploration and manipulation of objects, purposeful communication, and the beginnings of cooperation with adults and peers. Children generally begin this period by using nonverbal means to communicate and, over time, grow in their ability to communicate verbally or use other conventional forms of language.
- **Building (Earlier, Middle, Later)** Knowledge, skills, or behaviors that demonstrate growing understanding of how people and objects relate to one another, how to investigate ideas, and how things work. Children use language to express thoughts and feelings, to learn specific early literacy and numeracy skills, and to increasingly participate in small group interactions and cooperative activities with others.
- **Integrating (Earlier)** Knowledge, skills, or behaviors that demonstrate the ability to connect and combine strategies in order to express complex thoughts and feelings, solve multi-step problems, and participate in a wide range of activities that involve social-emotional, self-regulatory, cognitive, linguistic, and physical skills. Children begin to engage in mutually supportive relationships and interactions.

Key Findings

- **Infants:** The highest scores were in Physical Development and Health (**PD-HLTH**) domain and the lowest scores were in Cognition, including Math & Science Development (**COG**) domain.
 - Of 48 infants between the ages of birth to 18 months:
 - Twenty-three (23) children, or 48 percent, scored “Exploring Earlier” in **PD-HLTH**
 - Twenty-one (21) children, or 44 percent, scored “Responding Later” in the **COG**
 - Based on the averages of the measures, the majority of the infants are at the “Exploring Earlier” stage of development.
- **Toddlers:** The highest scores were in Physical Development and Health (**PD-HLTH**) domain and the lowest scores were in Language and Literacy (**LLD**) domain.
 - Of 163 toddlers between the ages of 19-35 months:
 - Eighty-one (81) children, or 50 percent, scored “Exploring Middle” in **PD-HLTH**
 - Ninety (90) children, or 55 percent, scored “Exploring Earlier” in **LLD**
 - Based on the averages of the measures, the majority of the toddlers are at the “Exploring Earlier” stage of development.

CSB's Child Outcomes Report – 2016-17 Infant/Toddler Baseline Assessment

Results for the 5 Domains

Figure 1 – Infants

Domain	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier
Approaches to Learning Self-Regulation (ATL-REG)	23%	35%	40%	2%	0%	0%
Social and Emotional Development (SED)	25%	35%	35%	4%	0%	0%
Language and Literacy Development (LLD)	23%	35%	42%	0%	0%	0%
Cognition, Including Math & Science (COG)	27%	44%	29%	2%	0%	0%
Physical Development – Health (PD-HLTH)	23%	21%	48%	6%	2%	0%
Averages	24.2%	34.0%	38.8%	2.8%	0.4%	0.0%

Figure 1 above represents the percentages of infants at each developmental level for the baseline assessment. A total of 48 infants ranging from the ages of birth to 18 months were assessed in the five domains of the DRDP-2015©. Indicated in green is the highest percentage score. Indicated in red is the largest percentage of children that scored the lowest. Indicated in purple is the highest percentage average.

Figure 2 – Toddlers

Domain	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier
Approaches to Learning Self-Regulation (ATL-REG)	0%	3%	47%	0%	44%	6%
Social and Emotional Development (SED)	0%	5%	45%	0%	42%	7%
Language and Literacy Development (LLD)	0%	5%	55%	0%	31%	9%
Cognition, Including Math & Science (COG)	1%	5%	52%	0%	38%	5%
Physical Development – Health (PD-HLTH)	0%	2%	26%	0%	50%	22%
Averages	0.2%	4.0%	45.0%	0.0%	41.0%	9.8%

Figure 2 above represents the percentages of toddlers at each developmental level during the baseline assessment. A total of 163 toddlers ranging from the ages of 19 to 35 months were assessed in the five domains of the DRDP-2015©. Indicated in green is the highest percentage score. Indicated in red is the largest percentage of children that scored the lowest. Indicated in purple is the highest percentage average.

CSB's Child Outcomes Report – 2016-17 Infant/Toddler Baseline Assessment

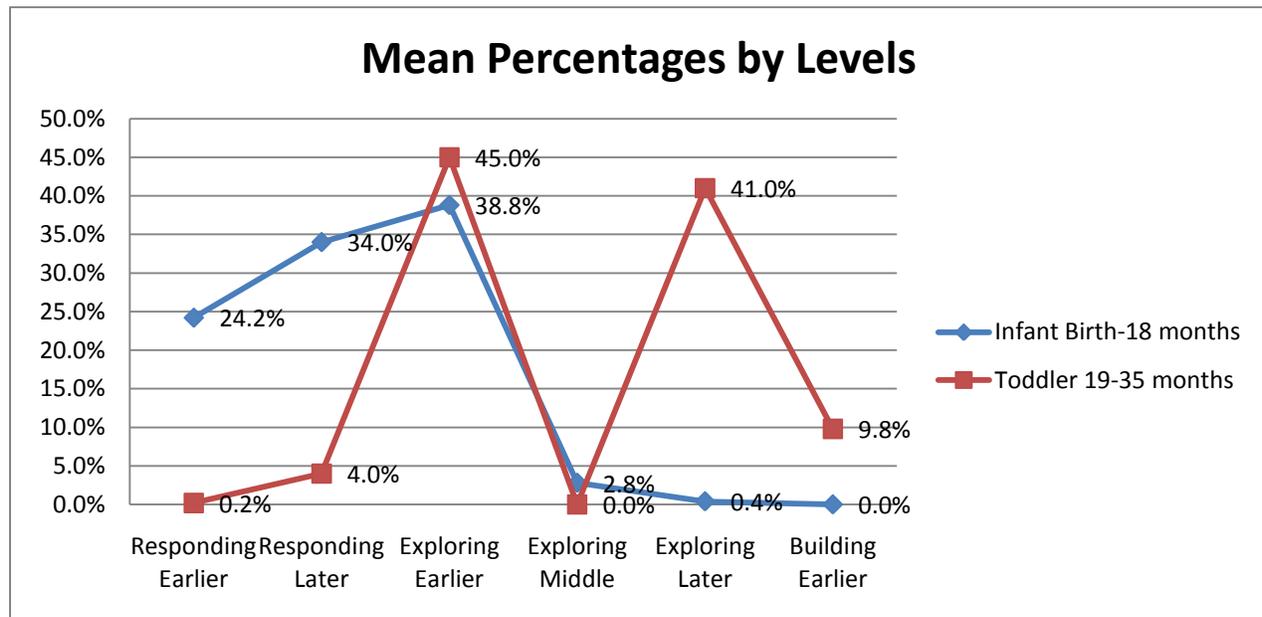


Figure 3 presents the mean baseline percentages for each developmental domain level for infants and toddlers.

School Readiness Goals

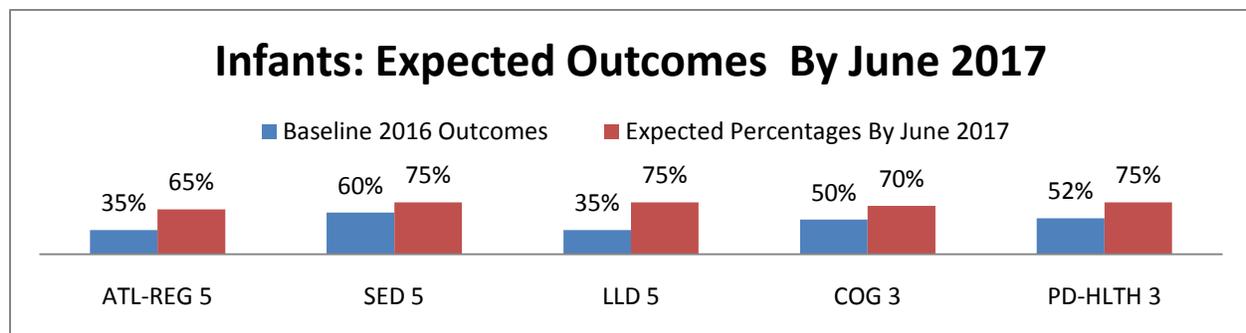


Figure 4 above represents the infants' baseline percentages for the developmental domain measure in blue and expected outcomes by June 2017 in red.

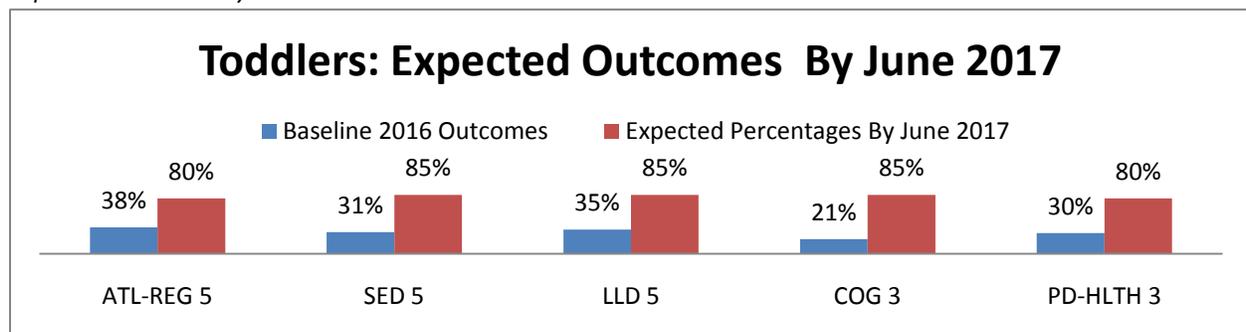


Figure 5 above represents the toddlers' baseline percentages for the developmental domain measure in blue and expected outcomes by June 2017 in red.

Head Start Eligibility

Objectives

Head Start Program Performance Standard (HSPPS) 1302.12 (m)(1) states, “a program must train all governing body... on applicable federal regulations and program policies and procedures.” In accordance with revised HSPPS 1302.12, grantee agencies are required to establish an understanding with the Governing Body on Community Services Bureau’s (CSB) policies with regards to the following:

- Methods of collecting complete and accurate eligibility information
- Strategies for treating families with dignity and respect
- Individuals who attempt to provide or intentionally provide false information

Eligibility Determination

Complete and accurate eligibility information is collected through one-on-one interviews with families. To assist families in obtaining reliable information for eligibility purposes, consent forms are utilized in order to contact third parties. CSB staff must collect and maintain documentation in order to make a determination of eligibility for each applicant based on the following Head Start eligibility criteria:

- Child Age
- Family Income
- Homelessness
- Foster Care

Confidentiality

CSB has policies to ensure confidentiality of all sensitive information.

- Child files are maintained in locked cabinets with access logs used.
- All staff review and sign CSB’s Confidentiality Policy.
- Mandatory staff training on requirements of the Health Information Portability Accountability Act (HIPAA).

Code of Conduct

Staff, consultants, and volunteers sign CSB’s Code of Conduct which states:

- The unique identity of each child and family will be respected and promoted.
- Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services.
- Failure to adhere to these policies may be cause for disciplinary actions up to and including termination.

Caregiver’s Responsibility

Caregivers applying for services are responsible for providing true and accurate information for the purposes of eligibility determination.

- Application for Services- Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge.
- Family Handbook- Parent sign acknowledging that they were adhere to policies listed therein, including the acknowledgment that slot for childcare services may be vacated for falsification of information on enrollment forms.

Family Support

CSB ensures that all families are treated with respect and dignity.

- Individualized enrollment process allows for in-person interviews and need assessments.
- Comprehensive Services such as family support begins during the eligibility process.
- On an ongoing basis, support is provided through family partnership agreements, family meetings, Mental Health Unit services and referrals.

CSB's Child Outcomes Report – 2016-17 Preschool Baseline Assessment

Executive Summary

Overview of Methods

The Community Services Bureau (CSB) utilizes DRDP-2015© to assess the development of preschoolers enrolled in the program. Three assessments are conducted each program year using this instrument as follows:

- 1st Assessment: Within 60 days from the date of enrollment
- 2nd Assessment: Within 150 from the date of enrollment
- 3rd Assessment: In June

The Instrument: DRDP-2015© Domains & Measures

Using the DRDP-2015©, CSB staff assesses the development of preschoolers on the following seven thematic **domains**:

1. Approaches to Learning Self-Regulation (**ATL-REG**)
2. Social and Emotional Development (**SED**)
3. Language Development (**LANG**)
4. Literacy Development (**LIT**)
5. Mathematics (**MATH**)
6. Physical Development (**PD**)
7. Health (**HLTH**)

Within each domain, with the exception of MATH, are **measures**.

1. **ATL-REG** has seven measures: 1) Attention Maintenance, 2) Self-Comforting, 3) Imitation, 4) Curiosity and Initiative in Learning, 5) Self-Control of Feelings and Behavior, 6) Engagement and Persistence, and 7) Shared Use of Space and Materials.
2. **SED** has five measures: 1) Identity of Self in Relation to Others, 2) Social and Emotional Understanding, 3) Relationships and Social Interactions with Familiar Adults, 4) Relationships and Social Interactions with Familiar Adults, and 5) Symbolic and Sociodramatic Play.
3. **LANG & LIT** are combined as Language and Literacy Development (**LLD**). This area has ten measures: 1) Understanding of Language (Receptive), 2) Responsiveness to Language, 3) Communication and Use of Language (Expressive), 4) Reciprocal Communication and Conversation, 5) Interest in Literacy, 6) Comprehension of Age-Appropriate Text, 7) Concepts About Print, 8) Phonological Awareness, 9) Letter and Word Knowledge, and 10) Emergent Writing.
4. **MATH** is also known as **COG** which has seven measures: 1) Spatial Relationships, 2) Classification, 3) Number Sense of Quantity, 4) Number Sense of Math Operations, 5) Measurements, 6) Patterning, and 7) Shapes.
5. **PD & HLTH** are combined as **PD-HLTH** and has ten measures: 1) Perceptual-Motor Skills and Movement Concepts, 2) Gross Locomotor Movement Skills, 3) Gross Motor Manipulative Skills, 4) Fine Motor Manipulative Skills, 5) Safety, 6) Personal Care Routines: Hygiene, 7) Personal Care Routines: Feeding, 8) Personal Care Routines: Dressing, 9) Active Physical Play, and 10) Nutrition

Results are based on developmental level for each domain and measure, and are reported in aggregate across all enrolled children (ages 3-5). The age ranges are broken down by date of birth.

- Non-Kinders: 09/03/2012 to 09/02/2013
- Kinders: 06/01/2011 to 09/02/2012

CSB's Child Outcomes Report – 2016-17 Preschool Baseline Assessment

The Developmental Levels

The **levels** are organized under four categories from early infancy up to kindergarten entry: Responding, Exploring, Building, and Integrating. The number of levels in a domain varies depending on the competencies that are appropriate for that domain's developmental continuum.

1. **Responding (Earlier, Later)** Knowledge, skills, or behaviors that develop from basic responses (through using senses and through actions) to differentiated responses. Children generally engage in back-and-forth interactions with familiar adults and communicate through nonverbal messages.
2. **Exploring (Earlier, Middle, Later)** Knowledge, skills, or behaviors that include active exploration including purposeful movement, purposeful exploration and manipulation of objects, purposeful communication, and the beginnings of cooperation with adults and peers. Children generally begin this period by using nonverbal means to communicate and, over time, grow in their ability to communicate verbally or use other conventional forms of language.
3. **Building (Earlier, Middle, Later)** Knowledge, skills, or behaviors that demonstrate growing understanding of how people and objects relate to one another, how to investigate ideas, and how things work. Children use language to express thoughts and feelings, to learn specific early literacy and numeracy skills, and to increasingly participate in small group interactions and cooperative activities with others.
4. **Integrating (Earlier)** Knowledge, skills, or behaviors that demonstrate the ability to connect and combine strategies in order to express complex thoughts and feelings, solve multi-step problems, and participate in a wide range of activities that involve social-emotional, self-regulatory, cognitive, linguistic, and physical skills. Children begin to engage in mutually supportive relationships and interactions.

Key Findings

- **Non-Kinders:** The highest scores were in Literacy Development (**LIT**) and Physical Development (**PD**) domain. The lowest scores were in Approaches to Learning and Self-Regulation (**ATL-REG**) domain.
 - Of 515 non-kindergartners with birth dates between 09/03/2012 to 09/02/2013:
 - 220 children, or 43 percent, scored “Building Earlier” in **LIT**
 - 220 children, or 43 percent, scored “Building Earlier” in **PD**
 - 209 children, or 41 percent, scored “Exploring Later” in **ATL-REG**
 - Based on the averages of the measures, the majority of the non-kindergartners are at the “Building Earlier” stage of development.
- **Kinders:** The highest scores were in Health (**HLTH**) domain and the lowest scores were in Literacy Development (**LIT**) domain.
 - Of 726 kindergartners with birth dates between 06/01/2011 to 09/02/2012:
 - 294 children, or 40 percent, scored “Building Middle” in **HLTH**
 - 290 children, or 40 percent, scored “Building Earlier” in **LIT**
 - Based on the averages of the measures, the majority of the kindergartners are at the “Building Middle” stage of development.

CSB's Child Outcomes Report – 2016-17 Preschool Baseline Assessment

Results for the 7 Domains

Figure 1 – Non-Kinders

Domain	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
Approaches to Learning Self-Regulation (ATL-REG)	<1%	2%	17%	0%	41%	25%	14%	2%	<1%
Social and Emotional Development (SED)	<1%	2%	15%	0%	30%	37%	14%	3%	<1%
Language Development (LANG)	1%	1%	15%	0%	29%	38%	14%	2%	0%
Literacy Development (LIT)	0%	0%	0%	23%	25%	43%	10%	<1%	<1%
Mathematics (MATH)	1%	2%	18%	0%	32%	36%	10%	<1%	<1%
Physical Development (PD)	<1%	1%	7%	0%	20%	43%	23%	6%	1%
Health (HLTH)	1%	1%	9%	0%	20%	37%	28%	5%	1%
Averages	0.4%	1.3%	11.6%	3.3%	28.1%	37.0%	16.1%	2.6%	0.3%

Figure 1 above represents the percentages of non-kindergartners at each developmental level during the baseline assessment. A total of 515 non-kindergartners with birthdates ranging from 09/03/2012 to 09/02/2013 were assessed in the seven domains of the DRDP-2015©. Indicated in green are the highest percentage scores. Indicated in red is the largest percentage of children that scored the lowest. Indicated in purple is the highest percentage average.

CSB's Child Outcomes Report – 2016-17 Preschool Baseline Assessment

Figure 2 – Kinders

Domain	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
Approaches to Learning Self-Regulation (ATL-REG)	<1%	<1%	3%	0%	17%	27%	32%	16%	4%
Social and Emotional Development (SED)	<1%	<1%	2%	0%	9%	38%	28%	18%	5%
Language Development (LANG)	0%	<1%	1%	10%	0%	37%	30%	18%	3%
Literacy Development (LIT)	0%	0%	0%	3%	9%	40%	35%	11%	2%
Mathematics (MATH)	0%	1%	2%	0%	13%	31%	36%	15%	3%
Physical Development (PD)	0%	<1%	1%	0%	5%	24%	36%	26%	10%
Health (HLTH)	0%	<1%	1%	0%	4%	22%	40%	24%	8%
Averages	0.0%	0.1%	1.4%	1.9%	8.1%	31.3%	33.9%	18.3%	5.0%

Figure 2 above represents the percentages of kinders at each developmental level during the baseline assessment. A total of 726 kinders with birthdates ranging from 06/01/2011 to 09/02/2012 were assessed in the seven domains of the DRDP-2015©. Indicated in green is the highest percentage score. Indicated in red is the largest percentage of children that scored the lowest. Indicated in purple is the highest percentage average.

CSB's Child Outcomes Report – 2016-17 Preschool Baseline Assessment

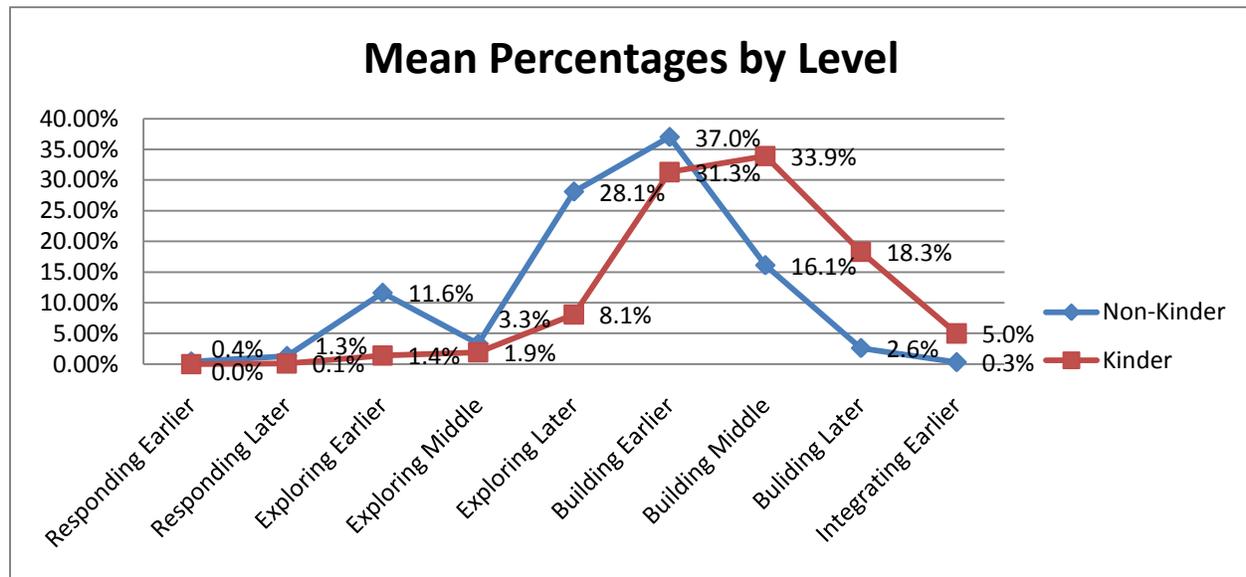


Figure 3 presents the mean baseline percentages for each developmental domain level for non-kinder and kinder aged children.

School Readiness Goals

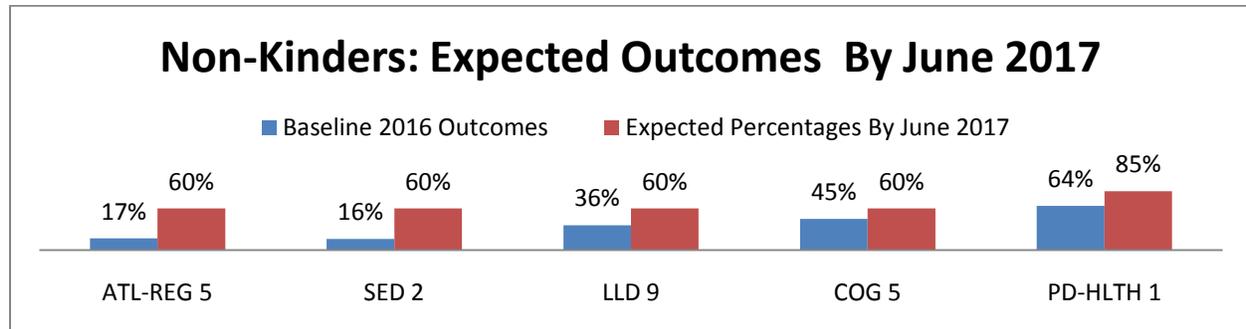


Figure 4 above represents the non-kindergartners' baseline percentages for the developmental domain measure in blue and expected outcomes by June 2017 in red.

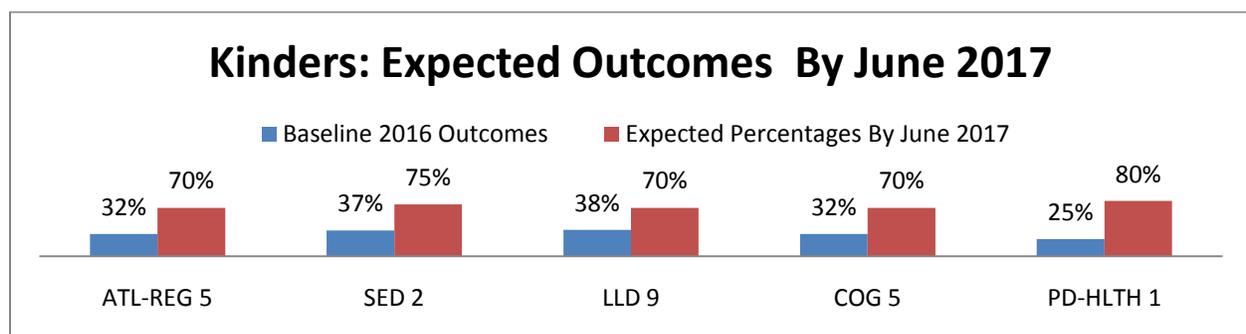


Figure 5 above represents the kindergartners' baseline percentages for the developmental domain measure in blue and expected outcomes by June 2017 in red.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Continue Extension of Emergency Declaration Regarding Homelessness

RECOMMENDATION(S):

CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999 regarding the issue of homelessness in Contra Costa County.

FISCAL IMPACT:

None.

BACKGROUND:

On November 16, 1999, the Board of Supervisors declared a local emergency, pursuant to the provisions of Government Code Section 8630 on homelessness in Contra Costa County.

Government Code Section 8630 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 14 days until the local emergency is terminated. In no event is the review to take place more than 21 days after the previous review. On February 14, 2017 the Board of Supervisors reviewed and approved the emergency declaration.

With the continuing high number of homeless individuals and insufficient funding available to assist in sheltering all homeless individuals and families, it is appropriate for the Board to continue the declaration of a local emergency regarding homelessness.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Enid Mendoza, (925)
335-1039

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: 2017 APPOINTMENT OF STANDBY OFFICERS TO MEMBERS OF THE BOARD OF SUPERVISORS

RECOMMENDATION(S):

1. UPDATE the official list of persons to serve, in priority order, as standby officers for the respective members of the Board of Supervisors, pursuant to County Ordinance Code section 42-4.004:

	<u>District I</u>	<u>District II</u>	<u>District III</u>	<u>District IV</u>	<u>District V</u>
1	Sonia Bustamante	Phil Andersen	Mary N. Piepho	Ron Mullin	Janis Glover
2	Al Miller	Gayle Israel	Joan Buchanan	Guy Bjerke	Lynn Enea
3	Vernon Whitmore	Dominique Yancy	Kevin Romick	Tamara Steiner	David Fraser

2. DIRECT that the above appointments supersede all previous appointments.

3. REQUEST that the Emergency Services Division of the Sheriff's Office meet with any Standby Officer that requests it, and provide an overview of the County Emergency System, to include written procedures and contact information, and address any questions raised by the Standby Officers.

FISCAL IMPACT:

None to the County from this action.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Julie DiMaggio Enea
925.335.1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND:

Pursuant to the California Emergency Services Act, Article 15, Preservation of Local Government, the governing body of a political subdivision of the State is required to appoint three Standby Officers for each member of the governing body. Accordingly, Section 42-4.004 of the County Ordinance Code requires the Board to make such appointments.

A Standby Officer appointed by the Board is to serve in place of a regular Board member when the regular Board member is unavailable during a state of war emergency, a state of emergency, or a local emergency. (Unavailable means that the regular Board member has been killed, is missing, or is seriously injured as to be unable to attend meetings and otherwise perform his/her duties.) Appointment of the specified Standby Officers will assure a line of succession so that in the event of the unavailability of one or more regular Board members during a state of war emergency, a state of emergency, or a local emergency, the business of the Board of Supervisors may continue to be conducted with a full complement of Board members. A Standby Officer shall serve until the regular officer becomes available or until the election or appointment of a new regular officer. As required by County Ordinance Code, the status of these Standby Officer appointments will be reviewed annually to determine if any changes in appointees is necessary.

Government Code section 8641 sets out the duties of Standby Officers for the Board of Supervisors:

- 1) To be informed of the Supervisor's duties.
- 2) To be informed of the business and affairs of the County.
- 3) To immediately report for duty in the event of a state of war emergency, state of emergency, or state of local emergency.
- 4) To fill the Supervisor's post when the Supervisor is unavailable (dead, missing, or seriously injured) due to a state of war emergency, state of emergency, or state of local emergency.

The County must provide the Standby Officers with copies of California Emergency Services Act, Article 15: Preservation of Local Government (Gov. Code, §§ 8635-8644.) (See attachment.) The County can also host meetings to keep the Standby Officers informed about County business and can require their attendance at these meetings. (Gov. Code, § 8641 (b).) Standby Officers must take the same oath of office as the Supervisor and serve at the pleasure of the BOS. (Gov. Code, § 8640.)

CONSEQUENCE OF NEGATIVE ACTION:

Without the appointment of the specified standby officers, there will be no line of succession in the event of the unavailability of one or more regular Board members during a state of war emergency, a state of emergency, or a local emergency. Therefore, the business of the Board of Supervisors may not continue to be conducted with a full complement of Board members.

ATTACHMENTS

CA Emergency Services Act_Art 15_Preservation of Local Govt

[Up^](#)[Add To My Favorites](#)**GOVERNMENT CODE - GOV****TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980]** (Title 2 enacted by Stats. 1943, Ch. 134.)**DIVISION 1. GENERAL [8000 - 8899.24]** (Division 1 enacted by Stats. 1943, Ch. 134.)**CHAPTER 7. California Emergency Services Act [8550 - 8668]** (Chapter 7 added by Stats. 1970, Ch. 1454.)**ARTICLE 15. Preservation of Local Government [8635 - 8644]** (Article 15 added by Stats. 1970, Ch. 1454.)

8635. The Legislature recognizes that if this state or nation were attacked by an enemy of the United States, many areas in California might be subjected to the effects of an enemy attack and some or all of these areas could be severely damaged. During such attacks and in the reconstruction period following such attacks, law and order must be preserved and so far as possible government services must be continued or restored. This can best be done by civil government. To help to preserve law and order and to continue or restore local services, it is essential that the local units of government continue to function.

