

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 21, 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--ANTICIPATED LITIGATION

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

C. LIABILITY CLAIMS

In re Claim of Justin Beeson

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

Inspirational Thought- *"I'm a great believer in luck, and I find the harder I work, the more luck I have."*~Thomas Jefferson

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.69 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 the Blackhawk Chorus on their 25th Anniversary. (Supervisors Andersen and Burgis)
- PR.2** PRESENTATION recognizing March 2017 as Prescription Drug Abuse Awareness Month in Contra Costa County. (Supervisor Glover)

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

- D.3** HEARING on the appeal of the County Planning Commission's Approval of County File #DP16-3037, to construct a new Single-Family Residence located between 1025 and 1049 Sierra Avenue off of Monterey Avenue in Martinez. (Diana Daniels, Appellant; Tambri Heyden and David Montalbo, Applicants & Owners) (Lashun Cross, Conservation and Development Department)
- D.4** CONSIDER approving and authorizing the Auditor-Controller, or designee, to pay an amount not to exceed \$378,430 to MGA Healthcare, Inc. for temporary help services, and approving and authorizing the Health Services Director, or designee, to execute a contract with MGA Health Care, Inc., in an amount not to exceed \$216,000, for the period March 22 through April 30, 2017. (William Walker, M.D., Health Services Director)

D. 5 CONSIDER reports of Board members.

Closed Session

ADJOURN in memory of
Robert Saydah
County Service Area P-5 Citizens Advisory Committee member

CONSENT ITEMS

Road and Transportation

- C. 1** ADOPT Traffic Resolution No. 2017/4451 to prohibit parking at all times on a portion of Second Avenue South (Road No. 3975P), as recommended by the Public Works Director, Pacheco area. (No Fiscal Impact)
- C. 2** RESCIND Traffic Resolution No. 2002/3996 and 2003/4019, restricting parking on Willow Street and ADOPT Traffic Resolution No. 2017/4452, to prohibit parking at all times on a portion of Willow Street (Road No. 3975Q), as recommended by the Public Works Director, Pacheco area. (No Fiscal Impact)
- C. 3** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Mark Thomas & Company, Inc., effective January 30, 2017, to increase the payment limit by \$73,000 to a new payment limit of \$410,000, for professional engineering services for the Marsh Creek Road Bridge (Bridge 28C-0141) Replacement Project, Clayton area. (89% Federal Highway Safety Improvement Program Funds and 11% Local Road Funds)
- C. 4** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Pacific Gas and Electric Company, to pay PG&E its actual costs to relocate its natural gas pipeline, and to execute a related consent to common use agreement, for the Balfour Shoulder Widening Project, Brentwood area.(100% Discovery Bay West Traffic Mitigation Fee Funds)

Engineering Services

- C. 5** ADOPT Resolution No. 2017/85 accepting completion of private improvements for minor subdivision MS05-00002, for a project developed by Discovery Builders, Inc., as recommended by the Public Works Director, Lafayette area. (100% Developer Fees)
- C. 6** ADOPT Resolution No. 2017/88 approving the fourth extension of the subdivision agreement for subdivision SD05-09037, for a project being developed by Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation, as recommended by the Public Works Director, Danville area. (No fiscal impact)
- C. 7** ADOPT Resolution No. 2017/95 approving the Agreement for Improvement Warranty for development permit DP07-03029, for a project being developed by 44 Mountain View Management, LLC, as recommended by the Public Works Director, Martinez area. (No fiscal impact)

- C. 8** ADOPT Resolution No. 2017/96 accepting completion of improvements for development permit DP07-03029, for a project developed by 44 Mountain View Management, LLC, as recommended by the Public Works Director, Martinez area. (100% Developer Fees)

Special Districts & County Airports

- C. 9** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Paul Spangenberg for a shade hangar at Buchanan Field Airport effective March 6, 2017 in the monthly amount of \$177.07. (100% Airport Enterprise Fund)
- C. 10** ADOPT Resolution No. 2017/97 establishing a rate of \$30 per Equivalent Runoff Unit for Stormwater Utility Area 17 (Unincorporated County), for Fiscal Year 2017/2018 and requesting that the Contra Costa County Flood Control & Water Conservation District adopt annual parcel assessments for drainage maintenance and the National Pollutant Discharge Elimination System Program, as recommended by the Public Works Director, Countywide. (100% Stormwater Utility Area 17 Funds)

Claims, Collections & Litigation

- C. 11** RECEIVE public report of litigation settlement agreements that became final during the period of December 14, 2016, through February 28, 2017, as recommended by the County Counsel.
- C. 12** RECEIVE report concerning the final settlement of Benjamin Whitener (Deceased) vs. East Contra Costa Fire Protection District/Contra Costa County; and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$275,000, as recommended by the Risk Manager. (100% Workers' Compensation Internal Service Fund)
- C. 13** DENY claims filed by Darrin Atkins, Nichole Devillier (2), Oscar Faustino Gonzales, Manjula Mahajan, Thomas Peterson, and Joseph Sweeney.

Statutory Actions

- C. 14** ACCEPT Board members' meeting reports for February 2017.

Honors & Proclamations

- C. 15** ADOPT Resolution No. 2017/70 recognizing the Blackhawk Chorus on its 25th Anniversary, as recommended by Supervisors Andersen and Burgis.
- C. 16** ADOPT Resolution No. 2017/98 recognizing Barbara Preston, M.D., as the Moraga 2017 Citizen of the Year, as recommended by Supervisor Andersen.
- C. 17** ADOPT Resolution No. 2017/103 recognizing Dick and Robin Holt as the 2017 Lafayette Citizens of the Year, as recommended by Supervisor Andersen.
- C. 18** ADOPT Resolution No. 2017/109 honoring Jan Watson upon her retirement from the Contra Costa County In-Home Supportive Services Public Authority, as recommended by Supervisor Mitchoff.
- C. 19** ADOPT Resolution No. 2017/87 recognizing March 2017 as Prescription Drug Abuse Awareness Month in Contra Costa County, as recommended by Supervisor Glover.

Ordinances

- C. 20** INTRODUCE Ordinance No. 2017-04 amending the County Ordinance Code to exclude from the merit system the new classification of Sheriff's Chief of Management Services-Exempt, WAIVE READING and FIX March 28, 2017, for adoption. (No Fiscal Impact) (Consider with C.29)

Appointments & Resignations

- C. 21** APPOINT Michael Collins to the District III-C seat on the Alcohol and Other Drugs Advisory Board, as recommended by Supervisor Burgis.
- C. 22** APPOINT Cindy Wright to the District II Alternate seat on the Contra Costa County Library Commission, as recommended by Supervisor Andersen.
- C. 23** APPROVE the medical staff appointments and reappointments, additional privileges, advancements and changes to dental privileges as recommend by the Medical Staff Executive Committee and by the Health Services Director.
- C. 24** DECLARE vacant the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee held by Colin Coffey and DIRECT the Clerk of the Board to post the vacancy, as recommended by the County Administrator.
- C. 25** ACCEPT the resignation of Tracy Cascio, DECLARE vacant the Council on Homelessness Veteran Administration Representative seat, and DIRECT the Clerk of the Board to post the vacancy as recommended by the Health Services Director.

- C. 26 APPOINT Acaria Almeida to the Private/Non-Profit Sector 1 on the Economic Opportunity Council, as recommended by the Employment and Human Services Director.
- C. 27 APPOINT Samuel Houston to the Low-Income Sector 1 on the Economic Opportunity Council, as recommended by the Employment and Human Services Director.
- C. 28 APPOINT Marjorie Leeds to the Business #3 Alternate seat on the Hazardous Materials Commission, as recommended by the Internal Operations Committee.

Personnel Actions

- C. 29 ADOPT Position Adjustment Resolution No. 22029 to establish the classification of Sheriff' Chief of Management Services-Exempt (APD2) (unrepresented) and allocate to the salary schedule at salary plan and grade B85 2057(\$8,867-\$10,779) in the Sheriff's Office - Administrative Services Division. (100% General Fund) (Consider with C.20)
- C. 30 ADOPT Resolution No. 2017/108 approving the Side Letter between Contra Costa County and the Contra Costa County Defenders' Association regarding adding a voluntary vision plan and health savings account for active employees, as recommended by the County Administrator.

Grants & Contracts

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

- C. 31 APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept California State Library grant funding in an amount not to exceed \$80,000 to meet the operational and services expenses required by Project Second Chance, the Contra Costa County Library's adult literacy program, to provide adult literacy services for the period July 1, 2017 through June 30, 2018. (85% Library fund and 15% California State Library)
- C. 32 APPROVE and AUTHORIZE the Health Services Director, or designee, to submit applications along with the necessary certification and assurances for the Community Development Block Grant funding to operate the County's Adult Homeless Shelter and the Coordinated Outreach Referral, and Engagement Programs for the period July 1, 2017 through June 30, 2018. (Various County match; budgeted)

- C. 33** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the County of Alameda Health Care Services Agency, effective December 1, 2016, to increase the amount payable to County by \$30,178 to a new amount payable of \$1,588,072, for additional coordination services provided to Contra Costa County residents with HIV disease and their families, with no change in the original term of March 1, 2016 through February 28, 2017. (No County match)
- C. 34** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the City of Walnut Creek, to pay the County an amount not to exceed \$16,998 to provide homeless outreach services, for the period January 1 through June 30, 2017. (No County match)
- C. 35** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the City of Pleasant Hill, to pay the County an amount not to exceed \$73,173 to provide homeless outreach services, for the period March 1, 2017 through June 30, 2018. (No County match)
- C. 36** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept funding from the California Department of Health and Human Services Administration for Children and Families in an amount not to exceed \$1,351,036 for Early Head Start supplemental funding for the period July 1, 2017 through June 30, 2018. (20% in-kind match)
- C. 37** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with California Department of Community Services and Development, to increase the payment limit by \$1,368,520 to new payment limit of \$3,328,274 to provide additional energy bill payment assistance and weatherization services through the Low Income Home Energy Assistance Program, with no change to the term of October 1, 2016 through December 31, 2017. (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. 38** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Director, a purchase order with SSP Data in the amount not to exceed \$169,998 to procure data backup services from Barracuda Networks for the period March 13, 2017 through March 12, 2018. (10% County; 48% State; 42% Federal)
- C. 39** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Protiviti Government Services, Inc., in an amount not to exceed \$85,000 for temporary placement of a computer programmer, for the period March 21, 2017 through March 20, 2018. (Various Special Revenue Funds)

- C. 40** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Director, a purchase order with OmniPro, Inc. of San Francisco, in an amount not to exceed \$477,515 to procure 281 laptops, for the period February 15 through June 30, 2017. (10% County; 48% State; 42% Federal)
- C. 41** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Director, a purchase order with Software One, Inc. of Wisconsin in an amount not to exceed \$171,765 for the Microsoft Enterprise Agreement annual true-up for licensing of Microsoft software to reflect the department's usage during year three of the five-year contract. (10% County; 48% State; 42% Federal)
- C. 42** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment, effective January 1, 2017, with Julie Peck (dba Advocacy and Resolutions Services), to increase the payment limit by \$72,000 to a new payment limit of \$144,000 for ombudsman services, with no change to the term of January 1, 2016 through December 31, 2017. (10% County, 48% State, 42% Federal)
- C. 43** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Insite Digestive Health Care in an amount not to exceed \$500,000 to provide gastroenterology services for Contra Costa Health Plan members for the period January 1, 2017 through December 31, 2018. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 44** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing modified indemnification language with The American National Red Cross in an amount not to exceed \$1,500,000 to provide total blood and blood component products and associated services, as needed, for patients at the Contra Costa Regional Medical Center, for the period April 1, 2017 through March 31, 2020. (100% Hospital Enterprise Fund I)
- C. 45** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective April 1, 2017, with Health Care Interpreter Network, to increase the payment limit by \$91,000 to a new payment limit of \$277,504, to provide additional translation services at Contra Costa Regional Medical Center and Health Centers, with no change in the original term of July 1, 2015 through June 30, 2017. (100% Hospital Enterprise Fund I)
- C. 46** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Chabot-Las Positas Community College District in an amount not to exceed \$1,149,850 to provide education and training services to foster care providers for the period April 1, 2017 through June 30, 2018. (100% State)

- C. 47** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order amendment with Food Service Partners, Inc., to increase the payment limit by \$500,000 to a new payment limit of \$2,074,003 for patient and staff meals provided at the Contra Costa Regional Medical Center while the cafeteria and kitchen are being renovated, with no change in the original term of April 18, 2016 through August 31, 2017. (100% Hospital Enterprise Fund I)
- C. 48** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Sam Clar Office Furnishing, Inc., in an amount not to exceed \$1,000,000 for furniture at 2500 Bates Avenue for relocation of the Public Health Clinic Services Unit. (100% State)
- C. 49** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order amendment with Arthrex, Inc., to increase the payment limit by \$350,000 to a new payment limit of \$700,000 for instruments, implants, and supplies for the Contra Costa Regional Medical Center, with no change in the term of February 1, 2016 through January 31, 2018. (100% Hospital Enterprise Fund I)
- C. 50** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay \$39,076 to Staff Care, Inc., for the provision of locum tenens temporary physician services during December 2016. (100% Hospital Enterprise Fund I)
- C. 51** APPROVE and AUTHORIZE the Auditor-Controller, or designee to pay \$44,000 to San Ramon Valley Fire Protection District for coordination services of a Fire Services Emergency Medical Services Medical Director provided during the period September 1 through December 14, 2016. (100% Measure H funds)
- C. 52** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective March 1, 2017, with Portia Bell Hume Behavioral Health and Training Center, to increase the payment limit by \$57,264 to a new payment limit of \$3,396,077 to provide additional mental health services to adults with serious mental illness who are homeless or at risk of homelessness, and to include a six-month automatic extension through December 31, 2017 in an amount not to exceed \$983,039. (20% Federal Financial Participation; 80% Mental Health Services Act)
- C. 53** APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment, effective March 21, 2017, with CherryRoad Technologies, Inc., to increase the payment limit by \$2,084,750 to a new payment limit of \$10,858,130 to provide additional Contractor assistance to upgrade the County's PeopleSoft software system, and to extend the hosted test environments through September 2017. (100% General fund)

- C. 54** APPROVE and AUTHORIZE the County Administrator, or designee, to execute a contract amendment with the Contra Costa County Bar Association to increase the payment limit by \$1,300,000 to a new payment limit of \$4,950,000 for the continued provision of criminal conflict defense services, with no change to the term of July 1, 2016 through June 30, 2017. (100% General Fund)
- C. 55** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute a contract amendment with O3, Inc., to increase the payment limit by \$20,000 to a new payment limit of \$80,000 to provide the Sheriff's Emergency Services Unit with additional software and services support for the 'WebEOC' system, with no change in the contract term. (100% General Fund)
- C. 56** APPROVE and AUTHORIZE the Chief Information Officer (Department of Information Technology), or designee, to execute ordering documents under the existing Oracle Master Agreement with Oracle America, Inc., in an amount not to exceed \$287,888 for Oracle program technical support services for software updates and support for various County departmental systems for the period May 1, 2017 through May 31, 2018. (100% User Fees)

Other Actions

- C. 57** APPROVE and AUTHORIZE the Department of Conservation and Development to initiate a general plan amendment study to consider changing the General Plan land use designation from "Office" to "Commercial" for the vacant property located immediately north of Sandy Cove Shopping Center, approximately 850 north of the Bixler Road/State Route 4 intersection, Discovery Bay area. (100% Applicant fees)
- C. 58** ADOPT Resolution No. 2017/94 approving the issuance of Revenue Bonds by the California Municipal Finance Authority for the benefit of Making Waves Foundation, Inc., a California nonprofit corporation, or a subsidiary or affiliate thereof, in an aggregate principal amount not to exceed \$45,000,000, as recommended by the Conservation and Development Director. (100% Special Revenue funds)
- C. 59** ACCEPT the February 2017 operations report of the of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.
- C. 60** APPROVE the 2017-18 Head Start Recruitment and Enrollment Plan and the Community Services Bureau Admissions Priority Criteria for the early care and education programs, as recommended by the Employment and Human Services Director.

- C. 61** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective March 1, 2017, with Liberty Union High School District to extend the term from June 30, 2019 through July 31, 2020 and provide additional school-based mobile clinic services to low-income and disadvantaged children. (Non-financial agreement)
- C. 62** APPROVE the Parking Lot Upgrades at the Pittsburg Health Center, 2311 Loveridge Road, Pittsburg Project, and related actions under the California Environmental Quality Act, as recommended by the Public Works Director. (100% Enterprise Fund I)
- C. 63** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the Mt. Diablo Unified School District to provide school-based mobile clinic services for the period March 1, 2017 through August 31, 2020. (No fiscal impact)
- C. 64** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the John Swett Unified School District to provide school-based mobile clinic services for the period March 1, 2017 through August 31, 2020. (No fiscal impact)
- C. 65** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the Pittsburg Unified School District to provide school-based mobile clinic services for the period March 1, 2017 through August 31, 2020. (Non-financial agreement)
- C. 66** ACCEPT 2015/16 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet, as recommended by the Internal Operations Committee.
- C. 67** ACCEPT the Phase II Triennial Advisory Body Review report prepared by the County Administrator's office and APPROVE follow-up recommendations, as recommended by the Internal Operations Committee.
- C. 68** ADOPT Resolution No. 2017/110 updating and reaffirming the County Debt Management Policy, as recommended by the County Administrator. (No fiscal impact)
- C. 69** ADOPT Resolution No. 2017/66 conditionally providing for the issuance of revenue bonds in an aggregate amount not to exceed \$17 million to finance the Heritage Point, North Richmond Multifamily Residential Rental Housing Development and approving related actions, as recommended by the Conservation and Development Director. (100% Special Revenue funds)

GENERAL INFORMATION

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

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

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

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

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

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

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

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www.co.contra-costa.ca.us

STANDING COMMITTEES

The **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	April 10, 2017	1:00 p.m.	See above
Legislation Committee	April 10, 2017	10:30 a.m.	See above
Public Protection Committee	April 3, 2017	10:30 a.m.	See above
Transportation, Water & Infrastructure Committee	April 10, 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
CCCPCFD (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 (CCCPCFD) 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: John Kopchik, Director, Conservation & Development Department
Date: March 21, 2017

Subject: Appeal of the County Planning Commission's Approval of County File #DP16-3037, to Construct a New Single-Family Residence in Martinez

RECOMMENDATION(S):

- 1.) OPEN the hearing, ACCEPT testimony and CLOSE the hearing.
- 2.) FIND that the proposed project is categorically exempt from the California Environmental Quality Act - Class 3 (CEQA Guidelines 15303 (a)).
- 3.) DENY the appeal of Diana Daniels.
- 4.) UPHOLD the decision of the County Planning Commission.
- 5.) APPROVE County File #DP16-3037, a development plan to demolish an existing garage and construct a new 1,825 square-foot, two-story, single-family residence on a substandard parcel.
- 6.) ADOPT the attached revised findings and conditions of approval for County File #DP16-3037.
- 7.) DIRECT the Department of Conservation and Development to post a Notice of Exemption with the County Clerk.

FISCAL IMPACT:

The applicant paid the initial deposit, and is obligated to pay any additional costs associated with the application.

-
- | | |
|--|--|
| <input checked="" type="checkbox"/> APPROVE | <input type="checkbox"/> OTHER |
| <input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR | <input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE |
-

Action of Board On: 03/21/2017 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 21, 2017

Contact: Jaelyn Isip,
925-674-7815

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

By: , Deputy

cc:

BACKGROUND:

Project Summary

This is an appeal of the County Planning Commission's (CPC) decision to approve County File #DP16-3037, a proposal to construct a new single-family residence on a parcel located between 1025 and 1049 Sierra Avenue in the unincorporated Martinez area. The subject site is rectangular in shape and is 5,250 square feet in area (42 feet wide and 125 feet deep). The subject property was created in February of 1916 as Lot 3 of Martinez Land Tract 6 Subdivision. Directly northwest of the subject property is the City of Martinez's jurisdiction. The surrounding neighborhood is developed with one and two story single-family residences within the Single-Family Residential R-6 zoning district and the Single-Family Residential-High Density (SH) General Plan Designation. Properties within the area consist of 4,300 – 7,800 square-foot lot sizes and 50 percent of the parcels are substandard in size measuring less than 6,000 square feet and less than the minimum width of 60 feet. Residences in the neighborhood range in size from 610 – 2,207 square feet of living space. The existing two-car garage has no building permit record on file but was built on the property prior to the establishment of the County Zoning Ordinance (1947).

On July 22, 2016, a Small Lot Design Review application was submitted to demolish the existing two-car garage for the construction of an 1,825 square-foot, two-story, single-family residence. During the public comment period, two requests for a public hearing were received as well as comments from a neighbor. As a result, a Development Plan application was submitted on August 8, 2016. The proposed residence will include 1,825 square feet of livable space, a 462 square-foot two-car garage and will measure 26 feet 9 inches in height. The construction will be in proximity of two maple trees on the neighbor's property that are not code protected because the trees are not: 1) part of a grouping of four or more indigenous trees measuring 6.5 inches in diameter or larger; or 2) located on an undeveloped property.

General Plan Consistency

The subject property has a Single-Family Residential-High Density (SH) General Plan Designation. The SH designation allows for a range of 5.0 to 7.2 single-family units per net acre. The project involves demolishing an existing two-car garage and constructing a new single-family residence. With a 5,250 square-foot lot size, one single-family unit is consistent with the SH designation, therefore, the proposal is consistent with the General Plan.

Zoning Compliance

The subject property is zoned R-6, Single-Family Residential District with a 6,000 square-foot minimum lot size and a 60-foot average lot width. The R-6 zoning district allows for a single-family residential use and ancillary buildings and structures associated with the development. The subject property is substandard in size and width with a 5,250 square-foot lot size and a 42-foot average lot width. Any development requires a Small Lot Design Review to determine compatibility with the surrounding neighborhood. The project complies with the required setbacks for the property, measuring 20 feet from the front property line, 5 feet from both side property lines with a 10-foot aggregate side yard, and 55 feet away from the rear property line. The 462 square-foot two-car garage will satisfy the off-street parking requirement for the R-6 zoning district.

Summary of Approval and Appeal Process

Application Submittal

An application for a Small Lot Design Review was submitted on June 22, 2016, to demolish an existing two-car garage and construct a new, 1,825 square-foot, two-story, single-family residence. The notices were mailed and resulted in a request for a public hearing. On August 8, 2016, the applicant decided to move forward with the project and submitted for Development Plan application #DP16-3037. The proposal for #DP16-3037 was noticed to neighbors within 300 feet, 10 days prior to the Zoning Administrator Hearing.

Zoning Administrator Hearing and Decision

On December 5, 2016, a public hearing was scheduled where the Zoning Administrator (ZA) took testimony from the applicant and neighbors. After considering testimony, the ZA indicated that the proposed project is consistent with the R-6 zoning district, meets the required findings as they relate to location, size, height, and design, and approved the project with modifications and the addition of two conditions of approval (COA). To ease concerns of damaging the trees proposed for pruning located on the adjacent parcel, the ZA added a condition requiring a licensed arborist to be present on site during this process. To address any drainage concerns, the ZA added a condition requiring the applicant to provide a copy of the grading plans to the residence at 1006 Sierra Avenue and any other interested party. Furthermore, the ZA determined the neighborhood was eclectic in that the homes were both modern and older homes constructed from 1916 to 2001. On December 17, 2016, an appeal of the ZA's decision to approve #DP16-3037, was received from Mr. Clarence Lehman of 1040 Sierra Avenue.

Board of Appeals (County Planning Commission) Hearing and Decision

On January 11, 2017, the County Planning Commission (CPC) held a public hearing on the appeal of the ZA's decision to approve this Development Plan application. The hearing included staff's presentation, as well as a testimony from the property owner, the appellant, Mr. Clarence Lehman, and neighbor, Ms. Diana Daniels. After accepting and considering all testimony, the Commission voted to deny the appeal and uphold the ZA's decision to approve the project.

Appeal of the County Planning Commission's Decision

On January 23, 2017, the County received an appeal of the CPC's decision to approve the proposed residential development from Ms. Diana Daniels of 1049 Sierra Avenue. Staff has summarized and provided a response to the appeal point below.

Review of Appellant's Appeal Letter

Summary of Appeal Point: The proposed house is going to require possible grading and fencing which will be too close to my house and PG&E panel since my house is approximately 1-foot 6 inches from the side property line.

Staff Response: The project involves grading, cutting 4 cubic yards and filling 391 cubic yards of dirt, as shown on the plans submitted on February 13, 2017 (Exhibit – Plans). As mentioned, the subject property measures 42 feet wide and 125 feet deep. The property is rectangular; the front and rear property lines both measure 42 feet and both side property lines measure 125 feet. Ms. Diana Daniels lives adjacent (northeast) to the subject property. The applicant proposes a retaining wall/fence combination with a maximum height of 6 feet along the side property line shared with Diana Daniels. The retaining wall/fence will begin approximately 26 feet from the front property line and will extend to the rear property line. The proposed retaining wall/fence combination with a maximum height of 6 feet is permitted along the side property line. The R-6 zoning district restricts structures to a minimum of 20 feet from the front property line, 5 feet from both side property lines, and 15 feet from the rear property line. Pursuant to Section 82-4.270 of the County Ordinance, a structure is defined as anything constructed or erected on and permanently attached on land, except fences with a maximum height of six feet or retaining walls with a maximum height of three feet or any combination thereof not over six feet high.

While Ms. Daniels' residence is situated at an angle, the back corner of her home is located 1-foot 6 inches from the side property line shared with the subject property. From this back corner, the 1-foot 6-inch distance to the side property line gradually increases to 3 feet 2 inches to the front corner of Ms. Daniels' residence. After further research and inquiry with PG&E's engineering department, staff finds that the 2016 Electric & Gas Requirements (Greenbook Manual) regulates working space clearance for PG&E panels. Section 5.4.4 of PG&E's 2016 Greenbook Manual defines working space as the whole area in front of a meter panel/enclosure and associated equipment that provides access to the equipment, a safe working environment for personnel and that working space must be located entirely on the applicant's property. Section 5.4.4 also states that the working space dimensional requirement for meter panels and service equipment that are semi-flushed or enclosed shall be 30 x 36 inches (2.5 x 3 feet). The PG&E panel on Ms. Daniels' residence is located within the first 3 to 5 feet of the northeastern side of her residence. The Boundary and Topographic survey dated July 7, 2016 indicates that the

first 12 feet of the northeastern portion of Ms. Daniels' residence measures between 3 feet and 3 feet 2 inches from the side property line. If the applicant were to install a retaining wall or fence along the shared property line, the required 30 x 36 inch (2.5 x 3 foot) working space required under Section 5.4.4 of the 2016 Greenbook Manual will be met and the PG&E panel will still be accessible.

Conclusion

The appeal points are similar to the testimony offered to the ZA and CPC and do not provide for a change in the CPC's decision. The project is consistent with the R-6 zoning district, the General Plan and compatible with the neighborhood.

CONSEQUENCE OF NEGATIVE ACTION:

In the event that the proposed project is not approved, the property owner will be unable to obtain necessary permits to construct a new residence.

CHILDREN'S IMPACT STATEMENT:

None. This Board Order is for an appeal of an application to construct and new single family residence and is not anticipated to impact children's programs in the County.

ATTACHMENTS

Maps

Revised Findings & Conditions of Approval

Resolution 6-2017

BOS Notice 300 foot list

Appeal - Diana Daniels

Appeal - Clarence Lehman

Staff Report - County Planning Commission

Staff Report - Zoning Administrator

Agency Comment

Hearing Notice - County Planning Commission & Zoning Administrator

Plans

Photographs

Presentation

MAPS

CITY OF MARTINEZ

P.B.
374

- A- MARTINEZ LAND CO. TRACT NO.5 M.B. 14-291
- B- MARTINEZ LAND CO. TRACT NO.6 M.B. 14-297
- 1- 7P.M.16 1-23-69
- 2- 19P.M.21 11-11-71
- 3- 21P.M.39 4-20-72
- 4- 34P.M.13 6-13-74



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S OFFICE WILL NOT BE RESPONSIBLE FOR ANY SPLIT OR BUILDING SITE ORDINANCES.

ZM: F-12

FM 119-25 8-86-29

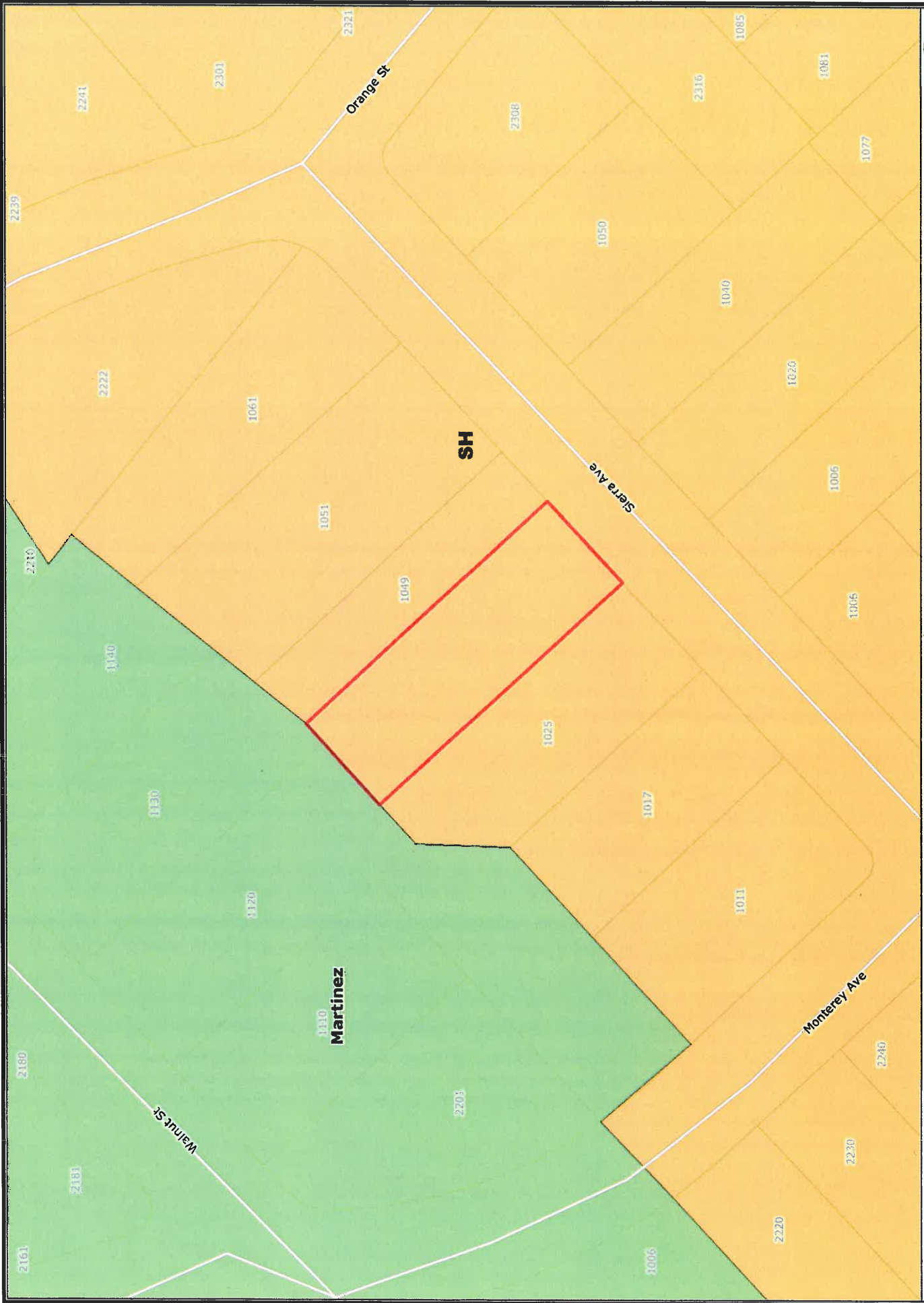
ASSESSOR'S MAP

BOOK 375 PAGE 05

CONTRA COSTA COUNTY, CALIF.