In enacting this article the Legislature finds and declares that the preservation of local government in the event of enemy attack or in the event of a state of emergency or a local emergency is a matter of statewide concern. The interdependence of political subdivisions requires that, for their mutual preservation and for the protection of all the citizens of the State of California, all political subdivisions have the power to take the minimum precautions set forth in this article. The purpose of this article is to furnish a means by which the continued functioning of political subdivisions will be assured. Should any part of this article be in conflict with or inconsistent with any other part of this chapter, the provisions of this article shall control.

Nothing in this article shall prevent a city or county existing under a charter from amending said charter to provide for the preservation and continuation of its government in the event of a state of war emergency.

(Amended by Stats. 1974, Ch. 595.)

8636. As used in this article, "unavailable" means that an officer is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his duties. Any question as to whether a particular officer is unavailable shall be settled by the governing body of the political subdivision or any remaining available members of said body (including standby officers who are serving on such governing body).

(Added by Stats. 1970, Ch. 1454.)

8637. Each political subdivision may provide for the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety.

(Added by Stats. 1970, Ch. 1454.)

8638. To provide for the continuance of the legislative and executive departments of the political subdivision during a state of war emergency or a state of emergency or a local emergency the governing body thereof shall have the power to appoint the following standby officers:

- (a) Three for each member of the governing body.
- (b) Three for the chief executive, if he is not a member of the governing body.

In case a standby office becomes vacant because of removal, death, resignation, or other cause, the governing body shall have the power to appoint another person to fill said office.

Standby officers shall be designated Nos. 1, 2, and 3 as the case may be.

(Amended by Stats. 1974, Ch. 595.)

8639. The qualifications of each standby officer should be carefully investigated, and the governing body may request the Director of Emergency Services to aid in the investigation of any prospective appointee. No

examination or investigation shall be made without the consent of the prospective appointee.

Consideration shall be given to places of residence and work, so that for each office for which standby officers are appointed there shall be the greatest probability of survivorship. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed as standby officers.

(Amended by Stats. 2013, Ch. 352, Sec. 176. Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)

8640. Each standby officer shall take the oath of office required for the officer occupying the office for which he stands by. Persons appointed as standby officers shall serve in their posts as standby officers at the pleasure of the governing body appointing them and may be removed and replaced at any time with or without cause.

(Added by Stats. 1970, Ch. 1454.)

8641. Each standby officer shall have the following duties:

(a) To inform himself or herself of the duties of the office for which the officer stands by. Officers and employees of the political subdivision shall assist the standby officer and each political subdivision shall provide each standby officer with a copy of this article.

(b) To keep informed of the business and affairs of the political subdivision to the extent necessary to enable the standby officer to fill his or her post competently. For this purpose the political subdivision may arrange information meetings and require attendance.

(c) To immediately report himself or herself ready for duty in the event of a state of war emergency or in the event of a state of emergency or a local emergency at the place and in the method previously designated by the political subdivision.

(d) To fill the post for which he or she has been appointed when the regular officer is unavailable during a state of war emergency, a state of emergency or a local emergency. Standby officers Nos. 2 and 3 shall substitute in succession for standby officer No. 1 in the same way that standby officer No. 1 is substituted in place of the regular officer. The standby officer shall serve until the regular officer becomes available or until the election or appointment of a new regular officer.

(Amended by Stats. 1992, Ch. 1020, Sec. 1.7. Effective January 1, 1993.)

8642. Whenever a state of war emergency a state of emergency or a local emergency exists the governing body of the political subdivision shall meet as soon as possible. The place of meeting need not be within the political subdivision. The meeting may be called by the chief executive of the political subdivision or by a majority of the members of the governing body. Should there be only one member of the governing body, he may call and hold said meeting and perform acts necessary to reconstitute the governing body.

(Amended by Stats. 1974, Ch. 595.)

8643. During a state of war emergency a state of emergency or a local emergency the governing body shall:

(a) Ascertain the damage to the political subdivision and its personnel and property. For this purpose it shall have the power to issue subpoenas to compel the attendance of witnesses and the production of records.

(b) Proceed to reconstitute itself by filling vacancies until there are sufficient officers to form the largest quorum required by the law applicable to that political subdivision. Should only one member of the governing body or only one standby officer be available, that one shall have power to reconstitute the governing body.

(c) Proceed to reconstitute the political subdivision by appointment of qualified persons to fill vacancies.

(d) Proceed to perform its functions in the preservation of law and order and in the furnishing of local services.

(Amended by Stats. 1974, Ch. 595.)

8644. Should all members of the governing body, including all standby members, be unavailable, temporary officers shall be appointed to serve until a regular member or a standby member becomes available or until the election or appointment of a new regular or standby member. Temporary officers shall be appointed as follows:

(a) By the chairman of the board of supervisors of the county in which the political subdivision is located, and if he is unavailable,

(b) By the chairman of the board of supervisors of any other county within 150 miles of the political subdivision, beginning with the nearest and most populated county and going to the farthest and least populated, and if he is unavailable,

(c) By the mayor of any city within 150 miles of the political subdivision, beginning with the nearest and most populated city and going to the farthest and least populated.

(Added by Stats. 1970, Ch. 1454.)



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: Issuance of Request For Proposal (RFP) #1154 for Area Agency on Aging Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to issue Request For Proposal (RFP) #1154 in an amount not to exceed \$169,706 for legal, home visiting, and in-home registry services to eligible seniors in Contra Costa County for the period of July 1, 2017 through June 30, 2018. (100% Federal)

FISCAL IMPACT:

\$169,706: 100% Federal (Older Americans Act, Title IIIB CFDA# 93.044 and Title VIIB CFDA# 93.041)

BACKGROUND:

This Request For Proposal will solicit competitive bids for the delivery of year-round supportive and ombudsman services funded through the Older Americans Act to older adults in Contra Costa County.

The Older Americans Act (OAA) of 1965, as amended, sets forth the State’s commitment to its older populations and other programs administered by the California Department of Aging. Eligibility requirements contained within this RFP primarily seek to serve individuals age 60 and older. Under federal mandates of the OAA, services must pay particular attention to those seniors who are members of one or more of the following target groups identified as demonstrating the greatest economic and social need: Low-Income; Non- or Limited English Speaking; Minority; Frail. The Board of Supervisors, designated by the State of California in 1975 as the Area Agency on Aging for Planning and Service Area #07, is the body authorized to award a contract under the OAA.

Contra Costa County Area Agency on Aging will award OAA contracts in order to provide services in the following three (3) program categories:

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Gina Chenoweth
3-1648

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Legal Services (OAA Title IIIB)

Legal Services is a program that provides services on a countywide basis to eligible clients who are seniors age 60 and over. The services include, but are not limited to, advice pertaining to legal issues; brief service (e.g. phone calls, letters, document review, negotiations); representation at administrative proceedings; and representation in court.

Home Visiting (OAA Title IIIB)

Home Visitation Services is a program that provides home visits to frail, isolated elderly persons (aged 60 years and over) in Contra Costa County.

In-Home Services (OAA Title VIIB)

In-Home Services is a registry program that recruits in home service workers and maintains a registry of qualified workers that provide household and nonmedical personal care tasks to frail, elderly persons in Contra Costa County to reduce the risk of premature institutionalization.

CONSEQUENCE OF NEGATIVE ACTION:

Seniors in Contra Costa County, especially those that are low-income, non- or limited English speaking, a minority, and/or frail will not have ready access to legal services, home visitations, and/or in-home support services.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 7, 2017

Subject: Acknowledgement of Emergency Closures of Childcare Site during 2016-17 fiscal year

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to seek reimbursement from California Department of Education in an amount not to exceed \$1,307, to maintain Child Days of Enrollment during emergency closures at Bayo Vista Children's Center during the 2016-17 fiscal year.

FISCAL IMPACT:

Approval of this board order will allow the County to maintain Child Days of Enrollment for the 2016-17 fiscal year.

This will preserve revenue of \$1,307 for fiscal year 2016-17 from California Department of Education.

BACKGROUND:

During fiscal year 2016-17, the Bayo Vista county childcare center experienced a single day of emergency closure due to circumstances beyond their control. On January 9, 2017, an early morning power outage occurred that was not immediately resolved, causing the closure of the childcare center for the day, for health and safety reasons, given that the center would be

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: CSB (925)
681-6381

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

By: , Deputy

cc: Nelly Ige, Ressie Dayco, Cassandra Youngblood

BACKGROUND: (CONT'D)

without power. The closure affected 28 children.

In order to prevent a loss of funds during this period, the County has the option to submit a Board Order to the State in order to maintain childcare fund reimbursement for the impacted days of closure. This is allowable as per California Department of Education, Child Development Management Bulletin 10-09 "Reduced Days of Operation or Attendance Due to Emergency Conditions."

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will lose \$1,307 in potential revenue.

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

ATTACHMENTS

Management Bulletin

Bayo Vista report 1

Bayo Vista report 2

Management Bulletin 10-09

Early Education and Support Division

Subject: Reduced Days of Operation or Attendance Due to Emergency Conditions

Number: 10-09

Date: October 2010

Expires: Until Rescinded

Authority: California *Education Code* Section 8271

Attention: Executive Officers and Program Directors of all Child Care and Development Programs

Purpose

The purpose of this Management Bulletin, which supersedes Management Bulletin 09-16, is to remind agencies that California *Education Code (EC)* Section 8271 provides against loss of funds due to circumstances that are beyond control of the contractor.

Background

This Management Bulletin, which supersedes Management Bulletin 09-16, is to remind agencies that *EC* Section 8271 provides against loss of funds due to circumstances that are beyond control of the contractor. It states:

In the event that operating agencies are unable to operate due to incomplete renovations authorized by administering state agencies, or due to circumstances beyond the control of the operating agency, including earthquakes, floods, or fires, such programs shall not be penalized for incurred program expenses nor in subsequent annual budget allocations.

Circumstances beyond the control of operating contractors include, but are not necessarily limited to:

1. Earthquakes
2. Floods
3. Fires
4. Epidemics
5. Impassable roads
6. The imminence of a major health or safety hazard, as determined by the local health department or law enforcement agency
7. A strike affecting transportation services for children provided by a non-agency entity
8. Incomplete facility renovations authorized by the California Department of Education, pursuant to California *Education Code* sections 8277.1 and 8277.2
9. State of California budget impasse

Policy

Whenever a contractor's days of operation are reduced for any of the above reasons, and the reduction in days of operation did not require the contractor to reduce staff through layoffs or unpaid furloughs, the contractor's governing board, or the executive office for contractors not having a governing board, must adopt a resolution that clearly and fully describes the nature of the emergency condition as well as the specific effect on program operations. The resolution should include:

- Dates program operation was necessarily suspended or substantially reduced
- Daily attendance for both certified and non-certified children for the week prior to the date operation was suspended or reduced

Whenever the contractor's days of operation are reduced because of a state budget impasse and this reduction requires the contractor to reduce staff through layoffs or unpaid furloughs, the contractor may request reimbursement for ongoing administrative and operational expenses that occurred during the emergency closure. The contractor's governing board, or the executive office for contractors not having a governing board, must adopt a resolution that clearly and fully describes the nature of the emergency condition as well as the specific effect on program operation. The resolution should include:

- Dates program operation was suspended
- A detailed list of actual program expenses incurred during the period of closure

Application Submission Requirements

The resolution should be faxed, e-mailed, or mailed to the appropriate Field Services Office Consultant in the Early Education and Support Division (EESD). Upon receiving the resolution, the EESD will jointly review the information with Child Development Fiscal Services to determine the amount of reimbursement for actual program expense incurred during the period of closure or reduced operation. Funding in subsequent fiscal years will not be affected by the above, contingent upon the availability of funds appropriated in the Annual Budget Act.

If you have any questions, please contact your assigned EESD Field Services Consultant at <http://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.

Questions: Early Education and Support Division | 916-322-6233

California Department of Education
1430 N Street
Sacramento, CA 95814

Last Reviewed: Friday, May 8, 2015

**CALIFORNIA DEPARTMENT OF EDUCATION
ATTENDANCE AND FISCAL REPORT
FOR CHILD DEVELOPMENT PROGRAMS**

CDNFS 9500 Pg. 1 of 4 (07/16)

Mail completed report to:

CALIFORNIA DEPARTMENT OF EDUCATION
Child Development Fiscal Services
1430 N Street, Suite 2213
Sacramento, CA 95814-5901

Please read instructions before completing report.

REPORTING PERIOD		CONTRACT NUMBER							
MONTH ENDING	YEAR	C	C	T	R	6	0	2	3
JANUARY 9	2017	C	C	T	R	6	0	2	3
COUNTY				VENDOR CODE					
0		7		2		2		0 7	

FULL NAME OF CONTRACTOR	FISCAL ANALYST
CONTRA COSTA COUNTY COMMUNITY SERVICES BUREAU OF EMPLOYMENT & HUMAN SERVICES DEPARTMENT	Assadya Ross

SECTION I – CERTIFIED CHILDREN DAYS OF ENROLLMENT	COLUMN A CUMULATIVE PRIOR PERIOD (Col. C Prior Report)	COLUMN B CURRENT PERIOD	COLUMN C CUMULATIVE FISCAL YEAR (Col. A + Col. B)	COLUMN D ADJUST-MENT FACTOR	COLUMN E ADJUSTED DAYS OF ENROLLMENT (Col. C x Col. D) (Do not round)
<i>Infants (up to 18 months)</i>					
Full-time-plus	0	0	0	2.006	0.0000
Full-time	0	0	0	1.7	0.0000
Three-quarters-time	0	0	0	1.275	0.0000
One-half-time	0	0	0	0.935	0.0000
<i>FCCH Infants (up to 18 months)</i>					
Full-time-plus					
Full-time					
Three-quarters-time					
One-half-time					
<i>Toddlers (18 up to 36 months)</i>					
Full-time-plus	0	0	0	1.652	0.0000
Full-time	0	11	11	1.4	15.4000
Three-quarters-time	0	0	0	1.05	0.0000
One-half-time	0	0	0	0.77	0.0000
<i>Three Years and Older</i>					
Full-time-plus	0	0	0	1.18	0.0000
Full-time	0	0	0	1	0.0000
Three-quarters-time	0	0	0	0.75	0.0000
One-half-time	0	0	0	0.6172	0.0000
<i>Exceptional Needs</i>					
Full-time-plus	0	0	0	1.416	0.0000
Full-time	0	0	0	1.2	0.0000
Three-quarters-time	0	0	0	0.9	0.0000
One-half-time	0	0	0	0.6172	0.0000
<i>Limited and Non-English Proficient</i>					
Full-time-plus	0	0	0	1.298	0.0000
Full-time	0	0	0	1.1	0.0000
Three-quarters-time	0	0	0	0.825	0.0000
One-half-time	0	0	0	0.6172	0.0000
<i>At Risk of Abuse or Neglect</i>					
Full-time-plus	0	0	0	1.298	0.0000
Full-time	0	0	0	1.1	0.0000
Three-quarters-time	0	0	0	0.825	0.0000
One-half-time	0	0	0	0.6172	0.0000
<i>Severely Disabled</i>					
Full-time-plus	0	0	0	1.77	0.0000
Full-time	0	0	0	1.5	0.0000
Three-quarters-time	0	0	0	1.125	0.0000
One-half-time	0	0	0	0.6172	0.0000
TOTAL DAYS OF ENROLLMENT	0	11	11		15.4000
DAYS OF OPERATION	0	1	1		
DAYS OF ATTENDANCE	0	11	11		

NO NONCERTIFIED CHILDREN

Check this box and continue to Section III if no noncertified children are enrolled in the program.

**CALIFORNIA DEPARTMENT OF EDUCATION
ATTENDANCE AND FISCAL REPORT
FOR CHILD DEVELOPMENT PROGRAMS**

CDNFS 8501 Pg. 1 of 4 (07/16)
Mail completed report to:

CALIFORNIA DEPARTMENT OF EDUCATION
Child Development Fiscal Services
1430 N Street, Suite 2213
Sacramento, CA 95814-5901

Please read instructions before completing report.

REPORTING PERIOD		CONTRACT NUMBER							
MONTH ENDING	YEAR	C	S	P	P	6	0	4	4
JANUARY 9	2017	C	S	P	P	6	0	4	4
COUNTY				VENDOR CODE					
0		7		2		2		0 7	

FULL NAME OF CONTRACTOR	FISCAL ANALYST
CONTRA COSTA COUNTY COMMUNITY SERVICES BUREAU OF EMPLOYMENT & HUMAN SERVICES DEPARTMENT	Assadya Ross

SECTION I – CERTIFIED CHILDREN DAYS OF ENROLLMENT	COLUMN A CUMULATIVE PRIOR PERIOD (Col. C Prior Report)	COLUMN B CURRENT PERIOD	COLUMN C CUMULATIVE FISCAL YEAR (Col. A + Col. B)	COLUMN D ADJUST-MENT FACTOR	COLUMN E ADJUSTED DAYS OF ENROLLMENT (Col. C x Col. D) (Do not round)
<i>Three Years and Older</i>					
Full-time-plus	0	0	0	1.18	0.0000
Full-time	0	17	17	1	17.0000
Three-quarters-time	0	0	0	0.75	0.0000
One-half-time	0	0	0	0.6196	0.0000
<i>Exceptional Needs</i>					
Full-time-plus	0	0	0	1.416	0.0000
Full-time	0	0	0	1.2	0.0000
Three-quarters-time	0	0	0	0.9	0.0000
One-half-time	0	0	0	0.6196	0.0000
<i>Limited and Non-English Proficient</i>					
Full-time-plus	0	0	0	1.298	0.0000
Full-time	0	0	0	1.1	0.0000
Three-quarters-time	0	0	0	0.825	0.0000
One-half-time	0	0	0	0.6196	0.0000
<i>At Risk of Abuse or Neglect</i>					
Full-time-plus	0	0	0	1.298	0.0000
Full-time	0	0	0	1.1	0.0000
Three-quarters-time	0	0	0	0.825	0.0000
One-half-time	0	0	0	0.6196	0.0000
<i>Severely Disabled</i>					
Full-time-plus	0	0	0	1.77	0.0000
Full-time	0	0	0	1.5	0.0000
Three-quarters-time	0	0	0	1.125	0.0000
One-half-time	0	0	0	0.6196	0.0000
TOTAL DAYS OF ENROLLMENT	0	17	17		17.0000
DAYS OF OPERATION	0	1	1		
DAYS OF ATTENDANCE	0	17	17		

NO NONCERTIFIED CHILDREN

Check this box and continue to Section III if no noncertified children are enrolled in the program.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Quarterly Report of the Post Retirement Health Benefits Trust Agreement Advisory Body

RECOMMENDATION(S):

ACCEPT quarterly report of the Post Retirement Health Benefits Trust Agreement Advisory Body.

FISCAL IMPACT:

No specific fiscal impact. This is a quarterly report of the County's assets in the Public Agency Retirement Services (PARS) Public Agencies Post-Retirement Health Care Plan Trust.

BACKGROUND:

On December 14, 2010, the Board of Supervisors directed the formation of a Post Retirement Health Benefits Trust Agreement Advisory Body (consisting of the County Administrator, County Finance Director, Treasurer-Tax Collector, Auditor-Controller, and Health Services Finance Director).

The Advisory Body meets quarterly. At its meeting of August 4, 2011, the body discussed and reviewed final report formats with HighMark Capital Management and made recommendations regarding a final standardized quarterly report. The attached report is in the standardized format.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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

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

By: , Deputy

cc: Robert Campbell, County Auditor-Controller, Patrick Godley, HSD Chief Financial Officer, Russell Watts, Treasurer-Tax Collector

BACKGROUND: (CONT'D)

>

The following is the investment summary presented at the February 2, 2017 quarterly meeting for the period ending December 31, 2016:

Investment Summary	Fourth Quarter 2016
Beginning Value	\$201,614,321.96
Net Contributions/Withdrawals	5,010,333.02
Fees Deducted	-45,654.56
Income Received	3,328,195.75
Market Appreciation	-3,650,715.12
Net Change in Accrued Income	87,313.89
Ending Market Value	\$206,343,794.94

Additional Materials -

A Post Retirement Health Benefits Trust Agreement Advisory Body web-page can be found at the following address:

<http://ca-contracostacounty.civicplus.com/index.aspx?NID=2915>. The page describes the function of the body, posts quarterly meeting materials, and all pertinent trust and plan documents.

ATTACHMENTS

Fourth Quarter, 2016

PARS: County of Contra Costa

Fourth Quarter 2016

REVISED

**Presented by
Andrew Brown, CFA**

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DISCUSSION HIGHLIGHTS

U.S. Economic and Market Overview

Going into 2016, if someone would have said that this would be the year the United Kingdom would succeed from the European Union and Donald Trump would be elected President, most people would have laughed. A logical investor would suggest shorting the market if this prediction had merit, as those two events would have enough disruptive influence to tip the wobbly global economy into another recession, or at least a major correction. Those two market moving events did occur during the past year but the market reaction was very different than most experts forecasted. While the “Brexit” vote led to a sharp market pull back, it took only two weeks for the market to regain the lost ground and continue an upward trajectory. A few months later, Donald Trump was elected President of the United States and markets rallied to finish the year up +12%. Stocks rallied and bonds sold off on renewed expectations that economic growth would finally return to the historically higher levels of the pre-2008 crisis world. While the global economy seems to be coping well with the surprise events of 2016, populism and government debt are on the rise around the world and economic growth is still just a shadow of where it once was before the 2008 financial crisis. As 2016 closed with more questions than answers, will 2017 be able to continue the string of historically high equity market returns, or will the growing global imbalances finally topple the raging bull that has been running through markets since 2008?

In addition to the sweeping change brought by the dramatic political environment, on December 14th the Federal Open Market Committee (FOMC) of the Federal Reserve raised short-term interest rates for the second time in over a decade. Twelve months prior, the Fed made its first upward move and promptly hit the brakes on its expected trajectory for tightening when global equity markets began to stumble in early 2016. At the heart of the volatility was the Chinese economy. Fears of currency devaluation and capital flight leading to a Chinese hard landing, sent markets lower. The implementation of additional fiscal spending and other Chinese policy measures served to extinguish growing worries that China’s high growth rate would disappear. China’s stopgap measures may only be bandages to cover worsening economic imbalances that have built up following years of central planning. A look at the rise of Chinese total debt-to-GDP since 2008 raises questions about the limitations of perpetually attempting, through increasing debt issuance, to avoid the natural cyclical and structural forces of an economy. The health of the Chinese economy is a key risk to financial markets that deserves close attention in 2017 and beyond.

Market Overview/Performance Discussion

Total Plan

The County of Contra Costa OPEB Plan returned -0.15% net of investment fees, in the fourth quarter, which lagged the County's Plan benchmark target of 0.39%. Positive contributors to the Plan were the fixed income portfolio and the large cap equity segment. Large cap performance contribution came mainly from our overweight to our value-oriented managers, led by the Dodge and Cox Stock Fund, who had a stellar fourth quarter. Large cap value outperformed large cap growth by roughly 5% in the quarter. The fixed income segment also aided returns with three of the Plan's four managers outperforming the Bloomberg Barclays Capital Aggregate Index. Three areas that detracted in the quarter were small cap equity, international equity, and the alternative asset segment. Both managers in the small cap equity segment, posted returns in the bottom quartile of their respective peer universes. This was especially frustrating as small cap equity was the strongest performing asset class in the quarter, with the Russell 2000 Index gaining 8.8%. The Plan's international equity segment lagged due mainly to our underlying manager's exposure to emerging market equities. Emerging market equities sold off in the quarter due in part to a sharp increase in the dollar, ensuing after the Donald Trump election victory. Emerging markets were the largest asset class detractor in the quarter, off -4.2%. The negative contribution from the alternative asset managers was due entirely to one manager: the AQR Market Neutral Fund (-8%).

Domestic Equity

2016 was notable for the surprise surge in populist movements in Europe (Brexit) and the U.S. (Trump Election). The most surprising aftershock of the victories was the positive reaction of equity markets. While stocks were expected to plunge in reaction to these events, they rallied in the days and weeks after, once again showing the resilience of the current equity bull market. Since 2008 the market has grown at an annualized rate of over 14.6%. Either we are in a "new normal" environment of continual double digit equity returns or we are in for less optimistic stock performance to bring the average U.S. equity market return back in line with realistic expectations. The future path of the stock market is difficult to predict in the short-run, though some of President Trump's policy proposals, including deregulation, corporate tax reform, and tax repatriation may provide a wave of optimism for certain sectors through 2017.

The Russell 1000 Index ended the final quarter of 2016 up +3.8%. While there was mixed performance across the market, there was one sector that clearly stood out; Financials. Financials have been a laggard most of 2016, and since the 2008 financial crises. Off the tailwind of expected deregulation, in addition to higher interest rates, financial stocks returned an impressive +21.1% for the quarter. Other parts of the market were more mixed, with sectors expected to benefit from Trump policies leading the way. Energy and industrials both returned north of +7% for the quarter, while telecommunication and materials returned just under +5% each. The main losers for the quarter were real estate and healthcare, each down over -4%. Healthcare ended the year as the lone sector of the market with a negative return due to an uncertain political environment surrounding the sector. The risk-on trend was further seen by the strong performance results of mid and small cap stocks. The Russell Mid-Cap Index return of +3.2% would impress most investors, but the Russell 2000 Index came in on top with an impressive 8.8% return for the quarter, leaving the full year 2016 return at over +21%.

To characterize the fourth quarter of 2016 as a risk-on environment may be an understatement. Many of the previously lagging performing parts of the market led the rally, while many of the safe haven assets that had been performing well (U.S. Treasuries & gold) sold off in magnitude not seen for some time. The market seems to be pricing in the best case scenario for the prospects of the economy under a Trump presidency. While many of his policies have potential to move markets, it will likely take time to implement anything meaningful, and expectations may be underestimating the difficulties of turning policy into economic reality, let alone a few missteps for the new administration. While confidence indicators are showing encouraging signs, sentiment can turn down just as quickly as it turned up. There are still many headwinds to the U.S. stock market, such as lofty valuations, rising interest rates, a maturing credit cycle, and policy uncertainty surrounding the new administration, not to mention the multiple global economic factors that could derail current market enthusiasm (China slowdown, commodity prices, European elections, Italian banks, “Brexit”, etc.). While the fourth quarter of 2016 was a breath of fresh air, it is important to set expectations appropriately and proceed with caution. When equity markets exude overconfidence, is when disasters find a way of appearing out of nowhere.

- **The Plan’s large cap segment returned 4.07% in the quarter, which outperformed the Russell 1000 Index return of 3.83%.**
 - The iShares Russell 1000 ETF returned 3.80% in the fourth quarter.
 - The Columbia Contrarian Core Fund returned 1.87% in the quarter, which underperformed the benchmark. The Fund ranked in the 88th percentile of the Morningstar Large Cap Blend Universe.
 - The Harbor Capital Appreciation Fund returned -1.94% in the quarter, which underperformed the Russell 1000 Growth Index’s return of 1.01%. The Fund ranked in the 76th percentile of the Morningstar Large Cap Growth Universe.
 - The T. Rowe Price Growth Stock Fund returned 0.10% in the quarter, which underperformed the Russell 1000 Growth Index. The Fund ranked in the 43rd percentile of the Morningstar Large Cap Growth Universe.
 - The Dodge and Cox Stock Fund returned 10.71% in the quarter, which outperformed the Russell 1000 Value Index’s return of 6.68%. The Fund ranked in the 4th percentile of the Morningstar Large Cap Value Universe.
 - The Loomis Sayles Value Fund posted a 6.73% return in the quarter, which was in-line with the Russell 1000 Value Index. The Fund ranked in the 45th percentile of the Morningstar Large Cap Value Universe. **This Fund was eliminated from the Plan in the last week of the quarter.**
- **The mid cap equity segment returned 3.19% in the quarter, which was in-line with the Russell Mid Cap Equity return of 3.21%.**
 - The iShares Russell Mid Cap ETF returned 3.17% in the fourth quarter.
- **The small cap equity segment returned 6.97% in the quarter, which trailed the Russell 2000 Index return of 8.83%.**
 - The iShares Russell 2000 ETF returned 8.84% in the fourth quarter.
 - The T. Rowe Price New Horizons Fund returned -0.74% in the quarter, and underperformed the Russell 2000 Growth Index return of 3.57%. The Fund ranked in the 88th percentile of Morningstar’s Small Cap Growth Universe.
 - The Undiscovered Managers Behavioral Value Fund returned 8.2% in the quarter, and underperformed the Russell 2000 Value Index’s return of 14.07%. The Fund ranked in the 93rd percentile of Morningstar’s Small Cap Value Universe.

Real Estate

REIT equity posted a second consecutive quarterly decline, with the Wilshire REIT Index returning -2.28%. REITs declined in the quarter as rising inflation expectations and an increase in bond yields outweighed the continued strength in economic conditions. Aside from Lodging and Leisure which posted a strong return of +19.3%, most REIT sectors declined modestly in the quarter. Three sectors that weighed on the REIT universe included regional malls -11.4%, shopping centers -8.5%, and healthcare -10.3%. Malls and shopping centers are facing pressure due to an increasing number of vacancies. Macy's recent announcement of store closures, continued losses from other retailers such as K-Mart/Sears has pressured this sector. The underlying competitive threat from all of these retailers is the internet, and more specifically the impact from Amazon. Healthcare related REITs faced pressure in the wake of the Trump victory and the expectation of the repeal of Obamacare.

The Nuveen Real Estate Securities Fund returned -2.91% in the quarter, which underperformed the Wilshire REIT Index return of -2.21%. The Fund placed in the 51st percentile of the Morningstar Real Estate Manager's Universe.

Global/International Equity

U.S. equity markets outperformed international markets in 2016 with the risk-on rally that led the Russell 1000 Index to a 12.1% return, not to mention the +21.3% return for small cap stocks (Russell 2000 Index). But with so much momentum in the U.S., why would anyone want to invest in the seemingly forgot overseas markets? There are many reasons why international stocks might hold more potential going forward. U.S. equity markets have outperformed of late, but the case is strong for non-U.S. developed country equities. The attractiveness of international stocks stems from the multi-year outperformance cycle of domestic stocks that has resulted in stretched valuations relative to international peers. Corporate earnings in Europe, having languished since the European debt crisis, but have begun to show signs of renewed strength. Since the U.S. seems to be in the later stages of the economic cycle and the dollar has appreciated, expectations for domestic earnings growth are becoming more muted. While the Brexit ramifications may pose a headwind to UK stocks over the near term, the Euro and Pound weakness versus the U.S. dollar are likely to provide an improved competitive advantage for European –based multinationals.

International equities produced healthy returns in local currency, but these returns were offset by US Dollar strength as financial markets priced in the U.S. Federal Reserve's December rate hike and the likelihood of more to come. The MSCI-EAFE Index rose 7.07% in local terms, but when translated into dollar terms, declined by -0.71%. Japan provided the most extreme example of currency weakness with the Yen down approximately -13%, and the TOPIX index up 15% in Yen terms. European markets displayed similar behavior, rallying in local terms after struggling for most of the year. Fundamentally, within the Euro block there were a few optimistic areas. While Italian banks have been dominating doom and gloom headlines, renewed optimism regarding a bailout caused the Italian market to return +10.8% in the quarter. Italy is a reminder of how quickly sentiment can turn, especially when prices are depressed.

Emerging markets returned -4.2% as a whole, but it is important to remember that these countries are not as homogeneous as the broad index suggest. Emerging European equity markets returned over +9% for the quarter, led by Russia (+18.6%) which has been performing better with commodity prices firming. Latin American emerging countries came in close to flat (-0.9%), while Emerging Asia pulled down the broader index with a -6.1% return. China's newest round of capital flight and declining Yuan weighed on expectations. The jury is not yet in on Chinese growth for the New Year, there will likely be new moves by the government as they attempt to steer the transition from an export based economy, to one driven by internal demand. Unfortunately, many of the measures enacted to spur growth, have resulted in a relatively fast growth of Chinese debt as a percent of GDP versus other larger debtor nations. While the quarter was not great for Emerging market equities, the group did perform well for most of 2016, resulting in a +11.2% gain for the year.

- **The Plan's international/global equity segment returned -1.38% in the quarter. This return lagged the MSCI EAFE Index -0.71%, and underperformed the MSCI ACWI Index return of 1.19%.**
 - The iShares MSCI EAFE Index ETF returned -0.76% in the quarter.
 - The Nationwide Baird International Equity Fund returned -2.86% in the quarter, which underperformed the MSCI EAFE Index. The Fund ranked in the 61st percentile of the Morningstar Foreign Large Blend Universe.
 - The Dodge & Cox International Stock Fund returned 3.36% in the quarter and outperformed the MSCI EAFE Index. The Fund ranked in the 3rd percentile of the Foreign Large Blend Universe as measured by Morningstar.
 - The MFS International Fund returned -5.59% in the quarter and underperformed the MSCI EAFE Index. The Fund ranked in the 48th percentile for foreign large cap growth managers as measured by Morningstar.
 - The iShares MSCI ACWI Index ETF returned 1.34% in the quarter
 - The American Funds New Perspective Fund recorded a -1.87% return in the fourth quarter, which underperformed the MSCI ACWI Index and ranked in the 67th percentile within the Morningstar World Stock Universe
 - The MFS Global Equity R5 Fund returned -0.56%, which underperformed the benchmark and ranked in the 51st percentile of the Morningstar World Stock Universe.
 - The Schroder Emerging Market Equity Fund returned -5.03% during the quarter and underperformed the MSCI Emerging Market benchmark return of -4.16%. The Fund ranked in the 45th percentile of the Morningstar Emerging Market Universe.

Fixed Income

Although interest rates have been in a slowly rising trend since July, the magnitude of the rise was fairly muted until November. The surprising results of the U.S. Presidential election rapidly accelerated the trend, as the five-year Treasury yield soared 60 basis points in just a few weeks. In December the FOMC decided to raise the fed funds rate for only the second time in the last ten years, to a range of 0.50% to 0.75%, further reinforcing the rising rate trend. The move upward seemed even stronger given that the market had just reached new record low yields four months earlier. As a result of rising rates, the Bloomberg Barclays U.S. Aggregate Bond Index returned -3.0% for the quarter, the largest quarterly loss since the third quarter of 1980, or since the bull market began over 35 years ago. The US Treasury sector returned -3.8%, while investment-grade corporate bonds returned -2.8%, outperforming US Treasuries by 185 basis points as credit spreads continued to narrow. Lower quality issues performed particularly well on a relative basis this quarter as issues rated single A outperformed Treasuries by +165 basis points, while issues rated BBB outperformed by +219 basis points. High Yield bonds returned 1.8% this quarter, +408 ahead of similar duration Treasuries.

Returns for the full year were remarkably good considering the extraordinary volatility at the beginning of the year, and the fact that interest rates began rising in July. On the high quality end of the spectrum, the Bloomberg Barclays U.S. Aggregate Index ended the year with a gain of 2.7%, while investment-grade corporate bonds returned 6.1%. Further down the quality scale, non-investment grade corporates gained 17.1% last year, and the High Yield Energy subsector returned a remarkable 38.4%. While credit risk was handsomely rewarded last year, interest rate risk was not. The U.S. Treasury sector returned only 1.0% for the year, although TIPS performed much better with a gain of 4.7% as market concerns over higher inflation began to emerge. At year-end, the ten-year Treasury yield was only 17 basis points higher than the beginning of the year, although it traveled a much longer route from 2.3% in January to 1.4% in July before ending the year at 2.4%. It was only early July, after the surprise vote by the UK to leave the European Union, combined with deflationary fears when yields hit new all-time lows. Just four months later the surprising U.S. Presidential election outcome sent yields much higher on expectations of faster growth and higher inflation.

At current levels, investment-grade corporate bond spreads are now somewhat below their long term average, although they still offer a significant yield advantage over Treasuries. Therefore, we continue to seek a balance between the opportunities for higher income and the potential for higher volatility. High yield bonds are relatively more expensive as spreads are well below average following a 17% total return last year. Mortgage-backed securities trade at very tight spreads due to the continuing purchases by the Federal Reserve, therefore other securitized products, such as asset-backed securities, offer better value.

- **The Plan's fixed income segment returned -2.6% in the quarter, which outperformed the Bloomberg Barclays Aggregate Index return of -2.98%.**
 - The separately managed fixed income portfolio returned -2.55% which outperformed the benchmark. The portfolio would have ranked approximately in the 48th percentile of the Morningstar Intermediate Term Bond Universe.
 - The PIMCO Total Return Bond Fund posted a -2.46% in the quarter, which placed it in the 37th percentile of Morningstar's Intermediate-Term Bond Universe. The Fund outperformed the Index.
 - The Prudential Total Return Bond Fund returned -3.01% in the quarter. This ranked in the 80th percentile of Morningstar's Intermediate-Term Bond Universe and was in-line with the benchmark.

Alternative Investments

The alternative segment of the Plan returned -1.7% in the fourth quarter. While the AQR Equity Market Neutral Fund (+4.1%) and the Eaton Vance Global Macro Fund (+0.3%) added to returns, the -8% return from the AQR Managed Futures Fund overshadowed the performance of the group. The lack of consistent long-term trends across the four markets in which the managers invest (equity, fixed income, currency, and commodities) was the main driver behind the negative performance in the quarter. The biggest detractors from performance were the investments in currency and commodity markets. The AQR Market Neutral Fund invests in a well-diversified set of long and short positions across global equity markets in an attempt to offer a positive return stream that is less correlated to traditional equity investments. During the quarter the fund performed well based on a net long position in the U.S. equity market and a more neutral position across other developed international regions (Europe/Asia). While the alternatives allocation detracted from performance in the fourth quarter, it is important to remember that these are in the portfolio because they offer the diversification benefits of uncorrelated returns to traditional investment options. When the traditional equity market performs well, as it did, less impressive returns would be expected from these investments. The Eaton Vance Global Macro Absolute Return Fund was supported by a short position in the Chinese Yuan, a long position in the Icelandic Krona, and long positions in both Brazilian and Ecuadorian Credit. Detractors included the short rates exposure in Saudi Arabia, and a long position in New Zealand interest rate futures.

- **The alternative investment segment returned -1.66% in the fourth quarter, which underperformed the Wilshire Liquid Alternatives Index return of -0.02%.**
 - The AQR Managed Futures Fund declined -7.98%, and ranked in the 87th percentile of the Morningstar Managed Futures Universe.
 - The Eaton Vance Global Macro Absolute Return Fund posted a 0.31% return, which placed in the 64th percentile of the Morningstar Non-Traditional Bond Universe.
 - The AQR Equity Market Neutral Fund return of 4.13% ranked in the 15th percentile of Morningstar's Market Neutral Universe.

Asset Allocation/Portfolio Transitions

Towards the end of the quarter, we initiated an investment in the Vanguard Growth and Income Fund. This represents an additional allocation to our large cap core allocation. We eliminated a large cap value investment, the Loomis Sayles Value Fund. This manager lagged both the peer universe and the benchmark target for an extended period of time.

In the last week of the quarter, we added the Eaton Vance Floating Rate High Income Fund to the Plan. This is an addition to the fixed income segment. The managers invest broadly across the floating-rate loan market. Floating-rate loans are corporate debt instruments mainly issued by below-investment grade borrowers. The coupon income from floating rate loans reset regularly (usually every 40-60 days) and maintain a fixed spread over a variable base rate, usually LIBOR. Loans are often referred to as 'senior and secured' as they have a high priority of claim in an issuer's capital structure. This investment was added to provide some protection in the event that interest rates rise in 2017.

Manager Watch List

<i>Name of Fund</i>	<i>Date on watch list</i>	<i>Date exiting watch list</i>	<i>Recommendation</i>	<i>Rationale</i>
<i>Pimco Total Return Bond Fund</i>	4Q 2014		Review	Peer ranking, while improving, is still below median for 3-year period.
<i>Dodge and Cox International Stock Fund</i>	2Q 2016	4Q 2016	Remove	Performance has improved, resulting in removal from the watch list.
<i>Loomis Sayles Value Fund</i>	3Q 2016	4Q 2016	Sold	Peer ranking on a 3-year basis, lagged the median within the Morningstar Large Cap Value Universe.

Asset Allocation

Period Ending December 31, 2016

Asset Allocation	9/30/2016 Market Value	9/30/2016 % of Total	12/31/2016 Market Value	12/31/2016 % of Total	Target Allocation
Large Cap Equities					
Columbia Contrarian Core Z	6,639,285	3.3%	6,096,022	3.0%	--
iShares Russell 1000 ETF	11,615,115	5.8%	11,777,899	5.7%	--
Vanguard Growth & Income Adm	--	--	6,153,621	3.0%	--
Dodge & Cox Stock Fund	4,592,954	2.3%	5,576,175	2.7%	--
Loomis Sayles Value Fund	4,543,448	2.3%	--	--	--
Harbor Capital Appreciation Instl	2,558,547	1.3%	2,534,073	1.2%	--
T. Rowe Price Growth Stock Fund	2,548,118	1.3%	2,534,570	1.2%	--
Total Large Cap Equities	\$ 32,497,466	16.1%	\$ 34,672,360	16.8%	17.0%
		<i>Range</i>		<i>Range</i>	<i>13-32%</i>
Mid Cap Equities					
iShares Russell Mid-Cap ETF	7,085,236	3.5%	8,210,568	4.0%	--
Total Mid Cap Equities	\$ 7,085,236	3.5%	\$ 8,210,568	4.0%	6.0%
		<i>Range</i>		<i>Range</i>	<i>2-10%</i>
Small Cap Equities					
iShares Russell 2000 ETF	7,574,698	3.8%	7,698,856	3.7%	--
Undiscovered Mgrs Behavioral Value Inst	6,635,753	3.30%	6,610,033	3.2%	--
T. Rowe Price New Horizons Fund	3,120,539	1.6%	3,047,128	1.5%	--
Total Small Cap Equities	\$ 17,330,990	8.6%	\$ 17,356,017	8.4%	8.0%
		<i>Range</i>		<i>Range</i>	<i>4-12%</i>
International Equities					
Nationwide Baird Intl Equities I	5,648,967	2.8%	5,703,919	2.8%	--
iShares MSCI EAFE Index Fund	8,071,718	4.0%	8,288,816	4.0%	--
Dodge & Cox International Stock Fund	3,024,798	1.5%	3,092,441	1.5%	--
MFS International Growth Fund	3,127,849	1.6%	3,106,418	1.5%	--
Schroder Emerging Market Equity	3,307,426	1.6%	3,651,183	1.8%	--
Total International Equities	\$ 23,180,758	11.5%	\$ 23,842,777	11.6%	9.0%
		<i>Range</i>		<i>Range</i>	<i>4-16%</i>
Global Equities					
MSCI iShares ACWI Index ETF	7,194,598	3.6%	7,275,898	3.5%	--
American Funds New Perspective F2	3,045,046	1.5%	3,193,400	1.6%	--
MFS Global Equity FD CL R5 #4818	3,047,818	1.5%	3,082,524	1.5%	--
Total Global Equities	\$ 13,287,462	6.6%	\$ 13,551,822	6.6%	7.0%
		<i>Range</i>		<i>Range</i>	<i>4-12%</i>

Asset Allocation Period Ending December 31, 2016

Asset Allocation	9/30/2016 Market Value	9/30/2016 % of Total	12/31/2016 Market Value	12/31/2016 % of Total	Target Allocation
Real Estate					
Nuveen Real Estate Secs I Fund	8,943,831	4.4%	8,378,743	4.1%	--
Total Real Estate	\$ 8,943,831	4.4%	\$ 8,378,743	4.1%	4.0%
		<i>Range</i>		<i>Range</i>	<i>0-8%</i>
Fixed Income					
Core Fixed Income Holdings	57,826,648	28.7%	55,621,064	27.0%	--
PIMCO Total Return Instl Fund	8,565,618	4.3%	8,998,597	4.4%	--
Prudential Total Return Bond Q	8,579,339	4.3%	8,980,661	4.4%	--
Eaton Vance Floating-Rate High Inc	--	--	2,576,685	1.3%	--
Total Fixed Income	\$ 74,971,605	37.3%	\$ 76,177,007	37.0%	38.0%
		<i>Range</i>		<i>Range</i>	<i>30-50%</i>
Alternatives					
AQR Managed Futures I	8,182,141	4.1%	7,171,540	3.5%	--
Eaton Vance Gbl Macro Abs Ret I	8,534,269	4.2%	7,198,852	3.5%	--
AQR Equity Market Neutral I	5,558,644	2.8%	6,195,244	3.0%	--
Total Alternatives	\$ 22,275,054	11.1%	\$ 20,565,636	10.0%	10.0%
		<i>Range</i>		<i>Range</i>	<i>5-20%</i>
Cash					
Money Market	1,681,261	0.8%	3,140,893	1.5%	--
Total Cash	\$ 1,681,261	0.8%	\$ 3,140,893	1.5%	1.0%
		<i>Range</i>		<i>Range</i>	<i>0-5%</i>
TOTAL	\$ 201,253,665	100.0%	\$ 205,895,824	100.0%	100.0%

Investment Summary

Period Ending December 31, 2016

Investment Summary	Fourth Quarter 2016	Year to Date 2016
Beginning Value	\$ 201,614,321.96	\$ 175,078,576.28
Net Contributions/Withdrawals	5,010,333.02	19,973,032.54
Fees Deducted	-45,654.56	-178,396.01
Income Received	3,328,195.75	6,279,302.15
Market Appreciation	-3,650,715.12	5,175,510.75
Net Change in Accrued Income	87,313.89	15,769.23
Ending Market Value*	\$ 206,343,794.94	\$ 206,343,794.94

Investment Summary	Fourth Quarter 2015	Year to Date 2015
Beginning Value	\$ 166,674,305.52	\$ 155,218,379.57
Net Contributions/Withdrawals	5,012,199.09	20,052,726.11
Fees Deducted	-43,406.48	-174,025.08
Income Received	5,194,084.02	7,312,056.50
Market Appreciation	-1,788,988.44	-7,383,072.94
Net Change in Accrued Income	30,382.57	52,512.12
Ending Market Value*	\$ 175,078,576.28	\$ 175,078,576.28

*Ending Market Value differs from total market value on the previous page due to differences in reporting methodology. The above ending market value is reported as of trade date and includes accruals. The Asset Allocation total market value is reported as of settlement date.

INVESTMENT STRATEGY

As of December 31, 2016

Tactical Asset Allocation

Asset Class	% Portfolio Weighting			Rationale
	Target	Current Portfolio	Over/Under Weighting	
Cash	1.0%	1.5%	+0.5%	
Fixed Income	38.0%	37%	-1.0%	<ul style="list-style-type: none"> We forecast the Fed will likely raise rates 2 – 3 times in calendar year 2017. Our year-end 2017 target for the 10-year treasury is 2.75%. An allocation to floating rate notes was established as a potential hedge to a rising interest rate environment.
Alternatives	10.0%	10%	-	<ul style="list-style-type: none"> Alternatives serve to mitigate the impact of a decline in the bond market, due to a potential rise in interest rates. Additionally near-term expectations for cash and equities remain depressed due to the low interest rate environment, equity market valuations, and earnings growth expectations.
Real Estate (REITS)	4.0%	4.0%	-	<ul style="list-style-type: none"> The fundamentals for the REIT sector remain strong, with unemployment, GDP, and consumer/business confidence measures supporting general growth in the economy. Dividends appear to be well covered by anticipated cash flow. Supply and demand remains roughly balanced.
Global Equity	7.0%	6.5%	-0.5%	<ul style="list-style-type: none"> Global equities remain at reasonable valuations due to the international equity component of the MSCI ACWI benchmark.
International (Developed)	9.0%	10.0%	+1.0%	<ul style="list-style-type: none"> Developed international equity markets are viewed as attractive on a relative valuation basis, with superior earnings growth potential supported by earlier stages of the economic recovery cycle. The MSCI-EAFE Index trades at 14.8 times forward earnings compared to a 20-year average of 15.7 times.
International (Emerging)	0.0%	1.75%	+1.75%	<ul style="list-style-type: none"> Consensus expectations for emerging market growth rates have improved from 4.2% to 4.6% in 2017. Emerging markets are trading at roughly 11.7 times forward earnings. Risks to emerging markets include any sustained disruption to global trading patterns (Trump policy impact?), and a sustained strong dollar.
Total Domestic Equity	31.0%	29.25%	-1.75%	
Large Cap	17.0%	16.75%	-0.25%	<ul style="list-style-type: none"> The multi-year outperformance of domestic equities has generated stretched valuations, thereby reducing risk premiums and degrading the near-term risk/reward outlook.
Mid Cap	6.0%	4%	-2.0%	<ul style="list-style-type: none"> We continue to remain underweight based on valuation concerns, with the Russell Mid-Cap Index trading at a 18X forward PE ratio.
Small Cap	8.0%	8.5%	+0.5%	<ul style="list-style-type: none"> Our overweight in small cap is under review. The 21% gain for small caps in 2016 has stretched valuations to 23.5X forward earnings.

Selected Period Performance
PARS/COUNTY OF CONTRA COSTA PRHCP
Account 6746038001
Period Ending: 12/31/2016

Sector	3 Months	Year to Date (1 Year)	1 Year	3 Years	5 Years	Inception to Date (71 Months)
Cash Equivalents	.07	.27	.27	.11	.07	.07
<i>iMoneyNet, Inc. Taxable</i>	.04	.13	.13	.05	.04	.04
Fixed Income ex Funds	-2.55	3.63	3.63	3.04	2.60	3.60
Total Fixed Income	-2.60	3.58	3.58	2.97	2.91	3.64
<i>BC US Aggregate Bd Index</i>	-2.98	2.65	2.65	3.03	2.23	3.17
Total Equities	2.00	9.53	9.53	4.51	11.31	8.22
Large Cap Funds	4.07	10.68	10.68	7.56	14.62	10.93
<i>Russell 1000 Index</i>	3.83	12.05	12.05	8.59	14.69	12.11
Mid Cap Funds	3.19	13.65	13.65	6.08	12.30	9.53
<i>Russell Midcap Index</i>	3.21	13.80	13.80	7.92	14.72	11.61
Small Cap Funds	6.97	18.55	18.55	7.31	15.47	12.19
<i>Russell 2000 Index</i>	8.83	21.31	21.31	6.74	14.46	11.33
REIT Funds	-1.98	7.06	7.06	13.15	11.65	10.30
<i>Wilshire REIT Index</i>	-2.28	7.24	7.24	13.78	12.02	11.08
International Equities	-1.38	4.22	4.22	-.86	7.15	3.17
<i>MSCI AC World Index</i>	1.19	7.86	7.86	3.13	9.36	6.19
<i>MSCI EAFE Index</i>	-.71	1.00	1.00	-1.60	6.53	2.80
<i>MSCI EM Free Index</i>	-4.16	11.19	11.19	-2.55	1.28	-1.89
Alternatives	-1.66	-.30	-.30	1.71		
<i>Dynamic Alternatives Index</i>	-.02	2.29	2.29	1.05	.40	-.72
Total Account Net of Fees	-.15	5.91	5.91	3.46	6.96	5.51
Total Managed Portfolio	-.13	6.01	6.01	3.57	7.08	5.63
<i>County of Contra Costa</i>	.39	6.97	6.97	4.48	7.37	6.32

Inception Date: 02/01/2011

* Benchmark from February 1, 2011 to June 30, 2013: 18% Russell 1000 Index, 6% Russell Midcap Index, 8% Russell 2000 Index, 8% MSCI ACWI Index, 10% MSCI EAFE Index, 45% Barclays Aggregate Index, 4% DJ Wilshire REIT Index, 1% Citigroup 3 Month T-Bill Index. From July 1, 2013 to June 30, 2015: 17% Russell 1000 Index, 6% Russell Midcap Index, 8% Russell 2000 Index, 7% MSCI AC World US Index, 9% MSCI EAFE Index, 38% Barclays Aggregate Index, 4% DJ Wilshire REIT Index, 10% HFRI FOF Market Defensive Index, 1% Citigroup 3 Month T-Bill Index. From July 1, 2015: 17% Russell 1000 Index, 6% Russell Midcap Index, 8% Russell 2000 Index, 7% MSCI AC World Index, 9% MSCI EAFE Index, 38% Barclays Aggregate Index, 4% DJ Wilshire REIT Index, 10% Wilshire Liquid Alternative Index, 1% Citigroup 3 Month T-Bill Index

** Dynamic Alternatives Index represents the HFRI FOF Market Defensive Index from 07/01/2013 until 06/30/2015, and then the Wilshire Liquid Alternatives Index from 07/01/2015 forwards.

Returns are gross-of-fees unless otherwise noted. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable. Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.

COUNTY OF CONTRA COSTA

For Period Ending December 31, 2016

LARGE CAP EQUITY FUNDS											
Fund Name	Inception	3-Month Return	Rank	YTD Return	Rank	1-Year Return	Rank	3-Year Return	Rank	5-Year Return	Rank
Columbia Contrarian Core Z	(7/13)	1.87	88	8.64	73	8.64	73	8.11	26	15.28	6
T. Rowe Price Growth Stock I		0.10	43	1.58	63	1.58	63	7.04	27	15.21	9
Harbor Capital Appreciation Instl		-1.94	76	-1.07	84	-1.07	84	6.48	39	13.96	30
Loomis Sayles Value Fund	Out (12/16)	6.73	45	11.62	80	11.62	80	5.80	77	13.96	28
Dodge & Cox Stock	(10/14)	10.71	4	21.28	5	21.28	5	8.55	12	17.01	1
Vanguard Growth & Income Adm	(12/16)	4.06	36	12.12	24	12.12	24	9.30	3	15.20	7
iShares Russell 1000	(3/15)	3.80	46	11.91	27	11.91	27	8.46	14	14.55	19
Idx: Russell 1000		3.83	--	12.05	--	12.05	--	8.59	--	14.69	--
MID CAP EQUITY FUNDS											
iShares Russell Mid-Cap	(3/15)	3.17	78	13.58	61	13.58	61	7.74	28	14.53	34
Idx: Russell Mid Cap TR USD		3.21	--	13.80	--	13.80	--	7.92	--	14.72	--
SMALL CAP EQUITY FUNDS											
Undiscovered Mgrs Behavioral Value Inst	(9/16)	8.20	93	20.84	80	20.84	80	9.73	10	17.57	2
Idx: Russell 2000 Value		14.07	--	31.74	--	31.74	--	8.31	--	15.07	--
iShares Russell 2000	(3/15)	8.84	62	21.36	42	21.36	42	6.81	43	14.51	40
T. Rowe Price New Horizons I		-0.74	88	7.95	69	7.95	69	6.19	19	15.71	5
Idx: Russell 2000 Growth		3.57	--	11.32	--	11.32	--	5.05	--	13.74	--
INTERNATIONAL EQUITY FUNDS											
Dodge & Cox International Stock		3.36	3	8.26	2	8.26	2	-1.34	30	7.98	9
Nationwide Bailard Intl Eqs Instl		-2.86	61	-2.13	83	-2.13	83	-1.04	24	7.41	15
MFS International Growth I		-5.59	48	2.64	6	2.64	6	-0.77	23	5.89	60
MFS Global Equity R5	(3/15)	-0.56	51	7.43	27	7.43	27	3.33	28	11.69	12
iShares MSCI EAFE	(3/15)	-0.76	20	0.96	47	0.96	47	-1.69	42	6.43	34
iShares MSCI ACWI	(3/15)	1.34	27	8.22	21	8.22	21	3.40	27	9.52	46
American Funds New Perspective F2	(3/15)	-1.87	67	2.10	77	2.10	77	3.70	22	11.40	14
Idx: MSCI EAFE		-0.71	--	1.00	--	1.00	--	-1.60	--	6.53	--
Idx: MSCI ACWI		1.19	--	7.86	--	7.86	--	3.13	--	9.36	--
Schroder Emerging Market Equity	(11/12)	-5.03	45	10.41	36	10.41	36	-2.76	45	1.81	43
Idx: MSCI Emerging Markets		-4.16	--	11.19	--	11.19	--	-2.55	--	1.28	--

Data Source: Morningstar, SEI Investments

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COUNTY OF CONTRA COSTA

For Period Ending December 31, 2016

REIT EQUITY FUNDS											
Fund Name	Inception	3-Month Return	Rank	YTD Return	Rank	1-Year Return	Rank	3-Year Return	Rank	5-Year Return	Rank
Nuveen Real Estate Secs Y		-2.91	51	6.79	37	6.79	37	13.20	17	11.71	18
Idx: Wilshire REIT Index		-2.28	--	7.24	--	7.24	--	13.78	--	12.02	--
BOND FUNDS											
Core Fixed Income Portfolio		-2.55	48	3.63	37	3.63	37	3.04	35	2.60	53
Pimco Total Return Inst'l		-2.46	37	2.60	62	2.60	62	2.66	58	3.21	23
Prudential Total Return Bond Fund Class I	(5/16)	-3.01	80	4.83	12	4.83	12	4.01	5	4.16	4
Idx: BarCap US Aggregate Bond		-2.98	--	2.65	--	2.65	--	3.03	--	2.23	--
Eaton Vance Floating-Rate & Hi Inc Inst	(12/16)	2.47	22	11.55	14	11.55	14	3.50	16	5.02	25
ALTERNATIVE FUNDS											
AQR Managed Futures	(7/13)	-7.98	87	-8.43	81	-8.43	81	0.81	61	2.91	12
AQR Equity Market Neutral I	(2/16)	4.13	15	5.85	18	5.85	18	--	--	--	--
Eaton Vance Gbl Macro Abs Ret	(7/13)	0.31	64	4.00	59	4.00	59	3.22	19	2.69	54
Idx: Dynamic Alternatives		-0.02	--	2.29	--	2.29	--	1.05	--	0.40	--

Data Source: Morningstar, SEI Investments

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COUNTY OF CONTRA COSTA

For Period Ending December 31, 2016

LARGE CAP EQUITY FUNDS													
Fund Name	Inception	2016 Return	Rank	2015 Return	Rank	2014 Return	Rank	2013 Return	Rank	2012 Return	Rank	2011 Return	Rank
Columbia Contrarian Core Z	(7/13)	8.64	73	3.02	9	12.92	31	35.73	17	18.67	10	-0.93	52
T. Rowe Price Growth Stock I		1.58	63	10.93	--	8.83	--	39.20	--	18.92	--	-0.97	--
Vanguard Growth & Income Adm	(12/16)	12.12	24	2.03	16	14.16	13	32.74	37	17.05	19	2.54	15
Harbor Capital Appreciation Instl		-1.07	84	10.99	4	9.93	53	37.66	17	15.69	43	0.61	24
Loomis Sayles Value Fund	Out (12/16)	11.62	80	-4.19	58	10.76	48	35.54	14	19.70	4	-2.81	66
Dodge & Cox Stock	(10/14)	21.28	5	-4.49	62	10.40	54	40.55	2	22.01	2	-4.08	74
iShares Russell 1000 ETF		11.91	27	0.82	30	13.08	28	32.93	35	16.27	29	1.36	28
Idx: Russell 1000		12.05	--	0.92	--	13.24	--	33.11	--	16.42	--	1.50	--
MID CAP EQUITY FUNDS													
iShares Russell Mid-Cap ETF		13.58	61	-2.57	30	13.03	8	34.50	46	17.13	43	-1.67	27
SMALL CAP EQUITY FUNDS													
Undiscovered Managers Behavioral Val L	(9/16)	20.84	80	3.43	1	5.70	26	37.64	38	23.55	4	-1.53	24
Idx: Russell 2000 Value		31.74	--	-3.83	--	4.22	--	34.52	--	18.05	--	-5.50	--
T. Rowe Price New Horizons I		7.95	69	4.54	--	6.10	--	49.11	--	16.20	--	6.63	--
Idx: Russell 2000 Growth		11.32	--	-1.38	--	5.60	--	43.30	--	14.59	--	-2.91	--
iShares Russell 2000 ETF		21.36	42	-4.33	44	4.94	44	38.85	35	16.39	34	-4.19	58
INTERNATIONAL EQUITY FUNDS													
Dodge & Cox International Stock		8.26	2	-11.35	98	0.08	9	26.31	8	21.03	16	-15.97	81
Nationwide Bailard Intl Eqs Instl		-2.13	83	0.93	23	-1.90	15	21.84	--	21.07	--	-15.39	--
MFS International Growth I		2.64	6	0.30	55	-5.10	58	13.84	79	19.71	31	-10.62	40
iShares MSCI EAFE Index Fund		0.96	47	-0.90	46	-5.04	46	22.62	18	17.22	66	-12.18	27
Idx: MSCI EAFE		1.00	--	-0.81	--	-4.90	--	22.78	--	17.32	--	-12.14	--
Schroder Emerging Market Equity	(11/12)	10.41	36	-12.68	37	-4.61	70	-2.28	54	21.73	19	-16.70	20
Idx: MSCI Emerging Markets		11.19	--	-14.92	--	-2.19	--	-2.60	--	18.22	--	-18.42	--
American Funds New Perspective F2		2.10	77	5.56	6	3.46	41	27.11	39	21.07	15	-7.39	44
MFS Global Equity R5		7.43	27	-1.34	48	4.08	33	27.93	34	23.14	--	-5.13	--
iShares MSCI ACWI		8.22	21	-2.39	62	4.64	28	22.91	63	15.99	51	-7.60	46
Idx: MSCI ACWI		7.86	--	-2.36	--	4.16	--	22.80	--	16.13	--	-7.35	--

Data Source: Morningstar, SEI Investments

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COUNTY OF CONTRA COSTA

For Period Ending December 31, 2016

REIT EQUITY FUNDS													
Fund Name	Inception	2016	2015	2014	2013	2012	2011						
		Return	Rank	Return	Rank	Return	Rank	Return	Rank	Return	Rank	Return	Rank
Nuveen Real Estate Secs Y		6.79	37	3.48	37	31.28	17	1.32	58	18.34	22	7.96	50
Idx: Wilshire REIT		7.24	--	4.23	--	31.78	--	1.86	--	17.59	--	5.52	--
BOND FUNDS													
Core Fixed Income Portfolio		3.63	37	0.78	14	4.74	70	-1.40	41	5.42	69	8.41	5
Pimco Total Return Inst'l		2.60	62	0.73	15	4.69	71	-1.92	60	10.36	12	4.16	87
Prudential Total Return Bond Q	(5/16)	4.83	13	0.09	44	7.25	5	-0.91	28	9.96	14	7.93	8
Idx: BarCap US Aggregate Bond		2.65	--	.55	--	5.97	--	-2.02	--	4.21	--	7.84	--
Eaton Vance Floating-Rate & Hi Inc Inst	(12/16)	11.55	14	-1.50	57	0.90	33	5.23	50	9.51	38	2.81	9
ALTERNATIVE FUNDS													
AQR Managed Futures	(7/13)	-8.43	81	2.00	31	9.69	40	9.40	6	2.99	5	-6.37	29
AQR Equity Market Neutral I	(2/16)	5.85	18	17.60	1	--	--	--	--	--	--	--	--
Eaton Vance Glbl Macro Abs Ret	(7/13)	4.00	59	2.63	7	3.03	18	-0.24	58	4.11	79	-0.39	44

Data Source: Morningstar, SEI Investments

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Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: Disposal of Surplus Property

RECOMMENDATION(S):

DECLARE as surplus and AUTHORIZE the Purchasing Agent, or designee, to dispose of fully depreciated vehicles and equipment no longer needed for public use, as recommended by the Public Works Director, Countywide.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Section 1108-2.212 of the County Ordinance Code authorizes the Purchasing Agent to dispose of any personal property belonging to Contra Costa County and found by the Board of Supervisors not to be required for public use. The property for disposal is either obsolete, worn out, beyond economical repair, or damaged beyond repair.