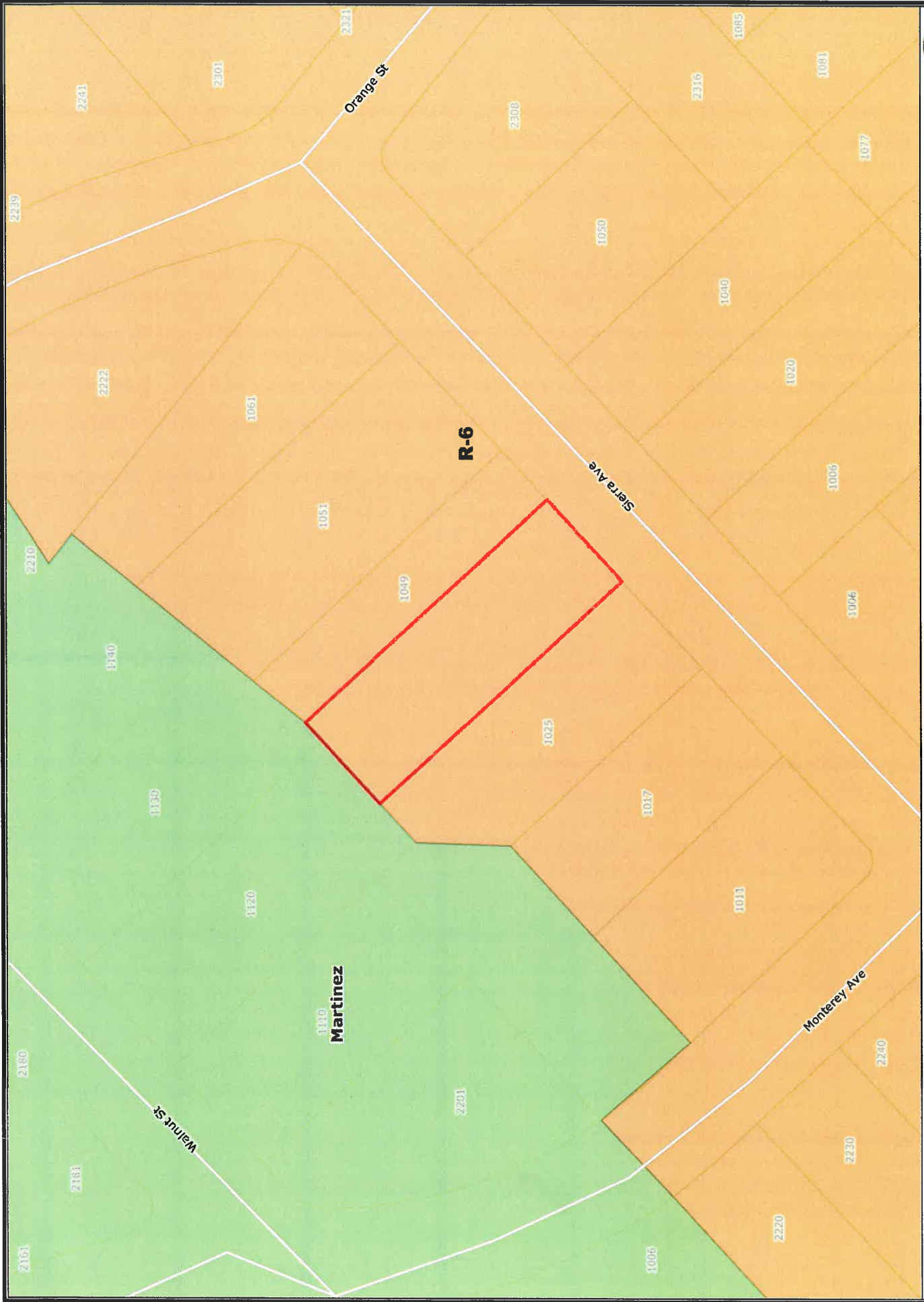
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Carq. 8-23



General Plan: SH

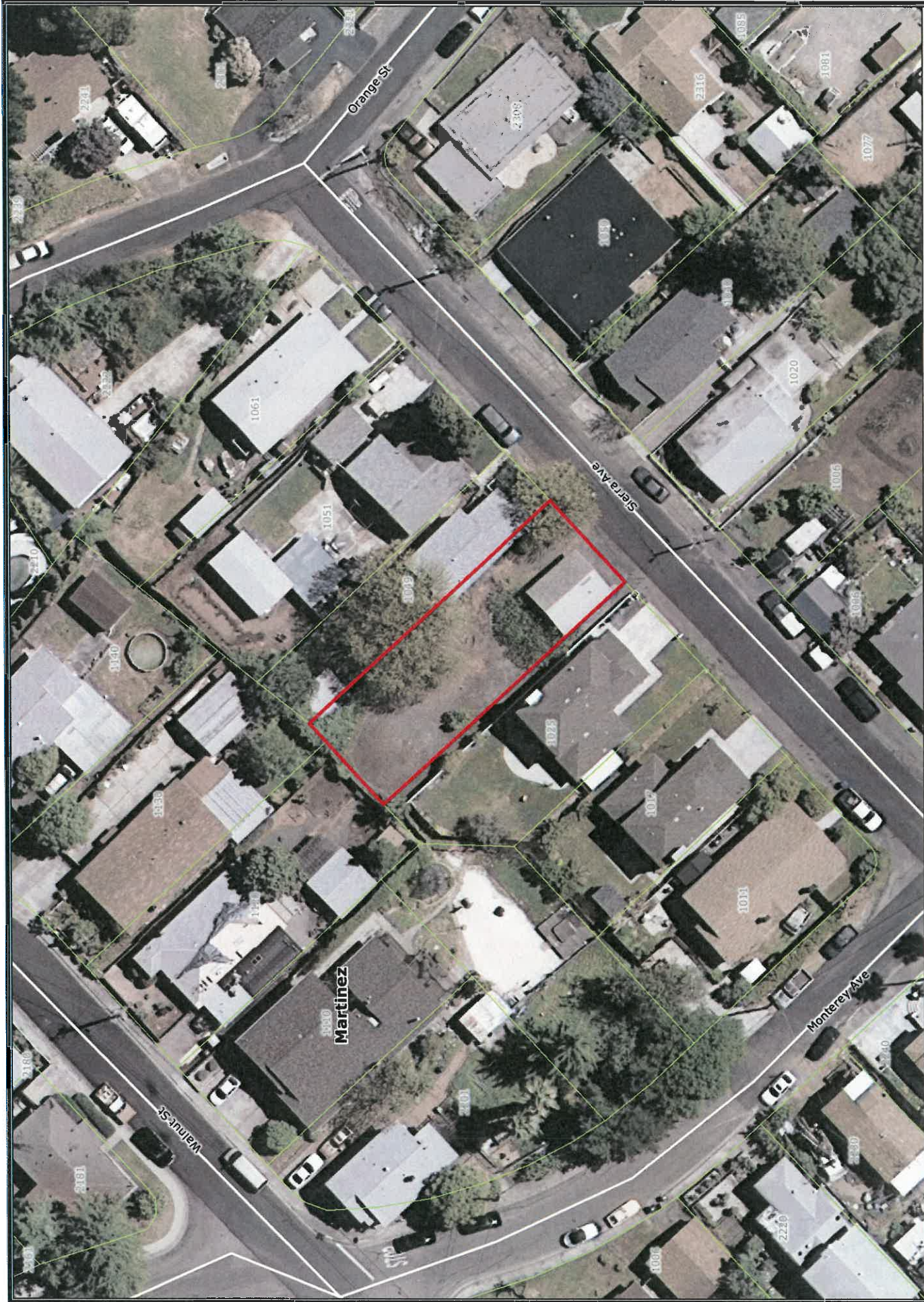




Scale 1:569
Contra Costa Internet GIS Map
Printed: Feb 23, 2017 8:39:44 AM

Zoning: R-6





Scale 1:569
Contra Costa Internet GIS Map
Printed: Feb 13, 2017 1:34:39 PM

Aerial



**REVISED FINDINGS
AND CONDITIONS OF
APPROVAL**

**FINDINGS AND CONDITIONS OF APPROVAL FOR COUNTY FILE #DP16-3037;
TAMBRI HEYDEN & DAVID MONTALBO (APPLICANT & OWNER) AND CLARENCE
LEHMAN (APPELLANT) AS APPROVED BY THE BOARD OF SUPERVISORS ON MARCH
21, 2017**
COUNTY PLANNING COMMISSION ON JANUARY 11, 2017

FINDINGS

I. Growth Management Findings

1. Traffic: Policy 4-c under the Growth Management Program (GMP) of the County General Plan requires a traffic impact analysis be conducted for any project is estimated to generate 100 or more AM or PM peak hour trips. The proposed project is not expected to generate excessive peak-hour trips, and a traffic impact analysis is not required.
2. Water: The GMP requires new development to demonstrate that adequate water quantity and quality can be provided. New water service is required to accommodate the project. The property is located within the City of Martinez Sphere of Influence (SOI), and within the City's water service area. LAFCO has approved the out of agency service request for water service subject to terms and conditions which include submitting an application to LAFCO for the annexation of the subject parcel to the city of Martinez. The applicant must provide proof that they have complied with LAFCO requirements prior to obtaining a building permit.
3. Sanitary Sewer: The GMP requires that new development demonstrate adequate sanitary sewer quantity and quality is provided. The project falls within the jurisdiction of the Mountain View Sanitary District (MVSD). The site has an existing 8-inch sewer main and will require a new sewer lateral connection and a new sewer cleanout and check valve. The applicant is required to obtain approval from the District prior to any building permit issuance.
4. Fire Protection: Fire protection standards under the GMP require that a fire station be within one and one-half miles of the development in urban, suburban and central business district areas. The closest fire station to the subject property is the Contra Costa Fire Department, Station #124, located at ~~1240 Shell Avenue, less than 0.5 mile away. Additionally, 521 Jones Street, approximately 1.6 miles away. While the subject property is not located within one and one-half miles from a fire station,~~ the proposed project has been reviewed by the Contra Costa Fire Protection District, and is required to obtain approval from the District prior to obtaining any building permit

issuance.

5. Public Protection: Public protection standards under the GMP require that a Sheriff facility standard of 155 square feet of station area and support facilities per 1,000 in population shall be maintained. The proposed residence at this site would not induce a significant population increase within the County that would equal or exceed 1,000 persons. Therefore, the proposed project will not increase the sheriff or support facility requirements for the area.
6. Parks & Recreation: Parks and recreation standards under the GMP require three acres of neighborhood park area per 1,000 in population. The proposed single-family residence at the project site would not induce a significant population increase within the County that would equal or exceed 1,000 people. Therefore, the proposed project would not increase park and recreation facility requirements for the area.
7. Flood Control & Drainage: The Flood Control and Drainage section of the GMP provides standards for “major new development” and for development in flood-prone areas. No portion of the subject property is located within a 100-year flood area, as determined by the Federal Emergency Management Agency. Further, the project does not involve the removal, construction, or alteration of any dams or levees within the County. Therefore, further analysis in relation to increased flood risks as a result of the proposed project is not required.

The project may impact drainage patterns at the site and will increase the total amount of impervious surface area for the site. At the time of application for a building permit, the Building Inspection Division will review the proposal for compliance with drainage standards. In addition, projects of a certain scale are also subject to review by the Public Works Department for compliance with C.3 standards.

II. Small Lot Design Review

Prior to issuance of a building permit on a substandard lot, the Zoning Administrator must review the dwelling’s compatibility with and impact on the surrounding neighborhood in terms of the following:

- A. Location: Lots within the neighborhood were created with similar lot areas and dimensions. Most lots are substandard in size ranging from 4,300 – 7,800 square feet with homes on Sierra Avenue concentrated near the front property line. The new single-family residence will be located 20 feet away from the front property

line, 5 feet from both side property lines, and approximately 55 feet away from the rear property line, meeting all dimensional requirements for the R-6 zoning district, with no variances required for the project.

- B. Size: Currently, a two car garage sits on the property. The project includes demolishing the garage and constructing a new 1,825 square-foot residence with a 462 square-foot garage and an 88 square-foot covered front porch. Residences within the neighborhood range in size ranging from 610 – 2,207 square feet. The new residence will fall within the neighborhood’s total livable square footages and is therefore compatible with the neighborhood.
- C. Height: The new residence is two-stories and will measure 26 feet 9 inches tall. Residences within the neighborhood are one and two-story residences ranging in various heights; therefore, the residence is compatible with the surrounding neighborhood.
- D. Design: The new residence will have a ranch style design and will be finished with wood panel siding, composition asphalt shingled roof, and vinyl windows. The neighborhood consists of various lot configurations and residences that were constructed between the early 1900s and 1950s. The neighborhood consists of a diverse mix of architectural designs such as bungalow, cottage, minimal traditional, and ranch, consisting of wood panel siding, stucco siding, brick veneer accents, flat and pitched roofs, tile and asphalt shingled roofs. Therefore, the design of the new residence will be compatible with the eclectic designs found in the area.

CONDITIONS OF APPROVAL

Development Plan Approval

1. A Development Plan to demolish an existing two-car garage and construct a new single-family residence is APPROVED as generally shown and based on the following:
 - Plans received on August 9, 2016, by the Department of Conservation and Development, Community Development Division (CDD)
2. Any deviation from this approval shall require review and approval by the CDD and may require the filing of an application to modify this Development Plan permit. In such case, a public hearing will be necessary.

Water Service (LAFCO Annexation)

3. The applicant and/or City of Martinez shall submit an application to LAFCO for the annexation of the subject parcel to the City of Martinez no later than January 13, 2017.

Prior to the issuance of building permits, the applicant shall provide proof to the Zoning Administrator that they have complied with LAFCO requirements as they relate to water service to the site.

Indemnification

4. Prior to issuance of grading or building permits, whichever occurs first, the applicants shall deliver an indemnification agreement between the applicant and Contra Costa County requiring the application to defend, indemnify, and hold harmless Contra Costa County against any expenses arising from or related claims or litigating regarding the County's actions in reviewing or approving this development plan application (County File No. DP16-3037). The Deputy Director of the Department of Conservation and Development, Community Development Division is authorized to review and approve the indemnification agreement on behalf of the County.

Landscaping

5. Any new landscaping shall comply with the State Model Water Efficiency Landscape Ordinance or County Model Water Efficiency Landscape Ordinance, whichever ordinance applies.
6. Prior to the pruning and/or topping of the existing trees located on the adjacent parcel, 1049 Sierra Avenue, the project proponents must obtain a licensed arborist to be present on-site during these activities.
 - a) A copy of the executed contract between the property owner and arborist shall be provided to the Community Development Division.
 - b) The expenses associated with all required arborist services shall be borne by the developer and/or property owner.

7. As a courtesy, please immediately provide a copy of the grading plans to the resident at 1006 Sierra Avenue and any other interested party who request from the Project proponent.

Application Costs

8. This application is subject to an initial deposit of \$1,000.00, which was paid with the application submittal, plus time, and material costs if the application review expenses exceed 100% of the initial deposit. **Any additional costs due must be paid within 60 days of the permit effective date or prior to use of the permit, whichever occurs first.** The applicant may obtain current costs by contacting the project planner. If you owe additional fees, a bill will be sent to you shortly after permit issuance.

Construction Restrictions and Requirements

9. The applicant shall comply with the following restrictions and requirements, which shall be stated on the face of the construction drawings:
 - A. Except as otherwise stated below, construction activities are limited to the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, and are prohibited on the calendar dates that the following State and Federal holidays are observed:

- New Year's Day (State and Federal)
- Birthday of Martin Luther King, Jr. (State and Federal)
- Washington's Birthday (Federal)
- Lincoln's Birthday (State)
- President's Day (State and Federal)
- Cesar Chavez Day (State)
- Memorial Day (State and Federal)
- Independence Day (State and Federal)
- Labor Day (State and Federal)
- Columbus Day (State and Federal)
- Veterans Day (State and Federal)
- Thanksgiving Day (State and Federal)
- Day after Thanksgiving (State)
- Christmas Day (State and Federal)

For details on the actual date the state and federal holidays occur, please visit the following websites:

Federal Holidays: <http://www.opm.gov/fedhol>

California Holidays: http://www.edd.ca.gov/payroll_taxes/State_Holidays.htm

- B. Transport of heavy equipment and trucks is limited to weekdays between the hours of 9:00 A.M. and 4:00 P.M., and is prohibited on weekends and the aforementioned State and Federal holidays.
 - C. The applicant shall make a good faith effort to minimize project-related disruptions to adjacent properties. This shall be communicated to project-related contractors.
 - D. Construction equipment and materials shall be stored onsite to the maximum extent practicable.
 - E. The site shall be maintained in an orderly fashion. Following the cessation of construction activity, all construction debris shall be removed from the site.
 - F. Any debris found outside the site shall immediately be collected and deposited in appropriate receptacles.
 - G. The applicant shall require their contractors and subcontractors to fit all internal combustion engines with mufflers that are in good condition and shall locate stationary noise-generating equipment such as air compressors as far away from existing residences as possible.
10. As a courtesy, please immediately provide a copy of the grading plans to the resident at 1006 Sierra Avenue and any other interested party who request from the Project proponent.

PUBLIC WORKS CONDITIONS OF APPROVAL FOR PERMIT DP16-3037

11. The applicant should be permitted access at the locations shown on the approved site/development plan (i.e. one access point/ one driveway).
12. The applicant will need to obtain an encroachment permit from the Application and Permit Center for construction of the driveway or other improvements within the right-of-way of Sierra Avenue per Title 10.
13. The applicant shall provide sight distance at the intersection of the private driveway with Sierra Avenue in accordance with Chapter 82-18 "Sight Obstructions at Intersections" of the County Ordinance Code. The applicant shall trim vegetation, as necessary, to provide sight distance at this intersection, and any new signage, landscaping, fencing, retaining walls, or other obstructions proposed at this intersection shall be setback to ensure that the sight line is clear of any obstructions.
14. The applicant is required to collect and convey all stormwater entering and/or originating on this property, without diversion and within an adequate storm drainage system, to an adequate natural watercourse having definable bed and banks, or to an existing adequate public storm drainage system which conveys the stormwater to an adequate natural watercourse, in accordance with Division 914 of the Ordinance Code. Given the project scope involves lot drainage, grading would be the one to review the lot drainage plan.

ADVISORY NOTES

ADVISORY NOTES ARE NOT CONDITIONS OF APPROVAL. ADVISORY NOTES ARE PROVIDED FOR THE PURPOSE OF INFORMING THE APPLICANT OF ADDITIONAL ORDINANCES AND OTHER REGULATIONS THAT MAY BE APPLICABLE TO THE PROJECT.

- A. NOTICE OF 90-DAY OPPORTUNITY TO PROTEST FEES, DEDICATIONS, RESERVATIONS, OR OTHER EXACTIONS PERTAINING TO THE APPROVAL OF THIS PERMIT.

Pursuant to California Government Code Section 66000, et seq., the applicant has the opportunity to protest fees, dedications, reservations or exactions required as part of this project approval. To be valid, a protest must be in writing pursuant to Government Code Section 66020 and must be delivered to the Community Development Division within a 90-day period that begins on the date that this project is approved. If the 90th day falls on a day that the Community Development Division is closed, then the protest must be submitted by the end of the next business day.

- B. This project may be subject to the requirements of the following agencies:

- Department of Conservation and Development, Building Inspections Division
- Mountain View Sanitary District
- Contra Costa Fire Protection District
- City of Martinez
- LAFCO

The applicant is strongly encouraged to review these agencies' requirement prior to continuing with the project.

**COUNTY PLANNING
COMMISSION
RESOLUTION**

6-2017

RESOLUTION NO. 6-2017

RESOLUTION OF COUNTY PLANNING COMMISSION OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, INCORPORATING FINDINGS AND RECOMMENDATIONS FOR A SMALL LOT DESIGN REVIEW DEVELOPMENT PLAN TO DEMOLISH AN EXISTING GARAGE AND CONSTRUCT A NEW SINGLE-FAMILY RESIDENCE ON A PARCEL LOCATED BETWEEN 1025 AND 1049 SIERRA AVENUE IN THE UNINCORPORATED MARTINEZ AREA OF SAID COUNTY.

WHEREAS, Tambri Heyden and David Montablo (Applicants & Owners) submitted a request for approval of a Small Lot Design Review Development Plan Application to demolish an existing garage and to construct a new 1,825 square-foot single-family residence with a 462 square-foot garage, to be located on a parcel, APN: 375-054-014, between 1025 and 1049 Sierra Avenue in the unincorporated Martinez area of Contra Costa County, for which an application was received on August 9, 2016; and

WHEREAS, for purposes of compliance with the provisions of the California Environmental Quality Act (CEQA) and State and County CEQA Guidelines, the project is Categorically Exempt, pursuant CEQA Section 15303 Class 3 (a), which provides that one single-family residence may be constructed under this exemption; and

WHEREAS, on June 22, 2016, a Small Lot Design Review Application was submitted to demolish an existing garage and to construct a new single-family residence; and

WHEREAS, after notice having been lawfully given on June 22, 2016, a public hearing was requested by Ms. Diana Daniels on June 29, 2016 and Mr. Raymond Viglienze on July 5, 2016; and

WHEREAS, the Zoning Administrator held a public hearing on December 5, 2016, where all persons expressing interest in the project were given an opportunity to testify; and where after considering and evaluating all evidence presented, the Zoning Administrator determined that all applicable ordinance findings for the project have been made and approved the application subject to the conditions; and

WHEREAS, on December 17, 2016, Mr. Clarence Lehman filed an appeal of the Zoning Administrator decision; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled before the County Planning Commission on Wednesday January 11, 2017, where all persons interested therein appear and be heard; and

WHEREAS, after having fully reviewed, considered and evaluated all the public correspondence, testimony, and evidence submitted in this matter;

NOW, THEREFORE, BE IT RESOLVED, that the County Planning Commission:

1. FINDS that the proposed construction of a new 1,825 square-foot, two-story, single-family residence with a 462 square-foot garage is consistent with the R-6 zoning district, Single-Family Residential-High density (SH) General Plan Designation, and compatible with the surrounding neighborhood; and
2. DENIES the appeal of Mr. Clarence Lehman; and
3. SUSTAINS the Zoning Administrator's approval of the application as conditioned.

BE IT FURTHER RESOLVED, that the County Planning Commission's approval of the Small Lot Design Review Development Plan Application, #DP16-3037, and its recommendation to the Board of Supervisors is based upon the following findings:

A. Growth Management Findings

1. Traffic: Policy 4-c under the Growth Management Program (GMP) of the County General Plan requires a traffic impact analysis be conducted for any project is estimated to generate 100 or more AM or PM peak hour trips. The proposed project is not expected to generate excessive peak-hour trips, and a traffic impact analysis is not required.
2. Water: The GMP requires new development to demonstrate that adequate water quantity and quality can be provided. New water service is required to accommodate the project. The property is located within the City of Martinez Sphere of Influence (SOI), and within the City's water service area. LAFCO has approved the out of agency service request for water service subject to terms and conditions which include submitting an application to LAFCO for the annexation of the subject parcel to the city of Martinez. The applicant must provide proof that they have complied with LAFCO requirements prior to obtaining a building permit.
3. Sanitary Sewer: The GMP requires that new development demonstrate adequate sanitary sewer quantity and quality is provided. The project falls within the jurisdiction of the Mountain View Sanitary District (MVSD). The site has an existing 8-inch sewer main and will require a new sewer lateral connection and a new sewer

cleanout and check valve. The applicant is required to obtain approval from the District prior to any building permit issuance.

4. Fire Protection: Fire protection standards under the GMP require that a fire station be within one and one-half miles of the development in urban, suburban and central business district areas. The closest fire station to the subject property is the Contra Costa Fire Department, Station #14, located at 521 Jones Street, approximately 1.6 miles away. While the subject property is not located within one and one-half miles from a fire station, the proposed project has been reviewed by the Contra Costa Fire Protection District, and is required to obtain approval from the District prior to obtaining any building permit issuance.
5. Public Protection: Public protection standards under the GMP require that a Sheriff facility standard of 155 square feet of station area and support facilities per 1,000 in population shall be maintained. The proposed residence at this site would not induce a significant population increase within the County that would equal or exceed 1,000 persons. Therefore, the proposed project will not increase the sheriff or support facility requirements for the area.
6. Parks & Recreation: Parks and recreation standards under the GMP require three acres of neighborhood park area per 1,000 in population. The proposed single-family residence at the project site would not induce a significant population increase within the County that would equal or exceed 1,000 people. Therefore, the proposed project would not increase park and recreation facility requirements for the area.
7. Flood Control & Drainage: The Flood Control and Drainage section of the GMP provides standards for "major new development" and for development in flood-prone areas. No portion of the subject property is located within a 100-year flood area, as determined by the Federal Emergency Management Agency. Further, the project does not involve the removal, construction, or alteration of any dams or levees within the County. Therefore, further analysis in relation to increased flood risks as a result of the proposed project is not required.

The project may impact drainage patterns at the site and will increase the total amount of impervious surface area for the site. At the time of application for a building permit, the Building Inspection Division will review the proposal for compliance with drainage standards. In addition, projects of a certain scale are also subject to review by the Public Works Department for compliance with C.3 standards.

B. SMALL LOT DESIGN REVIEW FINDINGS

Location: Lots within the neighborhood were created with similar lot areas and dimensions. Most lots are substandard in size ranging from 4,300 – 7,800 square feet with homes on Sierra Avenue concentrated near the front property line. The new single-family residence will be located 20 feet away from the front property line, 5 feet from both side property lines, and approximately 55 feet away from the rear property line, meeting all dimensional requirements for the R-6 zoning district, with no variances required for the project.

Size: Currently, a two car garage sits on the property. The project includes demolishing the garage and constructing a new 1,825 square-foot residence with a 462 square-foot garage and an 88 square-foot covered front porch. Residences within the neighborhood range in size ranging from 610 – 2,207 square feet. The new residence will fall within the neighborhood's total livable square footages and is therefore compatible with the neighborhood.

Height: The new residence is two-stories and will measure 26 feet 9 inches tall. Residences within the neighborhood are one and two-story residences ranging in various heights; therefore, the residence is compatible with the surrounding neighborhood.

Design: The new residence will have a ranch style design and will be finished with wood panel siding, composition asphalt shingled roof, and vinyl windows. The neighborhood consists of various lot configurations and residences that were constructed between the early 1900s and 1950s. The neighborhood consists of a diverse mix of architectural designs such as bungalow, cottage, minimal traditional, and ranch, consisting of wood panel siding, stucco siding, brick veneer accents, flat and pitched roofs, tile and asphalt shingled roofs. Therefore, the design of the new residence will be compatible with the eclectic designs found in the area.

NOW BE IT RESOLVED that the secretary of this Commission will sign and attest the certified copy of this resolution and deliver the same to the Board of Supervisors, all in accordance with the Government Code of the State of California.

This Resolution was approved upon motion of the County Planning Commission on Wednesday, January 11, 2017 by the following vote:

AYES: Wright, Terrell, Clark, and Swenson

NOES: None

ABSENT: Steele and Snyder

ABSTAIN: Clark

Rand Swenson
Acting Chairman of the County Planning Commission,
County of Contra Costa, State of California

ATTEST:



Lashun C. Cross, Secretary
County Planning Commission,
County of Contra Costa,
State of California

Parcel.No	Parcel.Owner.FullName	Owner.Ma	Owner.Ma	Owner.Ma	Owner.Ma	Site.Street	Site.Street	Site.Street	Site.City	Site.State	Site.Zip
1	375041001 SIGUENZA EVONNE	1002	WALI	MARTINEZ	CA	94553-274	1002	WALNUT ST	MARTINEZ	CA	94553-2740
2	375042002 VIGLIENZONE RAYMOND J	1006	SIERF	MARTINEZ	CA	94553-284	1006	SIERRA AVE	MARTINEZ	CA	94553-2840
3	375041002 BALDWIN BRIAN D & KRISTI L	1006	WALI	MARTINEZ	CA	94553-274	1006	WALNUT ST	MARTINEZ	CA	94553-2740
4	375054033 HILDEBRANT KRISTOPHER	1017	SIERF	MARTINEZ	CA	94553-283	1017	SIERRA AVE	MARTINEZ	CA	94553-2839
5	375042004 LADABOUCHE MARJORIE L	1020	SIERF	MARTINEZ	CA	94553-284	1020	SIERRA AVE	MARTINEZ	CA	94553-2840
6	375054031 VIERRA EDWARD J & MICHELE M	1025	SIERF	MARTINEZ	CA	94553-283	1025	SIERRA AVE	MARTINEZ	CA	94553-2839
7	375052011 GROCHOL MICHAEL T & JENNIFER L	1025	WALI	MARTINEZ	CA	94553-273	1025	WALNUT ST	MARTINEZ	CA	94553-2739
8	375042005 LEHMAN CLARENCE EVERETT III	1040	SIERF	MARTINEZ	CA	94553-284	1040	SIERRA AVE	MARTINEZ	CA	94553-2840
9	375054013 DANIELS DIANA R	1049	SIERF	MARTINEZ	CA	94553-283	1049	SIERRA AVE	MARTINEZ	CA	94553-2839
10	375042006 BLEVINS-LYNDE LAURA A	1050	SIERF	MARTINEZ	CA	94553-284	1050	SIERRA AVE	MARTINEZ	CA	94553-2840
11	375042016 GARRISON REID PATRICK	1051	SHEL	MARTINEZ	CA	94553-285	1051	SHELL AVE	MARTINEZ	CA	94553-2855
12	375054012 WIGNALL MICHAEL & DEBORAH TRE	1051	SIERF	MARTINEZ	CA	94553-283	1051	SIERRA AVE	MARTINEZ	CA	94553-2839
13	375042018 GUTIERREZ ALEJANDRO & ALICIA	1081	SHEL	MARTINEZ	CA	94553-285	1081	SHELL AVE	MARTINEZ	CA	94553-2855
14	375042010 JACKSON STEVE J & TERRI L	1085	SHEL	MARTINEZ	CA	94553-285	1085	SHELL AVE	MARTINEZ	CA	94553-2855
15	375042009 DECKARD CHERIE M	1091	SHEL	MARTINEZ	CA	94553-285	1091	SHELL AVE	MARTINEZ	CA	94553-2855
16	375031008 SPENCE EUGENE & MERCEDES	1101	SHEL	MARTINEZ	CA	94553-283	1101	SHELL AVE	MARTINEZ	CA	94553-2833
17	375054016, RATTO ROSEMARIE	1110	WALI	MARTINEZ	CA	94553-274		0 MONTERE`AVE	MARTINEZ	CA	94553
18	375054029 RATTO ROSEMARIE	1110	WALI	MARTINEZ	CA	94553-274	2201	MONTERE`AVE	MARTINEZ	CA	94553-2860
19	375054023 TREADWELL WILLIAM & CHRISTINE	1120	WALI	MARTINEZ	CA	94553-274	1120	WALNUT ST	MARTINEZ	CA	94553-2742
20	375031020 JENSEN BILLIE B TRE	113	BETH I	PLEASANT	CA	94523-300	2301	ORANGE ST	MARTINEZ	CA	94553-2821
21	375054022 MATTHEWS VIRGINIA M	1130	WALI	MARTINEZ	CA	94553-274	1130	WALNUT ST	MARTINEZ	CA	94553-2742
22	375054021 CASE DOUGLAS E	1140	WALI	MARTINEZ	CA	94553-274	1140	WALNUT ST	MARTINEZ	CA	94553-2742
23	375042019 BELLATO STEPHANIE TRE	16981	GRC	CASTRO V/	CA	94546-101	1077	SHELL AVE	MARTINEZ	CA	94553-2855
24	375052012 JACKSON RICHARD	2109	DEER	MARTINEZ	CA	94553-484	1015	WALNUT ST	MARTINEZ	CA	94553-2739
25	375053011 DEVENGENZO TINA MARIE	2150	WALI	MARTINEZ	CA	94553-274	2150	WALNUT ST	MARTINEZ	CA	94553-2744
26	375053015 CANARI ROBERT F & CARLOTA A	2151	MON	MARTINEZ	CA	94553-272	2151	MONTERE`AVE	MARTINEZ	CA	94553-2721
27	375041004 OTTO SYDNEY P TRE	2154	GILL I	CONCORD	CA	94520-223	2230	MONTERE`AVE	MARTINEZ	CA	94553-2809
28	375052009 CARRILLO LUIS & CATALINA TRE	2156	MON	MARTINEZ	CA	94553-272	2156	MONTERE`AVE	MARTINEZ	CA	94553-2722
29	375053024 LARROWE JOSEPH	2160	WALI	MARTINEZ	CA	94553-274	2160	WALNUT ST	MARTINEZ	CA	94553-2744
30	375053025 BROWN KAREN E	2161	MON	MARTINEZ	CA	94553-272	2161	MONTERE`AVE	MARTINEZ	CA	94553-2721
31	375052010 ORTIZ CHRISTOPHER & TERESA	2170	MON	MARTINEZ	CA	94553-272	2170	MONTERE`AVE	MARTINEZ	CA	94553-2722
32	375054007 CARDENAS JOHN W TRE	2171	WALI	MARTINEZ	CA	94553-274	2171	WALNUT ST	MARTINEZ	CA	94553-2743
33	375053027 SANCHEZ MICHAEL R	2180	WALI	MARTINEZ	CA	94553-274	2180	WALNUT ST	MARTINEZ	CA	94553-2744

34	375053028	ROSALES SHARI	2181 MON MARTINEZ CA	94553-272	2181 MONTERE`AVE	MARTINEZ CA	94553-2721
35	375054008	RUIZ ROSANNA TRE	2181 WALI MARTINEZ CA	94553-274	2181 WALNUT ST	MARTINEZ CA	94553-2743
36	375022031	CHATMAN KIMBERLY R	2185 ORAI MARTINEZ CA	94553-281	2185 ORANGE ST	MARTINEZ CA	94553-2819
37	375022032	CETOUTE PAUL G & NATHALIE E	2199 ORAI MARTINEZ CA	94553-281	2199 ORANGE ST	MARTINEZ CA	94553-2819
38	375054024	FILUPI ERIC ALEJANDRO	2200 ORAI MARTINEZ CA	94553-282	2200 ORANGE ST	MARTINEZ CA	94553-2820
39	375054025	MCCOMBE ROBERT & MARIE TRE	2210 ORAI MARTINEZ CA	94553-282	2210 ORANGE ST	MARTINEZ CA	94553-2820
40	375054010	DUNNING GARY W	2222 ORAI MARTINEZ CA	94553-282	2222 ORANGE ST	MARTINEZ CA	94553-2820
41	375031019	ALLEN DONNA E	2239 ORAI MARTINEZ CA	94553-281	2239 ORANGE ST	MARTINEZ CA	94553-2819
42	375041005	BRISKEN KENNETH ROBERT TRE	2240 MON MARTINEZ CA	94553-280	2240 MONTERE`AVE	MARTINEZ CA	94553-2809
43	375031015	KOUVONEN MICHAEL P	2241 ORAI MARTINEZ CA	94553-281	2241 ORANGE ST	MARTINEZ CA	94553-2819
44	375041006	FRAY JOYCE M	2250 MON MARTINEZ CA	94553-280	2250 MONTERE`AVE	MARTINEZ CA	94553-2809
45	375041009	ROBBINS MARK D	2266 MON MARTINEZ CA	94553-280	2266 MONTERE`AVE	MARTINEZ CA	94553-2809
46	375022043	FELTON ROGER E	2266 S CRE MARTINEZ CA	94553-284	2266 CREST S AVE	MARTINEZ CA	94553
47	375041008	DEBONNEVILLE DAVID J & SUZETTE	2301 W SH MARTINEZ CA	94553-284	2301 SHELL W AVE	MARTINEZ CA	94553
48	375042001	BELLATO JOHN L & WILDA J TRE	2310 HARE MARTINEZ CA	94553-331	0 MONTERE`AVE	MARTINEZ CA	94553
49	375042017	BELLATO JOHN L & WILDA J TRE	2310 HARE MARTINEZ CA	94553-331	0 SHELL AVE	MARTINEZ CA	94553
50	375031018	SANDERSON JAN	2314 S CRE MARTINEZ CA	94553-286	2314 CREST S AVE	MARTINEZ CA	94553
51	375031010	LEONARD AARON & MEGAN K	2321 ORAI MARTINEZ CA	94553-282	2321 ORANGE ST	MARTINEZ CA	94553-2821
52	375031004	SANDERS DONALD R TRE	2324 S CRE MARTINEZ CA	94553-286	2324 CREST S AVE	MARTINEZ CA	94553
53	375031009	JEWETT JOAN D	2331 ORAI MARTINEZ CA	94553-282	2331 ORANGE ST	MARTINEZ CA	94553-2821
54	375041003	2012-C PROPERTY HOLDINGS LLC	3300 FERN MINNEAPC MN	55447-239	2220 MONTERE`AVE	MARTINEZ CA	94553-2809
55	375054011	CIRIMELE RONALD F & LAUREN TRE	3782 HIGH LAFAYETTE CA	94549-353	1061 SIERRA AVE	MARTINEZ CA	94553-2839
56	375054014	MONTALBO DAVID K	448 BLUE F MARTINEZ CA	94553-600	0 SIERRA AVE	MARTINEZ CA	94553
57	375042007	ZEMNIAKOVA IANA TRE	4884 JOHN MARTINEZ CA	94553-453	2308 ORANGE ST	MARTINEZ CA	94553-2822
58	375041010	MOONEY RYAN M TRE	606 DOVE PLEASANT CA	94523-273	2276 MONTERE`AVE	MARTINEZ CA	94553-2809
59	375031003	WOODMANSEE LAURA	608 W ELM LODI CA	95240-191	2320 CREST S AVE	MARTINEZ CA	94553
60	375042013	DENURRA DEANNA C	735 SLATEI PLEASANT CA	94523-261	1011 SHELL AVE	MARTINEZ CA	94553-2855
61	375054006	FRANCO VALERIE TRE	8009 LITTL KELSEYVILL CA	95451-861	2160 ORANGE ST	MARTINEZ CA	94553-2820
62	375042008	LOWERY ANTHONY P	85 CORMC MARTINEZ CA	94553-211	2316 ORANGE ST	MARTINEZ CA	94553-2822
63	375041007	DEBONNEVILLE DAVID J & SUZETTE	PO BOX 27 MARTINEZ CA	94553-775	2266 MONTERE`AVE	MARTINEZ CA	94553-2809
64	375054032	KELLEHER WILLIAM J TRE	PO BOX 46 MARTINEZ CA	94553-004	1011 SIERRA AVE	MARTINEZ CA	94553-2839

**APPEAL BY DIANA
DANIELS OF THE
PLANNING
COMMISSION'S
DECISION**

Mr Kopchik
DCD Director
30 Muir Rd
Martinez, CA

CONTRA COSTA
2017 JAN 23 PM 12:41
APPLICATION & PERMIT CENTER

Date: January 23, 2017
County File # DP 16-3037

Subject: This is an appeal of a
decision to build a house
on O Sierra Ave.