CONSEQUENCE OF NEGATIVE ACTION:

Public Works would not be able to dispose of surplus vehicles and equipment.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Nida Rivera, (925)
313-2124

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

By: , Deputy

cc:

ATTACHMENTS

Surplus Vehicles & Equipment



Contra
Costa
County

To: Board of Supervisors
From: TRANSPORTATION, WATER & INFRASTRUCTURE COMMITTEE
Date: March 7, 2017

Subject: Referrals to the Transportation, Water and Infrastructure Committee for 2017

RECOMMENDATION(S):

APPROVE referrals to the Transportation, Water and Infrastructure Committee for action in 2017.

FISCAL IMPACT:

None. The cost to staff this Committee is included in the budget of the Department of Conservation and Development. Cost for Committee reports are borne by the department or agency responsible for addressing the referral item.

BACKGROUND:

Each year the Board of Supervisors is asked to approve a list of issues to be referred to its standing committees. The attached list of issue referrals was reviewed and approved by the Transportation, Water and Infrastructure Committee at its February 13, 2017, meeting for recommendation to the full Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

The Transportation, Water and Infrastructure Committee will not have a Board-approved list of issues to address.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

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

Contact: John Cunningham, Department of Conservation and Development

By: , Deputy

cc:

ATTACHMENTS

Final TWIC Referrals 2017

DRAFT 2017 Referrals to the Transportation, Water and Infrastructure Committee

(Approved at the February 13, 2017 TWIC meeting)

1. Review legislative matters on transportation, water, and infrastructure.
2. Review applications for transportation, water and infrastructure grants to be prepared by the Public Works and Conservation and Development Departments.
3. Monitor the Contra Costa Transportation Authority including efforts to implement Measure J.
4. Monitor EBMUD and Contra Costa Water District projects and activities.
5. Review projects, plans and legislative matters that may affect the health of the San Francisco Bay and Delta, including but not limited to conveyance, flood control, dredging, climate change, habitat conservation, governance, water storage, development of an ordinance regarding polystyrene foam food containers, water quality, supply and reliability, consistent with the Board of Supervisors adopted *Delta Water Platform*.
6. Review and monitor the establishment of Groundwater Sustainability Agencies and Groundwater Sustainability Plans for the three medium priority groundwater basins within Contra Costa County as required by the Sustainable Groundwater Management Act.
7. Review issues associated with County flood control facilities.
8. Monitor creek and watershed issues and seek funding for improvement projects related to these issues.
9. Monitor the implementation of the Integrated Pest Management policy.
10. Monitor the status of county park maintenance issues including, but not limited to, transfer of some County park maintenance responsibilities to other agencies and implementation of Measure WW grants and expenditure plan.
11. Monitor and report on the East Contra Costa County Habitat Conservation Plan.
12. Monitor the implementation of the County Complete Streets Policy.
13. Monitor and report on the Underground Utilities Program.
14. Monitor implementation of the Letter of Understanding with PG&E for the maintenance of PG&E streetlights in Contra Costa.
15. Freight transportation issues, including but not limited to potential increases in rail traffic such as that proposed by the Port of Oakland and other possible service increases, safety of freight trains, rail corridors, and trucks that transport hazardous materials, the planned truck route for North Richmond; **freight issues related to the Northern Waterfront (and coordinate with the Northern Waterfront Ad Hoc Committee as needed)**, and the deepening of the San Francisco-to-Stockton Ship Channel.
16. Monitor the Iron Horse Corridor Management Program.
17. Monitor and report on the eBART Project.
18. Review transportation plans and services for specific populations, including but not limited to County Low Income Transportation Action Plan, Coordinated Human Services Transportation Plan for the Bay Area, Priorities for Senior Mobility, Bay Point Community Based Transportation Plan, Contra Costa County Mobility Management Plan, and the work of Contra Costans for Every Generation.
19. Monitor issues of interest in the provision **and enhancement of** general transportation services, including but not limited to public transportation, taxicab/transportation network companies, **and navigation apps**.
20. Monitor the statewide infrastructure bond programs.
21. Monitor implementation and ensure compliance with the single-use carryout bag ban consistent with Public Resources Code, Chapter 5.3 (resulting from Senate Bill 270 [Padilla – 2014]).

Note: Highlighted items were added at the 2/13/17 TWIC meeting.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 7, 2017

Subject: Martinez Detention Facility, 1000 Ward Street, Martinez, Driveway and Parking Lot Replacement Project, and Related Actions Under CEQA (WH138B)

RECOMMENDATION(S):

- (1) APPROVE the Martinez Detention Facility, 1000 Ward Street, Martinez, Driveway and Parking Lot Replacement Project [Project No. 250-1626 [DCD-CP#16-40] (District 5); and
- (2) DETERMINE that the Project is a California Environmental Quality Act (CEQA), Class 2(c) Categorical Exemption, pursuant to Section 15302(c) of the CEQA Guidelines, and
- (3) DIRECT the Director of the Conservation and Development Department to file a Notice of Exemption with the County Clerk, and
- (4) AUTHORIZE the Public Works Director to arrange for payment of a \$25 fee to the Department of Conservation and Development Department for processing and a \$50 fee to the County Clerk for filing the Notice of Exemption.

FISCAL IMPACT:

100% General Fund

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Ramesh Kanzaria, (925) 313-2000

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

By: , Deputy

cc:

BACKGROUND:

The project area is badly deteriorated and poses safety hazards due to large potholes, cracks, and uneven surfaces. The purpose of this project is to repair/replace asphalt parking lots, curb, sidewalk, and driveway. The Project consists of excavating and replacing sidewalk and asphalt, applying road surface treatment, re-striping, and adjusting signs.

On November 10, 2015, the Board of Supervisors awarded a job order contract (JOC) for repair, remodeling, and other repetitive work to be performed pursuant to the Construction Task Catalog to each of Sea Pac Engineering, Inc., John F. Otto, Inc., and Mark Scott Construction, each in the amount of \$2,000,000. On September 20, 2016, the Board approved a change order to increase the contract amount to \$4,500,000 for both John F. Otto, Inc., and Mark Scott Construction. This Project is expected to be performed by one of the three JOC contractors. The Public Works Department is in the process of soliciting bids (due on or about March 23, 2017) for future job order contractors under Job Order Contracts 004, 005, 006, and 007. If the Public Works Department is unable to utilize one of the existing job order contractors due to the expiration of the contracts or exhausted funds, the Public Works Department expects to utilize one of the future job order contractors to complete this Project. A task order catalogue has been prepared for the JOC Contractor to perform the Project site work and building improvements. In the event that it is not performed by a JOC contractor, the Public Works Department will go to the Board for approval of plans and specifications and authorization to advertise and solicit bids.

CONSEQUENCE OF NEGATIVE ACTION:

If the Project is not approved, the project area will continue to deteriorate, resulting in more costly repairs in the future.

ATTACHMENTS

CEQA Documents

Contra
Costa
County

PUBLIC WORKS DEPARTMENT
INITIAL STUDY OF
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 250-1626 / WH138B
CP# 16-40

PROJECT NAME: Martinez Detention Facility [1000 Ward St.] - Driveway & Parking Lot Replacement

PREPARED BY: Trina R. Torres DATE: September 9, 2016

APPROVED BY: [Signature] DATE: 9-12-16

RECOMMENDATIONS:

- Categorical Exemption: 15302 [Class 2(c)]** Negative Declaration
- Environmental Impact Report Required Conditional Negative Declaration

The project will not have a significant effect on the environment. The recommendation is based on the following:
The project consists of the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, pursuant to section 15302(c) of the CEQA guidelines; (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.

What changes to the project would mitigate the identified impacts: N/A

USGS Quad Sheet: Benicia	Base Map Sheet #: F-11 & F-12	Parcel #: 373-263-002
---------------------------------	--	------------------------------

GENERAL CONSIDERATIONS:

1. **Location:** The project is located at the Martinez Detention Facility at 1000 Ward Street in the City of Martinez [Figures 1-3].

2. **Project Description:** The project area is badly deteriorated and poses safety hazards to pedestrians and vehicles due to large potholes, cracks, and uneven surfaces. The purpose of the project is to repair/replace asphalt parking lots, curb, sidewalk, and driveway. The project consists of excavating and replacing sidewalk and asphalt, applying road surface treatment, re-striping, and adjusting signs.

Tree and shrubbery trimming may be necessary throughout the project area. In order to minimize damage to trees, any roots exposed during construction activities will be clean cut, and tree branches will be trimmed. Some areas must have tree root removal to mitigate surface cracking. Although tree removal is not anticipated, prior to construction activities, a certified Arborist will identify any trees that may need removal and make recommendations for tree protection. Appropriate Best Management Practices and recommendations will be implemented.

Vehicles will be diverted around the project area during construction activities. Real Property transactions, including right-of-way, may be necessary in support of this Project.

General Plan Conformance may be necessary from the City of Martinez.

3. **Does it appear that any feature of the project will generate significant public concern?**

- Yes No maybe (Nature of concern):

4. **Will the project require approval or permits by other than a County agency?**

- Yes No

5. **Is the project within the Sphere of Influence of any city?** Yes: Martinez

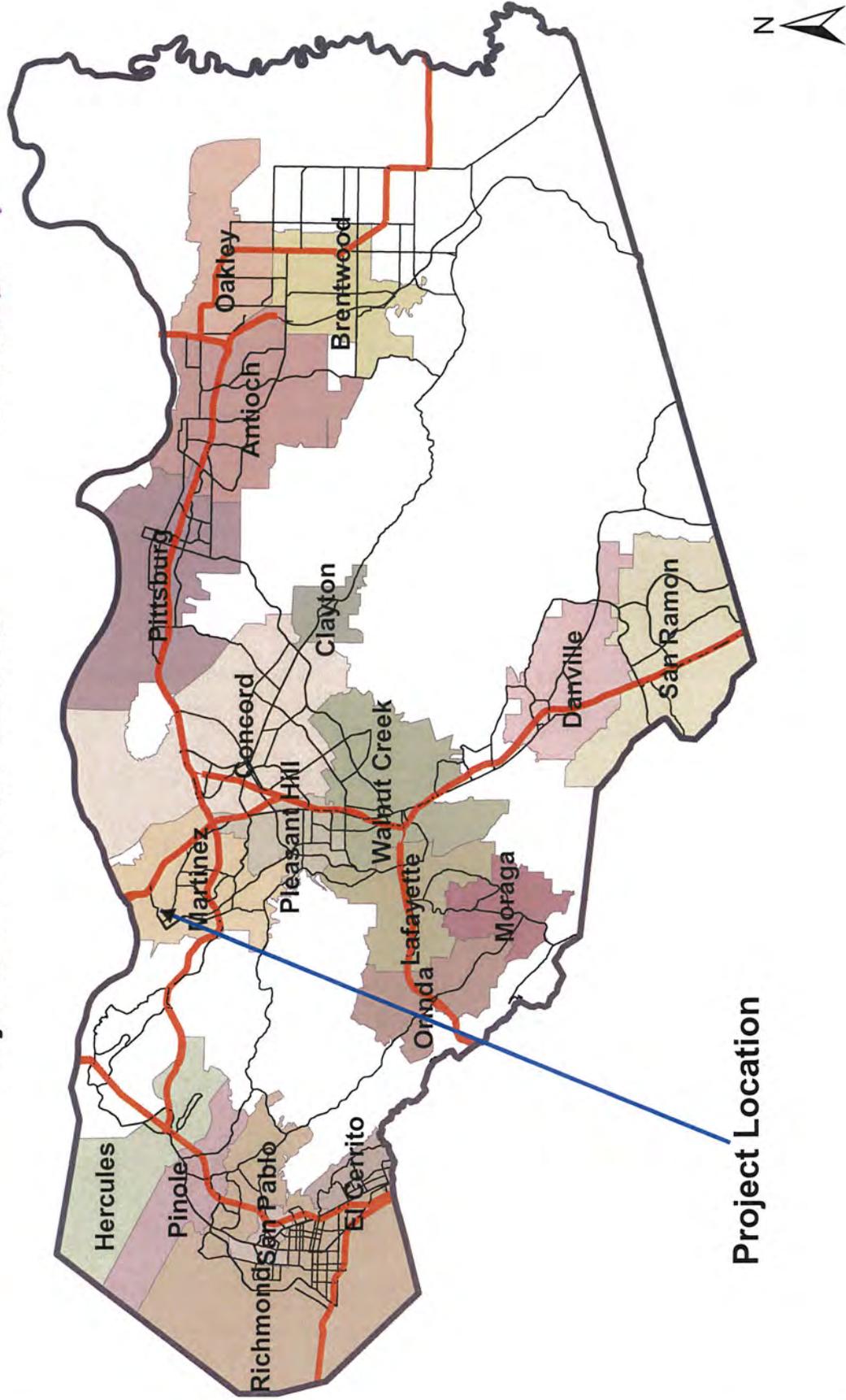
Contra Costa County

Martinez Detention Facility [1000 Ward St.] - Driveway & Parking Lot Replacement

Proj. No. 250-1626 / WH138B

CP#16-23

40



Project Location

Figure 1

Martinez Detention Facility [1000 Ward St.] - Driveway & Parking Lot Replacement

Proj. No. 250-1626 / WH138B

CP#16-23

40

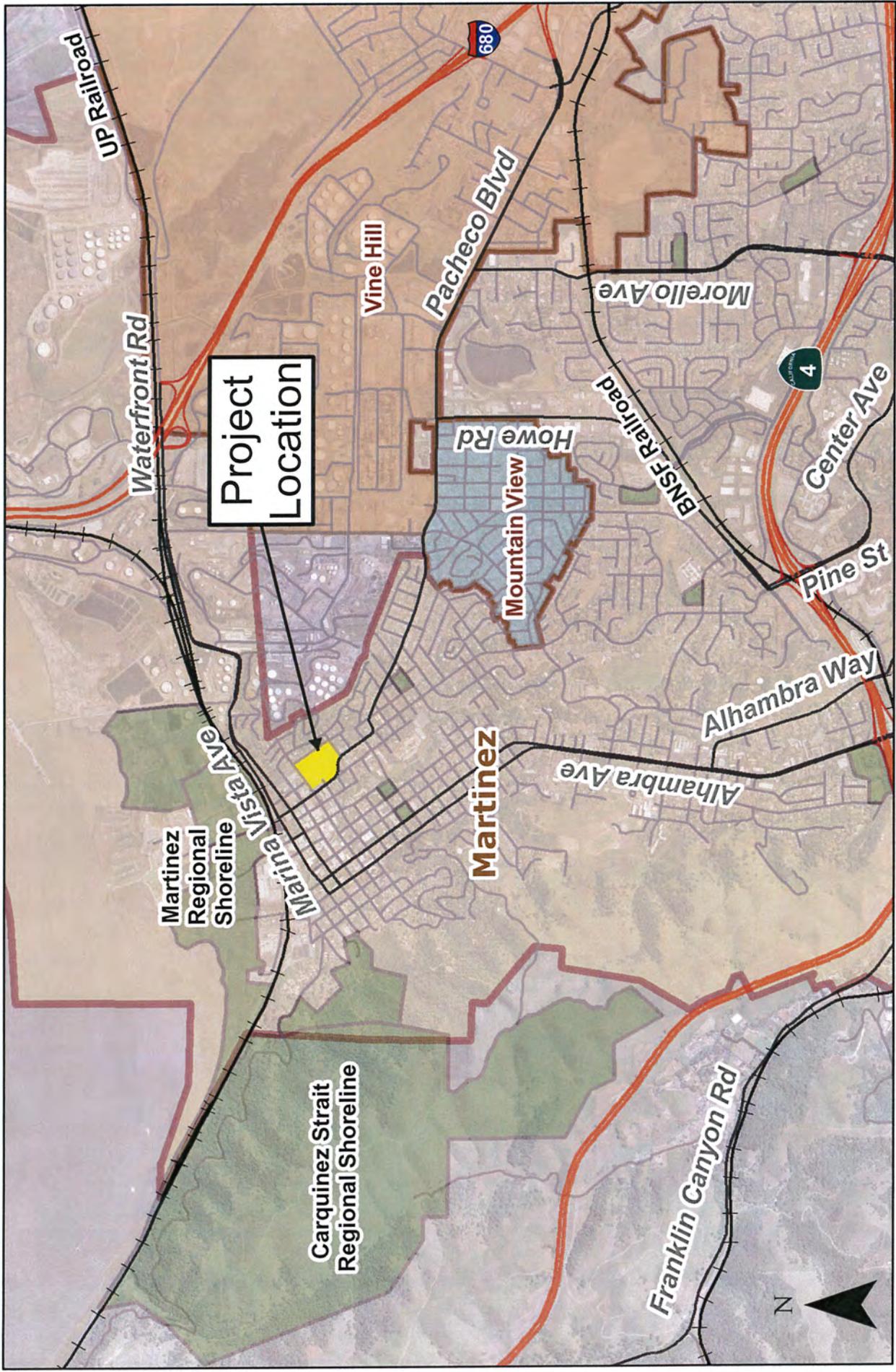


Figure 2

Martinez Detention Facility [1000 Ward St.] - Driveway & Parking Lot Replacement

Proj. No. 250-1626 / WH138B CP#16-23 4D

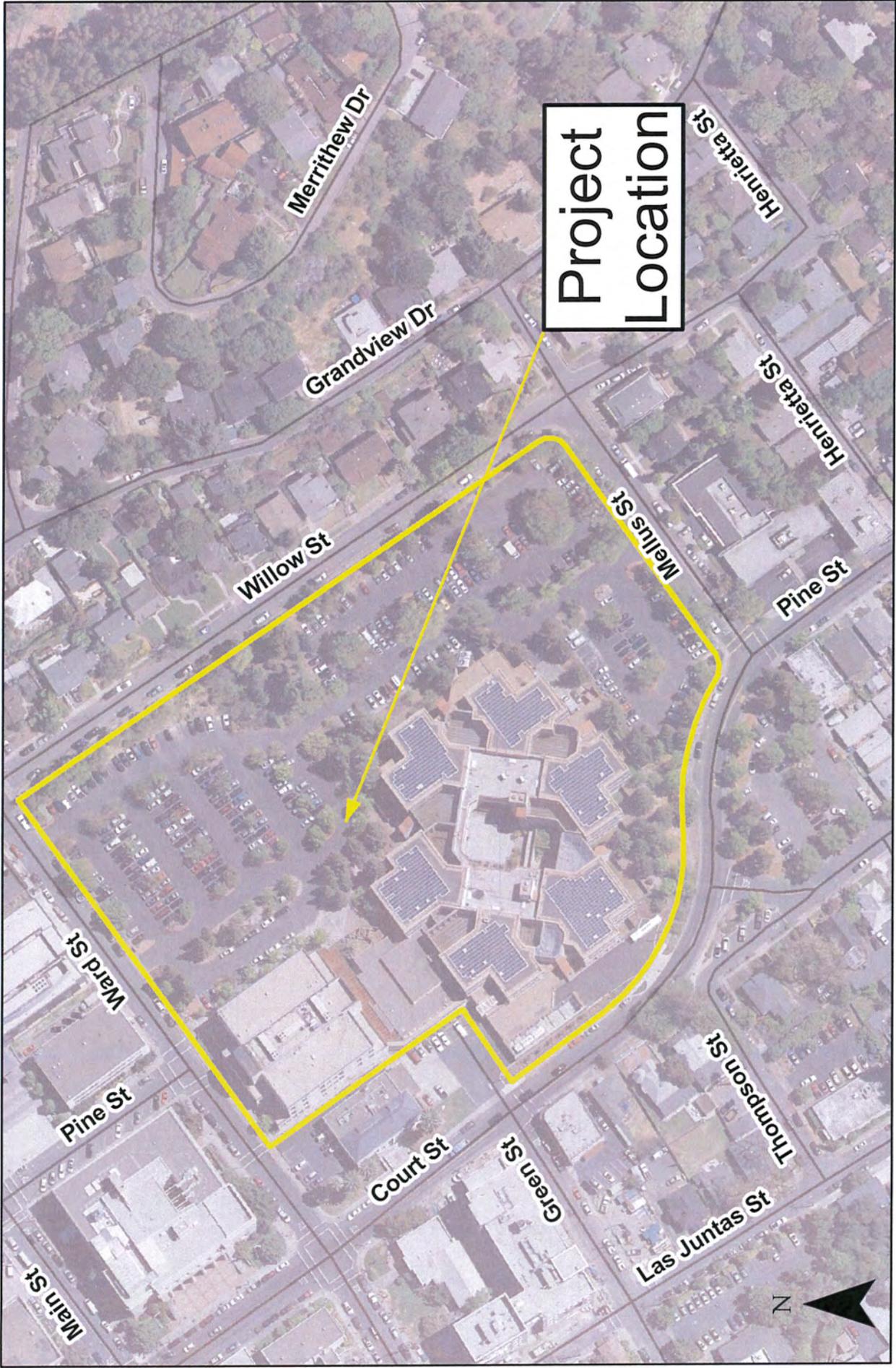


Figure 3

CALIFORNIA ENVIRONMENTAL QUALITY ACT
Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: Contra Costa County
Dept. of Conservation & Development
30 Muir Road
Martinez, CA 94553

County Clerk
County of: Contra Costa

Project Title: Martinez Detention Facility [1000 Ward St.]
- Driveway & Parking Lot Replacement, CP#16-40

Project Applicant: Contra Costa County Public Works Department

Project Location – **Specific:** 1000 Ward Street

Project Location: Martinez, California

Project Location – County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project: The project area is badly deteriorated and poses safety hazards to pedestrians and vehicles due to large potholes, cracks, and uneven surfaces. The purpose of the project is to repair/replace asphalt parking lots, curb, sidewalk, and driveway. The project consists of excavating and replacing sidewalk and asphalt, applying road surface treatment, re-striping, and adjusting signs.

Tree and shrubbery trimming may be necessary throughout the project area. In order to minimize damage to trees, any roots exposed during construction activities will be clean cut, and tree branches will be trimmed. Some areas must have tree root removal to mitigate surface cracking. Although tree removal is not anticipated, prior to construction activities, a certified Arborist will identify any trees that may need removal and make recommendations for tree protection. Appropriate Best Management Practices and recommendations will be implemented.

Vehicles will be diverted around the project area during construction activities. Real Property transactions, including right-of-way, may be necessary in support of this Project.

General Plan Conformance may be necessary from the City of Martinez.

Name of Public Agency Approving Project: **Contra Costa County**
Name of Person or Agency Carrying Out Project: **Contra Costa County Public Works Department**

Exempt Status:

- Ministerial Project (Sec. 21080(b) (1); 15268); **Categorical Exemption: Class 2(c)**
 Declared Emergency (Sec. 21080(b)(3); 15269(a)); Other Statutory Exemption, Code No.: _____
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c)); General Rule of Applicability [Article 5, Section 15061 (b)(3)]

Reasons why project is exempt: The project consists of the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, pursuant to section 15302(c) of the CEQA guidelines; (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.

Lead Agency Contact Person: Trina R. Torres - Public Works Dept. Area Code/Telephone/Extension: (925) 313-2176

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

AFFIDAVIT OF FILING AND POSTING

I declare that on _____ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

Signature Title

Applicant:
Public Works Department
255 Glacier Drive
Martinez, CA 94553
Attn: Trina R. Torres
Environmental Services Division
Phone: (925) 313-2176

Department of Fish and Game Fees Due
 EIR - \$3,078.²⁵
 Neg. Dec. - \$2,216.²⁵
 DeMinimis Findings - \$0
 County Clerk - \$50
 Conservation & Development - \$25

Total Due: \$ 75.00
Total Paid \$ _____
Receipt #: _____



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: March 7, 2017

Subject: Accept 2016 Year-End Report of the Kensington Municipal Advisory Council (KMAC)

RECOMMENDATION(S):

Accept the 2016 Year-End Report of the Kensington Municipal Advisory Council as submitted by Supervisor John Gioia, District 1.

FISCAL IMPACT:

None.

BACKGROUND:

The primary functions of the Kensington Municipal Advisory Council (KMAC) including advising the Board of Supervisors on land-use planning matters affecting the Kensington community, such as land-use designations, master-plan amendments, environmental-impact reports, negative declarations, and zoning-variance applications. The KMAC shall also represent the community before the County Planning Commission, the Zoning Administrator, and the County Board of Supervisors on such land use, planning and zoning matters.

In addition, the KMAC may: Advise the Board of Supervisors on local government services as requested by the Board; provide input and reports to the Board, County staff or any County hearing body on issues of concern to the community; serve as liaison between the community and the County Supervisor representing Kensington.

Kensington is in unincorporated District 1, the district of Supervisor John Gioia.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Kate Rauch
510-231-8691

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The KMAC usually meets monthly, ten times per year, taking off the months of August and December, unless a meeting is required for timely business. Special Meetings are scheduled as needed.