Reason: The proposed house is going to
require possible grading and fencing
which will be too close to my house.

Facing the O Sierra Ave lot, The lot and house
on the right is mine. 1049 Sierra Ave is on a
substandard lot with 3' aggregate side space.
Again, my house is approximately 1.5' from the
property line. Any new house needs to be
reasonably set back from the property line.

If truck loads of dirt are brought in will
there be a retaining wall? What about a
fence? Can they put a fence 1.5' from my
house right where my PG&E panel is as well as
my windows. If you look at the house on the
left, there is a huge substandard retaining wall,
right on the left lot line of O Sierra Ave.

I don't think we need to squeeze another
house into this lot. It's 100 yrs zoned a
garage + garden with fruit trees. We don't need
another substandard house on a substandard lot!

925-957-9213

Diana Daniels
1049 Sierra Ave
Martinez, CA 94553

**APPEAL BY CLARENCE
LEHMAN OF THE
ZONING
ADMINISTRATOR'S
DECISION**

Date: November 17, 2016

Mr Kopchik
DCD Director
30 Muir Road
Martinez, CA

Date: December 15, 2016

County File #DP16-3037

Subject: This is an Appeal of Decision to Build on 0 Sierra Ave.

Reason: The 1825 sf proposed home is incompatible in size to the neighboring homes on Sierra Ave. (See attached).

The homes on the even numbered side of Sierra Avenue average 1180 sf, with one home, on the corner of Sierra and Monterey being 2200 sf. But, it sits above and is surrounded by vacant lots, and owned by the same family. And as a result, it does not look large. Plus, I believe that is not a truly two story home.

The homes on the odd addressed side of Sierra Ave, average 1124 sf, without the additional proposed home.

Clearly 1825 sf is very much larger in living space than the other homes,

A home of roughly 1350 sf would be compatible with the neighborhood. And that is 500 sf smaller than the proposed home.

Sincerely,



Clarence Lehman
1040 Sierra Ave
Martinez, CA 94553
925.683.2465

CONTRA COSTA
2016 DEC 15 PM 3:08
APPLICATION & PERMIT CENTER

2266 monterey 2250 monterey 2240 monterey 2230 monterey
 973 1411 834 610

Monterey

	1006 Sierra	2022		1338	1011 Sierra
		0		1371	1017 Sierra T
				1390	1025 Sierra T
S	1020 Sierra	1235		1825	0 Sierra
S	1040 Sierra	847		886	1049 Sierra S
S	1050 Sierra	1795		1694	1051 Sierra S
				1191	1061 Sierra S

Orange

			624		
Average SF	1179.8	5899		9695	1385 Average SF/ with addition
					1124 Average without

T = two story
 S = single story

**COUNTY PLANNING
COMMISSION STAFF
REPORT**



Department of Conservation and Development

Contra Costa County Planning Commission –

Board of Appeals

Wednesday, January 11, 2017 – 7:00 P.M.

STAFF REPORT

Agenda Item # _____

Project Title:	Appeal of a Design Review Development Plan application to Construct a New Single-Family Residence and Demolish an Existing Garage
County File:	#DP16-3037
Appellant:	Clarence Lehman (Appellant)
Applicant/Owner:	Tambri Heyden & David Montalbo (Applicants & Owners)
General Plan/Zoning:	Single-Family Residential-High Density (SH)/Single Family Residential (R-6)
Site Address/Location:	A Vacant property located between 1025 and 1049 Sierra Avenue in the Martinez Area/APN: 375-054-014
California Environmental Quality Act (CEQA) Status:	The project is categorically exempt from CEQA review (Section 15303, Class 3).
Project Planner:	Jaclyn Isip, Project Planner (925) 674-7815
Staff Recommendation:	Deny the Appeal and Uphold the Zoning Administrator's Decision (See Section II for Full Recommendation)

I. PROJECT SUMMARY

An appeal of the Zoning Administrator's decision to approve a Small Lot Design Review Development Plan application to demolish an existing garage and construct a new 1,825 square-foot two story single-family residence on a vacant lot (approximately 5,250 square feet). The lot sizes range from 4,300 – 7,800 square feet. Thereby presenting no dominant size or design within the neighborhood

II. RECOMMENDATION

Staff recommends that the County Planning Commission:

- 1) DENY the appeal filed by Mr. Clarence Lehman and;
- 2) UPHOLD the Zoning Administrator's decision to approve County File #DP16-3037, based on the attached findings and subject to the conditions of approval.

III. BACKGROUND

A Small Lot Design Review application was submitted on July 22, 2016 to demolish an existing garage and construct a new two-story residence. The 10-day notification with a comment period ending on July 5, 2016, was mailed to properties within 300 feet of the subject property. Two requests from Ms. Diana Daniels, located at 1049 Sierra Avenue, and Mr. Clarence Lehman, located at 1040 Sierra Avenue, for a public hearing were received by the Department of Conservation and Development.

On August 8, 2016, the applicant submitted a Development Plan application. The application was heard by the Zoning Administrator on December 5, 2016 where the Zoning Administrator received testimony from both the applicants, Mr. David Montalbo and Ms. Tambri Heyden, the neighbors, and the appellant, Mr. Clarence Lehman. The Zoning Administrator closed the hearing and approved the project with modifications and two additional conditions of approval. The Zoning Administrator revised condition of approval no. 3 for flexibility in allowing the applicant to obtain a grading permit before complying with the requirements of Local Agency Formation Commission (LAFCO) as the water service is outside of the County boundaries and annexation to the City of Martinez is necessary. To ease concern of damaging the trees proposed for pruning located on the adjacent parcel, the Zoning Administrator added a condition requiring a licensed arborist to be present on site during this process. To address any drainage concerns, the Zoning Administrator added a condition requiring the applicant to provide a copy of the grading plans to the resident at 1006 Sierra Avenue and any other interested party who requests it. Furthermore, the ZA determined the neighborhood did not show one continuous design but was eclectic in that the homes were both modern and older homes constructed from 1916 to 2001.

An appeal of the Zoning Administrator's decision was filed by Mr. Clarence Lehman on December 15, 2016, within the 10-day appeal period. The appellant does not agree that the bulk and size of the residence is consistent with the neighborhood and wishes to see a reduction in size.

IV. GENERAL INFORMATION

- **General Plan:** The subject property is located within the Single-Family Residential-High Density General Plan Land Use designation.
- **Zoning:** The subject property is located within a Single-Family Residential (R-6) zoning district.
- **CEQA:** The proposed project is categorically exempt pursuant to Government Code Section 15303, Class 3, consisting of new construction or conversion of small structures.
- **Lot Creation:** The subject property was created in February, 1916 as Lot 3 of Martinez Land Tract 6 Subdivision.
- **Previous Applications:**
 1. **SL16-0079:** On June 22, 2016, a Small Design Review application was submitted to construct a new single-family residence. The notices were mailed out and resulted in a public hearing request from Ms. Diana Daniels and Mr. Clarence Lehman. On August 9, 2016, the applicant decided to move forward with the project and submitted the current Development Plan application.

V. SITE/AREA DESCRIPTION

The subject property is a developed rectangular shaped 5,250 square-foot (0.12-acre) parcel that is relatively flat in topography. There are two maple trees located on the adjacent neighbor's property that is in proximity of the proposed development.

The subject property is located within the Mountain View neighborhood of unincorporated Martinez. Directly northwest of the subject property is the City of

Martinez’s jurisdiction. The surrounding neighborhood is developed with one and two story single-family residences zoned Single-Family Residential District, R-6, with a Single-Family Residential-High Density (SH) General Plan Land Use designation. Properties within this area consist of an average 4,300 – 7,800 square foot lot sizes and are substandard in size. Residences within the neighborhood range in size measuring 610 – 2,207 square feet.

VI. PROJECT DESCRIPTION

This is a request for approval of a Small Lot Design Review Development Plan to demolish an existing two-car garage and construct a new, two-story, single-family residence. The new residence will consist of 1,825 square feet of livable space, a 462 square-foot garage and will measure 26 feet 9 inches in height. The construction will be in proximity of the two maple trees on the neighbor’s property that are not code-protected.

VII. APPEAL OF THE ZONING ADMINISTRATOR’S DECISION

Appeal Letter from Mr. Clarence Lehman:

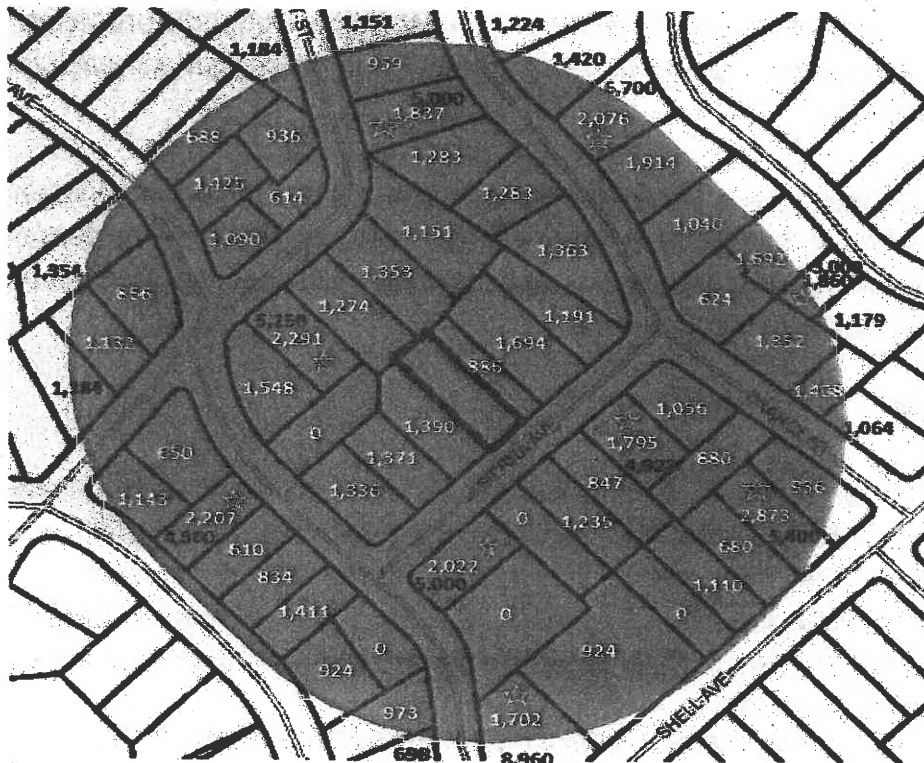
The resident of 1040 Sierra Avenue provided an appeal letter dated December 15, 2016. The following is a summary of his comments.

Comment: The 1,825 square-foot proposed home is incompatible in size to the neighboring homes on Sierra Avenue. There is a 2,200 square-foot residence on the corner of Sierra Avenue and Monterey Avenue that is surrounded by vacant lots and as a result does not look large.

Staff Response to Comment: The total living area for the subject property is consistent with the neighboring residences in regards to size. The County Assessor’s records related to total living area for homes within 300 feet of the property were reviewed. Out of 65 properties within the 300-foot radius, there are 9 residences that have over 1,700 square feet of total living area. The table and map below includes the 9 residences comparing total living area and parcel sizes. There are two residences located on Sierra Avenue with over 1,700 square feet of total living area. The residence located at 1050 Sierra Avenue has 1,795 square feet of total living area on a 4,928 square-foot lot and the residence at 1006 Sierra Avenue has 2,022 square feet of total living area on a 5,000 square-foot lot. The other homes with 1,700 square feet or more of total living area are

located on Shell Avenue, Monterey Avenue, Walnut Avenue and Crest Avenue. The residence located at 1085 Shell Avenue has 2,873 square feet of total living area on a 5,400 square-foot lot. The Residences within the neighborhood range in size from 610 to 2,873 square feet. The subject property proposes 1,825 square feet of total living area on an approximately 5,250 square-foot parcel. The neighborhood is architecturally diverse made up of one and two story residences. The project proposes a two story residence measuring 26 feet 9 inches in height. Therefore, the residence falls within the neighborhood's total living area and height and is consistent and compatible with the neighborhood.

Address	Parcel Size (Sq. Ft.)	Total Living Area (Sq. Ft.)
1050 Sierra Ave.	4,928	1,795
1006 Sierra Ave.	5,000	2,022
1085 Shell Ave.	5,400	2,873
1011 Shell Ave.	8,960	1,702
2022 Monterey Ave.	4,300	2,207
1110 Walnut St.	5,250	2,291
2181 Walnut St.	5,000	1,837
2266 S. Crest Ave.	6,700	2,076
2320 S. Crest Ave.	3,000	1,860



VIII. STAFF ANALYSIS

- **General Plan:** The subject property has a general plan land use designation of Single-Family Residential-High Density (SH). Under this designation, a single-family residence and accessory structures are permitted. The project involves constructing a single-family residence on an existing legal lot, therefore; the project is consistent with the SH policy
- **Zoning:** The R-6 Zoning District allows for a single-family residential use and ancillary buildings and structures associated with the development. The subject property is substandard in size and development requires a small lot design review for compatibility with the surrounding neighborhood. The project is located outside of the required setbacks for the property, measuring 20 feet from the front property line, 5 feet from both side property lines, and 55 feet away from the rear property line. The residence will be two stories and will measure 26 feet 9 inches in height, remaining well under the 35-foot maximum height for a single-family residence. With a two-car garage proposed, the residence will meet the off-street parking requirement for the R-6 zoning district.

The residence will be located within the dripline of two large maple trees on the adjacent neighbor's property to the northeast that is not code-protected. The applicant proposes to prune portions of the maple trees that encroach into the subject property.

- **Appropriateness of Use:** The project is consistent with the General Plan and Zoning District with regards to land use. The new single-family residence is consistent and appropriate for the site. The new residence will meet all required setbacks in the R-6 zoning district.

IX. CONCLUSION

Staff finds that the proposed development is consistent with the Single-Family Residential R-6 Zoning District and uses permitted with the SH General Plan Land Use Designation. Therefore, staff is recommending the County Planning Commission deny the appeal and uphold the Zoning Administrator's decision to approve County File #DP16-3002, based on the attached findings and subject to the conditions of approval.



Department of Conservation and Development

County Zoning Administrator

Monday, December 5, 2016 – 1:30 .P.M.

STAFF REPORT

Agenda Item # _____

Project Title: Design Review Development Plan to Construct a New Single-Family Residence

County File: #DP16-3037

Applicant/Owner: Tambri Heyden & David Montalbo (Applicants & Owners)

General Plan/Zoning: Single-Family Residential-High Density (SH)/Single Family Residential (R-6)

Site Address/Location: An unaddressed property located between 1025 and 1049 Sierra Avenue in Martinez/APN: 375-054-014

California Environmental Quality Act (CEQA) Status: The project is categorically exempt from CEQA review (Section 15303, Class 3).

Project Planner: Jaclyn Isip, Project Planner (925) 674-7815

Staff Recommendation: Approve (See Section II for Full Recommendation)

I. PROJECT SUMMARY

This is a request for approval of Small Lot Design Review Development Plan to demolish an existing garage and construct a new 1,845 square-foot two-story single-family residence on a vacant lot.

II. RECOMMENDATION

Staff recommends approval of the proposal, subject to the attached conditions of approval.

III. GENERAL INFORMATION

- General Plan: The subject property is located within the Single-Family Residential-High Density General Plan Land Use designation.
- Zoning: The subject property is located within a Single-Family Residential (R-6) zoning district.
- CEQA: The proposed project is categorically exempt pursuant to Government Code Section 15303, Class 3, consisting of new construction or conversion of small structures.
- Lot Creation: The subject property was created in February, 1916 as Lot 3 of Martinez Land Tract 6 Subdivision.
- Previous Applications:
 1. SL16-0079: On June 22, 2016, a Small Design Review application was submitted to construct a new single-family residence. The notices were mailed out and resulted in two requests for a public hearing. On August 9, 2016, the applicant decided to move forward with the project and submitted the current Development Plan application.

IV. SITE/AREA DESCRIPTION

The subject property is a developed rectangular shaped 0.12-acre parcel that is relatively flat in topography. There are two maple trees located on the adjacent neighbor's property that is in proximity of the proposed development.

The subject property is located within the Mountain View neighborhood of unincorporated Martinez. Directly northwest of the subject property is the City of Martinez's jurisdiction. The surrounding neighborhood is developed with one and two story single-family residences zoned Single-Family Residential District, R-6, with a Single-Family Residential-High Density (SH) General Plan Land Use designation. Properties within this area consist of an average 4,300 – 7,800 square foot lot sizes and are substandard in size. Residences within the neighborhood range in size measuring 610 – 2,207 square feet.

V. PROJECT DESCRIPTION

This is a request for approval of a Small Lot Design Review Development Plan to demolish an existing two-car garage and construct a new, two-story, single-family residence. The new residence will consist of 1,825 square feet of livable space, a 462 square-foot garage and will measure 26 feet 9 inches high. The construction will be in proximity of the two maple trees on the neighbor's property that are not code-protected.

VI. AGENCY COMMENTS

- **Building Inspection Division**: In a letter dated August 23, 2016, the division has reviewed the proposed project and responded with no objections. The comments received indicated that the design of the structure shall meet current codes and a detailed plan check will be done when applying for a building permit.
- **Contra Costa Environmental Health Division (CCEHD)**: In a letter dated September 13, 2016, the Division has reviewed the proposed project and responded with no objections. The comments received indicated that a permit from the CCEHD is required for any well or soil boring prior to commencement of drilling, and any abandoned wells and septic tanks must be destroyed under a permit from CCEHD, and comply with the requirements of the division.
- **Contra Costa Fire Protection District**: In a letter dated September 12, 2016, the district has reviewed the proposed project and requires the following:
 - Prior to obtaining a building permit, the applicant shall submit two (2) sets of site improvement plans for review.
 - The home as proposed shall be protected with an approved automatic sprinkler system complying with the California Residential Code.
 - If there is an existing water service for this property, the owner/contractor is responsible for contacting the water department to determine if the existing meter is adequate for a dual service application.
- **Mountain View Sanitary District (MVSD)**: In a letter dated September 6, 2016, the District has reviewed the proposed project and requires the following:

- A new sewer lateral connection and building sewer cleanout and check valve is required to be installed since the property has an existing 8-inch sewer main.
- Complete plans shall be submitted to MVSD for review and applicable fees shall be paid.

- Contra Costa Water District: In a letter dated October 12, 2016, the District responded with no objections to the proposed project. The District advised that this project will be served by the City of Martinez.

- City of Martinez: In a letter dated October 17, 2016, the City responded with no objections to the proposed project. The comments received included:
 - The owner(s) shall comply with the requirements stated in the attached LAFCO's July 18, 2016 letter.

 - Prior to providing the property with water, the owner(s) shall also sign an agreement to extend water service to property located outside the City limits.

 - The owner(s) shall submit an application for water service, and pay for installing the water service lateral and the applicable water connection fees at the time of payment (including the Contra Costa Water District facility reserve charge).

- LAFCO: On July 13, 2016, LAFCO approved the out of agency service request with the following terms and conditions:
 - Water infrastructure and service is limited to one proposed single family dwelling unit

 - The City of Martinez has delivered to LAFCO an executed deferred annexation agreement (DAA).

 - The City of Martinez has delivered to LAFCO an executed indemnification agreement providing for the City to indemnify LAFCO against any expenses arising from any legal actions to challenging the out of agency service.

- An application to annex the subject parcel to the City of Martinez is submitted to LAFCO by January 13, 2017.

VII. RESPONSE TO PUBLIC COMMENTS

A Small Lot Design Review notice was sent out on June 22, 2016. Two letters were received within the public notice period requesting a public hearing. The following is a summary of the comments received

- A letter received June 29, 2016 from Diana Daniels of 1049 Sierra Avenue in Martinez: Ms. Daniels requested a public hearing and stated her objection to the proposed project:
 1. The County direct the applicant to revise plans so that there will be no impact to the two heritage trees located on 1049 Sierra Avenue until after the board of supervisors has heard and made a decision.

Staff Response:

1. The new single family residence will be built within the dripline of a maple tree northeast of the subject property and the new driveway will be installed under the dripline of a second maple tree southeast of the subject property. The applicant proposes to prune only portions of the tree extending across the subject property that are dead and in the area of construction. Section 816-6.1002 (3) of the County Ordinance states that "*routine pruning not involving topping or tree removal does not require a tree permit.*" Routine Pruning is defined in Section 816-6.4016 as "*the removal of dead or dying, diseased, weak, or objectionable branches of a tree in a reasonable and scientific manner which does not structurally harm the tree.*" A heritage tree is defined as a tree seventy-two inches or more in circumference measured four and one-half feet above the natural grade and is specifically designated as a heritage tree by the Board of Supervisors. These two trees may fall within the size of a heritage tree by definition, but since they are both not designated by the Board of Supervisors, they are not heritage trees.
- A letter received on July 5, 2016 from Raymond Viglienzone of 1006 Sierra Avenue in Martinez: Mr. Viglienzone requested a public hearing and stated his objections to the proposed project:

1. The lot is substandard in size and width for its current zoning.
2. Parking is limited on Sierra Avenue.
3. Construction of a new residence will disrupt the neighborhood (noise, traffic, heavy equipment).
4. Installation of utilities will impact the existing utilities.
5. The neighborhood's character will negatively change. Investors have been building new homes and selling with no concern for the neighborhood.

Staff Response:

1. The subject parcel is located within the R-6 zoning district. Section 84-4.602 and 84-4.604 states that "*no single-family dwelling or structure permitted in the R-6 district shall be erected or placed on a lot smaller than six thousand feet in area or on a lot less than sixty feet in average width.*" The subject parcel measures approximately 5,250 square feet and has a 42-foot average lot width. Pursuant to Section 82-10.002, any lot of less area or width than required by Divisions 82 and 84 may be occupied by a single-family dwelling and its accessory buildings if the Zoning Administrator determines that the proposed dwelling is compatible with the surrounding neighborhood in relation to location, size, height, and design. Therefore, a small lot design review application was submitted on June 20, 2016.
2. The project includes constructing a new single-family residence with a 462 square-foot, two-car garage that will serve as the required off-street parking for the new residence. Section 84-4.1202 (a) of the County Ordinance States, "*In R-6 districts every dwelling unit shall have at least two off-street automobile storage spaces on the same lot.*" Therefore, the project meets the off-street parking requirement of the R-6 zoning district.
3. Condition of Approval #4 has been added to limit the hours of construction.
4. The project includes constructing a new single-family residence with a two-car garage. The subject parcel falls within the jurisdiction of the Mountain View Sanitary District (MVSD) and the Contra Costa Water District (CCWD) for water. The CCWD advised that his project will be served by the City of Martinez since the property is located within the City's Sphere of Influence (SOI) and water service area. Staff has received comments back from MVSD with no objections. Construction of a new single-family residence will not

impact the existing utilities. The applicant shall obtain all required permits from the MVSD and comply with all requirements from LAFCO and the City.

5. The neighborhood is zoned R-6, Single-Family Residential. The project proposes building a new, 1,825 square-foot, two-story, single-family residence with a two-car garage meeting the required off-street parking and the front, side, rear, and height dimensional requirements of the R-6 zoning district. Homes in the vicinity range from 610 – 2,207 square feet, therefore, the proposed residence is consistent with the neighborhood. Residences in the neighborhood are diverse architecturally and have been built at various times since the early 1900s. Therefore, the new residence will have minimal impact to the neighborhood's character.

Staff received a letter after the public notice period dated August 4, 2016 from Clarence Lehman of 1040 Sierra Avenue in Martinez, stating his objections to the proposed project:

1. The lot is less than 6,000 square feet, therefore; a single-family residence cannot be built on the property.
2. The existing garage on the property was built and used by the family that built the home at 1020 Sierra Avenue in 1916.
3. The R-6 zoning district requires a 15-foot minimum side yard, therefore; the proposed residence requires a variance.
4. The location of the new residence could harm the heritage tree located on the adjacent property and can result in breaking both civil and criminal laws.
5. The design of the residence is not compatible with the neighborhood.
6. The County requires a site plan to be in compliance with Tree Ordinances of Contra Costa County.

Staff Response:

1. As discussed above, the subject parcel is substandard in size measuring less than 6,000 square feet in size and 60 feet in average width. Pursuant to County Ordinance Code Section 82-10.002, any lot of less area or width than required by Division 82 and 84 may be occupied by a single-family dwelling and its accessory buildings if the Zoning Administrator determines that the proposed dwelling is compatible with the surrounding neighborhood in relation to location, size, height, and design. Therefore, a small lot design review application was submitted on June 20, 2016.

2. Historically the garage on the subject parcel may have been used by the occupants of 1020 Sierra Avenue, but the R-6 zoning district requires that the off-street parking requirement shall be located on the same lot as the residence. Section 84-4.1202 – Off street parking requirements (a) states *"In R-6 districts every dwelling unit shall have at least two off-street automobile storage spaces on the same lot."* The project includes constructing a new single-family residence with a two-car garage, therefore; the application meets the R-6 zoning requirements.
3. The subject property is zoned R-6, single-family residential. The R-6 district requires a 5-foot minimum side yard and a 15-foot aggregate side yard. Section 82-14.004 allows reduced side yards for lots that were created before the effective date of Divisions 82 and 84 (1947). The subject property was created in February 1916 as Lot 3 of Martinez Land Tract 6 Subdivision. With a front lot width of 42 feet, the side yard can be reduced to 5-feet with a 10-foot aggregate. The new residence measures 5 feet away from both side property lines with a 10-foot aggregate, therefore; the location of the residence meets the minimum side yard requirement.
4. As mentioned above, a heritage tree is defined as a tree seventy-two inches or more in circumference measured four and one-half feet above the natural grade and is specifically designated as a heritage tree by the Board of Supervisors. Since the two large trees on the adjacent neighbor's property have not been designated as heritage trees by the Board of Supervisors, they are not heritage trees. The new residence will be set 5 feet away from the northeast side property line. The applicant proposes to only prune portions of the neighbor's tree that is encroaching into the subject property for that are dead and for the purpose of constructing the new residence. Section 816-6.1002 (3) states that *"routine pruning not involving topping or tree removal does not require a tree permit."* Routine Pruning is defined in Section 816-6.4016 as *"the removal of dead or dying, diseased, weak, or objectionable branches of a tree in a reasonable and scientific manner which does not structurally harm the tree."*
5. Homes in the neighborhood have been built during various times ranging from the early 1900s to 2001. The neighborhood is mixed with one and two story residences, diverse with styles found in bungalow, cottage, and minimal traditional architecture. The neighborhood consists of homes

measuring from 610 to 2,207 square feet. The proposed 1,825 square-foot residence is two stories, will measure 26 feet 9 inches tall, and the floorplan includes a living room, a dining room, a kitchen, a two car garage, three bedrooms and 2 ½ bathrooms. The neighborhood is architecturally diverse and the proposed residence is compatible with the surrounding residences.

6. Mr. Lehman attached a copy of a handout related to the requirements of submitting plans for a tree permit. Since the project does not include a tree permit, the requirements listed in the handout is not necessary. The project includes constructing a new single-family residence. The site plan submitted on August 9, 2016 includes labeled property lines with dimensions, distances from property lines to proposed improvements, and location, species, and driplines of all trees near the proposed development. Staff finds that the site plan satisfies the requirements for a development plan application.

VIII. STAFF ANALYSIS

- **General Plan:** The subject property has a general plan land use designation of Single-Family Residential-High Density (SH). Under this designation, a single-family residence and accessory structures are permitted. The project involves constructing a single-family residence on an existing legal lot, therefore; the project is consistent with the SH policy
- **Zoning:** The R-6 Zoning District allows for a single-family residential use and ancillary buildings and structures associated with the development. The subject property is substandard in size and development requires a small lot design review for compatibility with the surrounding neighborhood. The project is located outside of the required setbacks for the property, measuring 20 feet from the front property line, 5 feet from both side property lines, and 55 feet away from the rear property line. The residence will be two stories and will measure 26 feet 9 inches tall, remaining well under the 35-foot maximum height for a single-family residence. With a two-car garage proposed, the residence will meet the off-street parking requirement for the R-6 zoning district.

The residence will be located within the dripline of two large maple trees on the adjacent neighbor's property to the northeast that is not code-protected. The applicant proposes to prune portions of the maple trees that encroach into the

subject property.

- **Appropriateness of Use:** The project is consistent with the General Plan and Zoning District with regards to land use. The new single-family residence is consistent and appropriate for the site. The new residence will meet all required setbacks required in the R-6 zoning district and will be 26 feet 9 inches tall remaining well under that 35-foot maximum height.

IX. CONCLUSION

The proposed single-family residence is consistent and compatible with the development that is permitted within the R-6 Zoning District and the land use permitted within the SH General Plan Land Use designation. Therefore, staff is recommending approval of the project as proposed subject to the attached conditions of approval.

G:\Current Planning\curr-plan\Staff Reports\Development Plans (DP)\DP16-3037\DP16-3037_SR_.docx
LCC

AGENCY COMMENTS

Jan 8/15/16
 (6)



AGENCY COMMENT REQUEST

We request your comments regarding the attached application currently under review.

Date 8/15/16

DISTRIBUTION

Internal

- Building Inspection
- Advance Planning
- Trans. Planning
- ALUC Staff
- APC Floodplain Tech
- Grading Inspection
- Housing Programs
- Telecom Planner
- HCP/NCCP Staff
- County Geologist

Health Services Department

- Environmental Health
- Hazardous Materials

Public Works Department

- Engineering Services (Full-size)
- Flood Control (Full-size)
- Traffic
- Special Districts

Local fire@cccfd.org

- Fire District Contra Costa
- Sanitary District Mt View Sanitary
- Water District Contra Costa Water
- City of Martinez

- School District(s)
- LAFCO
- Reclamation District #
- East Bay Regional Park District
- Diablo/Discovery Bay/Crockett CSD
- MAC/TAC
- Improvement/Community Association

Others/Non-local

- CHRIS - Sonoma State
- CA Fish and Wildlife, Region 3 - Bay Delta
- Native American Tribes

Additional Recipients

Please submit your comments to:

Project Planner Jaclyn Isip
 Phone # 925-674-7815
 E-mail Jaclyn.isip @dcd.cccounty.us
 County File # DPI6-3037

Prior to Sept. 6, 2016

We have found the following special programs apply to this application:

- Active Fault Zone (Alquist-Priolo)
- Flood Hazard Area, Panel #
- 60-dBA Noise Control
- CA EPA Hazardous Waste Site

AGENCIES: Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.

Comments: None Below Attached

1. COMPLIANCE WITH CURRENT BUILDING CODES WILL BE REQUIRED.

Print Name ABED CHAUDHRY

Signature Abed Chaudhry DATE 8/23/16

Agency phone # 674-7740

WILLIAM B. WALKER, M.D.
HEALTH SERVICES DIRECTOR

RANDALL L. SAWYER
CHIEF ENVIRONMENTAL HEALTH & HAZMAT OFFICER

MARILYN C. UNDERWOOD, PH.D. REHS
DIRECTOR OF ENVIRONMENTAL HEALTH



CONTRA COSTA
ENVIRONMENTAL HEALTH

2120 Diamond Blvd., Suite 200
Concord, California 94520
Ph (925) 692-2500
Fax (925) 692-2502
www.cchealth.org/eh/

September 13, 2016

Jaclyn Isip
Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553-4601

RE: DP16-3037 (Proposed single-family residence)
Sierra Ave., Martinez
APN 375-054-014

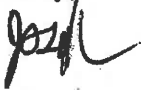
Dear Ms. Isip:

The Contra Costa Environmental Health Division (CCEHD) has received a request for agency comments for the above referenced project. The following are our comments if the property is connected to public sewer and public water:

1. A permit from CCEHD is required for any well or soil boring prior to commencing drilling activities, including those associated with environmental investigation and cleanup, and geotechnical investigation.
2. Any abandoned wells (water, environmental, or geotechnical) and septic tanks must be destroyed under permit from CCEHD. If the existence of such wells or septic tanks are known in advance or discovered during construction or other activities, these should be clearly marked, kept secure, and destroyed pursuant to CCEHD requirements.

These comments do not limit an applicant's obligation to comply with all applicable laws and regulations. If you should have any questions, please do not hesitate to call me at (925) 692-2535.

Sincerely,



Joseph G. Doser, REHS
Supervising Environmental Health Specialist

JGD:tf



Jaclyn Isip

From: Jocelyn LaRocque <jocelyn.larocque@pw.cccounty.us>
Sent: Wednesday, January 04, 2017 2:05 PM
To: Jaclyn Isip
Subject: RE: Agency Comment for DP16-3037 (Sierra Avenue)

Jaclyn,

Quickly looking over the application, given scope of the project to demolish exiting garage and construct a sing-family residential structure, and considering that the item is an appeal to the County Planning Commission below are comments.