ATTACHMENTS

KMAC 2016 Year-End Report

Annual Report 2016

Kensington Municipal Advisory Council (KMAC)

Office of Supervisor John Gioia
 1170 San Pablo Avenue, Suite D, El Cerrito CA 94530
 Meetings held; 7 p.m. last Tuesday of every month
 At Kensington Community Center, 55 Arlington Avenue, Kensington

Members:

- Seat 1 Catherine Engberg
- Seat 2 Patrick Tahara - Chair
- Seat 3 Julie McCarter (**appointed 1/17**)
- Seat 4 Christopher Brydon
- Seat 5 Melissa Holmes Snyder
- Alt. 1 **open**
- Alt. 2 Walt Gillfillan (**resigned 1/17**)

Attendance:

	1/5	2/23	3/29	5/31	8/30	9/27	10/25	11/29	8/25	9/29
Tahara	<i>missing</i>	x	x	x	x	x	x	x	x	x
Engberg	<i>minutes</i>	x	x	x	x	x	x	x	x	x
Brydon		x	x	x	x	x	x	x		x
Snyder		x	x	x	X	x	x		x	x
Gillfillan		x	x	x	X	x	x		x	x

Meetings per year: 10

Meetings cancelled: 1

Total building permit reviews: 16

Average per meeting: 1.6

Missing minutes: 1

Other Matters discussed:

5/31/16 -- CCC LED streetlight conversion

9/27/16 – EBMUD presentation on drought, other matters

Concerns:

- Filling the two vacant seats. NOTE: Seat 3 was filled in 12/15/16, effective January 2017.
- Interest in cultivating new members, to help existing members transition out, if they choose.
- Longstanding interest in having a “Youth Member.”
- Communication with County Planning is improved.

Finances: The KMAC currently has no budget, and neither receives or spends money.



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: Approve costs associated with attendance at the FBI Academy

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner or designee, to expend \$2,140 for costs associated with employee Allan Shield's attendance at the Federal Bureau of Investigation National Academy from April 3, 2017 through June 9, 2017. This expense is to be differentiated from an advance on funds or reimbursement. Summary of Expenses: Academy Uniforms - \$550.00 Student Assessment - \$250.00 Miscellaneous Expenses (\$20/day x 67 days) - \$1,340.00

FISCAL IMPACT:

100% County General Fund, Budgeted. The total cost to the County for this continuing education program will be borne by the Sheriff's Office operational budget.

BACKGROUND:

The Federal Bureau of Investigation National Academy is a prestigious continuing education program recognized internationally for law enforcement personnel. The training program is a comprehensive and balanced 10-week program of advanced professional instruction. Throughout this training, particular emphasis is placed on leadership development. Personnel from the Office of the Sheriff-Coroner attend the National Academy at the personal invitation of the Director of the Federal Bureau of Investigation. All major costs, including transportation, are funded by the Bureau.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Sandra Brown,
925-335-1553

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Negative action could suppress the ability of our county to continue preparing our local law enforcement officials for the unique leadership challenges which we are certain to face in the future.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 7, 2017

Subject: 2016 Annual Report from Bay Point Municipal Advisory Council, Pacheco Municipal Advisory Council and Rodeo Municipal Advisory Council

RECOMMENDATION(S):

RECEIVE the 2016 Annual Report submitted by the Bay Point Municipal Advisory Council, Pacheco Municipal Advisory Council and Rodeo Municipal Advisory Council.

FISCAL IMPACT:

None.

BACKGROUND:

On June 12, 2002, the Board of Supervisors adopted Resolution No. 2002/377, which requires that each regular and ongoing board, commission or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and the proposed work plan or objectives for the following year.

The attached reports fulfill this requirement for the Bay Point Municipal Advisory Council, Pacheco Municipal Advisory Council and Rodeo Municipal Advisory Council.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Lynn Enea, (925)
335-8200

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

By: , Deputy

cc:

ATTACHMENTS

RMAC Report

Pacheco Report

Bay Point Annual
Report



The Rodeo Municipal Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

ANNUAL REPORT for 2016

January 26, 2017

Rodeo Senior Center, 199 Parker Avenue, Rodeo, CA 94572

Activities and Accomplishments:

January: Unfortunately, there was no meeting held in January.

February: No Official Business could be conducted for lack of a quorum.

March: Monthly reports were given by the California Highway Patrol, Sheriffs office, and Rodeo-Hercules Fire. In addition, Good Neighbor Agreement Grants were awarded to New Horizons, YMCA, Rodeo Parks and Recreation, and Meals on Wheels.

April: Monthly reports were given by the California Highway Patrol, Sheriffs office, and Rodeo-Hercules Fire. In addition, Good Neighbor Agreement Grants were awarded to Contra Costa Library and Rodeo Youth Mentoring.

May: Monthly reports were given by the California Highway Patrol, Sheriffs office, and Rodeo-Hercules Fire. In addition, Good Neighbor Agreement Grants were awarded to New Horizons, YMCA, Rodeo Parks and Recreation, Meals on Wheels, Contra Costa Library and Rodeo Youth Mentoring. In addition, Supervisor Federal Glover attended the meeting to discuss the possibility of either combining the R-10 and the RMAC or reducing the number of members on the RMAC from currently 7 – 5 members. Comments were considered from R-10 members, RMAC members, and the public.

June: Monthly reports were given by the California Highway Patrol, Sheriffs office, and Rodeo-Hercules Fire. In addition, Supervisor Glover decided to retain the R-10 as is and reduce the number of members on the RMAC from 7 – 5 members. Also, a presentation was given by BART Director Zakhary Mallet. The Director's report focused on BART's current needs and it's plan for critical infrastructure needs.

July: No Official Business could be conducted for lack of a quorum.

August: Good Neighbor Agreement Grants were awarded to New Horizons, YMCA, Rodeo Parks and Recreation, Contra Costa Library, Rodeo Youth Mentoring, and Rodeo-Hercules Fire.

September: No Official Business could be conducted for lack of a quorum.

October: Monthly reports were given by the California Highway Patrol, Sheriffs office, and Rodeo-Hercules Fire. In addition, Good Neighbor Agreement Grants were awarded to John Swett School District and New Horizons. In addition, a presentation was given by Robert Nelson, Contra Costa Sheriff's Department on the NEW Bayo Vista Project.

November: No meeting was held due to the holidays.

December: No meeting was held due to the holidays.

Membership Attendance 2016:

Name	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Anthony Hodge		✓	✓	X	✓	✓	✓	✓		✓		
Deborah Drake	NO	X	✓	✓	✓	✓	X	✓	NO	✓	NO	NO
Clover Mahn	MTG	✓	✓	✓	✓	✓	✓	✓	MTG	✓	MTG	MTG
Theresa Foglio		X	✓	✓	✓	✓	X	✓		✓		
Necolle Savoy		✓	X	✓	✓	✓	X	X		X		

Rodeo Municipal Advisory Council



Dr. Anthony Hodge, Chairman
Supervisor Federal D. Glover, District V

Vincent Manuel, Staff Liaison for the Rodeo MAC
151 Linus Pauling, Hercules, CA 94547 (925) 335-8200

The Rodeo Municipal Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

- The Rodeo Municipal Advisory Council (RMAC) and the County Service Area R-10 Citizens Advisory Committee work to ensure that there is continuous community input always being transmitted to Supervisor Glover regarding common concerns. In addition, staff meets quarterly with the Superintendent of the John Swett School District to discuss issues of common concern and important to the School District.
- District V Staff monitors the Rodeo Senior Center located at 189 Parker Avenue to ensure that the facility is in good repair and that the Seniors are receiving lunches on Tuesdays and Thursdays provided by Meals on Wheels.
- District V Staff continuously reports observations of code violations and directs them to the appropriate County Departments. This usually entails working closely with Code Enforcement, the Sheriff's Office, General Services, Fire Department and Rodeo Sanitary District. Communication is regularly made with East Bay Regional Park District on issues related to Lone Tree Point Park.
- District V Staff works on a regular basis with Public Works, Flood Control District to make sure that the Rodeo Creek Watershed is kept clear of major debris and work with the community to conduct Community Creek Clean-ups several times a year. This collaborative project is led by the Contra Costa Resource Conservation District. Project sponsors include the Community Watershed Stewardship Grant Program of the Contra Costa County Watershed Program, administered by the Watershed Project, the Contra Costa County Flood Control and Water Conservation District, Contra Costa County Public Works, and Phillips66.
- District V Staff worked with East Bay Regional Park District (EBRPD) on securing Measure WW Grant funds in the amount of \$456,000. In addition, the County added an additional \$150,000 in Park Dedication Funding to make needed improvements at the community's Lefty Gomez Park. Working with the County Service Area R-10 Citizens Advisory Committee members and hosting several community meetings, a plan was developed to make a picnic area with benches and BBQ Pitts and making renovations to the baseball field concession stand. The total of the improvements amounts to approximately \$606,000. The project will be completed by the end of this year, 2016.
- District V Staff works on a continuous basis with local businesses to understand their local concerns and what the County can possible do to assist them. Making sure local businesses are willing to notify us when problems or issues arise in the community that they think we can address. We work on an ongoing basis with Four Fools Winery also known as the Rodeo Marina and Phillips66 in coordinating community efforts throughout the year.
- District V Staff is in regular contact with County Housing Staff and Residents of the Bayo Vista Community managed through the Contra Costa County Housing Authority and work to provide needed resources. LifeLong Medical recently had a Grand Opening for a new medical clinic that it opened in the Bayo Vista Community to address the needs of residents throughout Rodeo. This new clinic was only possible by working collaboratively with LifeLong Medical, the Contra Costa County Housing Authority and utilizing grant funding.
- District V Staff is working with the Contra County Sheriff's Department as they implement a Grant which is enabling them to establish a Sheriff's Sub-Station in the Bayo Vista and increase their community contact and cooperation with residents.

Pacheco Municipal Advisory Council



Olivier Fontana, Chairman
Supervisor Federal D. Glover,
District V

Shawn Garcia, Secretary of the
Pacheco MAC
5800 Pacheco Boulevard
Pacheco, CA 94553

*The Pacheco Municipal Advisory Committee serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

2016 Annual Report to the Board of Supervisors

Submitted by:
Olivier Fontana, Chairperson

Activities and Accomplishments

The primary goals of the MAC in 2016 were to increase community awareness and participation at the monthly MAC meetings and to represent the community's interests, concerns and voice for the Board of Supervisor's.

The MAC board's activities and efforts have resulted in improvements and changes in 2016:

- Received funding from the Supervisor for greater outreach efforts
- Continual maintenance and upkeep of Pacheco Community Park
- Held our second annual Pacheco Community Park creek clean-up and provided free e-waste recycling, and dumpsters for residents to drop off trash.
- Continual maintenance and upkeep of median on Pacheco Blvd.
- Improved community participation as a result of outreach efforts to the community of Pacheco

The MAC received informative presentations and provided thoughtful feedback on matters that impact Pacheco and look forward to receiving additional updates in 2017:

- Clean Water Regulations
- WW Funding Allocation and Implementation Plan
- Housing and Homeless Services

The MAC greatly appreciates the support of the Sherriff in the Pacheco community. Pacheco has had a dedicated Deputy Sheriff who kept the MAC informed of crime and incidences, who is very responsive to community concerns, and works to find solutions to concerns raised by the MAC and community members.

Membership

The current MAC board is dedicated and hard working. We feel that we have made some positive changes in our community.

In December 2014 the member appointed to Seat 2 resigned. We have a vacancy for Seat 2 for two years, and the alternate seat has been vacant for quite some time. We look forward to having those seats filled soon.

Pacheco Municipal Advisory Council



Olivier Fontana, Chairman
Supervisor Federal D. Glover,
District V

Shawn Garcia, Secretary of the
Pacheco MAC
5800 Pacheco Boulevard
Pacheco, CA 94553

*The Pacheco Municipal Advisory Committee serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

Members in 2016

- Chair, Olivier Fontana
- Secretary, Shawn Garcia
- Member, Kaye Perry-Thayer
- Member, Nam Trinh
- Two Vacancies; Seat 2 and the Alternate Member

Attendance—2016

January	All Present
February	All Present
March	Trinh Absent
April	All Present
May	Trinh Absent
June	Garcia Absent
July	All Present
August	No meeting by design
September	All Present
October	Trinh Absent
November	Trinh Absent
December	No meeting by design

MAC Work Plan and Objectives for 2017

A main priority for the MAC in 2017 will continue to be to increase community awareness of the MAC and increase community involvement.

We are working with County entities to coordinate third annual creek clean-up event. In addition to the creek cleanup we will provide free e-waste recycling, and a dumpster for residents to drop off trash. This would include the cost of food; rental and other charges related to the creek clean up.

We would like to outreach to other MACs and CACs to discuss common interests and ideas, and learn from one another. That would include the cost of food, rental and other charges related to the outreach.

We will continue our work on:

Pacheco Municipal Advisory Council



Olivier Fontana, Chairman
Supervisor Federal D. Glover,
District V

Shawn Garcia, Secretary of the
Pacheco MAC
5800 Pacheco Boulevard
Pacheco, CA 94553

*The Pacheco Municipal Advisory Committee serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

1. Community involvement
2. Community awareness of events taking place at the Community Center
3. Beautification of the medians along Pacheco Blvd.
4. Continued upkeep and development of the Pacheco Creekside Park
5. Continued recruitment attempts to fill two vacancies on the MAC.

Pacheco MAC meetings are held on the 2nd Wednesday of every month at 6:30 p.m. at the Pacheco Community Center, 5800 Pacheco Blvd., Pacheco.

Chair: Olivier Fontana
Secretary: Shawn Garcia
Staff District V: Lynn Reichard-Enea

Contra Costa County
Supervisor Federal Glover, District V
December 5, 2016

2016 Bay Point

Municipal Advisory Council Report

January - December 2016

- Election of Officers and Appointed Committee Chairs
- Contra Costa County Sheriff's department hosted Bike Rodeo for Bay Point and MAC board members supported this worthy cause
- Citizen Recognition - Gloria Magleby 2015 Award - Juan Cedano and Citizen of the Month events
- Code Enforcement met monthly and cases were appropriately opened and closed ensuring improved quality of life for residents. Garbage clean up, abandoned cars, weed abatement, to name just a few of the areas covered by Contra Costa County Code Enforcement and our MAC representatives.
- Keller Canyon Bidding Conference held April 2016 and Subsequent Keller Canyon mitigation committee funding meetings were held (MAC and community members were part of the interview and decision making process).
- Adopt a Road Clean Up Program supporting Code Enforcement-See attached documentation.
- Bay Point was supported by Supervisor Glovers Youth Summit
- MAC Board members attended Unity for Community and publicized information about MAC meetings and accomplishments.
- Community Clean up utilizing local garbage company for support.
- National Night Out supported by MAC board members.
- Community Recognition Event.

MAC Member Attendance - One member had perfect attendance. Out of the remaining six members 4 attended 9 out of 10 meetings. The remaining 2 members had spottier attendance. The November meeting was cancelled and the December meeting will not be held prior to submittal of this report.

Respectfully Submitted by 2016 Chair:

Vicki M. Zumwalt



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 7, 2017

Subject: PRIME Team Learning Sessions

RECOMMENDATION(S):

Approve and authorize the Health Services Department to host PRIME Team Learning Sessions 4 and 5 (scheduled for March 13 and 14, May 1 and 2, 2017) which includes county resources and estimated expenditures costs of \$10,500 and departmental staff time for the event preparations and attendance at the training sessions, pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities).

FISCAL IMPACT:

The event falls under the allowable expenses within Contra Costa Regional Medical Center and Health Center's budget and will be entirely funded by Hospital Enterprise Fund I.

BACKGROUND:

Contra Costa Health Services continues to deliver on the Affordable Care Act's promise to maximize health care quality by actively transforming the County's health care system to better serve the needs of our community.

PRIME (Public Hospital Redesign and Incentives in Medi-Cal) builds on the success of the Delivery System Reform Incentive Program (DSRIP) that significantly improved care

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Anna Roth,
925-370-5101

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Roberto Vargas

BACKGROUND: (CONT'D)

delivery in the Designated Public Hospital systems. PRIME's purpose is to improve the health of Californians, by advancing improvements in the quality, experience and value of care with an emphasis in primary care, cross-system integration, and data analytics. PRIME funding is tied to firm performance goals to ensure continued transformation of our health care delivery system so we can better serve the needs of our community.

PRIME identifies three domain areas: Outpatient Delivery System Transformation, Targeted High-Risk or High Cost Population and Resource Utilization Efficiency. To meet the requirements of the program, CCRMC and Health Centers have convened a series of teams within each domain. The PRIME Improvement Team Collaborative has now held sessions in October 2016 and January 2017. The March and May Learning Sessions aims to build upon the past sessions toward improvement capability with a focus on the PRIME five-year performance based metrics.

This request includes the cost of food and refreshments for the anticipated 150 guests and the department has submitted authorization from the County Administrator's Office, pursuant to Administrative Bulletin #614.1.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will not have the appropriate approvals for expenditures related to a County Sponsored special event pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities).



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Office of Equal Employment Opportunity's Outreach Report and Departmental Plans

RECOMMENDATION(S):

ACCEPT the Office of Equal Employment Opportunity's Annual Outreach Report and Departmental Outreach Plans as recommended by the Hiring Outreach Oversight Committee.

FISCAL IMPACT:

None

BACKGROUND:

In April of 2014, the County Administrator's Office created the Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, the Office of the County Counsel, and the Equal Employment Opportunity Office. The Work Group successfully researched and developed more robust and engaging outreach and recruitment strategies to underrepresented groups within the community. The goal is to promote equal employment opportunities, diversity and equity within our workforce.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not be taking proactive steps to ensure that our workforce is diverse which could negatively affect racial and gender equity in all County positions.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Antoine Wilson,
925-335-1455

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

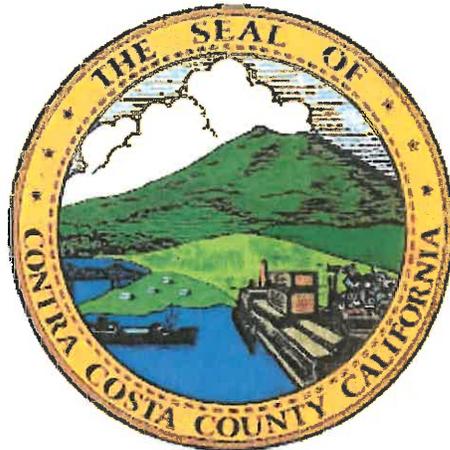
By: , Deputy

cc:

ATTACHMENTS

EEO Outreach
Report

CONTRA COSTA COUNTY



OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

FY 2015-2016 OUTREACH REPORT

FY 2016-2017 OUTREACH PLANS

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BACKGROUND

In April of 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked the group with establishing a post-Consent Decree framework to ensure that the County's workforce reflected the demographics of the communities we serve. The goal was to provide equal employment opportunities for all qualified persons seeking employment with the County and special districts governed by the Board of Supervisors. Outreach was created to explore new and innovative ways to reach people who are under-represented¹ in the County's workforce.

On July 1, 2015, the County implemented its outreach and recruitment plans for Fiscal Year (FY) 15-16. The goals of the plans were to promote equity and inclusion throughout the County's workforce. County departments along with EEO were instructed to conduct strategic outreach and recruitment efforts which were specifically designed to reach qualified under-represented groups within the constituents we serve.

METHODOLOGY

In order to determine under-representation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people who reside in the local labor market and are 16 years or older². The County's workforce data within this report is derived from employment records from the Human Resources database. The local labor market data is compiled by the 2010 United States Department of Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation), which is a benchmark for comparing the gender and racial makeup of an organization's workforce. It examines labor force diversity using Census data and is produced for federal agencies responsible for monitoring employment practices and enforcing civil rights laws for the workforce.

The current County reporting format showcases the use of statistical data to determine under-representation within the department as a whole. In an effort to provide more specific information to identify where under-representation manifests within each department, EEO conducted utilization analysis by race and gender as defined by the occupational categories within each department³. An occupational category is a broad grouping of job classes which require similar levels of skill and training. The County's job classes are determined by HR and assigned to an occupational category based upon the United States Equal Employment Opportunity Commission's definitions⁴.

OUTREACH

Each department with underrepresentation of 10% or more in race/ethnicity⁵ and gender categories is required to create a strategic outreach and recruitment plan which addresses the deficiencies and outreach needed. Representation rates, which are presented in percentages, are estimated indicators of whether or not a particular racial/ethnic or gender group is represented at a level comparable to the

¹ Dictionary.com defines underrepresentation as giving inadequate representation to; represent in numbers that are disproportionately low.

² Beginning in 2017, EEO will compare the County's workforce to the 2010 Census data local labor demographics.

³ The data sheets provided in this report are broken into two categories. At the top of each page is the departmental under-representation data. The remaining data is the information as it appears using the occupational categories within each department.

⁴ See Page 12 of this report for the definitions of the 8 occupational categories.

⁵ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably.

group's existence in the labor market. Departments provide steps that will be taken to assist in increasing the applicant flow of qualified individuals for the under-represented group(s).

Applicant flow is the analysis of selection rate adjustments for a particular job and is used for record keeping and statistical purposes⁶. Employers are to provide applicants the option to self-identify or decline to submit the supplemental classification information which identifies gender, race and/or ethnicity. If an individual declines to self-identify, the individual's reporting data will not be included in the final tally.

The departments are required to reach out to males, females, whites, blacks, Hispanics and Asians depending on where their under-representation exists. Each racial/ethnic and gender category is separate from the other and requires departments to participate in outreach to all groups where it has been determined that low representation exists.

As the County's EEO Officer, I am responsible for conducting outreach efforts to Community Based Organizations (CBO's). The outreach efforts place an emphasis on attracting under-represented groups within the County's workforce through ongoing marketing efforts. It is designed to meet CBO'S at the transaction level in order to provide County employment information to management teams, rank and file employees and the agency's clientele.

The ongoing outreach efforts have produced a partnership between Human Resources (HR) and the Office of EEO. HR often accompanies EEO to onsite meetings with local CBO's to explain the hiring process, answer recruitment questions and provide in-person tutorials on completing the County's online application.

Outreach is specific to organizations whose clientele consists of veterans, women, disabled, re-entry, low income, faith-based, Hispanics, blacks, Asians, and the homeless. EEO has met with agency staff and/or clients from organizations listed on the following page.

⁶ All institutions receiving federal contracts are obligated by federal law to track gender and race data for all candidates submitting applications for employment to the business. By law, the information cannot be a component of the employment determination, nor can it be used for consideration.

COMMUNITY BASED ORGANIZATIONS

1. Education	Contact	Meetings Held
<ul style="list-style-type: none"> • Diablo Valley Community College 	Tina Dodson, Workforce Development Manager	2
2. Faith Based	Contact	Meetings Held
<ul style="list-style-type: none"> • Contra Costa County Interfaith Council • Grace Bible Fellowship • Shepherd's Gate 	Donnell Jones, Interim Executive Director Pastor Kirkland Smith Confidential Contact	2 1 2
3. Re-Entry	Contact	Meetings Held
<ul style="list-style-type: none"> • Bay Area Chaplains • East Bay Goodwill • Family Justice Center • Men and Women of Purpose • Rubicon Programs 	Mike Lafferty, President and CEO Lance Marshall, Senior Chaplain Devon Powers, Senior Director of Contracts Susun Kim, Executive Director Rick Fortenberry, CEO Antwain Cloird, Chief Operating Officer Traci Rodarte, Workforce Services Manager	3 1 6 2 3
4. Social Services	Contact	Meetings Held
<ul style="list-style-type: none"> • Bay Area Rescue Mission • Beat The Streets Inc. • Dream Catchers • Food Bank • Hispanic Chamber of Commerce • Laos Family Community Development • Men and Women of Valor • Monument Crises Center • Monument Impact • East County NAACP • Radio Fusion Latina • Shelter Inc. • SOFTECH • STAND! 	Tim Hammack, Vice President of Programs Tracy Tate-Jones, Founder and President Leslie Descans, Employment Specialist Larry Sly, Executive Director Raymundo Villanueva, President Brad Meyer, Executive Director Pamela Bilbo-Saucer, CEO Sandra Scherer, Executive Director Mike Van Hofwegen, Executive Director Maribel Delgado, Success Coordinator Odessa LeFrancois, President Diana Trujillo, Commentator Lindsey Drolette, Project Manager Elaine LaVan, Director Confidential Contact	1 3 2 2 3 6 4 1 5 1 2 2 1 5

5. Veterans	Contact	Meetings Held
• Employer Support of the Guard	Michael E. Donnellan, Employer Outreach Coordinator	1
• Swords to Plowshares	David Cascante, Employment and Outreach Specialist	1
• Vietnam Veterans of Diablo Valley	John Reese, Director of Public Relations	1
• Wounded Warrior Project	Regina Prasad, Coordinator	1

FY 2015- 2016 OUTREACH PLAN

Applicant flow is an important tool the County uses to measure how fair and inclusive our outreach programs are. It helps the County to review and determine ways that outreach can be proactive, strategic, and effective to our constituents. It also assists the County in removing barriers. For FY 15- 16, the County's applicant flow pipeline is broken into 5 categories listed below. The County received 28,621 applicants for FY 2015-2016. Table 1 indicates where the applicant heard about the job opportunity.

OUTREACH DISTRIBUTION

FY 15- 16

TABLE 1

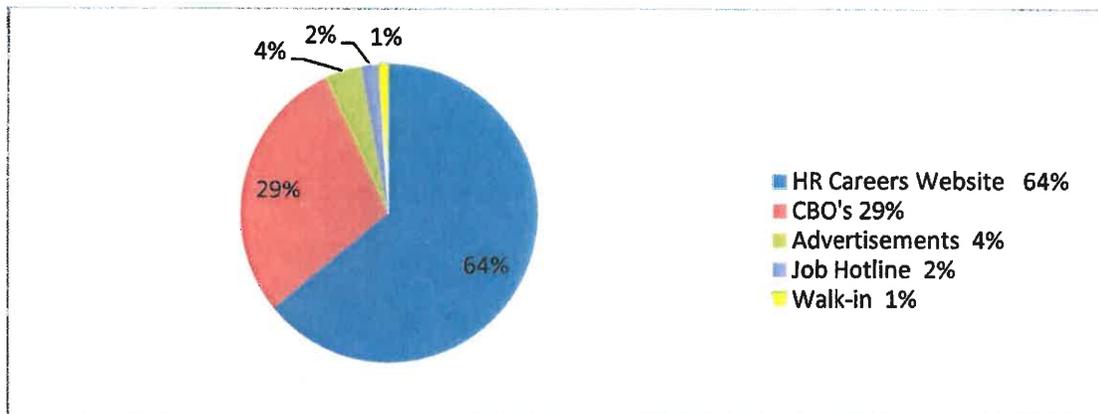


Table 1 indicates that outreach is the second most effective means for the County to reach citizens who are interested in employment. The percentages have remained almost identical over the last two fiscal years.

The number of applicants who self-identified their gender, race and/or ethnicity for FY14-15 was 37,984. For FY15-16, the total number of applicants who self-identified was 27,217. This is a decrease of 10,767 self-identified applications over the last two fiscal years. We believe the decrease in applicant flow can partially be attributed to the County's hiring freeze during FY15-16. The decrease can also be attributed to the number of applications HR received for large recruitments which ran during the relevant timeframe for the following departments:

- In FY14-15 HR received 8,750 applications for EHSD positions. In FY15-16 HR received 5,430 applications for EHSD positions.
- In FY14-15 HR received 2,387 applications for the Fire District. In FY15-16, HR received 463 applications.
- In FY14-15 HR received 6,249 applications for Office of the Sheriff's positions. In FY15-16, HR received 5,096.

The gender and racial makeup for applications received are:

APPLICANT FLOW
FY14-15 and FY15-16
TABLE 2

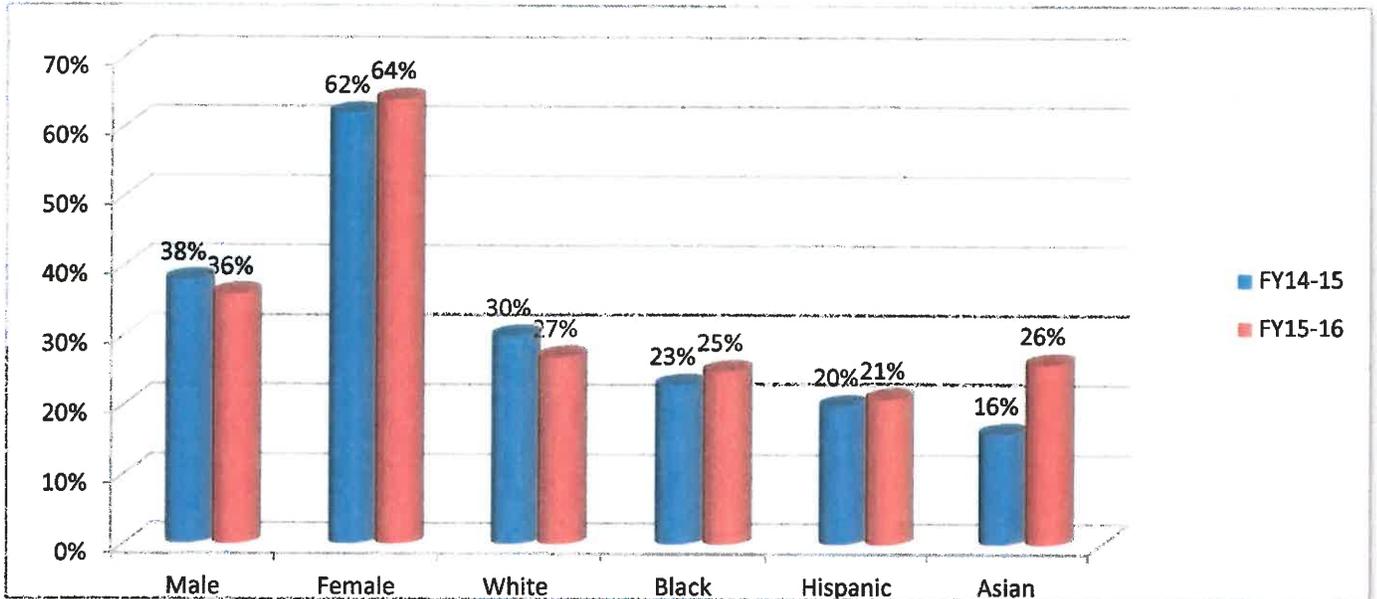


Table 2 illustrates the applicant flow activity level by gender and race and reveals the following:

- The participation of males who submitted applications decreased from 38% in FY14-15 to 36% in FY15-16.
- The participation of females who submitted applications increased from 62% in FY14-15 to 64% in FY15-16.
- The participation of whites who submitted applications decreased from 30% in FY14-15 to 27% in FY15-16.
- The participation of blacks who submitted applications increased from 23% in FY14-15 to 25% in FY15-16.
- The participation of Hispanics who submitted applications increased from 20% in FY14-15 to 21% in FY15-16.
- The participation of Asians who submitted applications increased from 16% in FY14-15 to 26% in FY15-16.