- Applicant should be permitted access at the locations shown on the approved site/development plan (i.e. one access point/one driveway).
- Applicant will need to obtain an encroachment permit from the Application and Permit Center for construction of the driveway or other improvements within the right-of-way of Sierra Avenue per Title 10.
- Applicant shall provide sight distance at the intersection of the private driveway with Sierra Avenue in accordance with Chapter 82-18 "Sight Obstructions at Intersections" of the County Ordinance Code. The applicant shall trim vegetation, as necessary, to provide sight distance at this intersection, and any new signage, landscaping, fencing, retaining walls, or other obstructions proposed at this intersection shall be setback to ensure that the sight line is clear of any obstructions.
- The applicant is required to collect and convey all stormwater entering and/or originating on this property, without diversion and within an adequate storm drainage system, to an adequate natural watercourse having definable bed and banks, or to an existing adequate public storm drainage system which conveys the stormwater to an adequate natural watercourse, in accordance with Division 914 of the Ordinance Code. Given the project scope involves lot drainage, grading would be the one to review the lot drainage plan.
- The new utility distribution services should be installed underground.

My comments are pretty much standard and what is already required per County Ordinance Code. Also, I don't plan to attend CPC on January 11 unless you need me to. Let me know if you need anything else on this project.

Jocelyn A. Bolibol LaRocque, PE, CFM
Senior Civil Engineer

Contra Costa County Public Works Department • Engineering Services Division
255 Glacier Drive • Martinez, CA 94553-4825
(925) 313-2000 Main Office • (925) 313-2315 Direct • (925) 313-2333 Fax
e-mail: jocelyn.larocque@pw.cccounty.us • website: www.cccpublicworks.org
"Accredited by the American Public Works Association"

From: Jaclyn Isip [mailto:Jaclyn.Isip@dcd.cccounty.us]
Sent: Wednesday, January 04, 2017 9:35 AM

CONTRA COSTA COUNTY
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT
 COMMUNITY DEVELOPMENT DIVISION
 30 Muir Road
 Martinez, CA 94553-4601
 Phone: 925-674-7205
 Fax: 925-674-7258

*Done
8/15/16
(6)*



AGENCY COMMENT REQUEST

We request your comments regarding the attached application currently under review.

Date 8/15/16

DISTRIBUTION	
<u>Internal</u>	
<input checked="" type="checkbox"/> Building Inspection	<input type="checkbox"/> Grading Inspection
<input type="checkbox"/> Advance Planning	<input type="checkbox"/> Housing Programs
<input type="checkbox"/> Trans. Planning	<input type="checkbox"/> Telecom Planner
<input type="checkbox"/> ALUC Staff	<input type="checkbox"/> HCP/NCCP Staff
<input type="checkbox"/> APC Floodplain Tech	<input type="checkbox"/> County Geologist
<u>Health Services Department</u>	
<input checked="" type="checkbox"/> Environmental Health	<input type="checkbox"/> Hazardous Materials
<u>Public Works Department</u>	
<input type="checkbox"/> Engineering Services (Full-size)	<input type="checkbox"/> Traffic
<input type="checkbox"/> Flood Control (Full-size)	<input type="checkbox"/> Special Districts
<u>Local</u> www.cocostpd.org	
<input checked="" type="checkbox"/> Fire District	<u>Contra Costa</u>
<input checked="" type="checkbox"/> Sanitary District	<u>Mt View Sanitary</u>
<input checked="" type="checkbox"/> Water District	<u>Contra Costa Water</u>
<input checked="" type="checkbox"/> City of	<u>Martinez</u>
<input type="checkbox"/> School District(s)	
<input type="checkbox"/> LAFCO	
<input type="checkbox"/> Reclamation District #	
<input type="checkbox"/> East Bay Regional Park District	
<input type="checkbox"/> Diablo/Discovery Bay/Crocketti CSD	
<input type="checkbox"/> MAC/TAC	
<input type="checkbox"/> Improvement/Community Association	
<u>Others/Non-local</u>	
<input type="checkbox"/> CHRIS - Sonoma State	
<input type="checkbox"/> CA Fish and Wildlife, Region 3 - Bay Delta	
<input type="checkbox"/> Native American Tribes	
<u>Additional Recipients</u>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Please submit your comments to:
 Project Planner Jaclyn Isip
 Phone # 925-674-7815
 E-mail Jaclyn.Isip@dod.cocounty.us
 County File # DP16-3037
 Prior to Sept. 6, 2016

We have found the following special programs apply to this application:

- Active Fault Zone (Alquist-Priolo)
- Flood Hazard Area, Panel # _____
- 60-dBA Noise Control
- CA EPA Hazardous Waste Site

AGENCIES: Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.

Comments: None Below Attached

RECEIVED
 AUG 19 2016

CONTRA COSTA FIRE DISTRICT
 Print Name Todd Schiess
Todd Schiess 9/12/16
 Signature DATE
 Agency phone # 925-941-3300

REVISED 8/26/2016. TO PRINT MORE COPIES: G:\Current Planning\APCA\PC Form\CURRENT FORMS\PLANNING\Agency Comment Request.doc

P-2016-04850 PLN

Contra Costa County



Fire Protection District

9/12/16

MS. Isip
30 Muir Rd
Martinez, Ca 94553

Subject: Single family home
0 Sierra Av, Martinez, Ca
#DP16-3037
CCCFPD Project No.: P-2016-04850

Dear Ms. Isip:

We have reviewed the development plan application to establish single family residence at the subject location. The following is required for Fire District approval in accordance with the 2013 California Fire Code (CFC), the 2013 California Residential Code (CRC), and Local and County Ordinances and adopted standards:

1. The home as proposed shall be protected with an approved automatic fire sprinkler system complying with the 2013 edition of NFPA 13D or Section R313.3 of the 2013 California Residential Code. Submit a minimum of two (2) sets of plans to this office for review and approval prior to installation. (R313.3) CRC, Contra Costa County Ordinance 2013-22
2. The owner/contractor is responsible for contacting the water district to determine if the existing domestic service (meter) is adequate for a dual service application.

Our preliminary review comments shall not be construed to encompass the complete project. Additional plans and specifications may be required after further review.

If you have any questions regarding this matter, please contact this office at (925) 941-3300.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Schiess".

Todd Schiess
Fire Inspector

cc: Tambri Heyden
1731 First Av
Walnut Creek, Ca 94597

File: 0 SIERRA AV-PLN-P-2016-04850

RECEIVED

AUG 17 2016

Sum
8/15/16
(6)



RECEIVED
AUG 19 2016

COPY
AGENCY COMMENT REQUEST

LCC INC.

We request your comments regarding the attached application currently under review.

Date 8/15/16

DISTRIBUTION

Internal

- Building Inspection
- Advance Planning
- Trans. Planning
- ALUC Staff
- APC Floodplain Tech
- Grading Inspection
- Housing Programs
- Telecom Planner
- HCP/NCCP Staff
- County Geologist

Health Services Department

- Environmental Health
- Hazardous Materials

Public Works Department

- Engineering Services (Full-size)
- Flood Control (Full-size)

Local

- Fire District Contra Costa
- Sanitary District Mt View Sanitary
- Water District Contra Costa Water
- City of Martinez

School District(s)

LAFCO

Reclamation District #

East Bay Regional Park District

Diablo/Discovery Bay/Crockett CSD

MAC/TAC

Improvement/Community Association

Others/Non-local

CHRIS - Sonoma State

CA Fish and Wildlife, Region 3 - Bay Delta

Native American Tribes

Additional Recipients

Please submit your comments to:

Project Planner Jaclyn Isip

Phone # 925-674-7815

E-mail Jaclyn.isip@dcd.cccounty.us

County File # DPI6-3037

Prior to Sept. 6, 2016

We have found the following special programs apply to this application:

Active Fault Zone (Alquist-Priolo)

Flood Hazard Area, Panel #

60-dBA Noise Control

CA EPA Hazardous Waste Site

AGENCIES: Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.

Comments: None Below Attached

PROPERTY HAS AN 8"
SEWER MAIN LOCATED
SIERRA AVE WHICH
WILL REQ A NEW
LATERAL CONNECTION
& BUILDING SEWER
W/ CLEANOUT & CHECK
VALVE. COMPLETE PLANS
WILL NEED TO BE SUB-
MITTED TO MUSD FOR
REVIEW, PLUS FEES.

Print Name Peter J. Wellman

Peter J. Wellman 9-6-16
Signature MVSD DATE

Agency phone # 925/228-4212

Jaclyn Isip

From: Mark Seedall <mseedall@ccwater.com>
Sent: Wednesday, October 12, 2016 9:19 AM
To: Jaclyn Isip
Cc: Colleen Knutson
Subject: RE: Agency Comments - APN 375-054-014

This project will be served by City of Martinez and they do not have the same requirement for a secondary meter that CCWD has. CCWD has no comments on this project.

*Mark A. Seedall
Principal Planner
Contra Costa Water District
P.O. Box H2O
Concord, CA 94524*

925 688-8119

From: Jaclyn Isip [<mailto:Jaclyn.Isip@dcd.cccounty.us>]
Sent: Tuesday, October 11, 2016 4:00 PM
To: Mark Seedall <mseedall@ccwater.com>
Subject: RE: Agency Comments - APN 375-054-014

Attached you will find a copy of the Agency Comment Request packet. This application included demolishing an existing garage and constructing a new two-story single family residence. Thanks,

Jaclyn

From: Mark Seedall [<mailto:mseedall@ccwater.com>]
Sent: Tuesday, October 11, 2016 3:56 PM
To: Jaclyn Isip
Subject: RE: Agency Comments - APN 375-054-014

What was the project?

From: Jaclyn Isip [<mailto:Jaclyn.Isip@dcd.cccounty.us>]
Sent: Tuesday, October 11, 2016 3:52 PM
To: Mark Seedall <mseedall@ccwater.com>
Subject: RE: Agency Comments - APN 375-054-014

Hi Mark,

There is no address but the parcel number is 375-054-014 and is located on Sierra Avenue in Martinez. Thanks,

Jaclyn

From: Mark Seedall [mailto:mseedall@ccwater.com]
Sent: Tuesday, October 11, 2016 3:42 PM
To: Jaclyn Isip
Subject: RE: Agency Comments - APN 375-054-014

Can you tell me the address of the project site?

From: Jaclyn Isip [mailto:Jaclyn.Isip@dcd.cccounty.us]
Sent: Tuesday, October 11, 2016 2:39 PM
To: Mark Seedall <mseedall@ccwater.com>
Subject: FW: Agency Comments - APN 375-054-014

Good afternoon Mark,

I was wondering if you could respond in writing to the agency comment for this. I did not receive any comments besides the one below. Thank you for your help! I really appreciate it.

Jaclyn Isip
Planner
Department of Conservation and Development
30 Muir Rd. Martinez, CA 94553
925-674-7815



From: Cindy Sweeney [mailto:csweeney@ccwater.com]
Sent: Friday, September 30, 2016 8:34 AM
To: Jaclyn Isip
Subject: Agency Comments - APN 375-054-014

Hi Jaclyn,

Mark Seedall is the one who handles the comments. Per our conversation, I had indicated that there were no comments for this project. Mark is on vacation and will be returning on Monday. I will check with him to see if we can't put something together for you that states that we have no comments.

Thanks,

Cindy Sweeney
Senior Clerk – Engineering Department



City of Martinez

525 Henrietta Street, Martinez, CA 94553-2394

October 17, 2016

Jaclyn Isip
Contra Costa County
Department of Conservation & Development
30 Muir Road
Martinez, CA. 94553

Subject: Comments on the Proposed New Residence on Sierra Ave. in Martinez
Contra Costa County DP 16-3037 (APN 375-054-014)

Dear Ms. Isip:

As requested, the following are comments on the subject project:

General:

The property is within the City of Martinez Sphere of Influence (SOI), and within the City's water service area.

Water service to the property:

(a) Background:

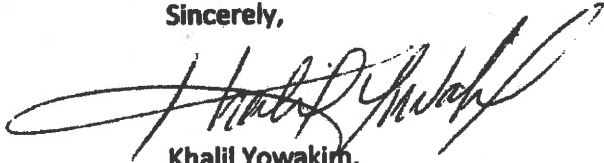
1. On June 3, 2016, the City submitted an Out-of-Agency Service application to LAFCO to provide the subject property with water from the City's water system on Sierra Ave (LAFCO's Application # 16-09).
2. On July 13, 2016, LAFCO's Commission approved the City's request with certain conditions as stated in the LAFCO's July 18, 2016 letter (copy attached).
3. A Notice of Exemption for providing water to the property was filed by the City on May 24, 2016 (copy attached).
4. For sites outside the City limits, and within the City's water service area, the owner(s) is required to sign a Differed Annexation Agreement. This agreement was signed by the owners and recorded on May 24, 2016 (copy attached).
5. No water main extension (or major infrastructure) will be required to serve the property with water. It can be served from the existing water main on Sierra Avenue in front of the property. There is adequate water supply to provide the project with water for domestic and fire use.
6. All adjacent lots in the areas are served from the City's water system.
7. A typical water service, for a new home, will include a one-inch water service lateral from the water main, a 1-inch water meter, and a backflow prevention device.

(a) Conditions for providing water to the property:

1. The owner(s) shall comply with the requirements stated in the attached LAFCO's July 18, 2016 letter.
2. Prior to providing the property with water, the owner(s) shall also sign an agreement to extend water service to property located outside the City limits.
3. The owner(s) shall submit an application for water service, and pay for installing the water service lateral, and the applicable water connection fees at the time of payment (including the Contra Costa Water District facility reserve charge).

If you have any questions regarding the above, please contact me at 372-3569.

Sincerely,



**Khalil Yowakim,
Senior Civil Engineer**

cc: Tim Tucker, City Engineer

Attachments

**RESOLUTION OF THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
AUTHORIZING THE CITY OF MARTINEZ TO PROVIDE OUT-OF-AGENCY WATER SERVICE
TO APN 375-054-014 (SIERRA AVENUE)**

WHEREAS, the above-referenced request has been filed with the Executive Officer of the Contra Costa Local Agency Formation Commission pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act (Section 56000 et seq. of the Government Code); and

WHEREAS, at the time and in the manner required by law the Executive Officer has given notice of the Commission's consideration of this request; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony related to this request including, but not limited to, the Executive Officer's report and recommendation; and

WHEREAS, out of agency service approval is needed in order to provide water services to the properties in anticipation of a future annexation; and

WHEREAS, the City of Martinez and the property owners have entered into a Deferred Annexation Agreement in support of the future annexation of the property to the City of Martinez.

NOW, THEREFORE, BE IT RESOLVED DETERMINED AND ORDERED by the Contra Costa Local Agency Formation Commission as follows:

- A. Find that the project is exempt pursuant to section 15303 of the CEQA Guidelines, consistent with the determination of the City of Martinez.
- B. Authorize the City of Martinez to extend water service outside its jurisdictional boundary to APN 375-054-014, located on Sierra Avenue in unincorporated Contra Costa County subject to the following terms and conditions:
 - 1. Water infrastructure and service is limited to one single family dwelling unit on the parcel,
 - 2. The City of Martinez has delivered to LAFCO an executed indemnification agreement providing for the City to indemnify LAFCO against any expenses arising from any legal actions to challenging the out of agency service,
 - 3. The City of Martinez and the property owner(s) have signed the deferred annexation agreement (DAA), and the DAA was recorded as prescribed by law and runs with the land so that future landowners have constructive notice that their property is encumbered by the DAA, and
 - 4. An application to annex the subject parcel to the City of Martinez, along with the applicable annexation fees, be submitted to LAFCO by January 13, 2017.
- C. Approval to extend City of Martinez services beyond those specifically noted herein is withheld and is subject to future LAFCO review.

PASSED AND ADOPTED AS REVISED THIS 13th day of July 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

MARY N. PIEPHO, CHAIR, CONTRA COSTA LAFCO

I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date stated above.

Dated: July 13, 2016

Lou Ann Texeira, Executive Officer



CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
651 Pine Street, Sixth Floor • Martinez, CA 94553-1229
e-mail: LTexte@lafco.cccounty.us
(925) 335-1094 • (925) 646-1228 FAX

NOTICE OF RECEIPT OF APPLICATION MATERIALS

January 18, 2017

This notice will inform you that the Contra Costa Local Agency Formation Commission has received the following application:

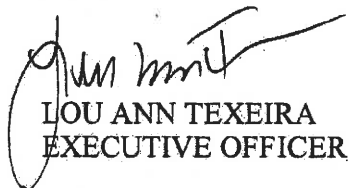
Proposal No. LAFCO 17-01
Short Title Heyden-Montalbo Annexation to City of Martinez
Location Approximately 0.12± acres on Sierra Avenue in unincorporated Martinez.
APNs 375-054-014

Government Code Section 56658 (b) requires that this notice be given to all interested, affected and subject agencies, the County Committee on School District Organization and superintendent of each school district that overlies the proposal area.

The LAFCO staff has made no determinations about the accuracy or completeness of the application. Government Code Section 56658(e) requires that no application be accepted for filing for at least twenty (20) days after this notice is issued.

For further information about the application received please contact the LAFCO office.

Sincerely,



LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Each Member of the Commission
Tambri Heyden, landowner
David Montalbo, landowner
Tim Tucker, City of Martinez
Khalil Yowakim
Distribution List

**NOTICE FOR ZONING
ADMINISTRATOR AND
COUNTY PLANNING
COMMISSION
HEARINGS**

NOTICE OF A PUBLIC HEARING

You are hereby notified that on WEDNESDAY, JANUARY 11, 2017, at 7:00 p.m. at 30 Muir Road, Martinez, California, the County Planning Commission Board of Appeals will consider a DEVELOPMENT PLAN application as described below:

CLARENCE LEHMAN (Appellant) - TAMBRI HEYDEN & DAVID MONTALBO (Applicants/Owners), County File DP16-3037: This is a hearing on an appeal of the Zoning Administrator's decision to approve a Small Lot Design Review Development Plan to demolish an existing, 530 square-foot garage (approximate) and construct a new 1,825 square-foot two story residence. The subject parcel is a vacant, 0.19-acre property located between 1025 and 1049 Sierra Avenue in Unincorporated Martinez area. (Zoning: R-6, Single-Family Residential; General Plan: SH, Single-Family High-Density) (Parcel Number: 375-054-014)

If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the County at, or prior to, the public hearing.

For further details, contact the Contra Costa County Department of Conservation and Development, Community Development Division, 30 Muir Road, Martinez, California, or Jaclyn Isip at 925-674-7815.

John Kopchik, Director
Department of Conservation and Development

NOTICE OF A PUBLIC HEARING

You are hereby notified that on MONDAY, DECEMBER 5, 2016, at 1:30 p.m. at 30 Muir Road, Martinez, California, the County Zoning Administrator will consider a DEVELOPMENT PLAN application as described below:

TAMBRI HEYDEN & DAVID MONTALBO (Applicants/Owners), County File DP16-3037: The applicant seeks approval of a Small Lot Design Review Development Plan to demolish an existing garage and construct a new 1,845 square-foot two-story residence. The subject parcel is an unaddressed property located between 1025 and 1049 Sierra Avenue in Unincorporated Martinez area. (Zoning: R-6, Single-Family Residential) (Parcel Number: 375-054-014)

If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the County at, or prior to, the public hearing.

For further details, contact the Contra Costa County Department of Conservation and Development, Community Development Division, 30 Muir Road, Martinez, California, or Jaclyn Isip at 925-674-7815.

John Kopchik, Director

Department of Conservation and Development

REDUCED PLANS

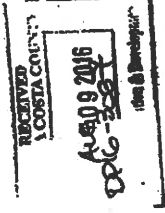
General Design Notes

1. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST COSTA COUNTY CALCODES AND SPECIFICATIONS. (PER U.S.C. 2618)
2. FIELD CHECK ALL DIMENSIONS BEFORE CONSTRUCTION.
3. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA BUILDING CODE (CBC) AND CALIFORNIA ELECTRICAL CODE (CEC) (PER U.S.C. 2618).
4. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA GREEN CODE (CGC) AND CALIFORNIA ENERGY CODE (CEC) (PER U.S.C. 2618).
5. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA RESIDENTIAL CODE (CRC) (PER U.S.C. 2618).
6. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA FIRE CODE (CFC) (PER U.S.C. 2618).
7. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA PLUMBING CODE (CPC) (PER U.S.C. 2618).
8. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA MECHANICAL CODE (CMC) (PER U.S.C. 2618).
9. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA STRUCTURAL CODE (CSC) (PER U.S.C. 2618).
10. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA GEOTECHNICAL CODE (CGC) (PER U.S.C. 2618).
11. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA ENVIRONMENTAL CODE (CEC) (PER U.S.C. 2618).
12. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA AIR QUALITY CODE (CAQC) (PER U.S.C. 2618).
13. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA WASTE MANAGEMENT CODE (CWC) (PER U.S.C. 2618).
14. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA WATER CODE (CWC) (PER U.S.C. 2618).
15. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA FLOOD CONTROL CODE (CFC) (PER U.S.C. 2618).
16. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA LAND DEVELOPMENT CODE (CLDC) (PER U.S.C. 2618).
17. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA HISTORIC PRESERVATION CODE (CHPC) (PER U.S.C. 2618).
18. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA CULTURAL RESOURCE MANAGEMENT CODE (CRCM) (PER U.S.C. 2618).
19. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA ANTI-DISCRIMINATION ACT (ADA) (PER U.S.C. 2618).
20. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST CALIFORNIA AFFORDABLE HOUSING ACT (AHA) (PER U.S.C. 2618).

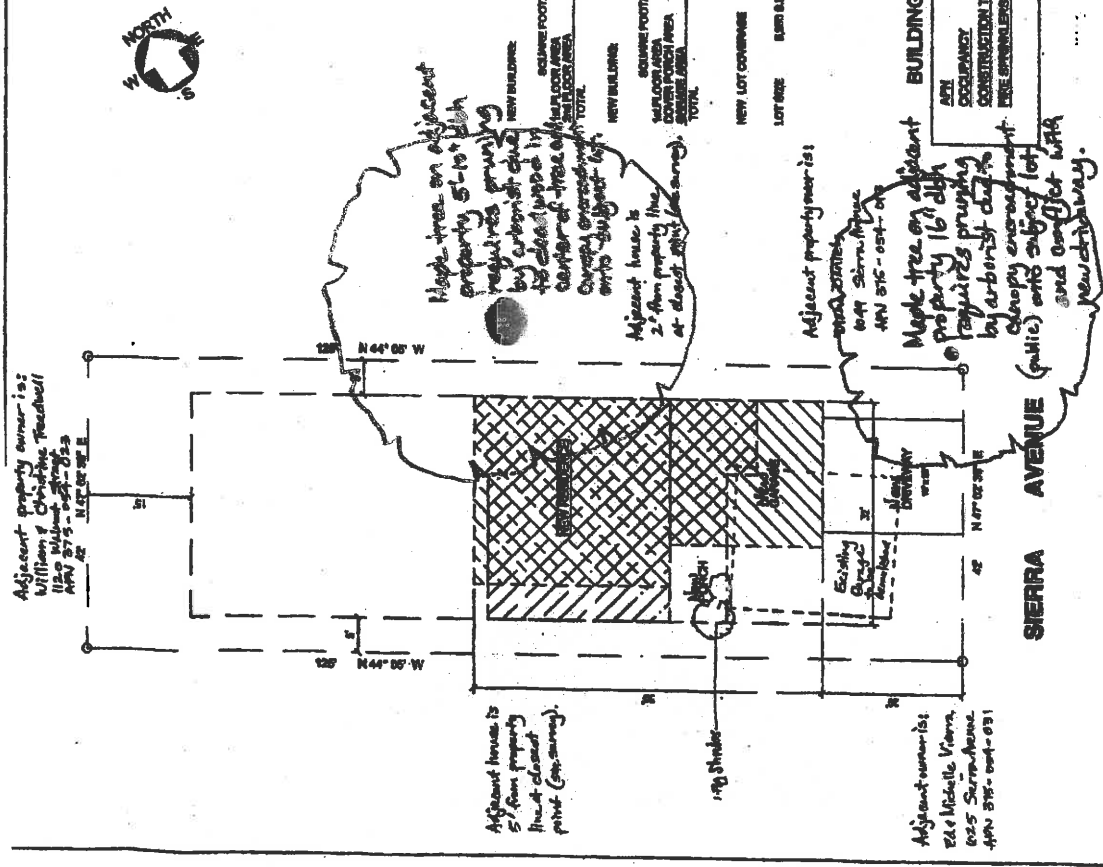
- DRAWING INDEX
- A1 SITE PLAN
 - A2 FLOOR PLAN
 - A3 ELEVATIONS
 - A4 ROOF PLAN/SECTIONS
 - S1 FOUNDATION/FRAMING PLANS
 - S2 NOTES AND DETAILS
 - S3 NOTES AND DETAILS
 - T1 TITLE 24

GENERAL NOTES

- ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE LATEST COSTA COUNTY CALCODES AND SPECIFICATIONS. (PER U.S.C. 2618)
- FIELD CHECK ALL DIMENSIONS BEFORE CONSTRUCTION.
- 2018 CALIFORNIA BUILDING CODE (CBC)
 - 2018 CALIFORNIA ELECTRICAL CODE (CEC)
 - 2018 CALIFORNIA GREEN CODE (CGC)
 - 2018 CALIFORNIA ENERGY CODE (CEC)
 - 2018 CALIFORNIA RESIDENTIAL CODE (CRC)



Note:
 1. Existing 2 car garage on property will be demolished.
 2. Existing 10' tall Py Shrub to be removed.
 3. 8 multi-stemmed shrubby vines & bushes 6'-10' tall along northeast property line, 3" dbh, to be removed.



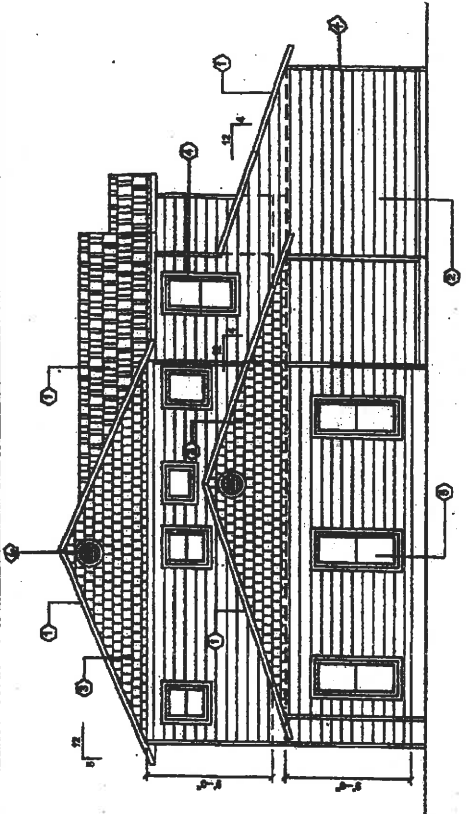
SITE PLAN
 APR 376-064-014
 SCALE 1/8" = 1'-0"

DESIGNED BY
RABBIT O. FLYNN
 1830 NORTH MAIN ST. / 183
 VALMOT CREEK, CA. 94666 PH. (925) 935-8181

NEW RESIDENCE
 SIERRA AVENUE
 MARTINEZ, CA. 94553

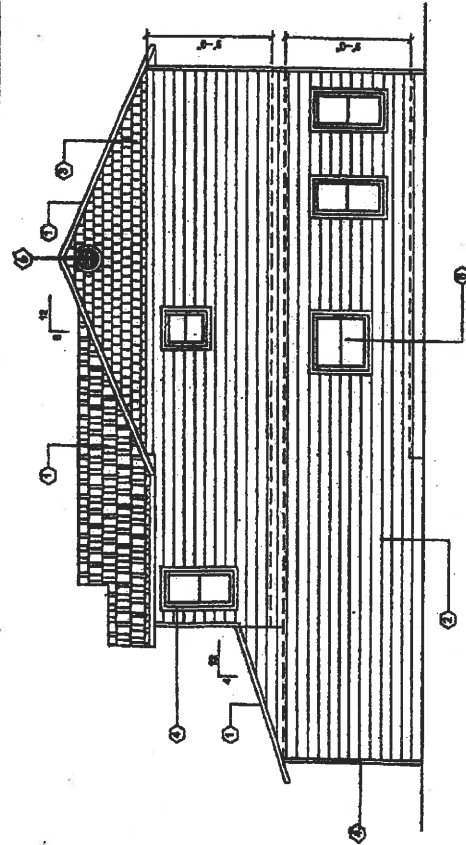
FLOOR PLAN

A3



LEFT SIDE ELEVATION

1/4" = 1'-0"

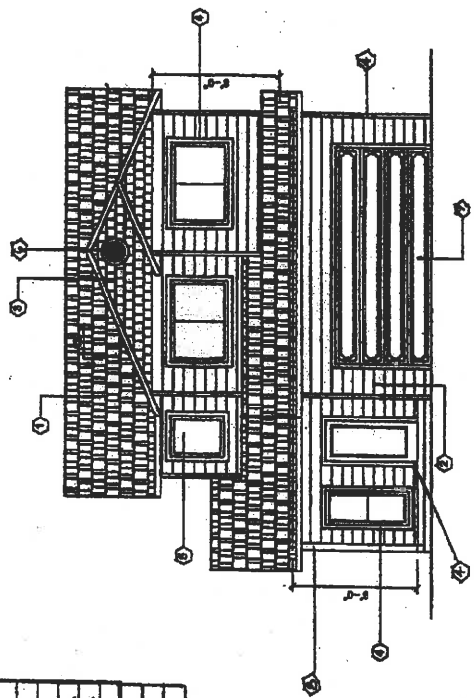


RIGHT SIDE ELEVATION

1/4" = 1'-0"

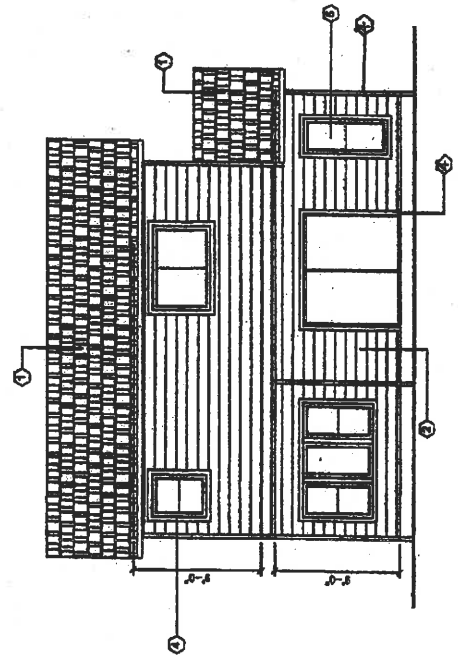
Height to tallest point of house (as shown) = 26'-9"

FINISHES	
1	ROOF - cedar shakes - Charcoal
2	WOOD SIDING - vertical - off-white
3	WOOD TRIM - small white - simple frame
4	WOOD TRIM - large white - simple frame
5	WOOD TRIM - large white - simple frame
6	WOOD TRIM - large white - simple frame
7	WOOD TRIM - large white - simple frame
8	WOOD TRIM - large white - simple frame
9	WOOD TRIM - large white - simple frame
10	WOOD TRIM - large white - simple frame



FRONT ELEVATION

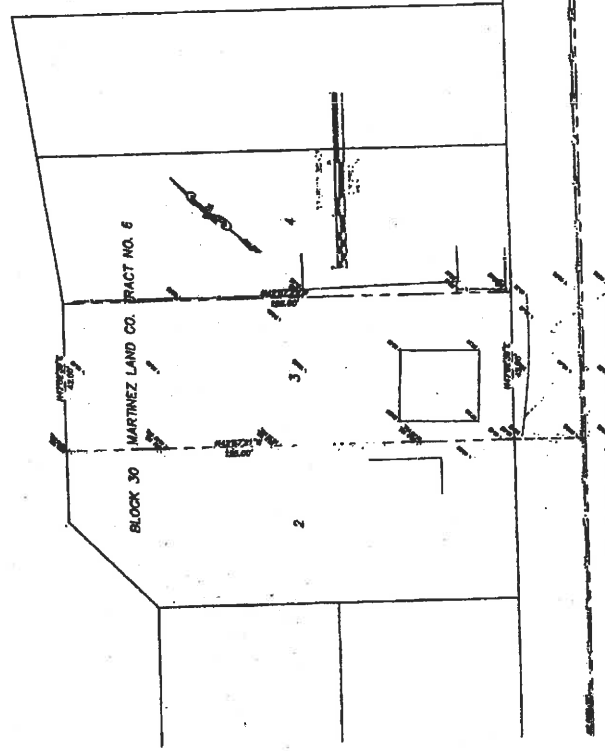
1/4" = 1'-0"



REAR ELEVATION

1/4" = 1'-0"

THE STATE OF CALIFORNIA
 COUNTY OF CONTRA COSTA
 PUBLIC RECORDS
 BOOK 2181, PAGE 121
 FILED 3/28/2018
 UNRECORDED AREA IN CONTRA COSTA COUNTY, CALIF.



BOUNDARY AND TOPOGRAPH
 LOT 3, BLOCK NO. 30, MARTINEZ LAND CO. 7
 FILED 3/28/2018, CONTRA COSTA COUNTY
 UNRECORDED AREA IN CONTRA COSTA COUNTY, CALIF.

CHANNARY LAND SURVEYING
 P.O. BOX 121
 BENICIA, CALIFORNIA
 (925) 762-0888

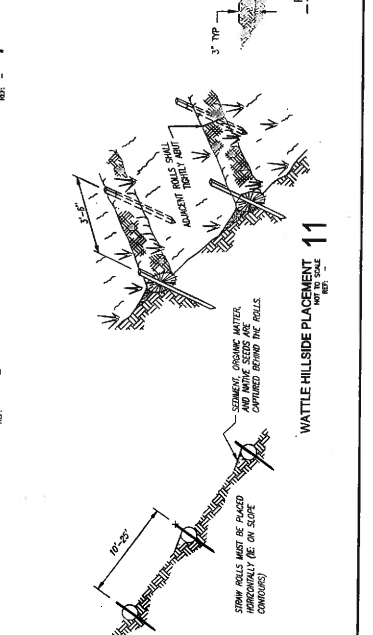
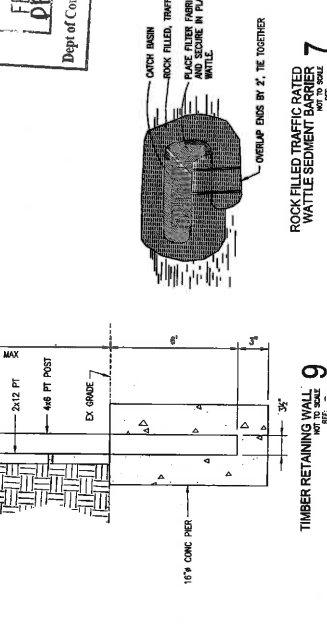
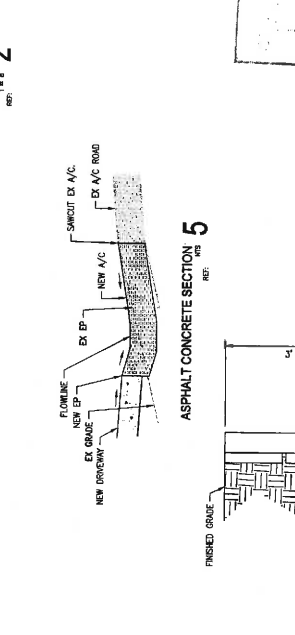
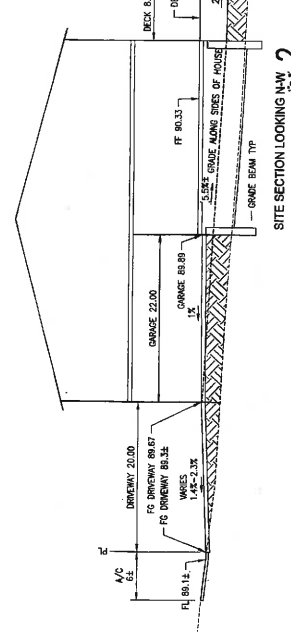
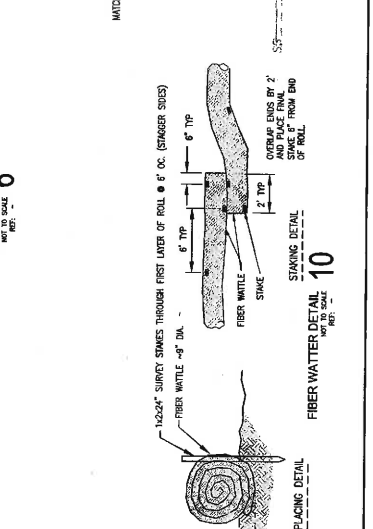
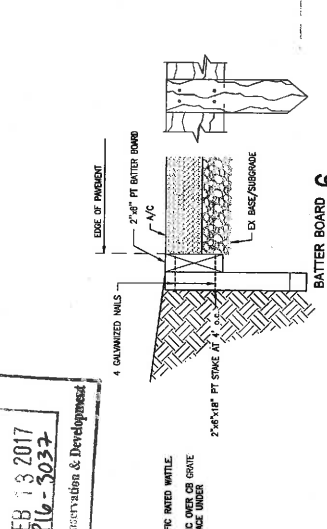
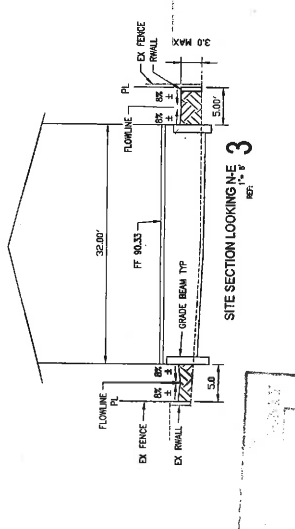
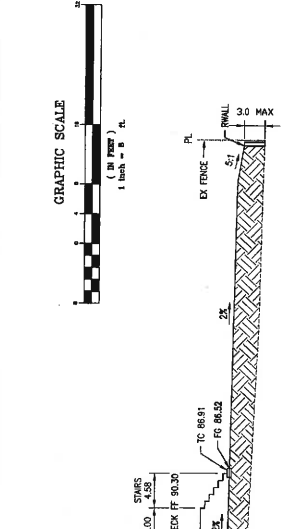
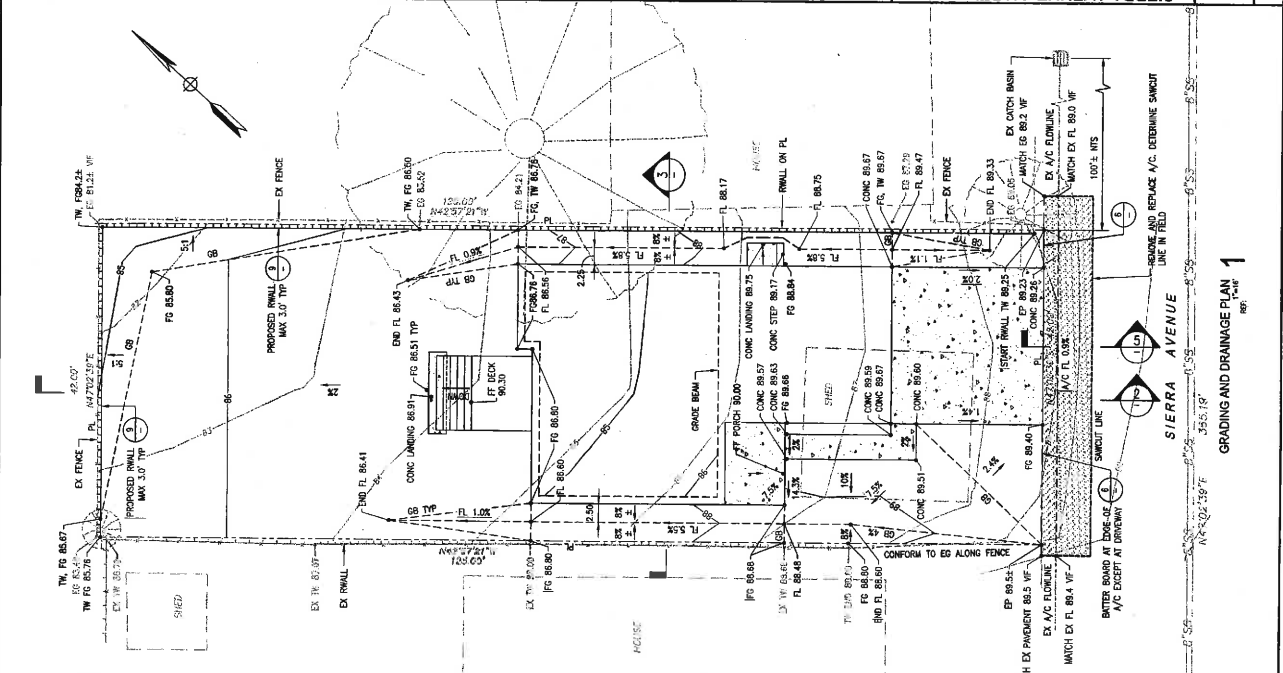
DATE	12/15/16	ISSUED FOR CONSTRUCTION
REV		
BY		
CHK		
APP		
DATE		
REV		
BY		
CHK		
APP		



REGISTERED BY: GKG
 DRAWN BY: GKG
 CHECKED BY: GKG
 SCALE: AS NOTED
 PROJECT NUMBER: 1004
 SHEET NUMBER: C2
 2 OF 2 SHEETS

Gary Goodman P.E.
 Civil and Structural Engineering
 5321 Garvin Avenue
 Richmond, CA 94805
 Tel: (415) 477-4678
 ggoodmanpe@gmail.com

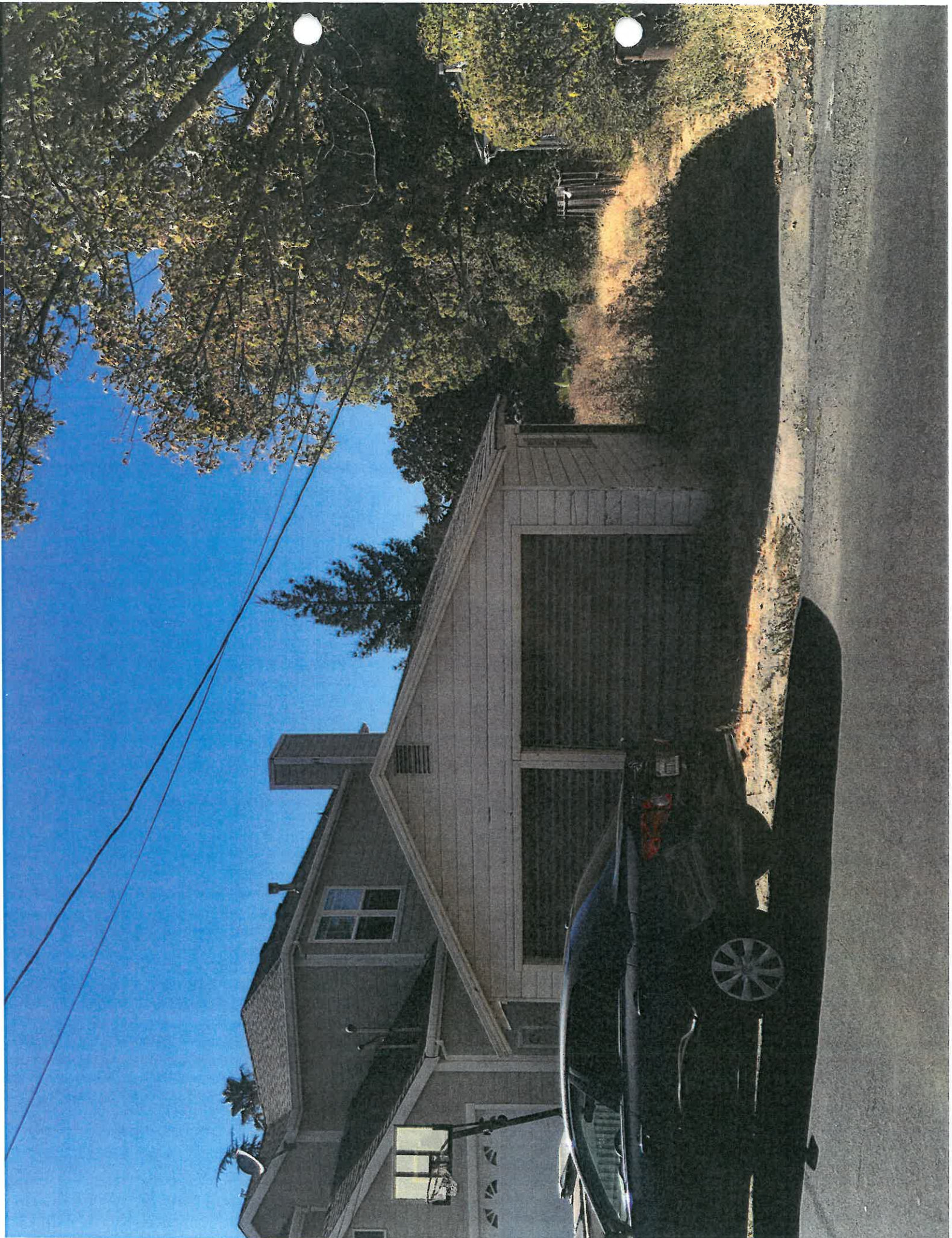
SIERRA AVENUE, MARTINEZ CA
 RESIDENCE
 APN 375-054-014
 SECTIONS AND DETAILS



FEB 13 2017
 DP16-5032
 Dept of Conservation & Development

SITE PHOTOGRAPHS







Sierra Avenue Small Lot Design Review Development Plan

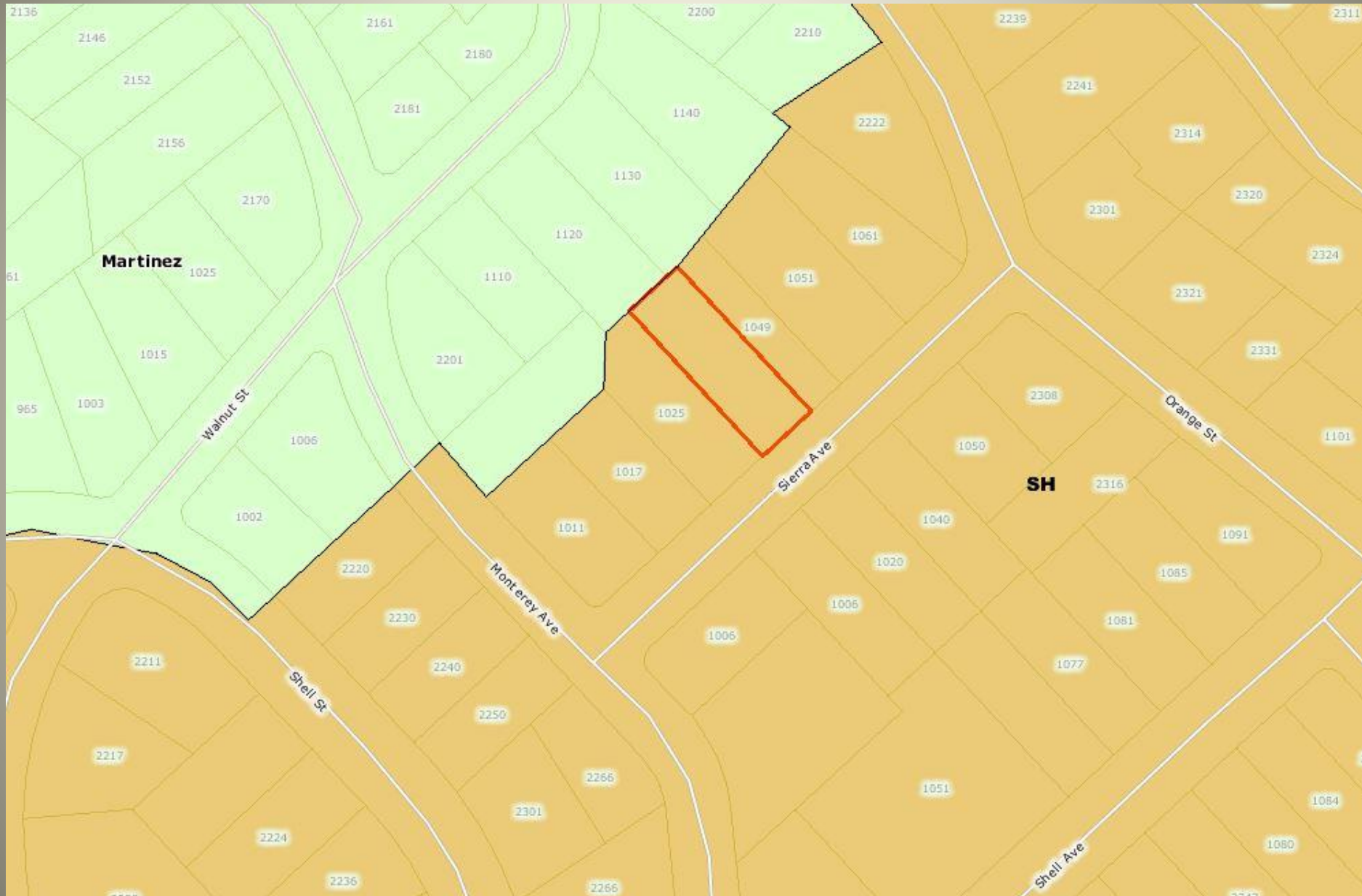
County File #DP16-3037

Board of Supervisors Hearing

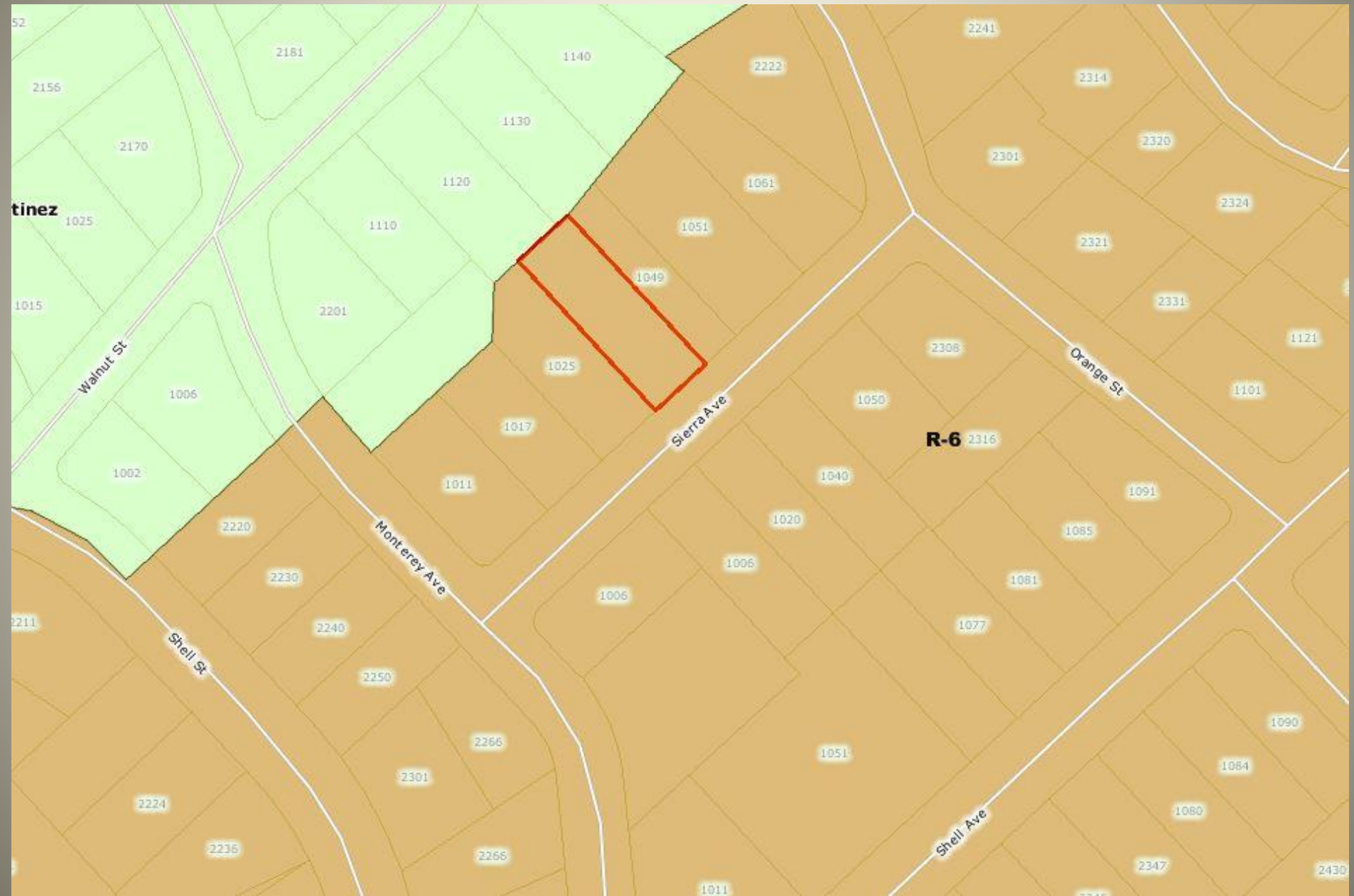
March 21, 2017

9:00 AM

General Plan: SH



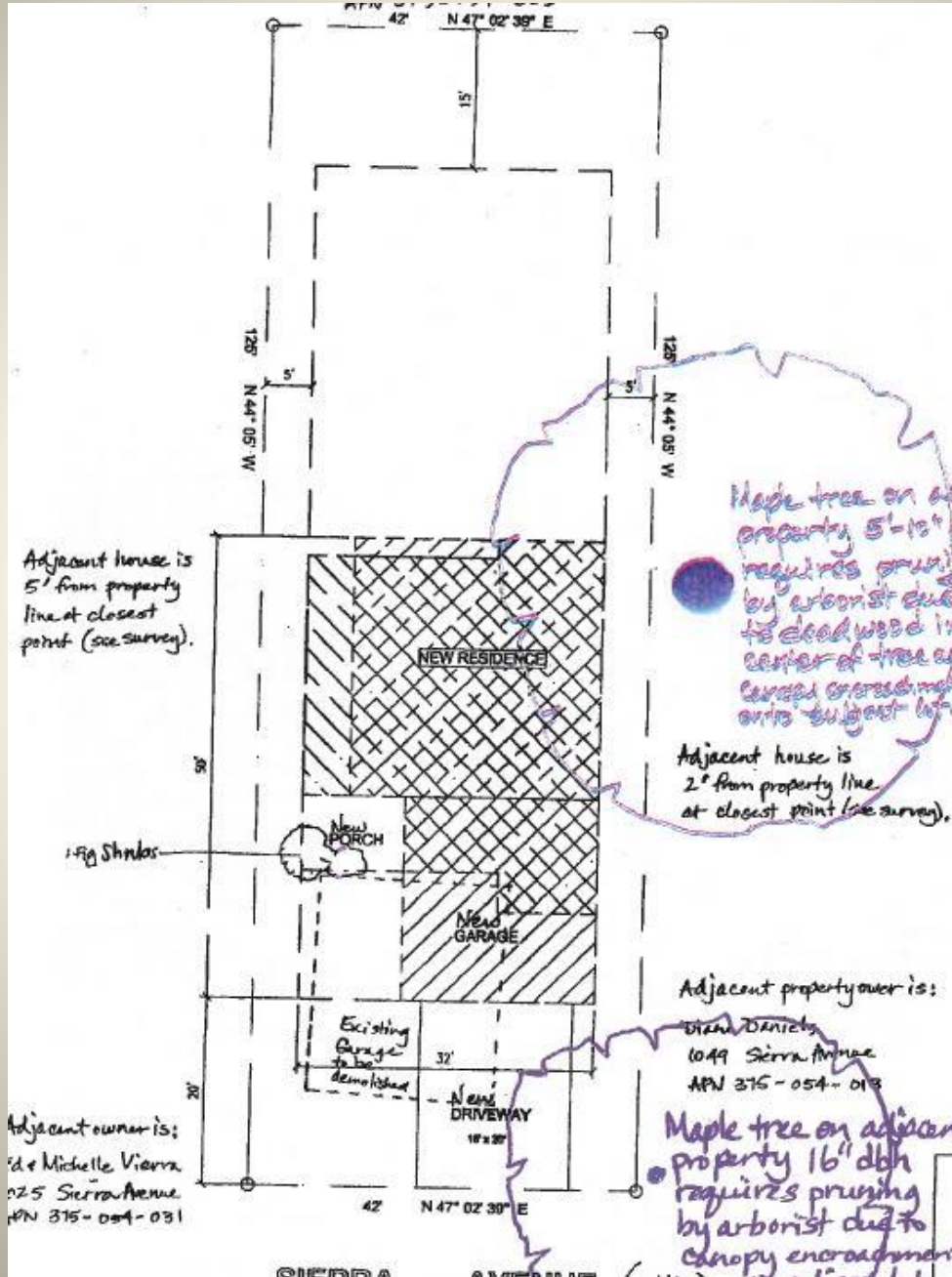
Zoning: R-6



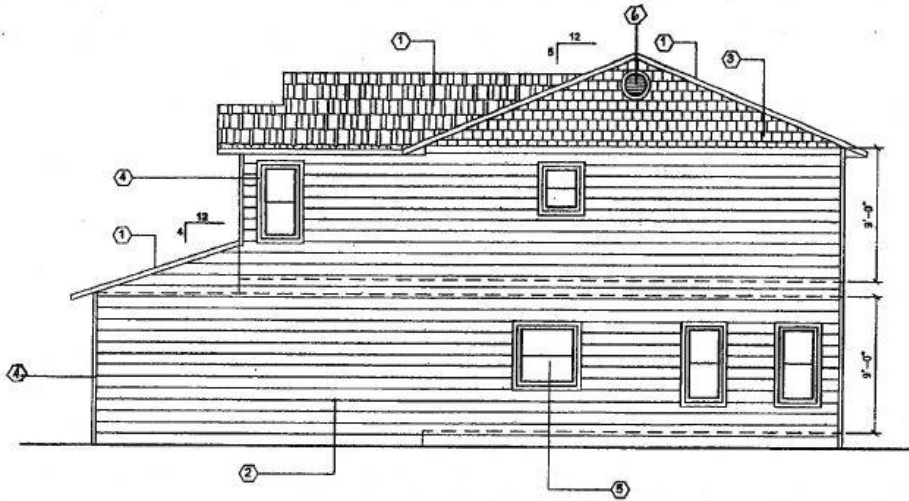
Subject Property and Vicinity



Proposed Site Plan

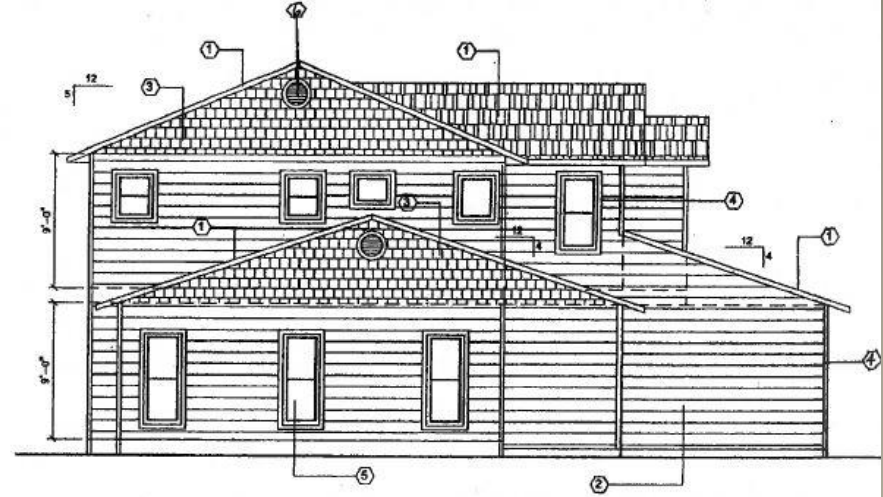


Proposed Elevations



RIGHT SIDE ELEVATION

1/4" = 1'-0"

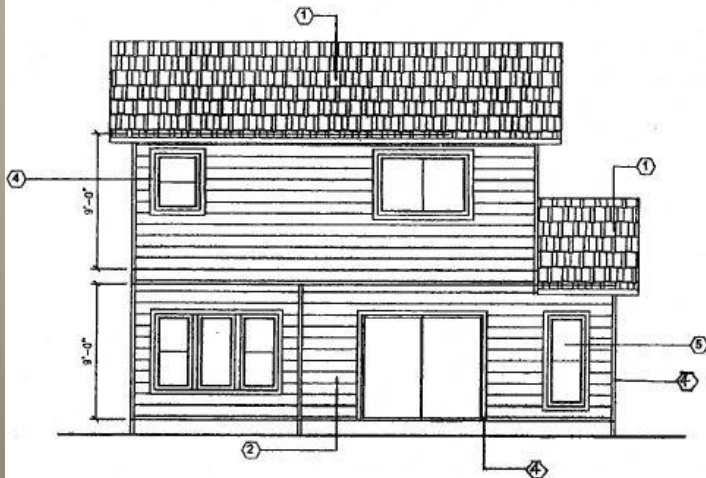


LEFT SIDE ELEVATION

1/4" = 1'-0"

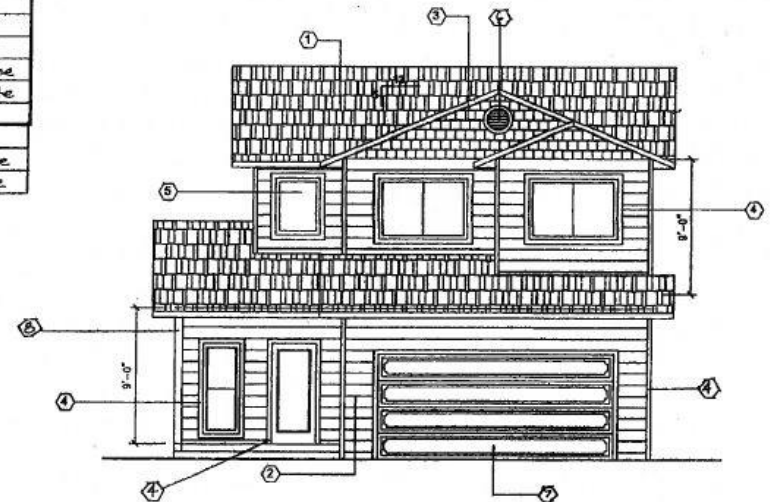
Height to tallest point of home (as shown) = 26'-9"

FINISHES	
SYMBOL	DESCRIPTION
①	ROOF: COMB ROOFING - charcoal
②	HORT. WOOD SIDING - charcoal
③	HORT. WOOD SIDING - SHINGLE STYLE - earth tone
④	TRIM: 2x4 BRUCE PRE-PRIMED TRIM - off-white
⑤	WINDOWS: VINYL WINDOWS COLOR WHITE
⑥	METAL - off-white
⑦	METAL GARAGE DOOR - off-white
⑧	WOOD POST (BIRCH) - off-white



REAR ELEVATION

1/4" = 1'-0"



FRONT ELEVATION

1/4" = 1'-0"

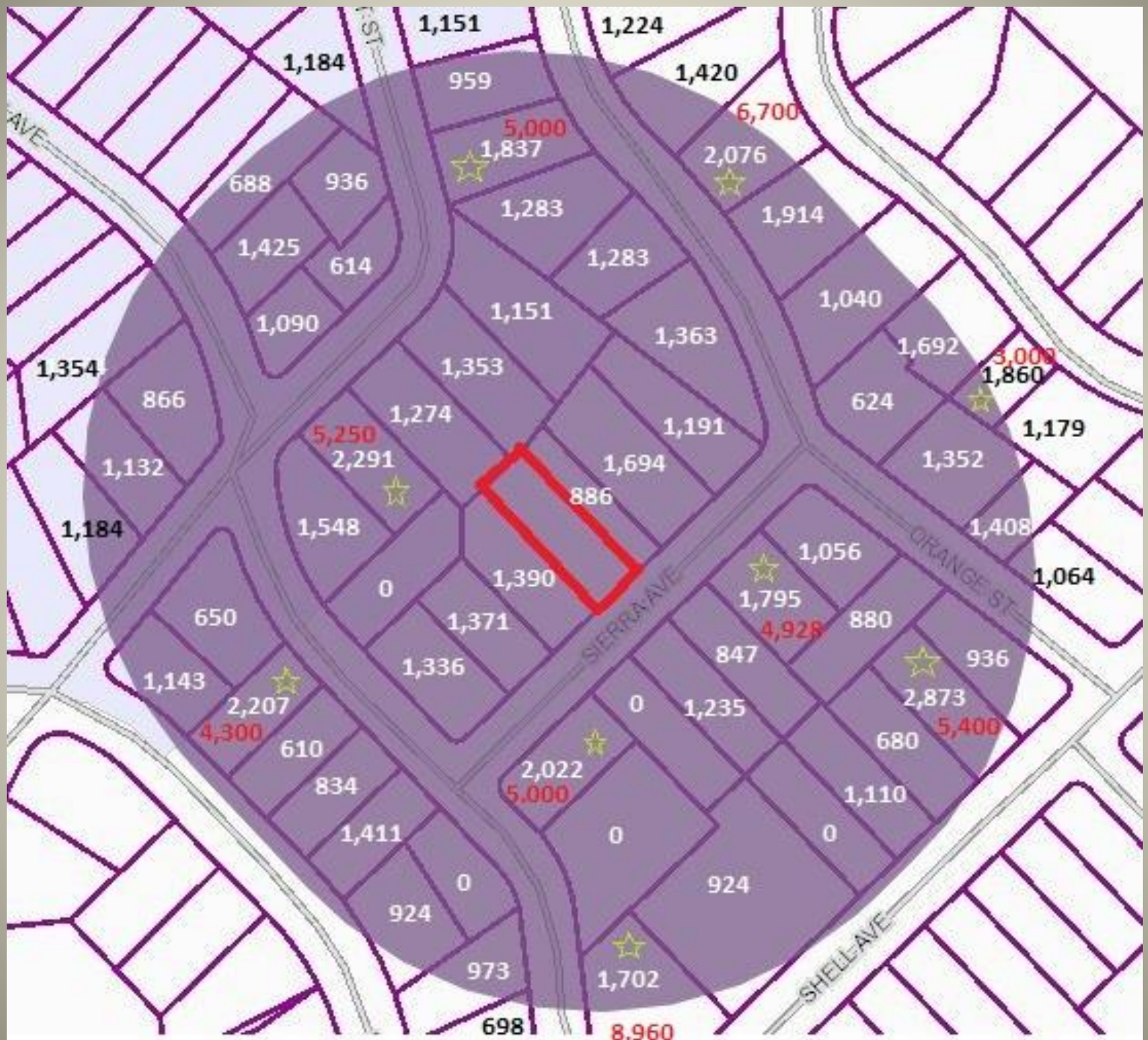
Existing Garage to be Demolished





Maple Tree #2 to be pruned

Maple Tree #1 to be pruned





1011 Sierra Ave.

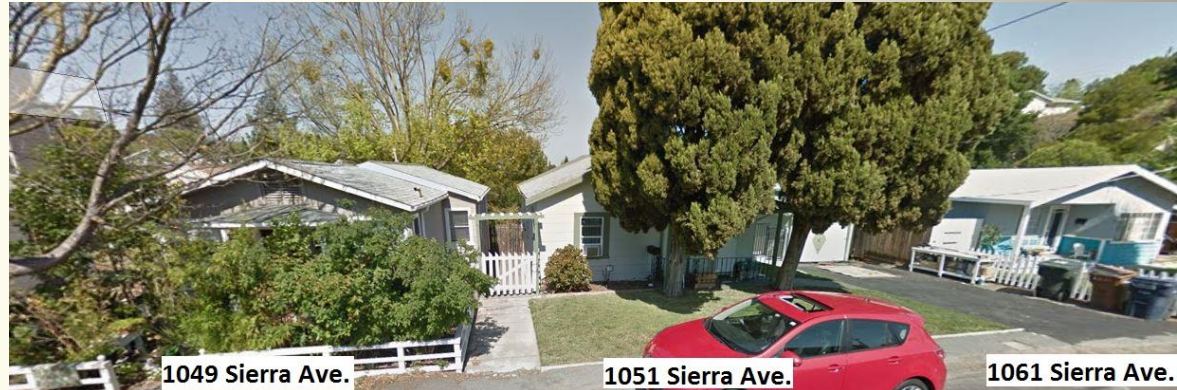


1017 Sierra Ave.

1025 Sierra Ave.



1006 Sierra Ave.



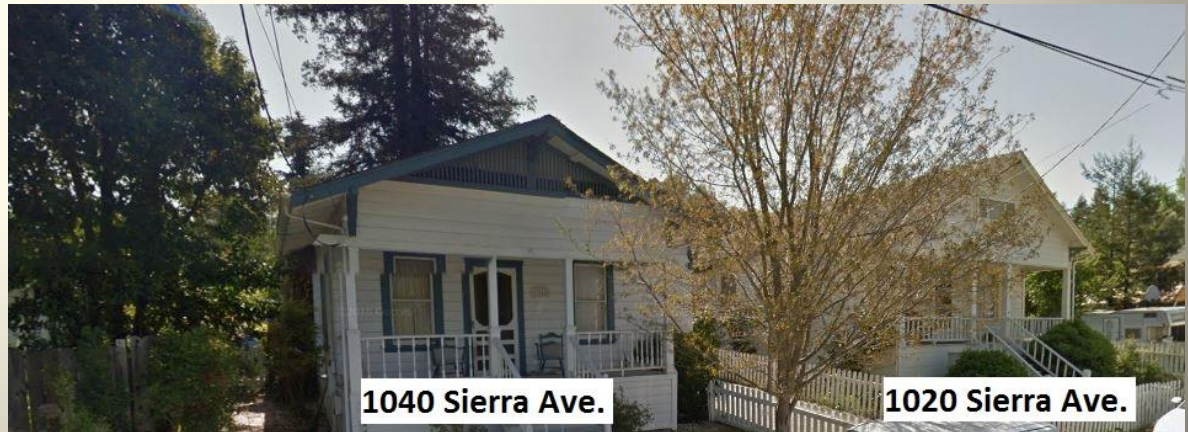
1049 Sierra Ave.