The County hired 633 new employees during FY14-15 and 374 new employees during FY15-16. Table 3 illustrates the percentage of males and females hired during this time. The statistical data is listed below:

- The hiring of male employees increased by 4% from FY 14-15 to FY 15-16.
- The hiring of female employees decreased by 4% from FY 14-15 to FY 15-16.

**CONTRA COSTA COUNTY NEW HIRE DATA
BY GENDER
FY 14-15 AND FY 15-16
TABLE 3**

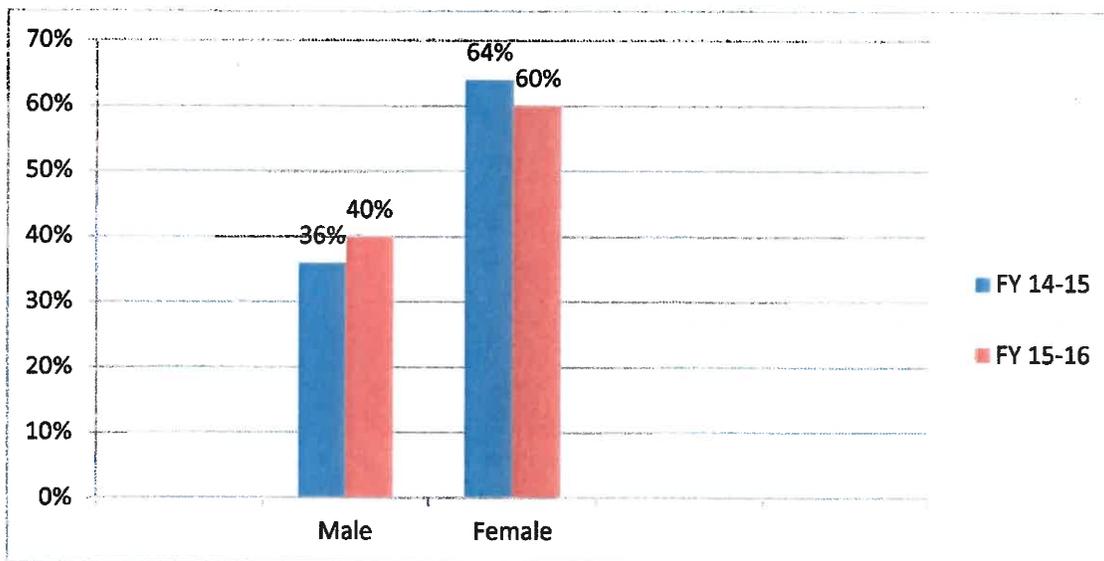
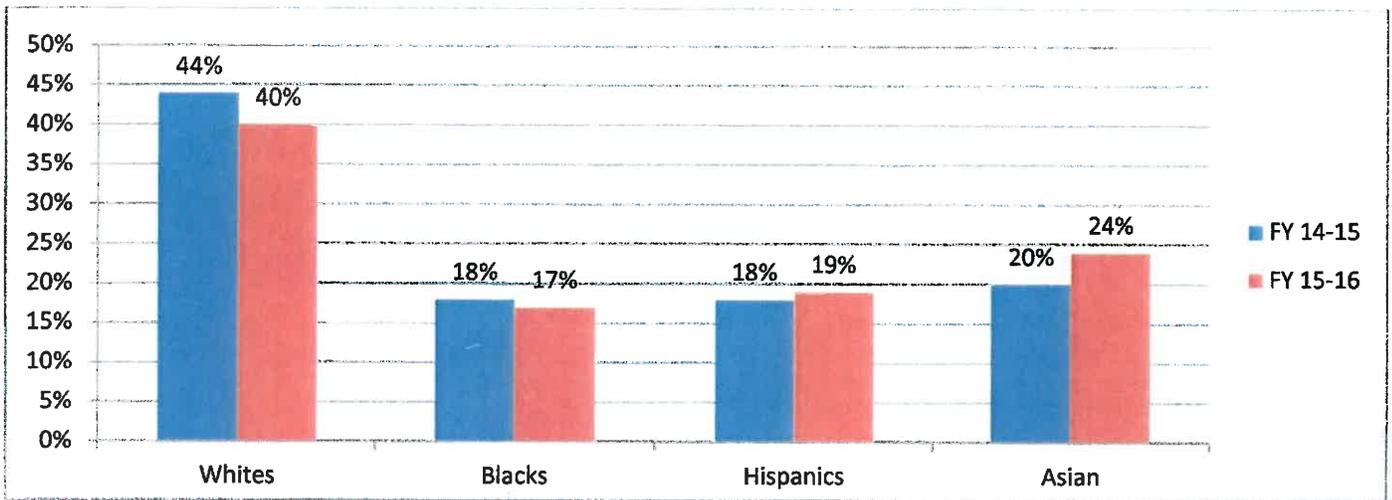


Table 4 which is on the following page illustrates the percentages of people hired during FY 14-15 and FY 15-16 based on race/ethnicity. The statistical analysis is listed below:

- The hiring of Whites has decreased by 4% when comparing FY 14-15 and FY 15-16.
- The hiring of Blacks has decreased by 1% when comparing FY 14-15 and FY 15-16.
- The hiring of Hispanics has increased by 1% when comparing FY 14-15 and FY 15-16.
- The hiring of Asians has increased by 4% when comparing FY 14-15 and FY 15-16.

**CONTRA COSTA COUNTY NEW HIRE DATA
BY RACE
FY 14-15 AND FY 15-16
TABLE 4**



These trends indicate the importance for EEO to continue its outreach efforts to the aforementioned groups in order to become equitable. EEO will continue to identify and increase our outreach efforts to reach all under-represented groups within our workforce. EEO is researching ways to increase the participation and hiring rates of under-represented groups. The areas of opportunities and improvement which EEO wants to pursue in 2017 are listed below:

- Capturing employees who self-identify as two or more races. EEO will also capture individuals who identify as Native Hawaiian/Philippine Islands (NHPI) and American Indian/Alaskan Native (AIAN). In order for our records to be consistent with the Census Bureau, it is important that we track these populations to give us an accurate total of those who self-identified within these populations.
- Continue to use County workforce data acquired from HR to determine underrepresentation by focusing outreach efforts on underrepresentation for the 8 job categories as defined by the EEOC⁵. We are using all available data which provides a more complete picture of underrepresentation within the departments.
- Continue working with CCTV to establish a social media page.
- Conducting more outreach to professional organizations, universities, community colleges and faith based organizations to increase participation in the County's hiring process.
- Create additional marketing tools such as brochures and power point presentations which are designed to reach under-represented groups.
- Continue developing partnerships with EHSD's Welfare to Work Program and Workforce Development Board to help advertise the County's outreach and recruitment program.

⁵ See Attached EEO Outreach Data sets

- Provide training to the EEO Coordinators and Administrative Services Officers in an effort to help them to become more knowledgeable of outreach, and hiring. The trainings will occur at the EEO's quarterly meetings.
 - Implicit Bias Training
 - EEO will provide more in-depth training for creating outreach plans, conducting outreach so that it is more than sending job announcements to CBO'S and professional organizations.

CONCLUSION

The data presented in this report provides the County stakeholders, managers, employees and the public detailed information regarding the County's outreach and recruitment efforts. Although we have made some strides towards achieving workforce equity, there are areas that still need to be addressed. One area of note is the equitable distribution of jobs. For example, as of December 31, 2015, the County employed 8470 employees within our workforce. Females made-up 66% of the workforce or 5,590 employees while males made-up 34% of the workforce or 2,880 employees.

The Officials and Administrators⁶ job category employed 276 individuals and women held 66% or 182 of these positions. Of those 66%, white women held 40% or 73 of the positions. Overall white employees were employed in 62% of the jobs in the Officials and Administrators classification which equals to 171 positions.

It is important that we continue to promote and enforce equal employment opportunities for all who apply for vacant positions. EEO and the departments will continue to work with CBO's, colleges, universities and professional organizations to attract qualified candidates to help the County attain equity and inclusion within our workforce.

⁶ Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual

CONTRA COSTA COUNTY

Under the **old reporting format**, Contra Costa County (County) was under-represented in the following area:

- **Males at 19%**

Under the **new reporting format**, the County is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	16%					
• Professionals	17%		11%			
• Technicians	15%		12%			
• Administrative Support	24%		14%			
• Service Maintenance		14%			13%	
• Skilled Craft					14%	
• Protective Services (Sworn)						
• Protective Services (Non-Sworn)		13%	17%			

**CONTRA COSTA COUNTY
2015 OUTREACH AND RECRUITMENT DATA
8470 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ⁷	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁸	X ⁹	X	53	47	X	526,145
County Workforce	X	8,470	34	66	X	X
Underrepresentation	X	X	19	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	276	X	34	66	X	X
Underrepresentation	X	X	16	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	3062	X	29	71	X	X
Underrepresentation	X	X	17	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	1605	X	36	64	X	X
Underrepresentation	X	X	15	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	2239	X	14	86	X	X
Underrepresentation	X	X	24	X	X	X
Service Maintenance						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	372	X	72	28	X	X
Underrepresentation	X	X	X	14	X	X
Skilled Craft						
Working-Age Population	X	X	95	5	41,025	X
Service Maintenance	72	X	100	0	X	X
Underrepresentation	X	X	X	5	X	X
Protective Services (Sworn)						
Working-Age Population	X	X	82	18	9,480	X
Protective Services (Sworn)	633	X	86	14	X	X
Underrepresentation	X	X	X	4	X	X
Protective Services (Non-Sworn)						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	211	X	67	33	X	X
Underrepresentation	X	X	X	13	X	X

See next page for job category information.

⁷ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁸ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor participation rate, unemployment.

⁹ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

**CONTRA COSTA COUNTY
2015 OUTREACH AND RECRUITMENT DATA
8470 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ¹⁰	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	8470	46	17	19	18	X	X
Underrepresentation	X	5	X	3	X	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	276	62	13	11	10	X	X
Underrepresentation	X	4	X	X	5	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	3062	49	15	13	24	X	X
Underrepresentation	X	11	X	X	X	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	1605	39	22	18	22	X	X
Underrepresentation	X	12	X	X	6	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	2239	39	20	27	16	X	X
Underrepresentation	X	14	X	X	X	X	X
Service Maintenance							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	372	36	19	29	16	X	X
Underrepresentation	X	X	X	13	X	X	X
Skilled Craft							
Working-Age Population	X	49	6	35	8	41,025	X
Service Maintenance	72	64	4	21	11	X	X
Underrepresentation	X	X	2	14	X	X	X
Protective Services (Sworn)							
Working-Age Population	X	53	15	15	13	9,480	X
Protective Services (Sworn)	633	70	7	14	10	X	X
Underrepresentation	X	X	8	1	3	X	X
Protective Services (Non-Sworn)							
Working-Age Population	X	65	1	22	8	810	X
Protective Services (Non-Sworn)	211	48	25	19	8	X	X
Underrepresentation	X	17	X	3	0	X	X

See next page for job category information.

¹⁰ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

DEPARTMENT OF AGRICULTURE/WEIGHTS & MEASURES

Under the **old reporting format**, the Department of Agriculture/Weights & Measures was under-represented in the following area:

- **Females at 15%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators		42%			10%	13%
• Professionals		54%				21%
• Technicians		20%				18%
• Administrative Support	38%			10%	19%	
• Service Maintenance					20%	

DEPARTMENT OF AGRICULTURE/WEIGHTS & MEASURES
2015 OUTREACH AND RECRUITMENT DATA
47 EMPLOYEES
GENDER

Demographics By Gender	Total Department Workforce ¹¹	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ¹²	X ¹³	X	53	47	X	526,145
County Workforce	X	8,470	68	32	X	X
Underrepresentation	X	X	X	15	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	2	X	100	0	X	X
Underrepresentation	X	X	X	42	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	3	X	100	0	X	X
Underrepresentation	X	X	X	54	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	21	X	71	29	X	X
Underrepresentation	X	X	X	20	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	3	X	0	100	X	X
Underrepresentation	X	X	38	X	X	X
Service Maintenance						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	18	X	67	33	X	X
Underrepresentation	X	X	X	9	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks;
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

¹¹ The total number of people who had worked for the County at least one day during the 2015 calendar year.

¹² The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

¹³ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

DEPARTMENT OF AGRICULTURE/WEIGHTS & MEASURES
2015 OUTREACH AND RECRUITMENT DATA
47 EMPLOYEES
RACE AND ETHNICITY

Demographics by Race and Ethnicity ¹⁴	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	59	9	17	15	X	X
Underrepresentation	X	X	X	5	1	X	X
Officials and Administrators							
Working-Age Population	X	68	7	10	13	82,930	X
Officials and Administrators	2	100	0	0	0	X	X
Underrepresentation	X	X	7	10	13	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	3	100	0	0	0	X	X
Underrepresentation	X	X	7	9	21	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	21	57	14	19	10	X	X
Underrepresentation	X	X	X	X	18	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	3	67	0	0	33	X	X
Underrepresentation	X	X	10	19	X	X	X
Service Maintenance							
Working-Age Population	X	33	10	43	13	122,730	X
Service Maintenance	18	50	6	23	22	X	X
Underrepresentation	X	X	4	20	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks;
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

¹⁴ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
AGRICULTURE/WEIGHTS & MEASURES
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Department of Agriculture/Weights & Measures statistical data for female underrepresentation within our workforce is 15%. We can only hire people licensed to do work in the majority of the positions in our department. All of our Biologists, Inspectors, and Supervisors require specific state licensing. When we are recruiting for our Biologists, Inspectors and Supervisors, job announcements are sent to every qualified and licensed individual, which ensures that we are reaching the broadest qualified candidate pool possible. We get this list from the California Department of Food and Agriculture County Liaison office every time we have an opening. For job positions where state licensing is not required we will do more outreach in the community.
- Objective:** Increase the applicant flow of female candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Agriculture / Weights and Measures Department.
- Message:** The Agriculture / Weights and Measures Department will target outreach efforts to online websites that serve females. We will electronically send these organizations open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:** The Agriculture department will disseminate information to the general public through our website as well as local community colleges and universities to get more people aware of what the Agriculture department does and what they need to do to be qualified to apply to the department. We have been, and will continue to utilize websites geared towards helping women find employment when possible. When hiring for our licensed positions, the department gets a list of all licensees and ensures that everyone who is qualified receives notification of the job opening and how to apply.

Message Distribution

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as womenforhire.com
Increase awareness about the different positions in our department and what the job qualifications for those positions are and how to get those qualifications.	Internet/Computer	Add information about job qualifications, job descriptions, and licensing information to our department's website.
Target all females that possess a state inspector/biologist license, weights and measures inspector license, and supervisory licensing.	Personal contact	Mail or email all job announcements to all qualified individuals in order to expand the opportunity for qualified females.
Network with local Community Colleges and Universities to increase the applicant pool and explain the Department of Agriculture and Weights recruitment mission and goals.	Personal contact/publications	Develop content that highlights what the department does and the employment opportunities. Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.

Contact: Ralph Fonseca - Agricultural Biologist/Weights and Measures Inspector III

ralph.fonseca@ag.cccounty.us

DEPARTMENT OF ANIMAL SERVICES

Under the **old reporting format**, the Department of Animal Services was under-represented in the following areas:

- **Males at 11%**
- **Asians at 10%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators			66%			15%
• Professionals		42%				21%
• Technicians	18%					28%
• Administrative Support	32%					
• Service Maintenance					19%	
• Protective Services (Non-Sworn)					10%	

**DEPARTMENT OF ANIMAL SERVICES
2015 OUTREACH AND RECRUITMENT DATA
67 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ¹⁵	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ¹⁶	X ¹⁷	X	53	47	X	526,145
County Workforce	X	8,470	42	58	X	X
Underrepresentation	X	X	11	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	2	X	100	0	X	X
Underrepresentation	X	X	X	42	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	2	X	50	50	X	X
Underrepresentation	X	X	X	4	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	6	X	33	67	X	X
Underrepresentation	X	X	18	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	18	X	6	94	X	X
Underrepresentation	X	X	32	X	X	X
Service Maintenance						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	31	X	55	45	X	X
Underrepresentation	X	X	3	X	X	X
Protective Services (Non-Sworn)						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	8	X	62	38	X	X
Underrepresentation	X	X	X	8	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

¹⁵ The total number of people who had worked for the County at least one day during the 2015 calendar year.

¹⁶ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

¹⁷ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**DEPARTMENT OF ANIMAL SERVICES
2015 OUTREACH AND RECRUITMENT DATA
67 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ¹⁸	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	70	7	17	6	X	X
Underrepresentation	X	X	2	5	10	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	2	0	50	50	0	X	X
Underrepresentation	X	66	X	X	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	2	100	0	0	0	X	X
Underrepresentation	X	X	7	9	21	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	6	83	0	17	0	X	X
Underrepresentation	X	X	7	X	28	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	18	77	6	11	6	X	X
Underrepresentation	X	X	4	8	9	X	X
Service Maintenance							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	31	65	6	23	6	X	X
Underrepresentation	X	X	4	19	7	X	X
Protective Services (Non-Sworn)							
Working-Age Population	X	65	1	22	8	810	X
Protective Services (Non-Sworn)	8	63	13	12	12	X	X
Underrepresentation	X	2	X	10	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

¹⁸ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
ANIMAL SERVICES
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** As of December 31, 2015, the Department of Animal Services statistical data presented an underrepresentation for Males at 11% and Asians at 10%.
- Objective:** Increase outreach to the local minority workforce population, specifically males and individuals with Asian descent. The Animal Services Department will create sustainable partnerships with the local Community College District and Community Based Organizations (CBOs) to ensure that the department informs the community on department vacancies.
- Message:** The Animal Services Department will become an active partner in the community by establishing strong relationships with County and community vocational programs on all department career opportunities.
- Tools:**
- Continually update Animal Services website.
 - Utilize Animal Services Social Media websites.
 - Attend and participate in local job and community events.
 - Distribute department brochures and literature.

Message Distribution

STRATEGY	ELEMENT	TASKS
<p>Participate in community events and job fairs.</p>	<p>Outreach & Engagement</p>	<p>ASD will continue to participate in local community events that target underserved populations. Recently, ASD has created a dog running club with our sheltered animals through Road Runner Inc. Our sheltered dogs participate in these runs with staff and volunteers to promote ASD and employment, along with volunteer opportunities.</p> <p><u>Community Events:</u></p> <ul style="list-style-type: none"> • Bark in the Park, Brentwood CA • Safety Fairs, County Wide • Road Runner Run Club, Pleasant Hill CA • Monument Health Fair • Unity in the Community <p><u>Job Fairs:</u></p> <ul style="list-style-type: none"> • Contra Costa County Workforce Development Board Job Fairs • Police Academies
<p>Establish competitive salaries for Animal Services Field Operations unit.</p>	<p>Economic</p>	<p>The Animal Services Department (ASD) will be researching and establishing competitive compensation salaries for Animal Services Officer. Establishing competitive salaries for our Animal Services Officers will increase the department's staffing retention.</p>
<p>Distribute brochures and employment opportunities for outreach and recruitment to minorities.</p>	<p>Recruitment</p>	<p>The Animal Services Department (ASD) will continue to collaborate with local community based organizations and agencies on employment recruitments. ASD has continuously promoted employment opportunities to these organizations.</p> <p><u>Community Based Organizations:</u></p> <ul style="list-style-type: none"> • Workforce Development Board: East Bay Works • Opportunity Junction, Antioch CA • Contra Costa Community College District • Lao Family Community Development, Inc.

<p>Register and post Animal Services Department vacancies online, to reach a broad section of minorities</p>	<p>Electronic</p>	<p>Register and post vacancies on websites that cater to minorities such as:</p> <ul style="list-style-type: none"> • Asian-jobs.com • Diversity.com <p>Animal Services has also expanded its employment recruitment efforts through social media:</p> <ul style="list-style-type: none"> • Facebook • Twitter
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Contact: Arturo Castillo - Administrative Services Officer

arturo.castillo@asd.cccounty.us

OFFICE OF THE ASSESSOR

Under the old reporting format, the Office of the Assessor was under-represented in the following area:

- **Hispanics at 15%**

Under the new reporting format, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators					10%	
• Professionals		17%				
• Technicians	15%				10%	10%
• Administrative Support	27%					

**OFFICE OF THE ASSESSOR
2015 OUTREACH AND RECRUITMENT DATA
93 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ¹⁹	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ²⁰	X ²¹	X	53	47	X	526,145
County Workforce	X	8,470	45	55	X	X
Underrepresentation	X	X	8	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	8	X	62	38	X	X
Underrepresentation	X	X	X	4	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	48	X	63	37	X	X
Underrepresentation	X	X	X	17	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	11	X	36	64	X	X
Underrepresentation	X	X	15	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	26	X	11	89	X	X
Underrepresentation	X	X	27	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

¹⁹ The total number of people who had worked for the County at least one day during the 2015 calendar year.

²⁰ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

²¹ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**OFFICE OF THE ASSESSOR
2015 OUTREACH AND RECRUITMENT DATA
93 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ²²	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	65	6	7	22	X	X
Underrepresentation	X	X	3	15	X	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	8	75	0	0	25	X	X
Underrepresentation	X	X	7	10	X	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	48	67	2	6	25	X	X
Underrepresentation	X	X	5	3	X	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	11	73	9	0	18	X	X
Underrepresentation	X	X	X	10	10	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	26	55	15	15	15	X	X
Underrepresentation	X	X	X	4	0	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
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- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

²² The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
OFFICE OF THE ASSESSOR
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Assessor's Office underutilization statistical data for Hispanics is 15%.
- Objective:** Expand outreach and recruitment efforts to increase the visibility of Hispanic individuals in the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.
- Message:** The Department will conduct strategic and targeted outreach efforts to the Hispanic community in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Tools:** Outreach to Community Based Organizations
Post job vacancies on websites that are geared toward Hispanic

Message Distribution

STRATEGY	ELEMENT	TASKS
<p>Create informative job announcement explaining the Assessor's office</p> <p>Connect with El Observador which is a Hispanic newspaper organization based in the Bay Area.</p>	<p>Announcement distribution</p> <p>Periodical/Newspaper</p>	<p>Distribute information to Community Based Organizations; provide distribution for diversity career fairs when available.</p> <p>Post job announcements</p>
<p>Connect with Community Based Organizations target for specific community group</p> <p>Connect with Labor Council for Latin American Advancement Frank Martin Del Campo SF Chapter President 415-407-7117</p>	<p>Partner with HR Central for targeted outreach:</p> <p>La Clinica De La Raza Contra Costa College - La Raza Studies Department</p>	<p>Connect with:</p> <p>Hispanic Chamber of Commerce of Contra Costa County president@h5c.org</p> <p>Monument Impact nati@monumentimpact.org</p> <p>East Bay Economic Development Alliance anne@eastbayeda.org</p> <p>Opportunity Junction eric@opportunityjunction.org</p> <p>Labor Council for Latin American Advancement www.lclaa.org</p>
<p>Recruitment</p>	<p>Coordinating recruitment efforts with HR Department</p>	<p>Ensure expanding recruitment efforts to include diverse outreach to the Hispanic community. Partner with Workforce Development Board to determine which career fairs are up and coming.</p>

Contact: Michelle Cabrera – Administrative Services Assistant III
Michelle.Cabrera@assr.cccounty.us

AUDITOR-CONTROLLER'S OFFICE

Under the **old reporting format**, the Office of the Auditor-Controller was under-represented in the following areas:

- **Males at 29%**
- **Whites at 13%**
- **Hispanics at 12%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators			66%			
• Professionals	15%		29%			
• Technicians		49%			10%	28%
• Administrative Support	28%					

**AUDITOR – CONTROLLER’S OFFICE
2015 OUTREACH AND RECRUITMENT DATA
50 EMPLOYEES
RACE**

Demographics By Gender	Total Department Workforce ²³	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ²⁴	X ²⁵	X	53	47	X	526,145
County Workforce	X	8,470	24	76	X	X
Underrepresentation	X	X	29	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	2	X	50	50	X	X
Underrepresentation	X	X	8	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	26	X	31	69	X	X
Underrepresentation	X	X	15	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	1	X	100	0	X	X
Underrepresentation	X	X	X	49	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	21	X	10	90	X	X
Underrepresentation	X	X	28	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

²³ The total number of people who had worked for the County at least one day during the 2015 calendar year.

²⁴ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

²⁵ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**AUDITOR – CONTROLLER’S OFFICE
2015 OUTREACH AND RECRUITMENT DATA
50 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ²⁶	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	38	12	10	40	X	X
Underrepresentation	X	13	X	12	X	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	2	0	0	50	50	X	X
Underrepresentation	X	66	7	X	X	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	26	31	15	0	54	X	X
Underrepresentation	X	29	X	9	X	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	1	100	0	0	0	X	X
Underrepresentation	X	X	7	10	28	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	21	48	10	19	23	X	X
Underrepresentation	X	5	X	X	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

²⁶ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**AUDITOR – CONTROLLER’S OFFICE
OUTREACH AND RECRUITMENT PLAN
FY 2016-17**

- Issue:** As of December 31, 2015, the Auditor-Controller’s Office statistical data for Males underrepresentation is 29%, Whites are 13%, and Hispanics are 12%.
- Objective:** To obtain qualified diversified applicant pools to fill vacancies within the Auditor-Controller’s Office. To increase outreach efforts to the under-represented groups within the Auditor-Controller’s Office.
- Message:** The Auditor-Controller’s Office will continue to work with the Human Resources Department to strengthen its outreach efforts. We are committed to conducting strategic and targeted outreach to meet both the county and departmental outreach goals as determined by the Office of Equal Employment Opportunity.
- Tools:** Community Organizations such as the Hispanic Chamber of Commerce
Professional websites such as the California Auditor-Controller’s State Association
Local junior colleges and universities
Internship Program

Message Distribution

STRATEGY	ELEMENT	TASKS
Post job notices to the State Association of County Auditor's website	Publication/Print Media/Electronic	When notified of job announcements post to website
Notify the Hispanic and Walnut Creek Chamber of Commerce and request they post job announcements	Publication/Print Media/Electronic	When notified of job announcements email
Email job vacancies to local colleges and universities and to career counselors within the local college and university system	Publication/Print Media/Electronic	When notified of job announcements email
Implement an Internship Program	Personal Contract	Develop an internship program to attract college students interested in a career in public accounting/auditing

Contact: Robert Campbell - Auditor-Controller

Bob.Campbell@ac.cccounty.us

DEPARTMENT OF CHILD SUPPORT SERVICES

Under the **old reporting format**, the Department of Child Support Services was under-represented in the following area:

- **Males at 32%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	58%				10%	
• Professionals	27%					16%
• Technicians	28%					16%
• Administrative Support	20%					

**DEPARTMENT OF CHILD SUPPORT SERVICES
2015 OUTREACH AND RECRUITMENT DATA
150 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ²⁷	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ²⁸	X ²⁹	X	53	47	X	526,145
County Workforce	X	8,470	21	79	X	X
Underrepresentation	X	X	32	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	3	X	0	100	X	X
Underrepresentation	X	X	58	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	21	X	19	81	X	X
Underrepresentation	X	X	27	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	87	X	23	77	X	X
Underrepresentation	X	X	28	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	39	X	18	82	X	X
Underrepresentation	X	X	20	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head;
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys;
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

²⁷ The total number of people who had worked for the County at least one day during the 2015 calendar year.

²⁸ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

²⁹ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**DEPARTMENT OF CHILD SUPPORT SERVICES
2015 OUTREACH AND RECRUITMENT DATA
150 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ³⁰	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	50	19	16	15	X	X
Underrepresentation	X	1	X	6	1	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	3	67	0	0	33	X	X
Underrepresentation	X	X	7	10	X	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	21	85	5	5	5	X	X
Underrepresentation	X	X	2	4	16	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	87	44	24	20	12	X	X
Underrepresentation	X	7	X	X	16	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	39	44	18	12	26	X	X
Underrepresentation	X	9	X	7	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head;
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys;
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants;
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

³⁰ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
DEPARTMENT OF CHILD SUPPORT SERVICES
OUTREACH AND RECRUITMENT PLAN**

- Issue:** As of December 31, 2015, the Department of Child Support Services underrepresentation for males is 32%. Marginal underrepresentation was also seen in the areas of Whites at 1%, Hispanics at 6% and Asians at 1%.
- Objective:** Increase the visibility of males within the workforce. Specific outreach will be towards organizations who serve mostly male clientele. We will also outreach to organizations who serve all races in an attempt to mitigate current trends of underutilization. The Department will work to more broadly market and promote job vacancies.
- Message:** The Department will increase the scope of its marketing in the community in order to create a more diverse applicant pool of qualified candidates to apply for positions.
- Tools:**
Brochure distribution via job fairs and job centers
YOU TUBE Video
Social Media
Community Outreach
Digital bill board advertising

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochures which explain the Department of Child Support Services outreach, recruitment, mission and goals	Publication Print Media	Partner with the County EEO Officer and County Workforce Development Board to distribute brochures to local job fairs and local job centers
Create employee testimonial video and post to the Department's webpage	Electronic Media	Coordinate with CCTV to record YOU TUBE video of incumbent employees in the under-represented groups, explaining the duties of the open positions. Create a link from the County HR webpage job posting to the Department's webpage.
Utilize social media to expand exposure of open job opportunities	Electronic Media	Post link to open job opportunities on the Department's Facebook page. Continually monitor to address potential candidate feedback
Conduct outreach to local community groups, targeting groups specific to Hispanic and Asian populations	Electronic Media	Build community partnerships and provide electronic job postings for distribution during open recruitment periods. We will target Shelter, Inc. and the local Salvation Army chapter for male outreach, Asian Business League of San Francisco for Asian outreach and Hispanic Chamber of Commerce of Contra Costa County for Hispanic outreach.
Coordinate digital bill board advertising with open recruitments	Advertising	Post job opportunities via digital billboard adjacent to Highway 680 South entering Contra Costa County; utilize marketing materials that specifically target males of current under-represented groups.