1051 Sierra Ave.

1061 Sierra Ave.

Homes on Sierra Avenue:

- Architecturally Diverse
- One and Two Story



1040 Sierra Ave.

1020 Sierra Ave.



PG&E Panel



BLOCK 30 MARTINEZ LAND CO. TRACT NO. 6

2

3

4

1025 Sierra Avenue

1049 Sierra Avenue

1-foot 6-inches

3 feet

3 feet 2 inches

GRAPHIC SCALE

SIERRA AVE. (40' R/W)

BOUND
 LOT 3, BL
 FILED 2/
 UNINCO

ELECTRIC & GAS SERVICE REQUIREMENTS

2016

Visit us at

www.pge.com/greenbook



*Pacific Gas and
Electric Company™*

WE DELIVER ENERGY.™

5.4.4. Working Space

Working space is defined as the whole area in front of the meter panel, the meter enclosure, the CT section, the service-conductor pulling or termination enclosure, or associated equipment. A working space permits access to the equipment and provides a safe working environment for personnel.

A working space must be located entirely on the applicant's property. Ask your local project coordinator to contact the PG&E electric meter department to review and approve of any exceptions to the Company's requirements for metering work spaces and locations.

The working space must be clear, level, and unobstructed at all times. See the descriptions below for the minimum required dimensions.

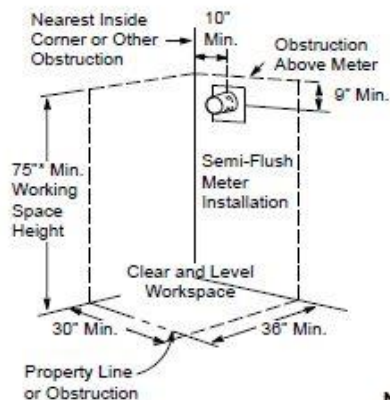
Wall-Mounted: For meter panels and service equipment the working space is 30 x 36 x 75 inches. See Figure 5-3, "Semi-Flush Meter Installation," and Figure 5-4, "Enclosed Meter Installation," both on Page 5-12.

Floor-Standing (Pad-Mounted): For 600 volt switchboards, metering enclosures, and service termination equipment rated over 225 amps, the working space is 48 inches deep by 102 inches high. For switchgear 601–25,000 volts, the working space depth is 96 inches. The width is the same dimensional width as the section. Measure the depth from the outside of the equipment's outer door. Concrete floors, housekeeping pads, and elevated platforms must extend out in front of the whole area to the minimum depth. See Figure 5-5 on Page 5-13 for additional requirements.

Table 5-2 Working Space Dimensional Requirements¹

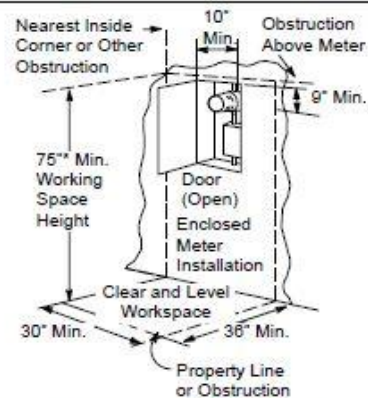
Voltage (Volts)	Equipment Type	Dimensions (Inches)			Figure(s)
		Width	Depth	Height	
0–600	Wall Mounted	30	36	75	5-3 & 5-4
	Floor Standing (Pad-Mounted)	Same as enclosure section	48	102	5-5
601–25,000	Floor Standing (Pad-Mounted)	Same as enclosure section	96	102	5-5

¹ Pad-mounted meter pedestals up to 200 amps require a 30 x 36 x 75-inch work space.



* 78" minimum for installations other than individual, field-installed meter panels.

Figure 5-3
Semi-Flush Meter Installation



Note: To allow the cabinet door to open fully (90° or more), increase the 30" minimum-width dimension of the meter working space, as necessary.

Figure 5-4
Enclosed Meter Installation



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Payment and Contract #26-644-18 with MGA Healthcare, Inc.

RECOMMENDATION(S):

Approve and authorize the following:

(1) Auditor-Controller, or designee, to issue payment in an amount not to exceed \$378,430 to MGA Healthcare, Inc. for temporary medical staffing services rendered to the Contra Costa Regional Medical Center and Health Centers from January 1, 2017 through March 21, 2017; and

(2) Health Service Director, or designee, to execute Contract #26-644-18 with MGA Healthcare, Inc. in an amount not to exceed \$216,000 for the period from March 22, 2017 through April 30, 2017.

These recommendations will ensure appropriate medical staffing services at Contra Costa Regional Medical Center and Health Centers 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 both actions, Hospital Enterprise Fund I revenues will entirely offset the \$378,646 total payment limits. These actions do not include an increase to the rate schedule.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Anna Roth,
370-5101

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm

BACKGROUND:

On January 5, 2016, the Board of Supervisors approved Contract #26-644-15 (as amended by Amendment Agreements #26-644-16 and #26-644-17) with MGA Healthcare, Inc., for the provision of temporary medical staffing services at Contra Costa Regional Medical Center and Health Centers and the Detention Facility, including nurses, pharmacists, pharmacy technicians, laboratory technicians and clinical laboratory scientists, through December 31, 2016. On December 6, 2016 the Board rescheduled the Department's request to renew this contract for the period from January 1, 2017 through December 31, 2017, to a future meeting date to address the concerns brought to their attention by Teamsters Local 856. This union represents LVN, pharmacist, laboratory technician, and clinical laboratory scientist classifications in Contra Costa. The County has engaged in three (3) meet and confers (December 20, 2016, February 13, and 16, 2017) with Teamsters Local 856 to discuss this contract and the need to continue providing services to our patients while the Health Services Department works to fill its vacant positions. The next meetings are scheduled for Wednesday, March 29th and Friday, April 7th.

Since December 6, 2016, despite significant efforts to permanently fill vacant positions, the Health Services Department continues to face a shortage of permanent personnel and per diems to cover necessary shifts, requiring the use of temporary medical staff. Therefore, the Department is resubmitting a request to the Board of Supervisors, to pay the Contractor for services rendered through March 21, 2017, and a short term contract for the period from March 22, 2017 through April 30, 2017 while the County continues to negotiate with Teamsters.

If this contract is not maintained, the County will not be able to provide necessary medical services. The County has implemented various efforts to minimize the utilization of this contract, which includes prioritizing LVN, laboratory tech, and clinical laboratory scientist hiring. As of February 27, 2017, the Department has made 31 permanent LVN job offers. Additionally, the Department is actively working through various hiring processes to fill the remaining 19 LVN vacancies, which are all either currently open for bid or have interviews scheduled. This contract is critical to ensuring that services throughout the Contra Costa Regional Medical Center, Health Centers and Detention Facility are not interrupted while the Department 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 health facilities.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the Contra Costa Regional Medical Center, Health Centers and Detention Facility will not be able to provide necessary medical services to patients and the Contractor will not be paid for services rendered.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: ADOPT Traffic Resolution No. 2017/4451 to prohibit parking at all times on a portion of Second Avenue South, Road No. 3975P (District V)

RECOMMENDATION(S):

ADOPT Traffic Resolution No. 2017/4451 to prohibit parking at all times on a portion of Second Avenue South (Road No. 3975P), as recommended by the Public Works Director, Pacheco area. (District V)

FISCAL IMPACT:

No Fiscal Impact

BACKGROUND:

The Traffic Engineering Section received a request from the Contra Costa County Airport Division to prohibit parking on a southeastern portion of Second Avenue South. It was stated that many vehicles park at this location of both short and long term, while blocking access to the fence line of Airport property creating a general nuisance. Subsequent observations confirmed the parking situation, and we therefore recommend parking limitations along this portion of the roadway.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Monish Sen, (925) 313-2187

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

By: , Deputy

cc: Monish Sen, (925) 313-2187

CONSEQUENCE OF NEGATIVE ACTION:

Parking will remain unrestricted on this portion of Second Avenue South.

ATTACHMENTS

Resolution No. 2017/4451

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on March 21, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

TRAFFIC RESOLUTION NO. 2017/4451
Supervisory District V

SUBJECT: Prohibit parking at all times on a portion of Second Avenue South (Road No. 3975P), Pacheco area.

The Contra Costa Board of Supervisors RESOLVES that:

Based on recommendations by the County Public Works Department's Transportation Engineering Division, and pursuant to County Ordinance Code Sections 46-2.002 - 46-2.012, the following traffic regulation is established:

Pursuant to Sections 22507 and 21458 of the California Vehicle Code parking is hereby declared to be prohibited at all times on the south side of Second Avenue South (Road No. 3975P), beginning at point 409 feet east of the east curblineline of Berry Drive (Road No. 3975M) and extending easterly a distance of 98 feet, Pacheco area.

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

ATTESTED: _____
David Twa, Clerk of the Board of Supervisors and County Administrator

MS:nn

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

cc: California Highway Patrol
Sheriff Department

By _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: ADOPT Traffic Resolution No. 2017/4452 to prohibit parking at all times on a portion of Willow Street, (Road No. 3975Q), Pacheco Area.(District V)

RECOMMENDATION(S):

RESCIND Traffic Resolution No. 2002/3996 and 2003/4019, restricting parking on Willow Street and ADOPT Traffic Resolution No. 2017/4452, to prohibit parking at all times on a portion of Willow Street (Road No. 3975Q), as recommended by the Public Works Director, Pacheco area. (No Fiscal Impact)

FISCAL IMPACT:

No Fiscal Impact

BACKGROUND:

The Traffic Engineering Section received a request from the Contra Costa County Airport Division to prohibit parking on the east side of Willow Street. It was stated that multiple vehicles parked for both short term and long term, while blocking access to the fence line of Airport Property creating a general nuisance. Subsequent observations confirmed the parking situation, and we therefore recommend limited parking restrictions along portions of this roadway.

CONSEQUENCE OF NEGATIVE ACTION:

Parking will remain unrestricted on this portion of Willow Street.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Monish Sen, (925)
313-2187

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

By: , Deputy

cc: Monish Sen, 313-2187

ATTACHMENTS

Resolution No. 2017/4452

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on March 21, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

TRAFFIC RESOLUTION NO. 2017/4452
Supervisory District V

SUBJECT: Prohibit parking at all times on a portion of Willow Street (Road No. 3975Q), Pacheco area.

The Contra Costa Board of Supervisors RESOLVES that:

Based on recommendations by the County Public Works Department's Transportation Engineering Division, and pursuant to County Ordinance Code Sections 46-2.002 - 46-2.012, the following traffic regulation is established (and other action taken, as indicated):

Pursuant to Sections 22507 and 21458 of the California Vehicle Code, parking is hereby declared to be prohibited at all times on the east side of Willow Street (Road No. 3975Q), Pacheco area, beginning from the south curblineline of Center Avenue (Road No. 4074A) and extending southerly to the south curblineline of Second Avenue South (Road No. 3975P).

Traffic Resolution No.2002/3996 and 2003/4019 pertaining to restricted parking on Willow Street (Road No. 3975Q), are hereby rescinded.

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

ATTESTED: _____
David Twa, Clerk of the Board of Supervisors and County Administrator

By _____, Deputy

MS:nn

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

cc: California Highway Patrol
Sheriff Department



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: Contract Amendment to the Consulting Services Agreement with Mark Thomas & Company, Inc., Clayton area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Mark Thomas & Company, Inc., effective January 30, 2017, to increase the payment limit by \$73,000 to a new payment limit of \$410,000, for professional engineering services for the Marsh Creek Road Bridge (Br. No. 28C-0141) Replacement Project, Clayton area. Project No. 0662-6R4079/Federal Project No. BRLS-5928(107)

FISCAL IMPACT:

This project, including the CSA, is funded by 89% Federal Highway Safety Improvement Program Funds and 11% Local Road Funds.

BACKGROUND:

This project consists of preparing plans, specifications, and estimates, including geological and hydraulic studies for the replacement of the Marsh Creek Road Bridge (Br. No. 28C-0141) over Marsh Creek in eastern Contra Costa County.

Mark Thomas & Company, Inc. was selected to provide these services. Proposed Amendment No. 2 will amend the payment limit of the agreement in order for the consultant to provide additional professional engineering services that are required to provide additional analysis including creek hydraulic modeling, foundation/structure changes, retaining wall design and driveway access modifications.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Kevin Emigh,
925.313.2233

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The project would be delayed and Federal funds would be in jeopardy.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: Agreement with PG&E for Balfour Road Shoulder Widening, Brentwood area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Pacific Gas and Electric Company, to pay PG&E its actual costs to relocate its natural gas pipeline, and to execute a related consent to common use agreement, for the Balfour Shoulder Widening Project, Brentwood area.

FISCAL IMPACT:

The estimated cost for the work associated with this agreement is \$297,084. All costs associated with this work will be paid by Discovery Bay West Traffic Mitigation Fee Funds.

BACKGROUND:

The Project proposes to widen Balfour Road and to meet current design standards in the unincorporated area of Contra Costa County. PG&E maintains a 42” gas line within a PG&E easement area. In order to construct the Project, existing PG&E gas incidental items need to be relocated. This requires a permanent relocation of existing gas incidental items to the north side of Balfour Road. The purpose of this agreement is to provide for the apportionment of duties and costs between Contra Costa County and PG&E.

CONSEQUENCE OF NEGATIVE ACTION:

If the agreement is not approved, construction of the Project will be halted, as the gas incidental items will obstruct the widening of Balfour Road.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Kevin Emigh,
925.313.2233

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 21, 2017

Subject: Accepting completion of private improvements for minor subdivision MS05-00002, Lafayette area.

RECOMMENDATION(S):

ADOPT Resolution No. 2017/85 accepting completion of private improvements for minor subdivision MS05-00002, for a project developed by Discovery Builders, Inc., as recommended by the Public Works Director, Lafayette area. (District II)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The developer has completed the private improvements per the Subdivision Agreement, and in accordance with the Title 9 of the County Ordinance Code.

CONSEQUENCE OF NEGATIVE ACTION:

The completion of private improvements will not be accepted.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Jocelyn LaRocque, (925) 313-2315

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

By: , Deputy

cc: Renee Hutchins, Records, Sherri Reed, Design&Construction, Chris Hallford, Mapping, Lori Brown, Finance, Discovery Builders, Inc., Safeco Insurance Co. of America

ATTACHMENTS

Resolution No.

2017/85

Recorded at the request of: **Jocelyn LaRocque**

Return To: **Naila Thrower**

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2017/85

IN THE MATTER OF accepting completion of private improvements for minor subdivision MS05-00002 for a project developed by Discovery Builders, Inc., as recommended by the Public Works Director, Lafayette area.

The Public Works Director has notified this Board that the private improvements in minor subdivision MS05-00002 have been completed as provided in the Subdivision Agreement with Discovery Builders, Inc., heretofore approved by this Board in conjunction with the filing of the Subdivision Map.

WHEREAS, these improvements are approximately located near Withers Avenue.

NOW, THEREFORE, BE IT RESOLVED that the private improvements have been COMPLETED as of February 9, 2017, thereby establishing the six-month terminal period for the filing of liens in case of action under said Subdivision Agreement:

DATE OF AGREEMENT: September 11, 2007

NAME OF SURETY: Safeco Insurance Company of America

BE IT FURTHER RESOLVED the payment (labor and materials) surety for \$65,850, Bond No. 6503356 issued by the above surety be RETAINED for the six-month lien guarantee period until September 21, 2017, at which time the Board AUTHORIZES the release of said surety less the amount of any claims on file.

BE IT FURTHER RESOLVED that the private roads, as shown and dedicated for private use on the Parcel Map of Minor Subdivision MS05-00002 filed September 14, 2007, in Book 201 of final maps at Page 16, Official Records of Contra Costa County, State of California, have been COMPLETED and are NOT ACCEPTED.

BE IT FURTHER RESOLVED that there is no warranty period required, and the Public Works Director is AUTHORIZED to refund the \$1,300 cash security for performance (Auditor's Deposit Permit No. 488258, dated August 16, 2007) plus interest in accordance with Government Code Section 53079, if appropriate, to Discovery Builders, Inc., pursuant to the requirements of the Ordinance Code; and the Subdivision Agreement and surety bond, Bond No. 6503356, dated August 3, 2007 are EXONERATED (subject to County Ordinance, Title 9, Section 94-4.408).

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 21, 2017**

Contact: **Jocelyn LaRocque, (925) 313-2315**

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

By: , Deputy

cc: Renee Hutchins, Records, Sherri Reed, Design&Construction, Chris Hallford, Mapping, Lori Brown, Finance, Discovery Builders, Inc., Safeco Insurance Co. of America



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: Approving the fourth extension of the Subdivision Agreement for subdivision SD05-09037, Danville area.

RECOMMENDATION(S):

ADOPT Resolution No. 2017/88 approving the fourth extension of the subdivision agreement for subdivision SD05-09037, for a project being developed by Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation, as recommended by the Public Works Director, Danville area. (District II)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The terminal date of the Subdivision Agreement needs to be extended. The development is in the warranty period and the bond needs to be kept up to date.

CONSEQUENCE OF NEGATIVE ACTION:

The terminal date of the Subdivision Agreement will not be extended.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Jocelyn LaRocque, (925) 313-2315

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

By: , Deputy

cc: Jocelyn LaRocque, Engineering Services, Sherri Reed, Design&Construction, Shapell Homes, A Division of Shapell Industries, Inc., The Continental Insurance Company

ATTACHMENTS

Resolution No. 2017/88

Subdivision Agreement
Extension

Decrease Penalty Rider

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2017/88

IN THE MATTER OF approving the fourth extension of the Subdivision Agreement for subdivision SD05-09037, for a project being developed by Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation, as recommended by the Public Works Director, Danville area. (District II)

WHEREAS the Public Works Director having recommended that she be authorized to execute the fourth agreement extension which extends the subdivision agreement between Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation and the County for construction of certain improvements in subdivision SD05-09037, Danville area, through September 20, 2017.

APPROXIMATE PERCENTAGE OF WORK COMPLETE: 100%

ANTICIPATED DATE OF COMPLETION: Completed

BOND NO.: 929 532 270 Date: August 23, 2011

REASON FOR EXTENSION: The development is in the warranty period and the bond needs to be kept up to date.

BE IT FURTHER RESOLVED that the beginning of the warranty period was established on 07/24/2012 (Res. No. 2012/320), and the \$42,900 cash deposit (Auditor's Deposit Permit No. 467242, dated July 13, 2006) made by Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation, and the performance/maintenance surety bond rider for \$114,225, Bond No. 929 532 270 issued by The Continental Insurance Company be RETAINED pursuant to the requirements of Section 94-4.406 of the Ordinance Code until released by this Board.

NOW, THEREFORE, BE IT RESOLVED that the recommendation of the Public Works Director is APPROVED.

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: Jocelyn LaRocque, (925) 313-2315

ATTESTED: March 21, 2017

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

By: , Deputy

cc: Jocelyn LaRocque, Engineering Services, Sherri Reed, Design&Construction, Shapell Homes, A Division of Shapell Industries, Inc., The Continental Insurance Company

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Handwritten text, possibly a date or reference number, appearing as a cluster of dark marks.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

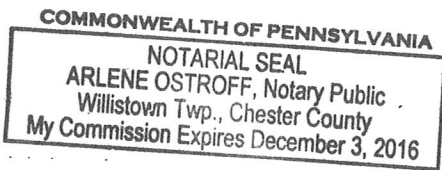
State of PENNSYLVANIA

County of CHESTER

On SEPTEMBER 30, 2016 before me, ARLENE OSTROFF, Notary Public

personally appeared DANIEL P. DUNIGAN

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature [Handwritten Signature] Notary Public Signature

Place Notary Public Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to the persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

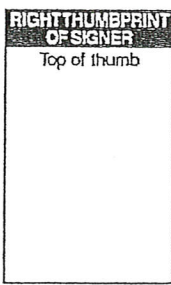
Description of Attached Document

Title or Type of Document

Document Date Number of Pages:

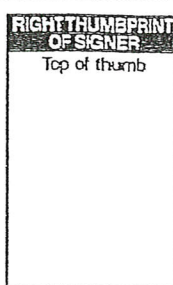
Signer's Name:

- Individual
Corporate Officer - Title(s):
Partner - Limited General
Guardian or Conservator
Attorney-in-Fact
Trustee
Other:



Signer is representing THE CONTINENTAL INSURANCE COMPANY

- Individual
Corporate Officer - Title(s):
Partner - Limited General
Guardian or Conservator
Attorney-in-Fact
Trustee
Other:



Signer is representing

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That The Continental Insurance Company, a Pennsylvania insurance company, is a duly organized and existing insurance company having its principal office in the City of Chicago, and State of Illinois, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

William F Simkiss, Richard J Decker, Daniel P Dunigan, Joseph W Kolok Jr, Brian C Block, James L Hahn, Individually

of Paoli, PA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind them thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the insurance company and all the acts of said Attorney, pursuant to the authority hereby given is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions, printed on the reverse hereof, duly adopted, as indicated, by the Board of Directors of the insurance company.

In Witness Whereof, The Continental Insurance Company has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 1st day of July, 2015.

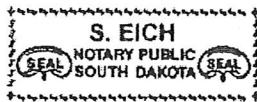


The Continental Insurance Company

Paul T. Bruflatt Vice President

State of South Dakota, County of Minnehaha, ss:

On this 1st day of July, 2015, before me personally came Paul T. Bruflatt to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of The Continental Insurance Company, a Pennsylvania insurance company, described in and which executed the above instrument; that he knows the seal of said insurance company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said insurance company and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said insurance company.



My Commission Expires February 12, 2021

S. Eich Notary Public

CERTIFICATE

I, D. Bult, Assistant Secretary of The Continental Insurance Company, a Pennsylvania insurance company, do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Law and Resolution of the Board of Directors of the insurance company printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said insurance company this 30TH day of SEPTEMBER, 2016.



The Continental Insurance Company

D. Bult Assistant Secretary

Authorizing Resolutions

ADOPTED BY THE BOARD OF DIRECTORS OF THE CONTINENTAL INSURANCE COMPANY:

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the Board of Directors of the Company at a meeting held on May 10, 1995.

“RESOLVED: That any Group Vice President may authorize an officer to sign specific documents, agreements and instruments on behalf of the Company provided that the name of such authorized officer and a description of the documents, agreements or instruments that such officer may sign will be provided in writing by the Group Vice President to the Secretary of the Company prior to such execution becoming effective.”

This Power of Attorney is signed by Paul T. Bruflat, Vice President, who has been authorized pursuant to the above resolution to execution power of attorneys on behalf of The Continental Insurance Company.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 25th day of April, 2012:

“Whereas, the bylaws of the Company or specific resolution of the Board of Directors has authorized various officers (the “Authorized Officers”) to execute various policies, bonds, undertakings and other obligatory instruments of like nature; and

Whereas, from time to time, the signature of the Authorized Officers in addition to being provided in original, hard copy format, may be provided via facsimile or otherwise in an electronic format (collectively, “Electronic Signatures”); Now therefore be it resolved: that the Electronic Signature of any Authorized Officer shall be valid and binding on the Company.”

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Alameda)

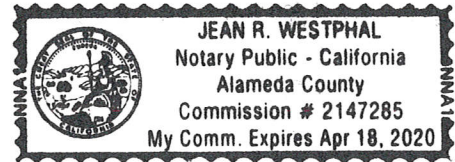
On October 6, 2016 before me, Jean R. Westphal, Notary Public
(insert name and title of the officer)

personally appeared Robert D. Moore,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in
his/~~her~~/their authorized capacity(ies), and that by his/~~her~~/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jean R. Westphal (Seal)





ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Alameda)

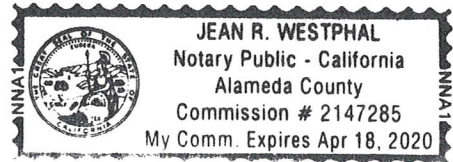
On October 6, 2016 before me, Jean R. Westphal, Notary Public
(insert name and title of the officer)

personally appeared Todd Callahan,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in
his/~~her~~/~~their~~ authorized capacity(ies), and that by his/~~her~~/~~their~~ signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jean R. Westphal (Seal)



Decrease PENALTY RIDER

BOND NO. 929532270

To be attached and form a part of Bond No. 929532270 dated the 23rd day of August, 2011, executed by The Continental Insurance Company as surety, on behalf of Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation as current principal of record, and in favor of County of Contra Costa, as Obligee, and in the amount of Seven Hundred Sixty One Thousand Five Hundred Dollars and 00/100 (\$761,500.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that The Continental Insurance Company hereby consents that effective from the 26th day of September, 2016, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE Decreased:

FROM: Seven Hundred Sixty One Thousand Five Hundred Dollars and 00/100 (\$761,500.00)

TO: One Hundred Fourteen Thousand Two Hundred Twenty Five Dollars and 00/100 (\$114,225.00)

The Decrease of said bond penalty shall be effective as of the 26th day of September, 2016, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 27th day of September, 2016.

Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corp
PRINCIPAL

BY: 

The Continental Insurance Company
SURETY

BY: 

Joseph W. Kolok, Jr., ATTORNEY-IN-FACT

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of PENNSYLVANIA

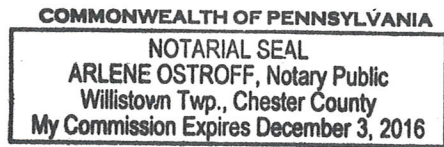
County of CHESTER

On SEPTEMBER 27, 2016 before me, ARLENE OSTROFF, Notary Public

personally appeared JOSEPH W. KOLOK, JR.

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



Witness my hand and official seal.

Signature [Handwritten Signature] Notary Public Signature

Place Notary Public Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to the persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

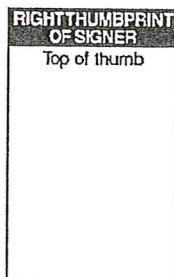
Description of Attached Document

Title or Type of Document

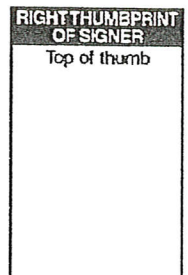
Document Date Number of Pages:

Signer's Name:

- Individual
Corporate Officer - Title(s):
Partner - Limited General
Guardian or Conservator
Attorney-in-Fact
Trustee
Other:
Signer is representing THE CONTINENTAL INSURANCE COMPANY



- Individual
Corporate Officer - Title(s):
Partner - Limited General
Guardian or Conservator
Attorney-in-Fact
Trustee
Other:
Signer is representing



COMMONWEALTH OF PENNSYLVANIA

NOTARY PUBLIC
ARLENE OSTROFF, Notary P. No. 110
Willowton Twp., Chester County
My Commission Expires December 3, 2018

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That The Continental Insurance Company, a Pennsylvania insurance company, is a duly organized and existing insurance company having its principal office in the City of Chicago, and State of Illinois, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

William F Simkiss, Richard J Decker, Daniel P Dunigan, Joseph W Kolok Jr, Brian C Block, James L Hahn, Individually

of Paoli, PA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind them thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the insurance company and all the acts of said Attorney, pursuant to the authority hereby given is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions, printed on the reverse hereof, duly adopted, as indicated, by the Board of Directors of the insurance company.

In Witness Whereof, The Continental Insurance Company has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 1st day of July, 2015.

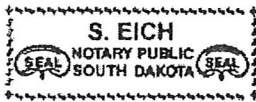


The Continental Insurance Company

Paul T. Bruflat Vice President

State of South Dakota, County of Minnehaha, ss:

On this 1st day of July, 2015, before me personally came Paul T. Bruflat to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of The Continental Insurance Company, a Pennsylvania insurance company, described in and which executed the above instrument; that he knows the seal of said insurance company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said insurance company and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said insurance company.



My Commission Expires February 12, 2021

S. Eich Notary Public

CERTIFICATE

I, D. Bult, Assistant Secretary of The Continental Insurance Company, a Pennsylvania insurance company, do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Law and Resolution of the Board of Directors of the insurance company printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said insurance company this 27TH day of SEPTEMBER, 2016.



The Continental Insurance Company

D. Bult Assistant Secretary

Authorizing Resolutions

ADOPTED BY THE BOARD OF DIRECTORS OF THE CONTINENTAL INSURANCE COMPANY:

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the Board of Directors of the Company at a meeting held on May 10, 1995.

“RESOLVED: That any Group Vice President may authorize an officer to sign specific documents, agreements and instruments on behalf of the Company provided that the name of such authorized officer and a description of the documents, agreements or instruments that such officer may sign will be provided in writing by the Group Vice President to the Secretary of the Company prior to such execution becoming effective.”

This Power of Attorney is signed by Paul T. Bruflat, Vice President, who has been authorized pursuant to the above resolution to execution power of attorneys on behalf of The Continental Insurance Company.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 25th day of April, 2012:

“Whereas, the bylaws of the Company or specific resolution of the Board of Directors has authorized various officers (the “Authorized Officers”) to execute various policies, bonds, undertakings and other obligatory instruments of like nature; and

Whereas, from time to time, the signature of the Authorized Officers in addition to being provided in original, hard copy format, may be provided via facsimile or otherwise in an electronic format (collectively, “Electronic Signatures”); Now therefore be it resolved: that the Electronic Signature of any Authorized Officer shall be valid and binding on the Company.”

ACKNOWLEDGMENT

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State of California
County of Alameda)

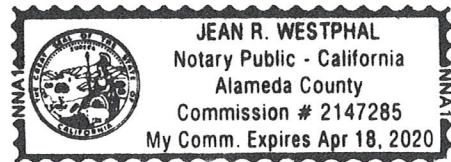
On October 6, 2016 before me, Jean R. Westphal, Notary Public
(insert name and title of the officer)

personally appeared Robert D. Moore,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jean R. Westphal (Seal)







Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: APPROVE the Agreement for Improvement Warranty for development permit DP07-03029, Martinez area.

RECOMMENDATION(S):

ADOPT Resolution No. 2017/95 approving the Agreement for Improvement Warranty for development permit DP07-03029, for a project being developed by 44 Mountain View Management, LLC, as recommended by the Public Works Director, Martinez area. (District V)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Public Works Department has reviewed the conditions of approval for development permit DP07-03029 and has determined that all conditions of approval have been satisfied.

CONSEQUENCE OF NEGATIVE ACTION:

The Agreement for Improvement Warranty will not be approved.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Jocelyn LaRocque, (925) 313-2315

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

By: , Deputy

cc: Claremont Homes, BB&T-John Burnham Insurance Services c/o Philadelphia Indemnity Insurance Co.

ATTACHMENTS

Resolution No. 2017/95

Agreement for Improvement Warranty

Improvement Security Bond for Road Improvement
Agreement

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2017/95

IN THE MATTER OF approving the Agreement for Improvement Warranty for development permit DP07-03029, for a project being developed by 44 Mountain View Management, LLC, as recommended by the Public Works Director, Martinez area. (District V)

The following document was presented for Board approval, this date: An Agreement for Improvement Warranty with 44 Mountain View Management, LLC, principal, whereby said principal agrees to warrant all improvements as required in said Improvement Warranty Agreement for one year from the date of said agreement or until released by this Board. Said document was accompanied by the following: Security to guarantee the road and drainage improvements, as required by Title 9 of the County Ordinance Code, as follows:

- a. Cash deposit (Auditor's Deposit Permit No. DP730804, dated February 23, 2017) in the amount of \$1,230, made by 44 Mountain View Management, LLC.
- b. Additional security in the form of a corporate surety bond dated February 23, 2017, and issued by Philadelphia Indemnity Insurance Company (Bond No. PB01798100155) with 44 Mountain View Management, LLC, as principal, in the amount of \$17,220 for faithful performance and \$61,500 for labor and materials.

All deposit permits are on file with the Public Works Department.

NOW, THEREFORE, BE IT RESOLVED that said Agreement for Improvement Warranty is APPROVED.

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: Jocelyn LaRocque, (925) 313-2315

ATTESTED: March 21, 2017

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

By: , Deputy

cc: Claremont Homes, BB&T-John Burnham Insurance Services c/o Philadelphia Indemnity Insurance Co.

**AGREEMENT
FOR
IMPROVEMENT WARRANTY**
(After Construction is Complete)
(Government Code § 66462 and § 66463)

Development: DP07-03029

Effective Date: _____

Developer: 44 Mountain View Management, LLC

Warranty Period: 1 year

Deposits:

- A. (cash) \$1,230.00
- B. (bonds, etc.)
 - 1. (faithful performance & maintenance) \$17,220.00
 - 2. (payment) \$61,500.00

1. PARTIES & DATE. Effective on the above date, the County of Contra Costa, California, hereinafter called "County," and the above-named Developer, mutually promise and agree as follows concerning this development:

2. IMPROVEMENT WARRANTY. Developer warrants that the road and street improvements, tract drainage, street signs, and all other public improvements were constructed, installed and completed in this development in a manner equal or superior to the requirements of the county Ordinance Code, Title 9.

3. GUARANTEE & MAINTENANCE. Developer guarantees that the aforesaid development improvements are and will be free from defects and will perform satisfactorily in accordance with County Ordinance Code; and he shall maintain the improvements for one-year after the date of this agreement against any defective workmanship or materials or any unsatisfactory performance.

4. IMPROVEMENT SECURITY: DEPOSIT & BONDS. Upon executing this agreement, Developer shall deposit as security with the County:

A. Cash: \$1,000 cash or 1% of the estimated cost of the improvements, whichever is more; together with

B. Bond, etc.: (1 Faithful performance) additional security totaling 15% of the cost of the estimated improvements less the cash deposit in the form of a cash deposit, acceptable instrument of credit, or an acceptable corporate surety bond, guaranteeing his faithful performance of this agreement and maintenance of the work for one-year after the date of this agreement against any defective workmanship or materials or any unsatisfactory performance; plus (2 payment for labor and materials) another such additional security in at least the above –specified amount, which is 50% of the estimated cost of the aforementioned improvements, securing payment to the contractor, to his subcontractors, and to persons renting equipment or furnishing labor or materials to them or to the Developer. Said payment bond to become null and void six months after the completion of improvements.

5. NO WAIVER BY COUNTY. Inspection of the improvements and/or materials, or approval of improvements and/or materials inspected, or statement by any officer, agent or employee of the County indicating that the improvements or any part thereof comply with the requirements of this agreement, or acceptance of the whole or any part of said improvements and/or materials, or payments therefor, or any combination or all of these acts, shall not relieve the Developer of his obligation to fulfill this agreement as prescribed; nor shall the County be thereby be stopped from bringing any action for damages arising from the failure to comply with any of the terms and conditions hereof.

6. INDEMNITY. Developer shall hold harmless and indemnify the indemnities from the liabilities as defined in this section:

A. The indemnities benefited and protected by this promise are the County, and its special districts, elective and appointive boards, commissions, officers, agents, and employees;

B. The liabilities protected against are any liability or claim for damage of any kind allegedly suffered, incurred or threatened because of actions defined below, and including personal injury, death, property damage, inverse condemnation, or any combination of these, and regardless of whether or not such liability, claim or damage was unforeseeable at any time before the County accepted the improvements as completed, and including the defense of any suit(s), actions(s), or other proceedings(s) concerning these;

C. The actions causing liability are any act or omission (negligent or non-negligent) in connection with the matters covered by this agreement and attributable to the Developer, contractor, subcontractor, or any officer, agent, or employee of one or more of them;

D. Non-conditions: The promise and agreement in this section are not conditioned or dependent on whether or not any Indemnity has prepared, supplied, or approved any plan(s) or specifications(s) in connection with the improvements or development, or has insurance or other indemnification covering any of these matters.

7. COSTS. Developer shall pay or have paid when due all the costs of the work, including inspection thereof and relocating existing utilities required thereby.

8. NONPERFORMANCE AND COSTS. If Developer fails to maintain the work and improvements during the time specified in this agreement, County pay proceed to maintain them by contract or otherwise, and Developer shall pay the costs and charges therefore immediately upon demand. If County sues to compel performance of this agreement or recover engineering costs and the cost of maintaining the improvements, Developer shall pay all reasonable attorneys' fees, costs of suit, and all other expenses of litigation incurred by County in connection therewith.

9. ASSIGNMENT. If before the completion of the maintenance period the development is annexed to a city, the County may assign to that city the County's rights under this agreement and any deposit or bond securing them.

10. LABOR & MATERIALS WARRANTY. Developer further warrants that the claims and liens of all persons, contractors, and subcontractors furnishing labor or materials for the installation of said improvements in the development have been satisfied. The Developer agree to satisfy any valid claims or liens of labor and materialmen as to the said improvements and development appearing hereafter upon demand by the County.

CONTRA COSTA COUNTY:

Julia R. Bueren, Public Works Director

By: _____

RECOMMENDED FOR APPROVAL:

By: _____

FORM APPROVED: Victor J. Westman, County Counsel

DEVELOPER:

44 Mountain View Management, LLC

(signature) _____
(print name & title) Michael W Conley
manager

(signature) _____
(print name & title)

Note to Developer: Attach acknowledgment form below and affix corporate seal.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Santa Cruz

On January 23, 2017 before me, Janet Greninger, Notary Public
(insert name and title of the officer)

personally appeared Michael W. Conkey
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

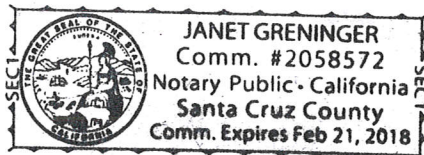
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Janet Greninger

(Seal)



REVISED ORIGINAL
EXECUTED IN DUPLICATE

Bond No.: PB01798100155 Premium: \$1,230.00

Development: DP07-03029

**IMPROVEMENT SECURITY BOND
FOR ROAD IMPROVEMENT AGREEMENT
(Performance, Guarantee, and Payment)
(California Government Code §§ 66499 - 66499.10)**

1. **RECITAL OF ROAD IMPROVEMENT AGREEMENT:** The Developer (Principal) has executed a Road Improvement Agreement with the County to install and pay for street, drainage and other improvements on, or along DP07-03029 (Palm Avenue, Vine Avenue, and Almond Street) to complete said work within the time specified for completion in the Road Improvement Agreement, all in accordance with State and local laws and rulings.

2. **OBLIGATION:** 44 Mountain View Management LLC, as Principal and Philadelphia Indemnity Insurance Company, a corporation organized under the laws of the State of Pennsylvania, and authorized to transact surety business in California, as Surety, hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns to the County of Contra Costa, California to pay as follows:
 - A. **Performance:** Seventeen Thousand, Two Hundred Twenty Dollars (\$17,220.00) for itself or any city assignee under the above County Road Improvement Agreement, plus

 - B. **Payment:** Sixty-one Thousand, Five Hundred Dollars (\$61,500.00) to secure the claims to which reference is made in Title 15 §§ et seq. of the Civil Code of the State of California.

3. **CONDITION:**
 - A. The Condition of this obligation as to Section (2.A.) above is such that if the above bonded Principal, or principal's heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided on it or its part, to be kept and performed at the time and in the manner therein specified and in all respects according to their true intent and meaning and shall indemnify and save harmless the County of Contra Costa or city assignee, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included reasonable costs, expenses and fees, including reasonable attorney's fees, incurred by the County of Contra Costa or city assignee, in successfully enforcing such obligation, all to be taxed as costs and included in any judgement rendered.

- B.** The condition of this obligation, as to Section (2.B.) above, is such that said Principal and the undersigned as corporate surety are held firmly bound unto the County of Contra Costa and all contractors, subcontractors, laborers, material men and other persons employed in the performance of the aforesaid agreement and referred to in the aforesaid Civil Code, for materials furnished, labor of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor and that said undersigned surety will pay the same in an amount not exceeding the amount herein above set forth and also, in case suit is brought upon this bond, will pay, in addition to the fact amount thereof, reasonable costs, expenses and fees, including reasonable attorney's fees, incurred by the County of Contra Costa or city assignee, in successfully enforcing such obligation, to be awarded and fixed by the court, all to be taxed as costs and to be included in the judgement therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 15 (commencing with Section 3082 of Part 4 of Division 3) of the Civil Code of the State of California, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the work under the conditions of this bond be fully performed, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

- C.** No alteration of said Road Improvement Agreement or any plan or specification of said work agreed to by the Principal and the County shall relieve the Surety from liability on this bond and consent is hereby given to make such alteration without further notice to or consent by the Surety and the Surety hereby waives the provisions of California Civil Code Section 2819 and holds itself bound without regard to and independently of any action against Principal whenever taken.

4. SIGNED AND SEALED:

The undersigned executed this document on January 26, 2017

PRINCIPAL:

44 Mountain View Management, LLC

Address: 380 Civic Drive, Suite 200C

City: Pleasant Hill, CA 94523

By: 

Print Name: Michael W. Conley

Title: Manager

SURETY:

Philadelphia Indemnity Insurance Company

Address: One Bala Plaza, Suite 100

City: Bala Cynwyd, PA 19004-0950

By: 

Print Name: Dale Harshaw

Title: Attorney-in-Fact

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of SANTA CRUZ

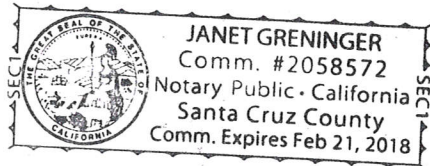
On January 28, 2017 before me, Janet Greninger Notary Public
(insert name and title of the officer)

personally appeared Michael W. Conley
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Janet Greninger (Seal)



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT
CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

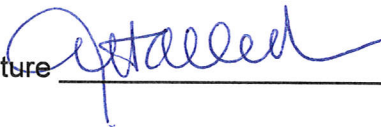
State of California
County of San Diego)

On January 26, 2017 before me, Maria Hallmark, Notary Public
(insert name and title of the officer)

personally appeared Dale Harshaw,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature 

(Seal)



PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Dale Harshaw, John R. Qualin, Kyle King, Tara Bacon, Patrick M. Stroud, Minna Huovila of BB&T Insurance Services of California, Inc.**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.00.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

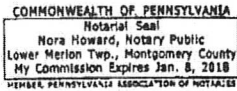
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 14TH DAY OF NOVEMBER, 2016.



(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 14th day of November, 2016, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public:

residing at:

Bala Cynwyd, PA

My commission expires:

January 8, 2018

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 14th day of November, 2016 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 26th day of January, 20 17.



Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: Accepting completion of improvements for development permit DP07-03029, Martinez area.

RECOMMENDATION(S):

ADOPT Resolution No. 2017/96 accepting completion of improvements for development permit DP07-03029, for a project developed by 44 Mountain View Management, LLC, as recommended by the Public Works Director, Martinez area. (District V)

FISCAL IMPACT:

No fiscal impact to County Funds. The funds to be released are developer fees that have been held on deposit.

BACKGROUND:

The developer has completed the improvements per the development permit DP07-03029 and in accordance with Title 9 of the County Ordinance Code.

CONSEQUENCE OF NEGATIVE ACTION:

The completion of improvements will not be accepted and the warranty period will not begin.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Jocelyn LaRocque,
925-313-2315

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/96

Recorded at the request of: Jocelyn LaRocque, 925-313-2315

Return To: Naila Thrower, 925-313-2170

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2017/96

IN THE MATTER OF accepting completion of improvements for development permit DP07-03029 for a project being developed by 44 Mountain View Management, LLC, as recommended by the Public Works Director, Martinez area. (District V)

WHEREAS, these improvements are located on Palm Avenue and Vine Avenue.

The Public Works Director having notified this Board that the improvements for development permit DP07-03029 have been completed.

NOW, THEREFORE, BE IT RESOLVED that the improvements have been COMPLETED as of March 21, 2017, thereby establishing the six-month terminal period for the filing of liens in case of action under said Agreement for Improvement Warranty.

BE IT FURTHER RESOLVED the payment (labor and materials) surety for \$61,500, Bond No. PB01798100155 issued by the above surety be RETAINED for the six-month lien guarantee period until September 21, 2017, at which time the Board AUTHORIZES the release of said surety less the amount of any claims on file.

BE IT FURTHER RESOLVED that the beginning of the warranty period is hereby established, and the \$1,230 cash deposit (Auditor's Deposit Permit No. DP730804, dated February 23, 2017) made by 44 Mountain View Management, LLC and the performance/maintenance surety for \$17,220, Bond No. PB01798100155 issued by Philadelphia Indemnity Insurance Company be RETAINED pursuant to the requirements of Section 94-4.406 of the Ordinance Code until released by this Board.

BE IT FURTHER RESOLVED that the surety bond, Bond No. PB00473800090 dated March 17, 2015 issued by Philadelphia Indemnity Insurance Company is EXONERATED.

Contact: Jocelyn LaRocque, 925-313-2315

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 21, 2017

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 21, 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 Paul Spangenberg for a shade hangar at Buchanan Field Airport effective March 6, 2017 in the monthly amount of \$177.07, Pacheco area. (District IV)

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$2,124.84 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: **03/21/2017** 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 21, 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

Hangar Rental Agreement

CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** March 6, 2017 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), Paul Spangenberg ("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 # **B-11** 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 **March 6, 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 \$ **177.07** 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 21, 2017

Subject: Adopt Resolution requesting that the Flood Control District Adopt Annual Parcel Assessments for the County's Watershed Program. Project #7517-6W7091

RECOMMENDATION(S):

ADOPT Resolution No. 2017--/97 establishing a rate of \$30 per Equivalent Runoff Unit (ERU) for Stormwater Utility Area 17 (Unincorporated County), for Fiscal Year 2017/2018 and requesting that the Contra Costa County Flood Control & Water Conservation District (FC District) adopt annual parcel assessments for drainage maintenance and the National Pollutant Discharge Elimination System Program, as recommended by the Public Works Director, Countywide.

FISCAL IMPACT:

The 2017-2018 rate per ERU is the same as that set for fiscal year 2016-2017. Therefore, there will be no change in rate for Unincorporated County property owners. The unincorporated area of Contra Costa County will produce approximately \$3,600,000, which will be used to implement the Unincorporated County's Watershed Program. All associated costs funded 100% by Stormwater Utility Area 17 Funds.

BACKGROUND:

The Clean Water Program consists of the County, Contra Costa cities, and the FC District working together to prevent, reduce, or eliminate the discharge of pollutants into

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

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

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

By: , Deputy

cc: Laura Strobel, County Administrator's Office, Bob Campbell, County Auditor-Controller, Letitia Watters, County Auditor-Controller's Office, Tim Jensen, Flood Control, Cece Sellgren, County Watershed Program, Crystal O'Dell, Flood Control, Catherine Windham, Flood Control

BACKGROUND: (CONT'D)

the storm drain system, including creeks and other natural waterways. The Clean Water Program was established in response to changes in the Federal Clean Water Act. The Program is known at the federal level as the National Pollutant Discharge Elimination System (NPDES) Program. In order to be in compliance with the current NPDES permit, Clean Water Program participants implement a Stormwater Management Plan stipulating a set of activities and a performance or service level. The Stormwater Management Plan is a major component of the Joint Municipal NPDES Stormwater Permit with the California Regional Water Quality Control Boards and is paid for with stormwater utility fee assessments. Adoption of the attached resolution will begin the annual process of assessment adoption.

The Board of Supervisors is being asked to set a rate of \$30 for one ERU in the Unincorporated County areas and to request that the FC District adopt the stormwater utility assessment. (The FC District is the only entity under state law with legal authority to assess this particular assessment.)

The Public Works Department coordinates the County Watershed Program for the County. Examples of how the assessment is being spent in the current year include:

1. General drainage maintenance to remove debris and sediment from County storm drain systems, flood control channels, and creeks
2. Targeted street sweeping throughout the County.
3. Work with County Building Inspection and Public Works inspectors and construction companies/contractors to reduce construction contaminants, such as paint, cement, oil/fuels, and soil erosion from entering storm drains and creeks.
4. Encourage Planners and the development community to use new designs that will reduce contaminated stormwater runoff.
5. Educate the public on the benefits of reducing pesticides and other toxic household product use and their proper disposal.
6. Educate County Engineers and Maintenance staff on flood control design, construction, and maintenance practices that protect water quality and preserve natural watershed habitats.
7. Inspection of industrial and commercial businesses for evidence that spill prevention, equipment maintenance and cleaning, waste handling and disposal, and other business practices are done in a manner that minimizes stormwater contamination.
8. Educate marina operators and their marina users through a marina program.
9. Create an annual Watershed Calendar that is disseminated to all single-family households in the County to educate residents of pollution prevention measures that they can take to protect stormwater runoff and improve the water quality of our receiving waters.

CONSEQUENCE OF NEGATIVE ACTION:

If the rate per ERU is not set for the coming fiscal year, funds will not be available for the County's Watershed Program to comply with the Joint Municipal NPDES Stormwater Permit. The Regional Water Quality Control Boards have the authority to issue fines of up to \$10,000 per day against those municipalities that do not comply with the Permit and fail to implement their Stormwater Management Plans.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

Resolution No. 2017/97

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/97

In The Matter of: ESTABLISH the rate per equivalent runoff unit for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2017-2018 and request that the Contra Costa County Flood Control & Water Conservation District (FC District) ADOPT an annual parcel assessment for drainage maintenance and the National Pollutant Discharge Elimination System (NPDES) Program, Countywide. (100% Stormwater Utility Area 17 Funds)

The Board of Supervisors of Contra Costa County RESOLVES THAT;

WHEREAS, under the Federal Water Pollution Control Act, prescribed discharges of stormwater require a permit from the appropriate California regional water quality board under the NPDES Program; and

WHEREAS, the COUNTY of CONTRA COSTA (County) did apply for, and did receive, an NPDES permit, which requires the implementation of selected Best Management Practices (BMPs) to minimize or eliminate pollutants from entering stormwaters; and

WHEREAS, it is the intent of the County to utilize funds received from its Stormwater Utility Area (SUA) for implementation of the NPDES Program and drainage maintenance activities; and

WHEREAS, at the request of the County, the FC District has completed the process for formation of an SUA, including the adoption of the Stormwater Utility Assessment Drainage Ordinance NO. 93-47; and

WHEREAS, the SUA and Program Group Costs Payment agreement between the County and the FC District requires that the County determine the rate to be assessed to a single Equivalent Runoff Unit (ERU) for the forthcoming fiscal year in the Unincorporated County; and

NOW, THEREFORE BE IT RESOLVED, that the County Board of Supervisors does determine that the rate to be assigned to a single ERU for Fiscal Year 2017-2018 shall be set at \$30.

BE IT FURTHER RESOLVED, that the County Board of Supervisors does hereby request the FC District to adopt SUA 17 levies based on said amount.

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 21, 2017

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

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

By: , Deputy

cc: Laura Strobel, County Administrator's Office, Bob Campbell, County Auditor-Controller, Letitia Watters, County Auditor-Controller's Office, Tim Jensen, Flood Control, Cece Sellgren, County Watershed Program, Crystal O'Dell, Flood Control, Catherine Windham, Flood Control



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: March 21, 2017

Subject: Public report of litigation settlement agreements that became final during the period of December 14, 2016, through February 28, 2017.

RECOMMENDATION(S):

RECEIVE public report of litigation settlement agreements that became final during the period of December 14, 2016, through February 28, 2017, as recommended by County Counsel.

FISCAL IMPACT:

Settlement amounts are listed below.

BACKGROUND:

Three agreements to settle pending litigation, as defined in Government Code section 54956.9, became final during the period of December 14, 2016, through February 28, 2017.

Contra Costa County v. Servico Concord, Inc., et al., CCC Sup. Ct. Case No. C13-00958. This was a quiet title action to obtain clear title to a modular building. It was agreed that in exchange for dismissal of the lawsuit, the Sheriff's Office will be allowed to continue using the building and pay \$64.50 a month for utility costs until the Sheriff's Office vacates the building. The Board of Supervisors authorized the settlement on February 7, 2017, in closed session by a 5-0 vote. The settlement agreement was fully executed on February 9, 2017.

Yolanda Dozier v. County of Contra Costa, et al., USDC Case No. C16-00950 (N.D. Cal.). On December 13, 2016, the Board approved settlement of this lawsuit involving civil rights and ADA claims.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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

BACKGROUND: (CONT'D)

Settlement in the amount of \$475,000, inclusive of attorneys fees and costs, was authorized in closed session by a 5-0 vote. The settlement agreement was fully executed on February 15, 2017. The funding source is the Risk Management Liability Internal Service Fund.

Robert L. Carby, et al., v. Contra Costa County, CCC Superior Court Case No. C13-02201. On December 6, 2016, the Board approved settlement of this wrongful death lawsuit. Settlement in the amount of \$300,000, inclusive of attorneys fees and costs, was authorized in closed session by a 5-0 vote. The settlement agreement was fully executed on December 14, 2016. The funding source is the Risk Management Medical Malpractice Internal Service Fund.

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

CONSEQUENCE OF NEGATIVE ACTION:

The report would not be accepted.



Contra
Costa
County

To: Board of Supervisors
From: Sharon Offord Hymes, Risk Manager
Date: March 21, 2017

Subject: Final Settlement of Benjamin Whitener (Deceased) vs. East Contra Costa Fire Protection District/Contra Costa County

RECOMMENDATION(S):

RECEIVE this report concerning the final settlement of Benjamin Whitener (Deceased) and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$275,000.

FISCAL IMPACT:

Workers' Compensation Internal Service Fund payment of \$275,000.

BACKGROUND:

Attorney William R. Thomas, defense counsel for the County, has advised the County Administrator that within authorization an agreement has been reached settling the workers' compensation claim of Benjamin Whitener (Deceased) vs. East Contra Costa Fire Protection District/Contra Costa County. The Board's March 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 March 7, 2017 closed session vote of this Board authorizing its negotiated settlement are known publicly.

CONSEQUENCE OF NEGATIVE ACTION:

Case will not be settled.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Sharon Hymes-Offord
335-1400

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

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

None.



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 21, 2017

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by Darrin Atkins, Nichole Devillier (2), Oscar Faustino Gonzales, Manjula Mahajan, Thomas Peterson, and Joseph Sweeney.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

N/A

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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: David Twa, County Administrator
Date: March 21, 2017

Subject: ACCEPT Board Members meeting reports for February 2017

RECOMMENDATION(S):

ACCEPT Board members meeting reports for February 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: **03/21/2017** 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 21, 2017

Contact: Joellen Balbas
925.335.1906

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

By: , Deputy

cc:

ATTACHMENTS

District II February 2017 Report

District III February 2017 Report

District IV February 2017 Report

Supervisor Candace Andersen – Monthly Meeting Report *February 2017*

Date	Meeting	Location
1	Mental Health Comm	Concord
2	East Bay EDA	Pleasant Hill
6	Hiring Outreach	Martinez
6	SWAT	Orinda
7	BOS Meeting	Martinez
8	CCCERA	Concord
8	LAFCO	Martinez
9	State of the City	San Ramon
10	EBMUD Meeting	Oakland
13	Public Works	Danville
13	Internal Operations	Martinez
14	Board of Supervisors	Martinez
22	Family & Human	Martinez
23	CCCSWA	Walnut Creek
24	Iron Horse Trail Meeting	Sacramento
26	Orinda Volunteer of the Yr	Orinda
28	MCE Meeting	Lafayette
28	Moraga Businessperson of Yr	Moraga

Supervisor Diane Burgis - February 2017 AB123

(Government Code Section 53232.3(d) requires that members legi meetings attended for which there has been expense reimbursement etc).

Date	Meeting Name	Location
1-Feb	Meeting with Bill Mayer, Town of Discovery Bay CSD	Brentwood
1-Feb	Meeting with Lt. Hobbs and Crime Prevention Specialist, Anthony Fontenot from the Office of the Sheriff	Brentwood
1-Feb	Phone Meeting with County Administrator, David Twa	Brentwood
1-Feb	Meeting with Chancellor Dr. Fred Wood and Timothy Long from Contra Costa Community College District	Brentwood
1-Feb	Meeting with Brentwood City Manager, Gus Vina	Brentwood
1-Feb	Phone Meeting with County Counsel	Brentwood
1-Feb	Town of Discovery Bay CSD Meeting	Discovery Bay
2-Feb	Meeting with Melody Howe Weintraub, Multi-Faith Action Coalition	Martinez
2-Feb	Meeting with Keith Freitas, Airports	Concord
2-Feb	Meeting and Tour with Public Works Department	Martinez
2-Feb	Meeting and Tour with Department of Conservation and Development Department	Martinez
3-Feb	Phone Meeting Delta Counties Coalition	Brentwood
4-Feb	Contra Costa County Health Care Town Hall	Bay Point
6-Feb	Phone Meeting with John Kopchik, Department of Conservation and Development	Brentwood
7-Feb	Board of Supervisors Meeting	Martinez
8-Feb	Meeting with Department of Conservation and Dev	Martinez
8-Feb	Meeting with County Administrator's Office	Martinez
8-Feb	Meeting with Lou Ann Texeira, LAFCO	Martinez
8-Feb	Meeting with Department of Conservation and Development Staff	Martinez
8-Feb	LAFCO Meeting	Martinez
9-Feb	CSAC - New Supervisor Institute	Sacramento
9-Feb	CSAC - New Supervisor Institute Reception	Sacramento
10-Feb	CSAC - New Supervisor Institute	Sacramento
10-Feb	Meeting with Mass Mutual	Brentwood
10-Feb	Phone Meeting with Fire Chief Carman	Brentwood
10-Feb	Phone Meeting with County Administrator's Office	Brentwood
10-Feb	Office Tour with Real Estate Division	Brentwood
13-Feb	Transportation, Water & Infrastructure Committee Meeting	Martinez
13-Feb	Legislative Committee Meeting	Martinez

13-Feb	Meeting with Department of Conservation and Dev	Martinez
13-Feb	Internal Operations Committee Meeting	Martinez
13-Feb	Meeting with Republic Services	Martinez
14-Feb	Board of Supervisors Meeting	Martinez
14-Feb	Contra Costa County Fire Protection District Meeting	Martinez
14-Feb	Housing Authority Meeting	Martinez
14-Feb	Meeting with County Administrator, David Twa and Supervisor Karen Mitchoff	Martinez
15-Feb	Constituent Meeting	Brentwood
15-Feb	U.S. Citizenship and Immigration Services Naturalization Ceremony	Brentwood
15-Feb	Meeting and Tour with Employment and Human Services	Antioch
16-Feb	CSAC - New Supervisor Institute	Martinez
16-Feb	ABAG Executive Board Meeting	San Francisco
17-Feb	Concord Chamber of Commerce Crab Feed	Concord
21-Feb	Meeting with Richmond Mayor Tom Butt	Richmond
21-Feb	Meeting with Brentwood City Councilmember Steve Barr, Brentwood City Manager Gus Vina, Supervisor Karen Mitchoff, Oakley City Councilmember Karen Rarey and Oakley City Manager Bryan Montgomery	Brentwood
22-Feb	Tri Delta Transit Meeting	Antioch
23-Feb	Meeting with Mike Davies, General Manager for the Town of Discovery Bay	Brentwood
23-Feb	Meeting with Ryan Hernandez, Contra Costa Water Agency	Brentwood
23-Feb	Constituent Meeting	Brentwood
23-Feb	Phone Meeting with East Bay Women's Cacus	Brentwood
24-Feb	Delta Counties Coalition Meeting	Brentwood
24-Feb	Meeting with Alvaro Fuentes, Executive Director of Community Clinc Consortium	Brentwood
24-Feb	Meeting with Alan Smith, Chair of the Library Commission	Brentwood
24-Feb	Contra Costa Elected Women's Luncheon	Antioch
25-Feb	NACo Legislative Conference	Washington D.C.
26-Feb	NACo Legislative Conference	Washington D.C.
27-Feb	NACo Legislative Conference	Washington D.C.
27-Feb	Event with Congressman Thompson	Washington D.C.
28-Feb	NACo Legislative Conference	Washington D.C.

* Reimbursement may come from an agency other than Contra Costa County

4 Report

Legislative bodies report on
expenses (mileage, meals, lodging,

Purpose

Business Meeting

Business Meeting

Business Meeting

Business Meeting

Business Meeting

Business Meeting

Community Outreach

Business Meeting

Business Meeting

Business Meeting

Business Meeting

Business Meeting

Community Outreach

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Business Meeting

**Supervisor Karen Mitchoff
February 2017**

DATE	MEETING NAME	LOCATION	PURPOSE
2/1/2017	BAAQMD AdHoc Building Oversight Com.	San Francisco	Decisions on agenda items
2/1/2017	BAAQMD Board Meeting	San Francisco	Decisions on agenda items
2/1/2017	ABAG Regional Planning Committee Carondelet High Athletics	San Francisco	Decisions on agenda items
2/2/2017	Groundbreaking	Walnut Creek	Community Outreach
2/7/2017	Board of Supervisors Meeting CCCSWA Personnel Committee	Martinez	Decisions on agenda items
2/8/2017	Meeting	Walnut Creek	Decisions on agenda items
2/9/2017	TRANSPAC	Pleasant Hill	Decisions on agenda items
2/13/2017	TWIC Committee Meeting	Martinez	Decisions on agenda items
2/13/2017	Legislation Committee Meeting	Martinez	Decisions on agenda items
2/14/2017	Board of Supervisors Meeting	Martinez	Decisions on agenda items
2/15/2017	CCTA Board Meeting	Walnut Creek	Decisions on agenda items
2/16/2017	ABAG Executive Board Meeting Brentwood Fire & Medical Services	San Francisco	Decisions on agenda items
2/21/2017	AdHoc Committee Pleasant Hill Annual Community	Brentwood	Long term planning
2/21/2017	Awards Night BAAQMD Budget and Finance	Pleasant Hill	Community Outreach
2/22/2017	Committee	San Francisco	Decisions on agenda items
2/22/2017	BAAQMD Executive Committee	San Francisco	Decisions on agenda items
2/23/2017	BAAQMD Mobile Source Committee	San Francisco	Decisions on agenda items
2/23/2017	CCCSWA Meeting	Walnut Creek	Decisions on agenda items
2/24/2017	ABAG Administrative Committee	San Francisco	Decisions on agenda items



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 21, 2017

Subject: Resolution recognizing the Blackhawk Chorus on their 25th Anniversary

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lauri Byers, (925)
957-8860

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/70

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

In the matter of:
recognizing the Blackhawk Chorus at their 25th Anniversary.

Resolution No. 2017/70

Whereas, since 1991, the Blackhawk Chorus has been delighting audiences in the East Bay and abroad with polished, vibrant performances spanning classical, popular, jazz and contemporary music; and

Whereas, the Blackhawk Chorus began in 1991 when 12 women sought voice lessons from acclaimed former soprano coloratura Diane Gilfether; and

Whereas, under the direction of founder and noted former opera principal Diane Gilfether, the chorus performs two concert series each year. In December, they present a festive holiday program, and in the spring, a showcase of popular jazz and pop standards; and

Whereas, the Blackhawk Chorus regularly fills the house at venues such as the Leshner Center in Walnut Creek and the Bankhead Theater in Livermore, though they also are proud to have represented the Tri-Valley area in performances further afield – at New York’s Lincoln Center, throughout Europe, and even at the Vatican in Italy; and

Whereas, more than two decades later, and still under Diane’s direction, many of the original 12 are still with the group, although membership has swelled to around 130 singers and now includes men as well as women; and

Whereas, the Blackhawk Chorus has truly become a family to its members – a source of laughter, comfort, friendship, and a local jewel to anyone who has ever attended their performance.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County does hereby honor and congratulate The Blackhawk Chorus At their 25th Anniversary Celebration.

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 21, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 21, 2017

Subject: Resolution recognizing Barbara Preston MD as the Moraga 2017 Citizen of the Year

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lauri Byers, (925)
957-8860

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/98

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

In the matter of:

Resolution No. 2017/98

recognizing Barbara Preston MD as the Moraga 2017 Citizen of the Year.

Whereas, Barbara “Bobbie” Peterson has lived in Moraga since 1985 and has recognized and addressed multiple community needs; and

Whereas, Bobbie is the well-known originator of the Cycle/Recycle program in Moraga, whereby residents leave their used bicycles in her driveway each year to be refurbished and distributed to programs for children and adults, since 1998 over 3000 bicycles have been collected; and

Whereas, Bobbie was responsible for the survival of the pear orchard next to Joaquin Moraga Intermediate School, when fire blight threatened to destroy the orchard, Bobbie recruited others to help prune the trees, raise funds for the special fungicide needed to control the infestation, and ultimately connect with botanists to develop a virus that attacks the fire blight; and

Whereas, Bobbie’s generous nature extends beyond Moraga; she was the founder of the Mt. Diablo Habitat for Humanity, and devotes her energy to the local chapter of No One Left Behind, she has established the Little Free Library Project in her front yard employing the philosophy “take a book, leave a book” providing reading material for all ages; and

Whereas, Bobbie has made her presence known in Moraga and Contra Costa County with her many years of generous volunteer efforts.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County does hereby honor Barbara Preston, MD as the Moraga 2017 Citizen of the Year.

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 21, 2017

David J. Twa,

By: _____, Deputy

Contra
Costa
County



To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 21, 2017

Subject: Resolution recognizing Dick & Robin Holt as the 2017 Lafayette Citizens of the Year

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lauri Byers, (925)
957-8860

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/103

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

In the matter of:

Resolution No. 2017/103

Recognizing Dick & Robin Holt as the 2017 Lafayette Citizens of the Year

Whereas, Dick and Robin Holt have been giving back to the community both individually and collectively since they moved to Lafayette in 1975; and

Whereas, Robin became involved with the PTA at Vallecito Elementary School almost immediately through friends while her husband was still on active duty, she was PTA President at Happy Valley Elementary School after the two elementary schools merged in 1983 and continued her involvement with the schools as their three children progressed from elementary to high school; and

Whereas, Dick and Robin have been very involved on the board of the Friends of the Lafayette Library and Learning Center with Robin serving as president from 2010 – 2012, both continue to stay involved with the Friends Board and volunteering in the bookstore; and

Whereas, Dick retired from the Navy in 1981 and soon became busy serving on the Lafayette Planning Commission for more than 26 years, he served as the President of the Lafayette Rotary and on the Las Trampas board as well as the Lafayette Community Foundation for six years, but says he is proudest of his work establishing the Concert at the Res 23 years ago.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County does hereby honor and thank Dick & Robin Holt for their long-standing commitment to Lafayette.

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 21, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 21, 2017

Subject: Honoring Jan Watson upon her retirement from the Contra Costa County In-Home Supportive Services Public Authority

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lia Bristol, (909)
556-8014

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/109

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

In the matter of:

Resolution No. 2017/109

In the matter of honoring Jan Watson upon her retirement from Contra Costa County In-Home Supportive Services Public Authority

Whereas, Jan Watson has served as the Executive Director of Contra Costa County In-Home Supportive Services Public Authority since August 2008, a public agency whose purpose is to assist low-income elderly, blind and disabled people to remain safely in their homes by referring in-home care providers from the Public Authority registry and enrolling providers into the State system; and

Whereas, during that time Ms. Watson managed the day-to-day operations of the Public Authority while implementing the changing State requirements to the enrollment process for in-home care providers; and

Whereas, prior to her role as Executive Director of Contra Costa County In-Home Supportive Services Public Authority Ms. Watson served as Eligibility Worker, Social Worker, Social Work Supervisor and Division Manager of Contra Costa County Employment and Human Services Department. In these capacities she provided leadership and ingenuity on an array of important issues over a variety of programs; and

Whereas, Ms. Watson's service as an active member on several committees, including: the Fall Prevention Committee and the Health Insurance Counseling and Advocacy Program is highly valued and appreciated; and

Whereas, Ms. Watson's positive impact on the community is not limited to her Executive Director role. She personally gives back to the community in numerous ways; She was president of SEIU local 525 and served as chief shop steward from 1992 through 1997; and

Whereas, upon retirement Ms. Watson will enjoy more time with family and friends, more San Francisco Giants baseball games and more traveling abroad; and

Whereas, the staff of Contra Costa County In Home Supportive Services Public Authority: Elizabeth Dondi, Kim Linam, Yolanda Patterson, Sandra Hare, Lorena Orellana, Donna Burton, Hugo Zambrano, Michelle Ramirez, Beatriz Salgado, Helen Cabrera, Lionel Galiste, Chet Saechao, Stacey Smith, Monique Rodriguez-Redd and Alexandra Vargas congratulate Ms. Watson on her retirement and are profoundly grateful for her leadership as the Executive Director of the Contra Costa County Public Authority.

Now, Therefore Be It Resolved that the Board of Supervisors of Contra Costa County congratulates Jan Watson upon the occasion of her retirement and thanks her for 27 years of outstanding and dedicated service to the people of Contra Costa County, California.