Contact: Adrienne Todd - Administrative Services Officer
adrienne.todd@dcss.cccounty.us

CLERK-RECORDER-ELECTIONS DEPARTMENT

Under the **old reporting format**, the Clerk-Recorder-Elections Department was under-represented in the following area:

- **Males at 22%**

Under the **new reporting format**, the department is under-represented in the occupational categories

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	33%					15%
• Professionals		21%	27%			
• Technicians		24%	26%			
• Administrative Support	13%					

**CLERK- RECORDER- ELECTIONS DEPARTMENT
2015 OUTREACH AND RECRUITMENT DATA
62 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ³¹	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ³²	X ³³	X	53	47	X	526,145
County Workforce	X	8,470	31	69	X	X
Underrepresentation	X	X	22	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	4	X	25	75	X	X
Underrepresentation	X	X	33	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	3	X	67	33	X	X
Underrepresentation	X	X	X	21	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	4	X	75	25	X	X
Underrepresentation	X	X	X	24	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	51	X	25	75	X	X
Underrepresentation	X	X	13	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head;
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys;
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

³¹ The total number of people who had worked for the County at least one day during the 2015 calendar year.

³² The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

³³ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**CLERK RECORDER – ELECTIONS DEPARTMENT
2015 OUTREACH AND RECRUITMENT DATA
61 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ³⁴	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	53	11	24	12	X	X
<i>Underrepresentation</i>	X	X	X	X	4	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	4	75	0	25	0	X	X
<i>Underrepresentation</i>	X	X	X	X	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	3	33	33	0	34	X	X
<i>Underrepresentation</i>	X	27	X	9	X	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	4	25	25	25	25	X	X
<i>Underrepresentation</i>	X	26	X	X	3	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	51	55	10	25	10	X	X
<i>Underrepresentation</i>	X	X	0	X	5	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head;
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys;
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

³⁴ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
CLERK-RECORDER-ELECTIONS DEPARTMENT
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The County Clerk-Recorder-Elections Department (the Department) remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Department's statistical data for male underrepresentation within our workforce is 22%.
- Objective:** Increase the applicant flow of male candidates who meet the minimum qualifications, by encouraging them to apply for the vacant positions within the Department.
- Message:** Human Resources conduct all recruitments for the Clerk-Recorder-Elections Department. The Department will continue to work with Human Resources to conduct strategic and targeted outreach efforts to community and faith based organizations and online websites that serve males. This proactive measure will help work toward a more balanced applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:** Community/ faith based organizations
Local job fairs and career days
Websites geared towards helping men find employment.
Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Provide information concerning Department positions so HR can distribute at fairs geared towards helping males find employment.	Personal Contact	Recommend that HR attend job and career fairs during the fiscal year to distribute information on the department's classifications to reach potential applicants.
Partner with community/faith based organizations to reach out to males.	Personal Contact	Recommend that HR distribute information to agencies such as the YMCA and the Salvation Army, etc. when positions are available.
Post vacant positions on applicable job websites, such as CountyNews.com and the Clerk-Recorder-Elections Associations list serves.	Internet/Computer	Register recruitments with websites such as CountyNews.com, ElecNet, and RecNet.

Contact: Debi Cooper -Deputy County Clerk-Recorder
debi.cooper@cr.cccounty.us

COUNTY ADMINISTRATOR'S OFFICE

Under the **old reporting format**, the County Administrator's Office was under-represented in the following areas:

- **Males at 12%**
- **Hispanics at 12%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	16%					
• Professionals	27%					
• Technicians		20%				
• Administrative Support	34%				15%	
• Skilled Craft					35%	

**COUNTY ADMINISTRATOR'S OFFICE
2015 OUTREACH AND RECRUITMENT DATA
120 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ³⁵	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ³⁶	X ³⁷	X	53	47	X	526,145
County Workforce	X	8,470	41	59	X	X
Underrepresentation	X	X	12	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	19	X	42	58	X	X
Underrepresentation	X	X	16	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	27	X	19	81	X	X
Underrepresentation	X	X	27	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	48	X	71	29	X	X
Underrepresentation	X	X	X	20	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	25	X	4	96	X	X
Underrepresentation	X	X	34	X	X	X
Skilled Craft						
Working-Age Population	X	X	95	5	41,025	X
Protective Services	1	X	100	0	X	X
Underrepresentation	X	X	X	5	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.

³⁵ The total number of people who had worked for the County at least one day during the 2015 calendar year.

³⁶ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

³⁷ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**COUNTY ADMINISTRATOR'S OFFICE
2015 OUTREACH AND RECRUITMENT DATA
120 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ³⁸	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	55	13	10	22	X	X
Underrepresentation	X	X	X	12	X	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	19	63	11	16	10	X	X
Underrepresentation	X	3	X	X	5	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	27	63	7	11	19	X	X
Underrepresentation	X	X	0	X	2	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	48	42	19	10	29	X	X
Underrepresentation	X	9	X	0	X	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	25	64	12	4	20	X	X
Underrepresentation	X	X	X	15	X	X	X
Skilled Craft							
Working-Age Population	X	49	6	35	8	41,025	X
Protective Services (Non-Sworn)	1	100	0	0	0	X	X
Underrepresentation	X	X	6	35	8	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.

³⁸ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
COUNTY ADMINISTRATOR'S OFFICE
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of the December 31, 2015 Contra Costa County underrepresentation data, the County Administrator's Office's (CAO) statistical data for male and Hispanic underrepresentation within our workforce is 12% for each category. This workforce underrepresentation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; Department of Information Technology, including the Telecommunications division; Law and Justice Systems; and the administrative office of the County Administrator, including the Labor Relations unit.
- Objective:** Increase the applicant flow of male and Hispanic candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the County Administrator's Office and other departments within the agency.
- Message:** In partnership with the Human Resources Department, the County Administrator's Office will continue to conduct strategic and targeted outreach efforts to organizations and online websites that serve diverse populations, including males and Hispanics. We will continue to electronically send these organizations all open vacancies within the department and continue national outreach efforts as appropriate. These proactive measures have supported our hiring efforts in the administrative office. Each of the two recently selected candidates for the administrative office identify with one of the underrepresentation data categories. Therefore, we expect next year's data to demonstrate improvement in our underrepresentation data.
- Tools:** Websites geared towards helping men and Hispanics find employment
Conduct nationwide outreach, as appropriate
Partner with the Human Resources Department

Message Distribution

STRATEGY	ELEMENT	TASKS
<p>Conduct outreach with community based organizations to seek potential male and Hispanic candidates.</p>	<p>Personal/Computer Contact</p>	<p>Reach out to community based organizations that serve diverse populations, including males and Hispanics:</p> <ul style="list-style-type: none"> • Latina Center • www.hirelatinos.org • www.lulac.org, • Men and Women of Purpose • Lao Family Community Development. • Monument Community Partnership • Hispanic Chamber of Commerce • Goodwill of the Eastbay • LatPro <p>Post job announcements with these partner agencies when positions are being recruited.</p>
<p>Conduct nationwide outreach, as appropriate</p>	<p>Contractor/Internet/Computer</p>	<p>Utilize authorized contractors that can facilitate nationwide recruitment efforts to males and Hispanics, as well as, support the department's selection efforts. They are listed below:</p> <ul style="list-style-type: none"> • Teri Black and Company • Bob Murray & Associates • Alliance
<p>Partner with Human Resources Department to strengthen recruitments with Alumni Associations and associations geared towards helping males and Hispanics find employment.</p>	<p>Personal/Computer Contact</p>	<p>Inform the Human Resources Department of our recruiting strategies and request their support to heavily recruit with Alumni Associations and the associations identified above to support our efforts to recruit males and Hispanics.</p>

Partner with local CBOs and e-mail department vacancies to them as they occur.	Electronic	<ul style="list-style-type: none">• Monument Community Partnership• Hispanic Chamber of Commerce• Goodwill
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Contact: Enid Mendoza - Senior Management Analyst
enid.mendoza@cao.cccounty.us

OFFICE OF THE COUNTY COUNSEL

Under the **old reporting format**, the Office of the County Counsel was under-represented in the following areas:

- **Males at 20%**
- **Hispanics at 20%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	25%				10%	15%
• Professionals	14%					
• Administrative Support					11%	

OFFICE OF THE COUNTY COUNSEL
 2015 OUTREACH AND RECRUITMENT DATA
 46 EMPLOYEES

GENDER

Demographics By Gender	Total Department Workforce ³⁹	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁴⁰	X ⁴¹	X	53	47	X	526,145
County Workforce	X	8,470	33	67	X	X
Underrepresentation	X	X	20	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	6	X	33	67	X	X
Underrepresentation	X	X	25	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	28	X	32	68	X	X
Underrepresentation	X	X	14	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	12	X	32	68	X	X
Underrepresentation	X	X	6	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

³⁹ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁴⁰ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁴¹ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**OFFICE OF THE COUNTY COUNSEL
2015 OUTREACH AND RECRUITMENT DATA
46 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁴²	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	70	15	2	13	X	X
Underrepresentation	X	X	X	20	3	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	6	83	17	0	0	X	X
Underrepresentation	X	X	X	10	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	28	71	11	0	18	X	X
Underrepresentation	X	X	X	9	3	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	12	58	25	8	8	X	X
Underrepresentation	X	X	X	11	7	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁴² The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
OFFICE OF THE COUNTY COUNSEL
OUTREACH RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Office of the County Counsel remains diligent in its outreach for attorney and non-clerical recruitments. As of December 31, 2015, the Office of The County Counsel's statistical data indicated underrepresentation of 20% for both males and Hispanics. For the purpose of this plan, this office addresses the attorney and non-clerical recruitments. Clerical outreach and recruitments are countywide and not conducted by this office.
- Objective:** The department will continue to enhance partnerships with legal associations, law school career centers, and like agencies to keep them apprised of job vacancies within our office.
- Message:** The Office of the County Counsel will continue to conduct focused outreach efforts to the under-represented groups in order to create a diverse and qualified applicant pool of candidates from which we fill the vacant positions. We will send over 70 organizations all open recruitments within the department during the examination period. These measures will help to create a more diverse applicant pool of qualified candidates that apply for departmental vacancies.
- Tools:** Enhance the communication methods of job vacancies with our under-represented groups expanding the postings of job vacancies via mailings, internet, and coordination with the EEO's staff through community based organizations, local job fairs, websites, and law school career centers.

Message Distribution

STRATEGY	ELEMENT	TASKS
Coordinate distribution of County Counsel brochure via job recruitment announcements with EEO's staff during their participation in job fairs	Personal Contact	Partner with organizations who serve the under-represented populations
Utilize County Counsel's brochure to explain the Office's outreach and recruitment missions and goals	Publication Print Media	Mail brochures to the targeted under-represented group's recruitment centers
Research additional employment websites and register to post open job vacancies with the online community	Internet	Register and post job vacancies on various websites such as <u>Careers in Government</u>
Announce vacancies via links on County Counsel webpage that will provide notices about current announcements and instructions for future notification of job related alerts	Internet	Maintain the "Job Description" and "FAQ" links on the County Counsel website with current information
Link the Equal Employment Opportunity homepage to the County Counsel's homepage	Internet	Increase the County Counsel's exposure to the community to promote the goals of diversity, inclusion and equality in the workplace
Announce job vacancies via mailings, email and internal office postings	Electronic/Print Media	Mail or email announcement to the targeted under-represented group's recruitment centers and law school career centers

Contact: Wanda R. McAdoo, Administrative Services Officer
wanda.mcadoo@cc.cccounty.us

Office of the County Counsel
Recruitment and Outreach List

American Indian Lawyer
Asian Law Caucus
Black Law Student Association – Golden Gate University
Black Law Students Association- Boalt Hall
California Indian Legal Services
California Mexican-American Chamber of Commerce
California Western School of Law
Centro Legal De La Raza
Charles Houston Bar Association
Contra Costa Legal Services Foundation
County Counsel Association of California
County Counsel’s Association of California
Fairfield City Attorney’s Office
Hastings School of Law
Humboldt County Bar Association
Imperial County Bar Association
Institute for Legislative Practice
Japanese American Bar Association of Los Angeles
John F. Kennedy University
Kern County Counsel’s Office
La Casa Legal De San Jose
La Raza Law Student Organization – Boalt Hall
La Raza Law Students Association
Latina Law Students Associations
Legal Services of Northern California
MANA – A National Latina Organization
Meyers, Nave et al

Miller, Starr & Regalia
Morrison & Forester
Napa County Counsel's Office
Office of Counsel, U.S. Department of Housing
PG&E Law Department
Sacramento La Raza Lawyers Association
San Diego La Raza Lawyers Association
San Francisco La Raza Lawyers Association
San Francisco School of Law
Society of St Vincent De Paul of Contra Costa County
Sonoma County Counsel's Office
Spanish Speaking Unity Council
Stanford University Law School
U.S. Department of Housing and Urban Development
UC Davis School of Law
UC Hastings La Raza Students Association
UCLA School of Law
University of the Pacific School of Law
USF School of Law
Women Lawyers of Sacramento
Women's Lawyers Association of Los Angeles
Workforce Development Board of Contra Costa County

THE DISTRICT ATTORNEY'S OFFICE

Under the **old reporting format**, the District Attorney's Office was under-represented in the following area:

- **Hispanics at 12%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators					10%	15%
• Professionals						
• Technicians		49%	16%			
• Administrative Support	16%					

**THE DISTRICT ATTORNEY'S OFFICE
2015 OUTREACH AND RECRUITMENT DATA
168 EMPLOYEES
RACE**

Demographics By Gender	Total Department Workforce ⁴³	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁴⁴	X ⁴⁵	X	53	47	X	526,145
County Workforce	X	8,470	49	51	X	X
Underrepresentation	X	X	4	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	11	X	64	36	X	X
Underrepresentation	X	X	X	6	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	90	X	53	47	X	X
Underrepresentation	X	X	X	7	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	17	X	100	0	X	X
Underrepresentation	X	X	X	49	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	50	X	22	78	X	X
Underrepresentation	X	X	16	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries.

⁴³ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁴⁴ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁴⁵ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**THE DISTRICT ATTORNEY'S OFFICE
2015 OUTREACH AND RECRUITMENT DATA
168 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁴⁶	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	65	10	10	15	X	X
Underrepresentation	X	X	X	12	1	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	11	100	0	0	0	X	X
Underrepresentation	X	X	7	10	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	90	76	5	4	15	X	X
Underrepresentation	X	X	2	5	6	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	17	35	12	29	24	X	X
Underrepresentation	X	16	X	X	4	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	50	50	18	16	16	X	X
Underrepresentation	X	3	X	3	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries.

⁴⁶ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
THE DISTRICT ATTORNEY'S OFFICE
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the District Attorney's (DA's) Office statistical data for Hispanic underrepresentation within our workforce is 14%.
- Objective:** Increase the applicant flow of Hispanic candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the DA's Office.
- Message:** The DA's Office will conduct strategic and targeted outreach efforts to community/faith based organizations and online websites that serve Hispanics. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:**
- Community/ faith based organizations
 - Local job fairs and career days
 - Websites geared towards helping women find employment.
 - Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in job fairs at Law Schools around the state.	Personal Contact	The recruitment committee will actively seek out and offer to participate/ interview at job fairs sponsored by organizations that identify with diverse populations.
Outreach to diverse Law School organizations	Personal Contact	<p>Recruiting committee will actively seek opportunities to speak to law school clubs and organizations whose members consist of individuals from diverse backgrounds to discuss a career path. Examples of groups the committee has reached out to include:</p> <ul style="list-style-type: none"> • Armenian Law Student Association • Vietnamese American Law Society • Pilipino American Law Society • La Raza Law Students Association • Korean American Law Student Association • Black Law Students Associations • Asian Pacific American Law Student Association
Post job vacancies on websites and in publications geared toward Hispanics.	Publication/Print Media	Determine which publications will assist us in meeting out Hispanic recruiting goals and express our desire to hire individuals from diverse backgrounds in recruiting notices. We have contacted SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County to ask them to send out to their members' job postings.
Pay law clerks competitively in an effort to attract individuals from a variety of socioeconomic backgrounds.	Economic	Increase compensation for summer law clerks from a fixed stipend of \$2000 to a competitive hourly rate. We will advertise this with all the student associations on school campuses (including

		minority/criminal school groups) as well as minority bar associations.
Outreach to Minority Bar Associations	Personal Contact	<p>Notify Minority Bar Associations of employment opportunities; participate in Panel Discussions on Criminal Law issues. We will outreach to the three local bay area minority bar associations that serve Hispanic attorneys are: SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County. Then there is the Minority Bar Coalition (MBC) which is a coalition of bar organizations that are committed to serving all attorneys from minority groups. We also outreach to the following:</p> <ul style="list-style-type: none"> • Asian Pacific Bar Association – Silicon Valley • Asian American Bar Association • Charles Houston Bar Association • Bay Area Black Prosecutors Association • San Francisco La Raza Lawyers • Asian American Prosecutors Association • Filipino Bar Association of Northern California • Black Women Lawyers Association of Northern California • East Bay La Raza Lawyers Association • Korean American Bar Association of Northern California • La Raza Lawyers of Santa Clara County • South Asian Bar Association of Northern California

		<ul style="list-style-type: none"> • Vietnamese American Bar Association of Northern California
Outreach to Career Development Office (CDO) at Law Schools	Personal Contact	Alumni from the Recruiting Team reach out CDO's expressing our interest in attracting a more diverse applicant pool. La Raza Law Students Association serves Hispanic students. We will be attempting to reach out to all the La Raza organizations on local school campuses.
Post job vacancies on websites and publications focused on serving diverse populations	Publication/Print Media	Notify Opening Doors, International Rescue Committee, Narika, RYSE Youth Center, Family Justice Centers(West and Central)
Post job vacancies on websites and publications focused on women in law enforcement.	Publication/Print Media	Determine which organizations might assist us in recruiting sworn female law enforcement personnel, and express the Office's desire to increase the number of female Senior Inspectors.
Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.	Publication/Print Media	Determine which organizations might assist us in recruiting sworn law enforcement personnel, and express the Office's desire to increase the number of bilingual Senior Inspectors.

Contact: Cherie Mathisen - Equal Employment Opportunity Coordinator
cmathisen@contracostada.org

FIRE PROTECTION DISTRICT

Under the **old reporting format**, the Fire Protection District was under-represented in the following areas:

- **Females at 33%**
- **Hispanics at 10%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators						15%
• Professionals		51%				16%
• Technicians		22%				
• Protective Services (Sworn)		12%		10%		
• Protective Services (Non-Sworn)	21%				22%	
• Administrative Support	14%					11%
• Service Maintenance		42%			42%	

**FIRE PROTECTION DISTRICT
2015 OUTREACH AND RECRUITMENT DATA
299 EMPLOYEES**

RACE

Demographics By Gender	Total Department Workforce ⁴⁶	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁴⁷	X ⁴⁸	X	53	47	X	526,145
County Workforce	X	8,470	86	14	X	X
Underrepresentation	X	X	X	33	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	8	X	62	38	X	X
Underrepresentation	X	X	X	4	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	92	X	97	3	X	X
Underrepresentation	X	X	X	51	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	22	X	73	27	X	X
Underrepresentation	X	X	X	22	X	X
Protective Services (Sworn)						
Working-Age Population	X	X	82	18	9,480	X
Protective Services (Sworn)	145	X	94	6	X	X
Underrepresentation	X	X	X	12	X	X
Protective Services (Non-Sworn)						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	3	X	33	67	X	X
Underrepresentation	X	X	21	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	25	X	24	76	X	X
Underrepresentation	X	X	14	X	X	X
Service Maintenance						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	4	X	100	0	X	X
Underrepresentation	X	X	X	42	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public which include maintenance workers and custodians.

⁴⁶ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁴⁷ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁴⁸ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**FIRE PROTECTION DISTRICT
2015 OUTREACH AND RECRUITMENT DATA
299 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁴⁹	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	69	8	12	11	X	X
Underrepresentation	X	X	1	10	5	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	8	75	12	13	0	X	X
Underrepresentation	X	X	X	X	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	92	70	12	13	5	X	X
Underrepresentation	X	X	X	X	16	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	22	68	0	9	23	X	X
Underrepresentation	X	X	7	1	5	X	X
Protective Services –Sworn							
Working-Age Population	X	53	15	15	13	9,480	X
Protective Services Sworn	145	69	5	12	14	X	X
Underrepresentation	X	X	10	3	X	X	X
Protective Services -Non-Sworn							
Working-Age Population	X	65	1	22	8	810	X
Protective Service Non-Sworn	3	67	33	0	0	X	X
Underrepresentation	X	X	X	22	8	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	25	72	8	16	4	X	X
Underrepresentation	X	X	2	3	11	X	X
Service Maintenance							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	4	50	25	0	25	X	X
Underrepresentation	X	X	X	42	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public which include maintenance workers and custodians.

⁴⁹ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
FIRE PROTECTION DISTRICTS
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Fire Protection District remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Fire Protection District's workforce statistical data for females and Hispanics underrepresentation is 33% and 10 % respectively.
- Objective:** Increase the applicant flow of female and Hispanic candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Fire Protection District.
- Message:** The Fire Protection District will conduct strategic and targeted outreach efforts to community based organizations and online websites that serve females and Hispanics. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for District vacancies.
- Tools:**
- Community/ faith based organizations
 - Local job fairs and career days
 - Websites geared towards helping women and minorities find employment.
 - Create and distribute informational brochures
 - Create and advertise recruitment website at state-wide job fairs

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping Latino, African-American and females find employment.	Personal Contact	Attend job and career fairs partnering with CA Joint Apprenticeship Committee during the fiscal year to distribute information on the Districts' recruitment schedule and vacancies.
Partner with community/faith based organizations to reach out to Latino, African-American and females.	Personal Contact	Create professional relationships and partner with National Association of Hispanic Firefighters, and International Assoc. of Women in Fire and Emergency Services.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as womenforhire.com and careerwomen.com

Contact: Denise Cannon -HR Administrator, CCC Fire Protection District

dcann@cccfd.org

HEALTH SERVICES DEPARTMENT

Under the **old reporting format**, the Health Services Department was under-represented in the following areas:

- **Males at 30%**
- **Whites at 13%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	43%		15%			
• Professionals	23%		15%			
• Technicians	25%		25%			
• Administrative Support	24%		20%			
• Service Maintenance					16%	
• Protective Services (Non-Sworn)			15%			

**DEPARTMENT OF HEALTH SERVICES
2015 OUTREACH AND RECRUITMENT DATA
3335 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ⁵²	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁵³	X ⁵⁴	X	53	47	X	526,145
County Workforce	X	8,470	23	77	X	X
Underrepresentation	X	X	30	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	78	X	15	85	X	X
Underrepresentation	X	X	43	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	1679	X	24	76	X	X
Underrepresentation	X	X	22	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	660	X	26	74	X	X
Underrepresentation	X	X	25	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	796	X	14	86	X	X
Underrepresentation	X	X	24	X	X	X
Service Maintenance						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	118	X	55	45	X	X
Underrepresentation	X	X	3	X	X	X
Protective Services (Non-Sworn)						
Working-Age Population	X	X	54	46	810	X
Service Maintenance	4	X	50	50	X	X
Underrepresentation	X	X	4	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** Occupations that perform support work in law enforcement work such as animal control officers.

⁵² The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁵³ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁵⁴ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**DEPARTMENT OF HEALTH SERVICES
2015 OUTREACH AND RECRUITMENT DATA
3335 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁵⁵	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	38	17	19	26	X	X
Underrepresentation	X	13	X	3	X	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	78	51	17	9	23	X	X
Underrepresentation	X	15	X	1	X	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	1679	45	13	12	30	X	X
Underrepresentation	X	15	X	X	X	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	660	26	23	20	31	X	X
Underrepresentation	X	25	X	X	X	X	X
Administrative Services							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	796	33	19	35	13	X	X
Underrepresentation	X	20	X	X	2	X	X
Service Maintenance							
Working-Age Population	X	33	10	42	13	122,7730	X
Service Maintenance	118	29	22	26	23	X	X
Underrepresentation	X	4	X	16	X	X	X
Protective Services (Non-Sworn)							
Working-Age Population	X	65	1	22	8	810	X
Service Maintenance	4	50	0	25	25	X	X
Underrepresentation	X	15	1	X	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

⁵⁵ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
HEALTH SERVICES DEPARTMENT
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

Issues: As of December 31, 2015, the Health Services Department's (HSD) statistical data showed underrepresentation of 30% for Males and 13% for Whites within our workforce. HSD has eight divisions providing health care and emergency response services to the residents of Contra Costa County. The majority of our professional classifications are predominantly held by women. The United States Department of Labor stated that there is a disproportionate representation of women in certain professions such as Registered Nurse, Social Worker, Medical and Health Services Manager, Counselor, and Human Resources Manager.

The Department conducts its own recruitment and strives to reach a diverse applicant pool by utilizing the County's outreach mailing list consistently in addition to posting our job announcements online to popular websites such as Craigslist, Indeed and Monster.

Objective: Increase the applicant pool of Male and White candidates who meet the minimum qualifications and maintain a diverse workforce within the Health Services Department.

Message: The Department will continue to utilize the County's List of community/faith based organizations and work with SPIN Recruitment Agency by posting our job announcements to popular websites such as Indeed, Monster, and Craigslist and expand to non-traditional sites. In addition, we participate in local job/career fairs, and partner with our Division Managers to look for innovative ways to attract qualified candidates from affiliated organizations, local colleges and universities.

Tools: Community/Faith based organizations
Websites geared toward Males and Whites
Publications geared toward Males and Whites
Local job/career fairs
Colleges and Universities
Professional Organizations

Message Distribution

STRATEGY	ELEMENT	TASKS
Utilize the County's community/faith based organization list	Print Media/Internet	Send job announcements thru General Services to ALL community/faith based organizations
Expand outreach to focused websites and organizations	Internet/Electronic	Work with SPIN Recruitment Agency to identify websites and organizations geared toward Males and Whites and post job announcements online
Expand outreach to publications	Print/Publication	Work with SPIN Recruitment Agency to identify publications geared toward Males and Whites and post job announcements
Attend local job and career fairs.	Personal Contact	Attend job fairs to distribute information on the department's vacancies and reach out to candidates in person
Expand outreach to colleges and universities	Internet/Computer/Personal Contact	Work with Division Managers who have affiliations with local colleges/universities such as UC Davis, UC Berkeley, UCSF, Holy Names, Mills, Kaiser Allied Health, etc...
Expand outreach to professional organizations	Internet/Computer/Personal Contact	Work closely with Division Managers who have affiliations with professional organizations and send job announcements electronically

Contact: Jo-Anne Linares - Administrator

Jo-Anne.Linares@hsd.cccounty.us

HUMAN RESOURCES DEPARTMENT

Under the old reporting format, the Human Resources Department was under-represented in the following areas:

- Males at 27%
- Whites at 17%

Under the new reporting format, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	38%					15%
• Professionals	37%		23%			
• Technicians		16%	34%			
• Administrative Support	13%		22%			

**HUMAN RESOURCES DEPARTMENT
2015 OUTREACH AND RECRUITMENT DATA
38 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ⁵⁶	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁵⁷	X ⁵⁸	X	53	47	X	526,145
County Workforce	X	8,470	26	74	X	X
Underrepresentation	X	X	27	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	5	X	20	80	X	X
Underrepresentation	X	X	38	X	X	X
Professionals						
Working-Age Population	X	X	46	54	106,045	X
Professionals	11	X	9	91	X	X
Underrepresentation	X	X	37	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	6	X	67	33	X	X
Underrepresentation	X	X	X	16	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	16	X	25	75	X	X
Underrepresentation	X	X	13	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁵⁶ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁵⁷ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁵⁸ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**HUMAN RESOURCES DEPARTMENT
2015 OUTREACH AND RECRUITMENT DATA
38 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁵⁹	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	34	26	19	21	X	X
Underrepresentation	X	17	X	3	X	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	5	60	20	20	0	X	X
Underrepresentation	X	6	X	X	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	106,045	X
Professionals	11	37	27	18	18	X	X
Underrepresentation	X	23	X	X	3	X	X
Technicians							
Working-Age Population	X	51	7	10	27	13,265	X
Technicians	6	17	33	17	33	X	X
Underrepresentation	X	34	X	X	X	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	16	31	25	19	25	X	X
Underrepresentation	X	22	X	0	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁵⁹ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Human Resources Department statistical data for male underrepresentation is 27% and Caucasian underrepresentation is 13% within our workforce.
- Objective:** Increase outreach to male and Caucasian candidates of positions in the Human Resources Department
- Message:** The department will continue to develop and utilize innovative recruitment tools to attract a diverse applicant pool of qualified candidates desiring a career in government human resources with a focus on males and Caucasians.
- Tools:** Our current recruitment strategies include distribution of all County job opportunities to a vast number of community and faith based organizations, colleges, cities, employment placement services, including our own county offices, such as the Contra Costa County Library, Veterans Services and the Employment and Human Services Department. In addition, the Human Resources Department will focus on targeting males for positions in the department.
- Our plan is to post vacancies on websites to include: Monster, Hot Jobs, Craigs List, CareerBuilder, Dice, Indeed, Bay Area Careers, SimplyHired, etc. and social media sites such as LinkedIn and Twitter. We will also reach out to select universities including Brigham Young University, Dixie State, Snow College and Southern Virginia University. We will continue to post on sites geared toward human resources professionals such as SHRM, CalPelra and IPMA. Other organizations that we can include are Kiwanis, Elks Clubs and Chambers of Commerce.

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping males find employment.	Personal Contact	Attend at least 3 job and career fairs during the fiscal year to distribute information on the department's vacancies.
Partner with community/faith based organizations to outreach to males	Personal Contact	Create professional relationships and partner with Randy Bloomfield and Brad Yoder of Veterans Employment Services to assist in determining job posting sites to further our outreach to recruit veterans of all ethnicities.
Research employment websites and register to join the online community.	Internet/Computer	Advertise employment opportunities on websites such as National Coalition for Men, ncfm.org; Hispanic and Latino Professionals Association, hpa.com; the National Association of Asian American Professionals, naaapsf.org.

Contact: Nancy Zandonella -Human Resources Department

Nancy.zandonella@hr.cccounty.us

CONTRA COSTA COUNTY LIBRARY

Under the **old reporting format**, the Library was under-represented in the following area:

- **Males at 35%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	58%					15%
• Professionals	37%					12%
• Technicians	23%					16%
• Administrative Support	23%					

**CONTRA COSTA COUNTY LIBRARY
2015 OUTREACH AND RECRUITMENT DATA
241 EMPLOYEES**

GENDER

Demographics By Gender	Total Department Workforce ⁶⁰	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁶¹	X ⁶²	X	53	47	X	526,145
County Workforce	X	8,470	18	82	X	X
Underrepresentation	X	X	35	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	3	X	0	100	X	X
Underrepresentation	X	X	58	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	69	X	9	91	X	X
Underrepresentation	X	X	37	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	97	X	28	72	X	X
Underrepresentation	X	X	23	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	72	X	15	85	X	X
Underrepresentation	X	X	23	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁶⁰ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁶¹ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁶² X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**CONTRA COSTA COUNTY LIBRARY
2015 OUTREACH AND RECRUITMENT DATA
241 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁶³	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	71	5	13	11	X	X
Underrepresentation	X	X	4	9	5	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	3	67	0	33	0	X	X
Underrepresentation	X	X	7	X	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	69	84	0	7	9	X	X
Underrepresentation	X	X	7	2	12	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	97	68	5	15	12	X	X
Underrepresentation	X	X	2	X	16	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	72	61	11	18	10	X	X
Underrepresentation	X	X	X	1	5	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁶³ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY LIBRARY
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. According to the December 31, 2015 Contra Costa County underrepresentation data report, males are under-represented in the Library Department at 35%.
- Objective:** Ensure that the Library workforce reflects the diversity of the County by continuing to diversify staff in all Library work units while increasing the presence of males within the workforce.
- Message:** The Library will conduct targeted outreach efforts to males in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions. This effort will be included in the Library's overall Marketing Communications Plan with the strategic goal of promoting the Library's value, programs and opportunities to the community.
- Measurement:** The Library will conduct an annual review of applicants as well as employees hired and promoted.
- Tools:** Local job fairs and career days
Local community based events
Websites geared towards helping men find employment.
Informational bookmarks

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs, attend community events, and staff employer recruiter booth.	Personal Contact	Participate in 2017 Diablo Valley Career Fair, 2017 San Jose State Public Service Career Fair, and 2016 California Library Association conference. Attend 2017 John Muir Days community event.
Update promotional bookmark explaining outreach objective for each external recruitment.	Personal Contact	Distribute and promote recruitments at all 26 Library locations.
Update and expand existing list of websites where job vacancies are posted to include websites that are geared towards males.	Internet/Computer	Review and update attached outreach list. Continue searching for untapped websites that cater to males.

Contact: Beth A. Kilian - Administrative Services Officer

bkilian@ccclib.org

**Contra Costa County Library
Recruitment and Outreach List**

American Library Association JobMart
Asian Pacific American Libraries Association (APALA)
Baynet mailing list
Black Caucus of the American Library Association, Inc. (SCALA)
California City News
California Library Association JobMart
California Information Exchange (CALIX) listserv
CALIBACA for Carl
California State Association of Counties (CSAC)
Contra Costa County HR
Diablo Valley College
Los Medanos College
Contra Costa College
Library Website (internal)
Pacific Northwest Library Association
Reforma - The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking
SpartaJobs: San Jose State Career Center
Cal State Long Beach
University of California, Los Angeles
University of North Texas, Denton Library and Information Science
University of Southern Mississippi - Library and Information Science, College of Education and Psych
University of Texas at Austin: School of Information Technology: Job Web
Urban Libraries Council

OFFICE OF THE PUBLIC DEFENDER

Under the **old reporting format**, the Office of the Public Defender was under-represented in the following area:

- **Males at 20%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	58%				10%	15%
• Professionals						11%
• Technicians						19%
• Administrative Support	30%		29%			11%

**OFFICE OF THE PUBLIC DEFENDER
2015 OUTREACH AND RECRUITMENT PLANS
107 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ⁶⁴	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁶⁵	X ⁶⁶	X	53	47	X	526,145
County Workforce	X	8,470	33	67	X	X
Underrepresentation	X	X	20	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	3	X	0	100	X	X
Underrepresentation	X	X	58	X	X	X
Professionals						
Working-Age Population	X	X	46	54	106,045	X
Professionals	67	X	40	60	X	X
Underrepresentation	X	X	6	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	12	X	50	50	X	X
Underrepresentation	X	X	1	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	25	X	8	92	X	X
Underrepresentation	X	X	30	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁶⁴ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁶⁵ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁶⁶ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**OFFICE OF THE PUBLIC DEFENDER
2015 OUTREACH AND RECRUITMENT PLANS
107 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁶⁷	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	57	15	19	9	X	X
Underrepresentation	X	X	X	3	7	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	3	67	33	0	0	X	X
Underrepresentation	X	X	X	10	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	106,045	X
Professionals	67	70	9	9	10	X	X
Underrepresentation	X	X	X	0	11	X	X
Technicians							
Working-Age Population	X	51	7	10	27	13,265	X
Technicians	12	50	25	17	8	X	X
Underrepresentation	X	1	X	X	19	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	25	24	24	48	4	X	X
Underrepresentation	X	29	X	X	11	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁶⁷ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
OFFICE OF THE PUBLIC DEFENDER
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** As of December 31, 2015, the Office of the Public Defender showed a 20% underrepresentation of males in its workforce. The Department met or came close to the target goals in all other demographics.
- Objective:** Increase the number of males in the department's workforce and maintain a diverse workforce within our office.
- Message:** The Department will conduct strategic and targeted outreach efforts to males, as well as to traditionally under-represented racial minorities, in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions
- Tools:** We have attempted to increase the pool of eligible applicants for positions in the department by (1) targeting outreach to local colleges, universities and law schools with our diversity goals in mind; (2) expanding internship opportunities at the high-school, college and law school levels. The internship opportunities are a useful tool to expand our applicant pool for permanent positions when they become available. All of our programs can be found on our department website.
- Accomplishments:** Our Department is primarily financed through the general fund; therefore, we are limited in the number of positions that we are able to fill through attrition vacancies. However, we have recently been successful in securing outside grant funding for some positions. We strive to hire into these positions from a broad applicant pool with a focus on our under-represented category (male).
- Recent hiring patterns have shown an improvement in reducing the underrepresentation of males in the department. Of the 14.5 permanent hires since January 1, 2015, 8 (55%) were male. Of the 10 temporary hires (Special Assignment Attorneys) hired since January 1, 2015, 7 (70%) were male, of whom 3 (30%) were minority male. Because the employees in the Special Assignment attorney category provide the applicant pool for

permanent attorney hires, these recent trends will ensure progress toward increasing the number of males in the attorney workforce.

Finally, in order to maintain the diversity of our workforce, the Department Head has formed a diversity committee to actively recruit minority attorney and graduate law clerk applicants from a diverse array of law schools. The Department strives to promote diversity and achieve gender-balance in the graduate law clerk pool, as this group is a significant source of applicants for the entry-level attorney positions.

Although the workforce of this Department represents only a small portion of the County's overall workforce, because of the significant diversity in our client population, we are uniquely focused and committed to achieving the County's EEO and Recruitment targets.

Message Distribution

STRATEGY	ELEMENT	TASKS
<p>Network with Universities such as and local Community Colleges to increase the applicant pool and explain the Office of the Public Defender’s outreach and recruitment mission and goals</p>	<p>Publication Print Media</p>	<p>Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UCLA, USC, UC Davis, SF State, USF; and Golden Gate University</p>
<p>Attend local job and diversity fairs to explain department goals to attain diversity and gender-balance in the workforce</p>	<p>Personal Contact</p>	<p>Attend and provide flyers that can be distributed at job and diversity fairs at UC Hastings; Cal State East Bay, UC Davis, SF State, USF; Golden Gate University.</p>
<p>Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool</p>	<p>Electronic</p>	<p>Send job announcements of vacancies via email including the department goals of attracting a workforce that is diverse and gender-balanced.</p>

Contact: Donna Broussard – Administrative Services Officer
donna.broussard@pd.cccounty.us

PUBLIC WORKS DEPARTMENT

Under the **old reporting format**, the Public Works Department was under-represented in the following area:

- **Females at 20%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators		18%				
• Professionals						
• Technicians		22%				
• Administrative Support				10%		
• Skilled Craft					14%	
• Service Maintenance		31%				

**PUBLIC WORKS DEPARTMENT
2015 OUTREACH AND RECRUITMENT DATA
414 EMPLOYEES**

GENDER

Demographics By Gender	Total Department Workforce ⁶⁸	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁶⁹	X ⁷⁰	X	53	47	X	526,145
County Workforce	X	8,470	73	27	X	X
Underrepresentation	X	X	X	20	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	17	X	76	24	X	X
Underrepresentation	X	X	X	18	X	X
Professionals						
Working-Age Population	X	X	46	54	106,045	X
Professionals	85	X	49	51	X	X
Underrepresentation	X	X	X	3	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	55	X	73	27	X	X
Underrepresentation	X	X	X	22	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	49	X	29	71	X	X
Underrepresentation	X	X	9	X	X	X
Skilled Craft						
Working-Age Population	X	X	95	5	41,025	X
Skilled Craft	71	X	100	0	X	X
Underrepresentation	X	X	X	5	X	X
Service Maintenance						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	137	X	89	11	X	X
Underrepresentation	X	X	X	31	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians

⁶⁸ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁶⁹ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁷⁰ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**PUBLIC WORKS DEPARTMENT
2015 OUTREACH AND RECRUITMENT DATA
414 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁷¹	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	56	9	20	15	X	X
Underrepresentation	X	X	0	2	1	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	X	65	6	12	17	X	X
Underrepresentation	X	1	1	X	X	X	X
Professionals							
Working-Age Population	X	60	7	9	21	106,045	X
Professionals	85	65	5	12	18	X	X
Underrepresentation	X	X	2	X	3	X	X
Technicians							
Working-Age Population	X	51	7	10	27	13,265	X
Technicians	X	67	4	5	24	X	X
Underrepresentation	X	X	3	5	3	X	X
Administrative Services							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	49	61	0	15	24	X	X
Underrepresentation	X	X	10	4	X	X	X
Skilled Craft							
Working-Age Population	X	49	6	35	7	X	X
Skilled Craft	137	63	5	21	11	X	X
Underrepresentation	X	X	1	14	X	X	X
Service Maintenance							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	71	40	20	33	7	X	X
Underrepresentation	X	X	X	9	6	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in on contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

⁷¹ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
PUBLIC WORKS DEPARTMENT
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Public Works Department statistical data for underrepresentation of females is 20%.
- Objective:** Increase the visibility of females in the workforce. The Department will increase and nurture partnerships with Community Based Organizations, Trade Schools, colleges, and universities to ensure that we keep women informed of job opportunities and other resources within the County.
- Message:** The Public Works Department will conduct strategic and targeted outreach and recruitment efforts to create a more diverse applicant pool of qualified candidates for vacant positions, particularly for women in trade occupations (i.e. Facilities Maintenance) as well as Road Maintenance, and Fleet positions. The department has historically struggled in recruiting women for these positions. As a result, there is significant underrepresentation of women in these jobs.
- Tools:** Create and distribute informational brochures to CBOs, colleges, and trade schools
Attend and participate in local job and diversity fairs.
Advertise in university journals and with alumni associations.
Post job vacancies on websites that are geared toward our target audience.
Reinstitute Student Aide-Engineer program for 3rd year Engineering students
Continue to participate on Delta Diablo Corridor project. Work with education sector to identify female student workers who are interested in engineering.

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure that explains the Public Works department outreach and recruitment mission and goals	Publication and Print Media	Send brochures to Rubicon, St. Vincent de Paul of Alameda and Contra Costa Counties, Job Train, and Green Job Corps, so they can share with their customers. Brochures will also be distributed at job and diversity fairs and other events we attend.
Attend job and diversity fairs that serve women and people of color.	Personal contact	Participate in job fairs hosted by colleges, universities, community based organizations and professional organizations that serve women. Attempt to attend at least three (3) job fairs this year.
Register and post job vacancies online to reach a broad section of women	Electronic	Register and post job opportunities on websites that cater to women such as tradeswomen.com and womenforhire.com .
Develop relationships with organizations that have apprentice and training programs for trades' occupations.	Personal contact	Partner with local CBOs, apprenticeship and training programs for trades occupations (i.e. Green Job Corps, Treasure Island Job Corps, and Job Train), to assist us in identifying women candidates that may be interested in applying for positions in fields that are traditionally male dominated (i.e. facilities, fleet and maintenance positions).
Develop relationships with colleges, trade schools and universities to participate in job fairs and advertise job opportunities	Personal contact	Partner with community colleges, trade schools and local universities to attend their sponsored job fairs and post on their job boards (i.e. Contra Costa Community Colleges, DeVry, Universal Technical Institute, IBT Tech)
Ensure that oral board and interview panels reflect the diversity of the applicant	Personal contact	When contacting potential oral board raters and identifying interview panels, ensure there is appropriate diversity

pool		on the panels.
Utilize and promote student worker program with a goal of hiring women and people of color. Work with Labor Relations and Teamsters to develop student worker program/internship for Fleet Division	Electronic and Personal Contact	<p>Continue to advertise summer student worker program and identify female students who are interested in engineering occupations, or are currently engineering students.</p> <p>Execute contract with Contra Costa County Office of Education for Summer Student Worker program to hire youth between the ages of 18 – 24 who have barriers to obtaining employment.</p> <p>Meet and confer with Teamsters to implement Student Worker program for Fleet. The purpose of the program will be to build a future pool of qualified candidates for Equipment Mechanic and Service Worker positions. Target women for these internship opportunities.</p>
Partner with the Workforce Development Board to assist us in identifying women candidates for trade positions.	Personal Contact and Electronic	Develop a relationship with the Workforce Development Board and the Board's Career Counselors to post positions and identify potential candidates.
Continue to participate in the Delta Diablo Corridor project and identify outgoing seniors who are interested in working at Public Works as summer student workers.	Personal Contact	Continue to participate on this committee and work with the other organizations and educators on the committee in identifying female students that are interested in the summer student worker program, particularly students that will be studying Engineering in college.

Contact: Kelli Zenn – Administrative Services Officer

kelli.zenn@pw.cccounty.us

OFFICE OF THE SHERIFF

Under the **old reporting format**, the Office of the Sheriff was under-represented in the following area:

- **Females at 15%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators					10%	15%
• Professionals		16%				13%
• Technicians		27%				17%
• Administrative Support	20%					
• Service Maintenance		19%	15%			
• Protective Services (Non-Sworn)		22%				

**OFFICE OF THE SHERIFF
2015 OUTREACH AND RECRUITMENT DATA
994 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ⁷²	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁷³	X ⁷⁴	X	53	47	X	526,145
County Workforce	X	8,470	68	32	X	X
Underrepresentation	X	X	X	15	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	8	X	62	38	X	X
Underrepresentation	X	X	X	4	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	69	X	62	38	X	X
Underrepresentation	X	X	X	16	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	111	X	78	22	X	X
Underrepresentation	X	X	X	27	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	195	X	18	82	X	X
Underrepresentation	X	X	20	X	X	X
Service Maintenance						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	34	X	77	23	X	X
Underrepresentation	X	X	X	19	X	X
Protective Services (Sworn)						
Working-Age Population	X	X	82	18	9,480	X
Protective Services (Sworn)	488	X	84	16	X	X
Underrepresentation	X	X	X	2	X	X
Protective Services (Non-Sworn)						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	89	X	76	24	X	X
Underrepresentation	X	X	X	22	X	X

*See next page for job category information.

⁷² The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁷³ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁷⁴ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**OFFICE OF THE SHERIFF
2015 OUTREACH AND RECRUITMENT DATA
994 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁷⁵	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	65	9	15	11	X	X
Underrepresentation	X	X	0	7	5	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	8	100	0	0	0	X	X
Underrepresentation	X	X	7	10	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	69	83	3	6	8	X	X
Underrepresentation	X	X	4	3	13	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	111	68	6	15	11	X	X
Underrepresentation	X	X	1	X	17	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	195	55	18	14	13	X	X
Underrepresentation	X	X	X	5	2	X	X
Service Maintenance							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	34	18	6	44	32	X	X
Underrepresentation	X	15	4	X	X	X	X
Protective Services (Sworn)							
Working-Age Population	X	53	15	15	13	9,480	X
Protective Services (Sworn)	488	70	8	15	7	X	X
Underrepresentation	X	X	7	0	6	X	X
Protective Services (Non-Sworn)							
Working-Age Population	X	65	1	22	8	810	X
Protective Services (Non-Sworn)	89	62	11	16	11	X	X
Underrepresentation	X	3	X	6	X	X	X

*See next page for job category information

⁷⁵ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
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- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks;
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.



**CONTRA COSTA COUNTY
OFFICE OF THE SHERIFF
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Office of the Sheriff statistical data for female underrepresentation within our workforce is 15%.
- Objective:** Increase the visibility of law enforcement job opportunities for females.
- Message:** The Office will conduct strategic and targeted outreach efforts to females in order to create a more diverse applicant pool of qualified candidates to apply for and be successful in the law enforcement recruitment process.
- Tools:** Create and distribute brochures, flyers and posters that represent a diverse workforce, to include females wearing Office of the Sheriff uniforms. Erect recruiting billboards throughout Northern California which includes uniformed female Deputy Sheriffs. Attend and participate in job fairs and career days at schools, colleges and military bases throughout California. Advertise on employment websites geared toward the female population and law enforcement

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochures, flyers, posters and billboards that demonstrate the diverse workforce of the Office of the Sheriff.	Publication Print Media Websites	Distribute brochures throughout local and statewide colleges, universities, military bases and East Bay Works. Place advertisements on the SO Law Enforcement Training Center Website, Facebook, Twitter, Claycord.com, and Deputy Sheriff Association Websites. Place recruitment billboards throughout Northern California.
Attend job fairs and career days that serve a large female population	Personal Contact	Set up class presentations, working job fairs, and workshops at female-dominated high school, colleges, and universities.
Increase exposure in the local communities served by participating in local and community events.	Personal Contact	Set up recruiting stations at events such as Art and Wine Festivals, Music in the Park, Farmer's Markets, etc. Also canvass shopping centers, strip malls, local down-town shopping areas, fitness centers, etc.

Contact: Mary Jane Robb - Sheriff's Chief of Management Services

mrobb@so.cccounty.us

OFFICE OF THE TREASURER/TAX COLLECTOR

Under the **old reporting format**, the Treasurer/Tax Collector was under-represented in the following areas:

- **Males at 23%**
- **Whites at 21%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators			16%		10%	
• Professionals	26%		20%			
• Technicians	51%		51%		10%	28%
• Administrative Support			30%			

**OFFICE OF THE TREASURER/TAX COLLECTOR
2015 OUTREACH AND RECRUITMENT DATA
27 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ⁷⁶	Total County Workforce	Male (%)	Female (%)	Working Age Population by Job Category	Working Age Population
Working-Age Population ⁷⁷	X ⁷⁸	X	53	47	X	526,145
County Workforce	X	8,470	30	70	X	X
Underrepresentation	X	X	23	X	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	4	X	50	50	X	X
Underrepresentation	X	X	8	X	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	5	X	20	80	X	X
Underrepresentation	X	X	26	X	X	X
Technicians						
Working-Age Population	X	X	51	49	13,265	X
Technicians	1	X	0	100	X	X
Underrepresentation	X	X	51	X	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	17	X	29	71	X	X
Underrepresentation	X	X	9	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁷⁶ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁷⁷ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁷⁸ X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**OFFICE OF THE TREASURER/TAX COLLECTOR
2015 OUTREACH AND RECRUITMENT DATA
27 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁷⁹	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	30	26	15	29	X	X
Underrepresentation	X	21	X	7	X	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	4	50	0	0	50	X	X
Underrepresentation	X	16	7	10	X	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	5	40	0	20	40	X	X
Underrepresentation	X	20	7	X	X	X	X
Technicians							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	1	0	100	0	0	X	X
Underrepresentation	X	51	X	10	28	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	17	23	35	18	24	X	X
Underrepresentation	X	30	X	1	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁷⁹ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
OFFICE OF THE TREASURER – TAX COLLECTOR
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Office of the Treasurer – Tax Collector statistical data for male underrepresentation within our workforce is 23% and the Caucasian underrepresentation is 21%.
- Objective:** Increase the visibility of males and Caucasians within the workforce. The department will create partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.
- Message:** The Department will conduct strategic and targeted outreach efforts to males and Caucasians in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Tools:**
Distribute information to CBOs
Attend and participate in local job and diversity fairs
Post job vacancies on websites that are geared toward males

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping males find employment.	Personal Contact	Partner with CBOs and professional organizations in order to attend their sponsored job and diversity fairs.
Register and post job vacancies online to reach a broad section of males	Electronic	Register and post job vacancies on websites such as sfbay.craigslist.org, bayareacareer.com, simplyhired.com, bayarea.jobs-to-careers.com, monster.com/Bay_Area, and bayareajobfinder.com.

Contact: Danielle Goodbar - Accountant
danielle.goodbar@tax.cccounty.us

VETERANS SERVICE OFFICE

Under the **old reporting format**, the Veterans Service Office was under-represented in the following area:

- **Asians at 16%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators		42%			10%	15%
• Professionals		14%				21%
• Administrative Support		12%			19%	15%

**VETERANS SERVICE OFFICE
2015 OUTREACH AND RECRUITMENT DATA
8 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce ⁸⁰	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population ⁸¹	X ⁸²	X	53	47	X	526,145
County Workforce	X	8,470	62	38	X	X
Underrepresentation	X	X	X	9	X	X
Officials and Administrators						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	1	X	100	0	X	X
Underrepresentation	X	X	X	42	X	X
Professionals						
Working-Age Population	X	X	46	54	108,045	X
Professionals	5	X	60	40	X	X
Underrepresentation	X	X	X	14	X	X
Administrative Support						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	2	X	50	50	X	X
Underrepresentation	X	X	X	12	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁸⁰ The total number of people who had worked for the County at least one day during the 2015 calendar year.

⁸¹ The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

⁸² X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**VETERANS SERVICE OFFICE
2015 OUTREACH AND RECRUITMENT DATA
8 EMPLOYEES
RACE AND ETHNICITY**

Demographics by Race and Ethnicity ⁸³	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	75	12	13	0	X	X
<i>Underrepresentation</i>	X	X	X	9	16	X	X
Officials and Administrators							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	1	100	0	0	0	X	X
<i>Underrepresentation</i>	X	X	7	10	15	X	X
Professionals							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	5	80	0	20	0	X	X
<i>Underrepresentation</i>	X	X	7	X	21	X	X
Administrative Support							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	2	50	50	0	0	X	X
<i>Underrepresentation</i>	X	3	X	19	15	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

⁸³ The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY
VETERANS SERVICE OFFICE
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** As of February 8, 2016, the Veterans Service Office's statistical data for Asians underrepresentation is 16%.
- Objective:** Increase the visibility of Asians within the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.
- Message:** The Department will conduct strategic and targeted outreach efforts to Asians in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Note:** Our Department currently closed a Veterans Service Representative position. This position was extended an additional 2 weeks to ensure that we reached out to a more diverse population. We are limited in our ability to reach specific ethnic populations given the strict education requirements. Once oral boards are completed and our vacant position is filled we will be at our maximum FTE level. We do not anticipate additional positions within the department being available within the next 3 years. However, once positions become available we will utilize the strategies outlined below.
- Tools:** Create and distribute informational brochures to CBOs
Attend and participate in local job and diversity fairs
Post job vacancies on websites that are geared toward the Asian population

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure which explains the Veterans Service Department's outreach and recruitment mission and goals	Publication Print Media	Mail brochures to CBOs that serve the Asian population so they can share with their clientele.
Mail employment recruitments for current Veterans Service Department vacancies to CBOs	Personal Contact	Partner with The Shiva Murugan Temple, API Cultural Center & ASNC Young Professionals Group in order to encourage their applications for employment opportunities.
Register and post job vacancies online to reach a broad section of Asians	Electronic	Register and post job vacancies on websites that cater to Asians, such as www.asian-jobs.com and www.jobs.asiamedia.com

Contact: Susan Ferguson - Equal Employment Opportunity Officer

Susan.Ferguson@vs.cccounty.us



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 7, 2017

Subject: Transfer of K-9 Service Dog Raven

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Deputy Sheriff Jeffrey Brinton to pay the County \$1.00 for retired Sheriff's Service Dog "Raven" on March 7, 2017.

FISCAL IMPACT:

\$1.00, 100% Revenue.

BACKGROUND:

On December 18, 2007, the Board of Supervisors approved Board Resolution No. 2007/172, which authorized the transfer of ownership of retired police canine (K-9) service dogs to their respective handlers for minimal (\$1.00) consideration. Police dogs typically reach the end of their useful service lives around the age of 8 years. Although the approximate costs of purchasing a police dog (\$7,500) and training it (\$10,200) are substantial, the service received from these dogs is well worth the expenditure. However, upon their retirement from service, the dogs cease being a financial asset and instead become a continuous expense. By transferring ownership of the dog to its handler, all ongoing expenses are absorbed by the handler in exchange for his/her dog's companionship in the sunset years of the dog's life. On rare occasions, the K-9 handler is unable to

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Sandra Brown
925-335-1553

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

accept ownership of his/her retired service dog. In these situations the Sheriff's Office seeks authorization to transfer ownership of retired K-9s to private citizens whom the Office of the Sheriff has determined to be suitable to accept the dog. In exchange for a minimal (\$1.00) consideration for the transfer of ownership, the new owner will assume all costs - food, shelter, veterinary, licensing, and liability for the dog.

CONSEQUENCE OF NEGATIVE ACTION:

The contract will not be executed resulting in the County retaining ownership of "Raven".

CHILDREN'S IMPACT STATEMENT:

No impact.



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 7, 2017

Subject: REDESIGNATE SEAT ON THE INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE

RECOMMENDATION(S):

REDESIGNATE the Public and Environmental Health Advisory Board seat on the Integrated Pest Management Advisory Committee as the "Sustainability Advisory Committee seat".

FISCAL IMPACT:

None.

BACKGROUND:

The Integrated Pest Management (IPM) Advisory Committee was established by the Board of Supervisors in November 2009 to advise the Board regarding the protection and enhancement of public health, County resources, and the environment related to pest control methods employed by County departments. The IPM Advisory Committee has eight voting members as follows: two ex-officio members (Health Services Department and County/Unincorporated County Storm Water Program) and six public members (one Public and Environmental Health Advisory Board representative, one County Fish and Wildlife Committee representative, one Environmental Organizations representative, and three At Large appointees); plus one Public Member Alternate seat.

In November 2016, the Board of Supervisors abolished the Public and Environmental Health Advisory Board (PEHAB) as part of the Phase I Triennial Advisory Body Review. The abolishment of PEHAB leaves in question the disposition of the PEHAB seat on the IPM Advisory Committee: Should it be abolished, leaving 7 remaining voting members, or should it be redesignated and, if so, to what type of seat?

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: IOC Staff, CoB (Maddy Book Update), IPM Adv Cte Staff, Sustainability Adv Cte Staff

BACKGROUND: (CONT'D)

The Internal Operations Committee considered this question at its regular meeting on February 13, 2017 and recommends that the PEHAB seat on the IPM Advisory Committee be redesignated for a representative of the County's new Sustainability Advisory Committee. As with PEHAB, the Sustainability Advisory Committee would nominate its representative to the IPM Advisory Committee pending approval and appointment by the Board of Supervisors. Seat terms are four years in length; the current term of the seat in question is due to expire on December 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If the seat is not redesignated, then recruitment cannot be conducted and the vacancy will remain indefinitely.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 7, 2017

Subject: Stipend for Poetry Out Loud Winner

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay Kiara Chatman a stipend in the amount of \$150 for expenses related to representing Contra Costa County at the Statewide Poetry Out Loud competition in Sacramento.

FISCAL IMPACT:

The \$150 stipend has been included in the Poetry Out Loud grant from the State of California specifically for this purpose. (100% State)

BACKGROUND:

The State of California provides grant funds to counties each year to conduct an annual Poetry Out Loud Competition. The winner of the competition in each County competes in a statewide competition held in Sacramento. This year, Kiara Chatman, a senior at Deer Valley High School in Antioch, was awarded First Place in the Contra Costa County competition. Ms. Chatman was also the Contra Costa County winner last year. She will be representing Contra Costa County at the statewide competition on March 12-13, 2017.

The State of California provides grant funding to counties for the cost of the competition. Included in this grant is \$150 to be paid directly to the student to offset the cost of traveling to Sacramento for the statewide competition.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** 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: March 7, 2017

Contact: Enid Mendoza, (925)
335-1039

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

By: , Deputy

cc: Robert Campbell, County Auditor-Controller

BACKGROUND: (CONT'D)

>

Approval of the recommendation will allow the Auditor-Controller to issue the payment to Ms. Chatman as required in the grant.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not be in compliance with the requirements of the grant.

CHILDREN'S IMPACT STATEMENT:

The Poetry Out Loud program helps to meet the County's children and family services outcomes, specifically outcome # 1. Children Ready for and Succeeding in School.