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 21, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 21, 2017

Subject: Prescription Drug Abuse Awareness Month March 2017

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lynn Enea, (925)
335-8138

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2017/87

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

In the matter of:

Resolution No. 2017/87

PRESCRIPTION DRUG ABUSE AWARENESS MONTH March 2107

WHEREAS, in 2015, 52,404, drug overdose deaths occurred, more than during any previous year on record in the U.S.; and

WHEREAS, in 2015, opioids, including prescription painkillers and heroin, were involved in 33,091 deaths, or 63% of all drug overdose deaths in the U.S.; and

WHEREAS, in 2015, opioid misuse resulted in 1,000 emergency department (ED) visits each day in the U.S.; and

WHEREAS, in 2014, almost 2 million Americans abused or were dependent on prescription opioids; and

WHEREAS, nonmedical use of prescription painkillers costs health insurers over \$72.5 billion annually in direct health-care costs; and

WHEREAS, California statute makes naloxone, a lifesaving overdose rescue medication, available from pharmacists without a prescription for community members to have on hand to reverse opioid overdoses in people at risk; and

WHEREAS, access to Medication Assisted Treatment (MAT) with buprenorphine, methadone and naltrexone should be expanded to assist people in recovering from their opioid substance use disorder; and

WHEREAS, health care systems and practitioners are adopting guidelines for more cautious prescribing of prescription pain medications, improving prescribing practices for chronic pain, increasing use of CURES, recommending non-opioid pain treatments, intensifying efforts to educate community members, distributing naloxone overdose rescue kits, enhancing access to substance use disorder treatment and implementing harm reduction services to address the epidemic of opioid abuse, addiction and overdose in our communities; and

WHEREAS, the removal of 7.1 million pounds of expired and unwanted medication from circulation and possible diversion has occurred since September 2010 through the Drug Enforcement Administration's take back program, the Contra Costa County Board of Supervisors supports April 29, 2017 as the next "National Prescription Drug Take Back Day" as declared by the DEA and encourages residents to locate their local collection site and safely dispose of their expired and unwanted prescription drugs on that day; and

WHEREAS, multiple coalitions are collaborating throughout Contra Costa County to prevent prescription drug abuse and misuse such as the Contra Costa MEDS (Medication, Education and Disposal Safety) Coalition, that engages local citizens, law enforcement, education representatives, civic and county leaders, county agencies and community based organizations to reduce the perception of harm and to promote safe medication storage and disposal, and the East Bay Safe Prescription Coalition that works to stimulate safer prescribing by hospital emergency departments, urgent care facilities and county and private practice prescribers; and

WHEREAS, families, schools, businesses, faith-based communities, law enforcement, medical professionals, county and local civic leaders and governments, health care practitioners, pharmacists and community members will demonstrate their commitment to the prevention of prescription drug abuse and misuse by participating in activities intended to highlight and support local prevention efforts during the month of March.

THEREFORE, BE IT RESOLVED THAT the Contra Costa County Board of Supervisors does hereby declare March, 2017 as **PRESCRIPTION DRUG ABUSE AWARENESS MONTH** in Contra Costa County and that all community members are encouraged to pledge, "Spread the Word...One Pill Can Kill.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS

KAREN MITCHOFF

District III Supervisor

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 14, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: March 21, 2017

Subject: Introduce Ordinance No. 2017/04 Amending Section 33-5.311 of the County Ordinance Code

RECOMMENDATION(S):

INTRODUCE Ordinance No. 2017-04 amending the County Ordinance Code to exclude from the merit system the new classification of Sheriff's Chief of Management Services-Exempt, WAIVE READING and FIX March 28, 2017, for adoption.

FISCAL IMPACT:

No fiscal impact related to this item.

BACKGROUND:

This action introduces Ordinance No. 2017-04 in anticipation of returning to the Board with a recommendation to adopt the Ordinance on the March 28, 2017 agenda. The Ordinance will ultimately add the position of Sheriff's Chief of Management Services-Exempt to the listing of positions exempt from the merit system in County Ordinance Code section 33-5.311.

This item should be considered along with a separate item on today's agenda creating the classification of Sheriff's Chief of Management Services-Exempt and allocating it to the salary schedule.

CONSEQUENCE OF NEGATIVE ACTION:

The proposed Ordinance will not be introduced to the Board and a date will not be fixed for adoption.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Tanya Williams
925-335-1714

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

By: , Deputy

cc:

ATTACHMENTS

Ordinance No.

2017-04

ORDINANCE NO. 2017-04

**(Exclude from the Merit System the new classification of Sheriff's
Chief of Management Services-Exempt)**

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

SECTION I: Section 33-5.311 of the County Ordinance Code is amended to exclude from the merit system the new classification of Sheriff's Chief of Management Services-Exempt:

33-5.311 – District attorney and sheriff.

- (a) Investigators, detectives, and others, paid from the special funds furnished to the district attorney and sheriff under Government Code Sections 29400 ff. and 29430 ff., are excluded.
- (b) In the district attorney's office, the district attorney program assistant-exempt class, senior deputy district attorneys-exempt, district attorney chief of inspectors-exempt, special counsel, special detectives, chief assistant district attorney-exempt, and assistant district attorney-exempt, are excluded and are appointed by the district attorney.
- (c) In the sheriff's department, the undersheriff and three commanders are excluded and are appointed by the sheriff-coroner.
- (d) The secretary to the undersheriff is excluded and is appointed by the sheriff-coroner.
- (e) The sheriff's executive assistant is excluded and is appointed by the sheriff-coroner.
- (f) In the sheriff's department, the class of chief of police-contract agency-exempt is excluded and is appointed by the sheriff-coroner.
- (g) In the sheriff's department, the class of sheriff's chief of management services-exempt is excluded and is appointed by the sheriff-coroner.

(Ord. Nos. 2017-04, § 1, 3-28-17; 2010-07, § 1, 5-18-10; Ords. 2004-6 § 1, 99-19, 96-3 § 1, 95-34 § 1, 87-16, 85-55 § 2, 85-29 § 2, 81-70 § 2, 81-32 § I[4], 81-29, 80-70, 74-72 § 2, 73-9 § 9: former §§ 32-2.610, .602 (5, 6): prior code § 2413 (e, t): Ords. 7047, 1032, 939, 325 § 4)

SECTION II: EFFECTIVE DATE. This ordinance becomes effective 30 days after passage, and within 15 days of passage shall be published once with the names of the

supervisors voting for and against it in the _____, a newspaper published in this County.

PASSED ON _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID J. TWA, Clerk of the
Board of Supervisors and County Administrator

By: _____
Deputy

_____ Board Chair

[SEAL]

H:\Human Resources\Ordinance Code Changes\Ord re exclude Sheriff's Chief of Mgmt Svcs- March 2017.doc



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: March 21, 2017

Subject: APPOINTMENT TO ALCOHOL AND OTHER DRUGS ADVISORY BOARD

RECOMMENDATION(S):

APPOINT Michael Collins to the District III-C seat on the Alcohol and Other Drugs Advisory Board to a term expiring June 30, 2020, as recommended by Supervisor Diane Burgis.

Michael Collins
Oakley, CA 94561

FISCAL IMPACT:

None.

BACKGROUND:

The District 3-C seat has been vacant since December 2014. Applications were accepted and the recommendation to appoint the above individual was then determined.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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: Candace Andersen, District II Supervisor
Date: March 21, 2017

Subject: APPOINTMENT TO THE COUNTY LIBRARY COMMISSION

RECOMMENDATION(S):

APPOINT the following person to the District II Alternate Seat of the Contra Costa County Library Commission for a two-year term with an expiration date of June 30, 2018, as recommended by Supervisor Candace Andersen:

Cindy Wright
Danville, CA 94526

FISCAL IMPACT:

None.

BACKGROUND:

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created to serve in an advisory capacity to the Board of Supervisors and the County Librarian. The Library Commission is comprised of 29 members:

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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, Library Commission, Appointee

BACKGROUND: (CONT'D)

- 18 members representing the cities/towns in Contra Costa County - these Commissioners are appointed by the city/town councils
- 5 members represent Contra Costa County - each member of the Board of Supervisors appoints one Commissioner and one Alternate Commissioner
- 5 members represent the Central Labor Council, the Contra Costa Council, the Contra Costa Youth Commission, the Superintendent of Schools, and the Friends Council.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Medical Staff Appointments and Reappointments – February 2017

RECOMMENDATION(S):

Approve the medical staff appointments and reappointments, additional privileges, advancement and changes to dental privileges as recommend by the Medical Staff Executive Committee, at their February 27, 2017 meeting, and by the Health Services Director.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

The Joint Commission on Accreditation of Healthcare Organizations has requested that evidence of Board of Supervisors approval for each Medical Staff member will be placed in his or her Credentials File. The above recommendations for appointment/reappointment were reviewed by the Credentials Committee and approved by the Medical Executive Committee.

CONSEQUENCE OF NEGATIVE ACTION:

The Department will not receive Board approval for medical staff member appointments and reappointments as requested by the Joint Commission on Accreditation of Healthcare Organizations.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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, Steele Colby

ATTACHMENTS

dental privileges

Attachment

For February 1, 2017 Credentials Agenda – proposed change to Dental privilege SEN 11

Existing Privilege:

DEN	SEN 11	Frenulectomy/Frenotomy.	D	DDS or DMD	N/A	N/A
			C	DDS or DMD	2	2 cases in last year
			U	Ors	N/A	N/A

Proposed Privilege:

DEN	SEN 11	Frenotomy	D	DDS or DMD	N/A	N/A
			U	DDS or DMD	3	2 cases in last year
			U	Ors	N/A	N/A

A. New Medical Staff Members

Monica Egleberger, MD	Surgery
Umesh Gheewala, MD	Internal Medicine
Abhilasha Jamwal, MD	Pediatrics
John Jones, MD	Psychiatry/Psychology
Farzad Kamyar, MD	Psychiatry/Psychology
Gregory Moore, MD	Family Medicine

B. Application for Moonlighting Privileges

Caroline Mogler, MD	Family Medicine
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C. Request for Additional Privileges

Leslie Splivalo, NP	Pediatrics
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D. Advance to Non-Provisional

Anne Barnes, MD	Psychiatry/Psychology
Sofia Kerbawy, MD	Pediatrics

E. Biennial Reappointments

William Berlingieri, MD	Psychiatry/Psychology	A
Melina Beaton, MD	Family Medicine	A
Peter Binstock, MD	Internal Medicine	C
Ralph Chase, MD	Anesthesia	A
Joanna Chin, MD	Pediatrics	A
Preeti D'Souza, DDS	Dental	A
Angela Echiverri, MD, MPH	Family Medicine	A
Gupta Etwaru, MD	Surgery	A
Stuart Forman, MD	Critical Care	A
Gwendolyn Hamilton, MD	Pediatrics	C
Kathryn Hamlin, MD	Family Medicine	P
Fayaz Ibrahim, MD	Psychiatry/Psychology	A
Geena Jester, MD	Hospitalist	A
Mauricio Kuri, MD	Surgery	A
David Lee, MD	Family Medicine	A
Jessica Lee, MD	Psychiatry/Psychology	A
Rudy Leong, MD	Family Medicine	C
Teresa Madrigal, MD	Family Medicine	A
George Meyer, MD	Internal Medicine	C
Michelle Orengo-McFarlane, MD	Family Medicine	A
Jennifer Owen, MD	Family Medicine	P
Natasha Pinto, MD	Family Medicine	C
Deborah Raphael, MD	Psychiatry/Psychology	C
Lynette Stromberg, MD	Internal Medicine	A
Zakaria Siddiqui, MD	Psychiatry/Psychology	C
*Victor Torres-Collazo, MD	Psychiatry/Psychology	C
Arshya Vahabzadeh, MD	Psychiatry/Psychology	C

Matthew White, MD	Psychiatry/Psychology	C
Gila Wildfire, MD	Family Medicine	A

***No Hospital affiliations, requires MEC waiver**

F. Biennial Renewal of Privileges

Debra Rosett, NP	Family Medicine	AFF
Laura Miller, NP	Family Medicine	AFF

G. Biennial Renewal of Teleradiologists Privileges

Tara Otto, MD	Virtual Radiologic Professionals
Shwan Kim, MD	Virtual Radiologic Professionals
Thomas Osborne, MD	Virtual Radiologic Professionals



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 21, 2017

Subject: DECLARE VACANCY ON EAST BAY REGIONAL PARKS DISTRICT PARK ADVISORY COMMITTEE

RECOMMENDATION(S):

DECLARE vacant the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee held by Colin Coffey and DIRECT the Clerk of the Board to post the vacancy.

FISCAL IMPACT:

None.

BACKGROUND:

The purpose of the East Bay Regional Parks District Park Advisory Committee is to assist the East Bay Regional Park District in developing the District's master plan. The PAC is composed of 21 members. Members of the PAC shall be nominated from the following: Two members by each member of the Board of Directors (14); one member for each of the following: a. Mayors' Conference of Alameda County, b. Mayors' Conference of Contra Costa County, c. Board of Supervisors of Alameda County, d. Board of Supervisors of Contra Costa County, e. Contra Costa County Chapter of California Special Districts Association, f. Alameda County Chapter of California Special Districts Association, g. One representative of organized labor from the Alameda Central Labor Council or the Contra Costa Central Labor Council on a rotating basis. Employees of the District are

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

not eligible to serve on the PAC.

On February 24, the County was notified by the East Bay Regional Parks District that Contra Costa's Board representative, Colin Coffey, was recently appointed to serve on the the District's Governing Board. Mr. Coffey's new appointment leaves his seat on the Park Advisory Committee vacant.

The Board's Internal Operations Committee is responsible for recruiting and making recommendations to the Board of Supervisors on appointments to the Park Advisory Committee. In order to begin the recruitment process, the Board of Supervisors needs to declare and order the posting of the vacancy, as required by the Maddy Act.

ATTACHMENTS

EBRPD Notification of Vacancy

Julie Enea

Subject: FW: East Bay Regional Park District Advisory Committee

From: Erich Pfuehler [<mailto:epfuehler@ebparks.org>]
Sent: Friday, February 24, 2017 3:41 PM
To: Jami Napier <Jami.Napier@cob.cccounty.us>
Subject: East Bay Regional Park District Advisory Committee

Jami,

I hope you are well. As you likely know, Colin Coffey was recently appointed to serve on our Board to replace Diane Burgis who was elected to County Supervisor. His appointment to our elected board now leaves an opening on our Park Advisory Committee (PAC) where he served as the Board of Supervisors appointee. As the primary staff person for our PAC, I have had a couple of inquiries from folks interested in replacing Colin. I just wanted to check with you all about the process and to whom I should direct folks who are interested. I see there is a form on the website, but is there a staff contact and what might be the County's timing on making an appointment?

Thanks,

Erich



Erich Pfuehler
Government Affairs Manager | General Manager's Office
East Bay Regional Park District
2950 Peralta Oaks Court, Oakland, CA 94605
T: 510-544-2006 | F: 510-569-1417
epfuehler@ebparks.org | www.ebparks.org

STATEMENT OF CONFIDENTIALITY | This electronic message and any files or attachments transmitted with it may be confidential, privileged, or proprietary information of the East Bay Regional Park District. The information is solely for the use of the individual or entity to which it was intended to be addressed. If the reader of this message is not the intended recipient, you are hereby notified that use, distribution, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please notify the sender immediately, destroy any copies, and delete this message from your system.

 Please consider the environment before you print



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Council on Homelessness Resignation

RECOMMENDATION(S):

Accept the resignation of Tracy Cascio, declare vacant the Council on Homelessness Veteran Administration Representative seat and direct the Clerk of the Board to post the vacancy as recommended by the Health, Housing and Homeless Services Division Director.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

Tracy Cascio submitted her formal resignation to the Health, Housing and Homeless Services office via email on February 9, 2017. Ms. Cascio was appointed to the Council on Homelessness Veteran Administration Representative seat on February 9, 2016. The seat appointment will expire December 31, 2017.

The Contra Costa Continuum of Care is governed by the Contra Costa Council on Homelessness (hereinafter referred to as the Council). The Council is appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long range planning and policy formulation of homeless issues in Contra Costa County. The Contra Costa Council on Homelessness

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lavonna Martin,
925-313-6140

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Jaime Jenett

BACKGROUND: (CONT'D)

provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness, educate the community on homeless issues, and advocate on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: Appoint Acaria Almeida to Private/Non-Profit Seat No. 1 of the Economic Opportunity Council

RECOMMENDATION(S):

APPOINT Acaria Almeida to Private/Non-Profit Sector 1 on the Economic Opportunity Council, with a term end date of June 30, 2018, as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

None

BACKGROUND:

This board order seeks to appoint Acaria Almeida to the vacancy in Private/Non-Profit Sector 1 with a term end date of June 30, 2018. The Economic Opportunity Council approved the appointment on March 1, 2017. Ms. Almeida resides in Moraga, CA 94556.

CONSEQUENCE OF NEGATIVE ACTION:

The Economic Opportunity Council will be unable to conduct routine business.

CHILDREN'S IMPACT STATEMENT:

None

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 03/21/2017 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 21, 2017

Contact: CSB (925)
681-6308

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

By: , Deputy

cc: Nancy Sparks, Christina Reich, Cassandra Youngblood

ATTACHMENTS

Almeida
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:

Economic Opportunity Council.
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Non profit/private
PRINT EXACT SEAT NAME (if applicable)

1. Name: Almeida Acaria
(Last Name) (First Name) (Middle Name)

2. Address: Moraga, Ca 94556
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones:
(Home No.) (Work No.) (Cell No.)

4. Email Address:

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: Masters in Business Administration (MBA)

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Saint Mary's College in Moraga	MBA- Business/ Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MBA	April 2002
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"/>			

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 To 2013 Present Total: Yrs. Mos. 4 2 Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Relationship Manager Employer's Name and Address Cisco Systems Capital Corporation</p>	<p>Duties Performed Manage a global account portfolio in deal structuring and operations support for financing Cisco products for Global customers</p>
<p>B) Dates (Month, Day, Year) From To 2004 2012 Total: Yrs. Mos. 7 4 Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title VP, Special Services Relationship Mgr Employer's Name and Address Bank of America- Clayton, Concord CA</p>	<p>Duties Performed Managed team of Senior Loan Consultants servicing the large syndicated loan portfolio, Trade Risk participation and Auto Borrow products</p>
<p>C) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> Total: Yrs. 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 To <input type="text"/> <input type="text"/> Total: Yrs. 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>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Ajit Kaushal

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: 2/6/2017

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.

**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.



PROFILE:

- Twenty plus years of Management, Leadership & Relationship Building roles with Banking, Technology Industry and Non Profits.
- Aligned with Cisco and Cisco Capital's most strategic customers for a customer-centric approach to manage customer relationships with a focus on complex and global accounts.
- Documenting Program & Policy guides in support of new business models.
- Lean Six Sigma deployment successes with external technical resources driving top line growth and bottom-line savings through error reductions, improved processing of payments, staff training and "Best Practice" approach meeting the standards for established performance metrics.
- Develop, implement and manage Risk Self Assessment Program for Commercial Credit Operations, Agency Management Services, and Syndicated & Large Corporate Credit and determine the go/no-go threshold for mitigating Operational and Credit Risk resulting in successful OCC audits.
- Managed teams of 6 to 18 FTE on projects for Customer Experience programs, System Implementation, Business development, Data conversions.

EXPERIENCE

Cisco Systems Capital Corporation, San Jose CA
Relationship Manager-Global Engagement Team

2013- present

- Manage Global client engagements with One Cisco approach for Enterprise IT cloud and Datacenter virtualization solutions through innovative, flexible financing programs.
- Partnerships with Capital's Tech Financing and Global Business Process Management (GBPM) teams to operationalize new business (NBM) models.
- Implement the roll out of new finance programs for capital development, creative problem-solving ability and a collaborative, constancy mindset for Customers, Chanel Partners, Service Providers and Operations Team from concept through completion.
- Lead negotiations of nonstandard agreement across Global regions, cross-functional teams and Legal.
- Document Customer Play Books, Solution Guides with customized process flows.
- Change advocate for key policies and processes for Operations.
- Systems/Applications: E-Lese, LeasePak, Cisco Commerce workspace, IOS Espressos (Credit), Deal Check point, Sales Force.com, Oracle ERP, DocuSign, D& B; Hover, Midas

Achievement:

- Innovation Challenge –Finding a Collaborative solution to expedite credits on returns-MEOT
- Business Impact Award -2014 & 2015; Lifecycle Management (LCM) resulting in \$1.6 million in savings for FY14 and \$20 million in new LCM opportunities with the One-Cisco approach
- SMARTies Teamwork Award- For Global Engagement Team approach and process.-2014

BANK OF AMERICA, Syndicated and Large Corporate Credit Service, Concord, CA
Vice President, Special Relationship Servicing Manager;

2010- 2012

- Managed 6 Senior Loan Consultants servicing the large syndicated loan portfolio, Trade Risk participation and Auto Borrow products
- Ensured adherence to Bank policies relative to Regulatory Compliance, Policy and Legislation.
- Participated in the annual budgetary requirements for recruiting, training and developing staff.
- Expertise in Basel II implementation and updated the risk weighted asset (RWA) calculation for counterparty credit risk and Credit Valuation Adjustment (CVA) capital charge.
- Mitigated regulatory, Legal, Credit and Operational risk and reputation implications through policy reminders during the life cycle of the loan transaction.
- Documented process improvement steps and made updates to online tools.

- Selected to conduct Monthly stress testing required by the Federal Reserve.
- Managed Loan system enhancements, Print Reductions, and Process improvements for cost savings.
- Designed and implemented the first Virtual Mentoring program in 2011 for staff advancement.
- Change management in diverse functional teams by the use of acceptable techniques in coaching, mentoring, career counseling and disciplinary actions when appropriate.
- Experienced in IT project management and business system implementation upon analyzing budgetary needs and cost analyses for enhanced programs and new products.
- Use of EDI, Access, LoanIQ, CashPro,

BANK OF AMERICA, Oakland, CA

2004-2010

Vice President, Contract Manager; Contract Management, Global Treasury Services, Risk Management

- Negotiated and executed Deposit Account Control Agreements under Revised Article 9, where banks and secured creditors have engaged in excessive negotiations regarding the content of control agreements.
- Ensured the operational process supported the essential elements, and precise mechanics, of exercising control and the priority of claims to deposited funds as between secured creditors and depository banks.
- Obtained reimbursement and indemnification obligations owing by secured creditors to the depository banks for non-collectible funds, unpaid fees and associated legal risks.
- Approved changes to Assumption and Assignments Agreements with review of Loan Purchase Contracts.
- Interpreted new policies and facilitated resolution for specific findings identified through the compliance review process, selecting methods, evaluation criteria with remedial actions and results delivered.
- Participated in Six Sigma and Green Belt projects to capture cycle time for negotiating Legal contracts.

US BANK, Dublin, CA 2003- 2004

Branch Manager

- Responsible for overall management of the Dublin In-Store Branch leading in sales, customer service, performance management of the Branch staff, regulatory issues, policy, compliance and Balance sheet.
- Implemented and monitored a risk based compliance program for US Patriots Act, AML, BSA, CTR, CIP, CDD, and other compliance regulatory requirements for the new Branch Operations with staff of 12.

WELLS FARGO BANK, San Francisco, CA

2000 – 2003

Vice President, Customer Service Manager, US Corporate Banking

- Responsible for 8 Relationship Associates managing Large Corporate \$1.3+B billion commitments and Treasury Management services for High Tech, Retailers and Title and Escrow clients.
- Signed off on the Quarterly Certification of the Credit Process for review of Client financials.
- Reviewed customer base to maximize the Customer Relationship on a semi-annual basis and made recommendations for Cash Management products and services through RFP's.
- Led the implementation of controls required by Regulation Z-subpart B for opening accounts disclosures and periodic statements provided for Title and Escrow Clients.
- Developed process maps and procedures for the operational functions resulting in successful Annual Risk Asset Review, Operations Audit and Compliance Review.
- Ensured Credit Files met successful audits by internal and external Auditors and OCC examinations.
- Established technological and staffing requirements for the Office, training for Relationship Managers, Credit Analysts and the Relationship Associates for a total staff of 18.
- Use of Hogan, Athena, Credit portal & CEO.

Documentation Team Manager, Loan Center

1999- 2000

- Managed a team of 18-20 members that produced Commercial, Real Estate, and Corporate loan documents for secured and unsecured credit in a high production environment.
- Implemented system enhancements to track incomplete Loan documentation request packages and missing document exceptions and improved Service Level Agreements.
- Facilitated Vendor Management and Certified Vendor support projects.
- Improved process time 20% through improved maintenance procedures.

BANK OF AMERICA, San Francisco, CA**Vice President, Global Service Director**

1998-1999

- Led Global sales and servicing with partners in Asia, and Europe for servicing High Technology clients with domestic and international Credit and Cash Management Products providing effective global solutions and customized service.

Client Service Team Manager

1997-1998

- Managed a team of 8 Relationship Servicing Managers handling Fortune 500 clients primarily in the High Technology Industry providing Cash Management services to Large Corporate Accounts.

EDUCATION/TRAINING

- Masters of Business Administration in Management, Saint Mary's College, Moraga, CA – 2002
- Bachelors of Arts -Management, Saint Mary's College, Moraga, CA – 1998
- Bachelors of Arts-Economics-UOB-India

Professional Development Courses:

- Institutional Investments, Wells Fargo Bank
- Wholesale Banking, Cash Management and Credit Products, Bank of America
- Leadership and Challenge, Bank of America
- Continuing education with Treasury Strategies & Treasury Management Webinars thru Kyrba
- Enrolled in MIT Experimental Learning of Technology Innovation applied to financial services with a Fintech certificate Course to be completed in March 2017

ORGANIZATION MEMBERSHIPS/VOLUNTEER ACTIVITIES**Cisco:** Active volunteer with Cisco initiatives such Harvest, Food Bank, Turkey Trot, STEM**Greenlight for Girls Head Quartered in Brussels: Project Leader**

2015- Present

Goa Sudharop Community Development Inc.,(501c3) -Director of Global Operations

2012- Present

(www.goasudharop.net) formerly served as -President/Treasurer

Role: Oversee financials and supporting documents for audit trail

Business Development- Engagement with Promo Partners from the Entertainment Industry for mega fund raisers.

Mentor and support Youth volunteers for innovative project ideas and events.

Achievement:

- Expanded Partnership base by adding 18 Partners for matching contributions with adherence to US and local government regulations as per 501c3.
- Launched the first Cisco lead Greenlight for Girls(STEM) in Goa India in Jan 2016
(<http://greenlightforgirls.org/g4g-day-go-2016>)
- Launched the first Greenlight for Girls (STEM event) with support from West Contra Costa Boys & Girls and Warriors CFO as our key note speaker in SF Bay Area in August 2016
<http://greenlightforgirls.org/g4g-day-sf-2016> &
https://www.facebook.com/pg/greenlightforgirls/photos/?tab=album&album_id=1543517892340969
- Established partnership programs with grants from Yahoo, Google and, Cisco. Implemented and streamlined process to run programs with various local non-profits via open forums and communications via face book, Linked-in and email responses

Catholic Campaign for Human Development Committee (CCHD) –Oakland Diocese

2012-Present

(An arm of Catholic Charities awarding grant awards \$140,000 plus to local agencies)

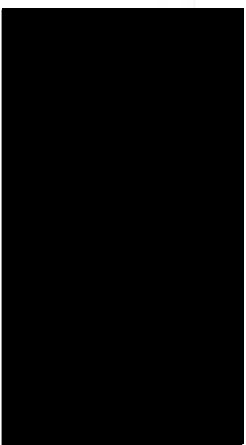
- Participate in the financial review, site visits and interviews for all of the grant applications from non-profit agencies for annual awards approved by the Bishops of California.

Contra Costa Women Entrepreneur's Initiative

2009-2010

Saint Mary's Graduate Executive MBA Alumni - Mentor for undergrad students

2006- 2010



RECEIVED
 FEB 10 2017
 CLERK BOARD OF SUPERVISORS
 CONTRA COSTA CO.

SAN JOSE CA 950
 08 FEB 2017 PM 2 L



CONTRA COSTA COUNTY
 CLERK OF THE BOARD
 651 PINE STREET, Rm 106
 MARTINEZ, CALIFORNIA 94553

94553-129399





Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: APPOINT Samuel Houston to Economic Opportunity Council, Low Income Seat No. 1

RECOMMENDATION(S):

APPOINT Samuel Houston to Low-Income Sector 1 of the Contra Costa County Economic Opportunity Council with term end date of June 30, 2019 as recommended by the Employment & Human Services Director.

FISCAL IMPACT:

None

BACKGROUND:

This board order seeks to appoint Samuel Houston to the vacancy in Low Income Sector 1 with a term end date of June 30, 2019. The Economic Opportunity Council approved the appointment on March 1, 2017. Mr. Houston resides in Concord, CA 94520.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Economic Opportunity Council will be unable to conduct routine business.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 03/21/2017 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 21, 2017

Contact: CSB (925)
681-6308

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

By: , Deputy

cc: Nancy Sparks, Christina Reich, Cassandra Youngblood

ATTACHMENTS

Houston
Application



Contra Costa County

RECEIVED
FEB 21 2017
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

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:

Economic Opportunity Council
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Low Income / Non Profit
PRINT EXACT SEAT NAME (if applicable)

1. Name: Houston Samuel William
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Concord CA 94520
(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 [Redacted]

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Vista Community College	Business Economics	Yes No <input checked="" type="checkbox"/>	2			
B)		Yes No <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <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>10/2009</u> To <u>Present</u> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <u>25</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Owner</u> Employer's Name and Address <u>Houston Insurance</u> <u>1390 Robin Ln #103</u> <u>Concord CA 94520</u></p>	<p>Duties Performed <u>Service clients accounts</u> <u>Prospect for new</u> <u>clients, Prepare enrollment</u> <u>packages.</u></p>
<p>B) Dates (Month, Day, Year) From <u>7/2016</u> To <u>Present</u> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Pastor</u> Employer's Name and Address <u>Changing Lives Community</u> <u>2551 Pleasant Hill Rd</u> <u>Pleasant Hill CA</u></p>	<p>Duties Performed <u>lead service is</u> <u>workshop. coordinate</u> <u>programs</u></p>
<p>C) Dates (Month, Day, Year) From <u>8/2014</u> To <u>Present</u> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Counselor</u> Employer's Name and Address <u>Memory Gardens</u> <u>2011 Arnold Industrial way</u> <u>Concord CA 94520</u></p>	<p>Duties Performed <u>Help families in</u> <u>preparing to place</u> <u>loved ones at</u> <u>cemetery</u></p>
<p>D) Dates (Month, Day, Year) From <u>May/2006</u> To <u>Jan/2009</u> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Lead Production</u> Employer's Name and Address <u>Fed Ex Office</u> <u>2101 Camino Ramon</u> <u>San Ramon</u></p>	<p>Duties Performed <u>Completed and help</u> <u>organize projects</u> <u>for customers</u></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:

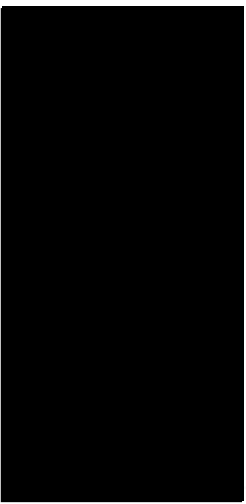


Date:

2/16/17

Important Information

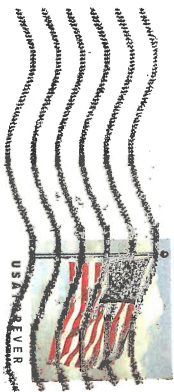
1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may 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.



RECEIVED
FEB 21 2017
 CLERK BOARD OF SUPERVISORS
 CONTRA COSTA CO.

OAKLAND, CA 946

17 FEB 2017 PM 6 L



Contra Costa County
 Clerk of the Board
 651 Pine St Rm 106
 Martinez CA 94533

94533-12033





Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 21, 2017

Subject: RECOMMENDATION FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

RECOMMENDATION(S):

APPOINT Marjorie Leeds to the Business #3 Alternate seat on the Hazardous Materials Commission to a four-year term ending on December 31, 2020.

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, and reporting back to the Board on Board referrals.

The term for the Business #3 Alternate seat expired on December 31, 2016, creating a vacancy. The nominating agency for the Business #3 Alternate seat is the Contra Costa Taxpayers' Association, which nominated Marjorie Leeds for this seat. The term of office would be for four years ending on December 31, 2020.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: HazMat Ombudsman, IOC Staff

BACKGROUND: (CONT'D)

The Internal Operations Committee reviewed and approved this nomination at its March 13, 2017 meeting.

ATTACHMENTS

Candidate Application_Marjorie Leeds_HazMat Comm

CC Taxpayers Assoc Nomination Letter



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

[Empty box for seat name]

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Leeds Marjorie Brown
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Martinez, CA 94553
(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 [X] G.E.D. Certificate [] California High School Proficiency Certificate []

Give Highest Grade or Educational Level Achieved [Empty box]

Table with 6 columns: Names of colleges / universities attended, Course of Study / Major, Degree Awarded, Units Completed (Semester/Quarter), Degree Type, Date Degree Awarded. Row A: Texas A&M University, Industrial Engineering, Yes, B.S., 1980.

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>2013</u> To <u>2015</u> Total: Yrs. <u>2</u> Mos. <u> </u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Learning Advisor</u> Employer's Name and Address <u>Royal Dutch Shell</u></p>	<p>Duties Performed <u>Developed Health & Safety competence assurance for leadership of Royal Dutch Shell worldwide</u></p>
<p>B) Dates (Month, Day, Year) From <u>1996</u> To <u>2013</u> Total: Yrs. <u>17</u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Plant Manager</u> Employer's Name and Address <u>Shell Chemical Martinez</u></p>	<p>Duties Performed <u>Managed small Chemical Plant ~100 people</u></p>
<p>C) Dates (Month, Day, Year) From <u>1991</u> To <u>1996</u> Total: Yrs. <u>5</u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Health and Safety Mgr.</u> Employer's Name and Address <u>Shell Oil Martinez Refinery</u></p>	<p>Duties Performed <u>Managed Health & Safety Dept.</u></p>
<p>D) Dates (Month, Day, Year) From <u>1980</u> To <u>1991</u> Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Industrial Hygienist</u> Employer's Name and Address <u>Shell Oil Martinez</u></p>	<p>Duties Performed <u>Industrial Hygienist including broad experience with hazardous chemicals</u></p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Taxpayers Assn.

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: January 22, 2017

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.



Contra Costa Taxpayers Association

1401 Willow Pass Rd, Ste 880, Concord, CA 94520 ▪ 925.289.6900 ▪ krishunt@cocotax.org ▪ www.cocotax.org

February 1, 2017

Mr. Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

RE: Nomination for the Contra Costa Taxpayers Association Member on the Hazardous Materials Commission

Dear Mr. Kent:

The Contra Costa Taxpayers Association would like to nominate Mrs. Marj Leeds as our alternate representative on the Hazardous Materials Commission for a full term. Since Mrs. Leeds has served for more than 10 years we trust that she will be an appropriate alternate for Mr. Don Bristol. Her many years of experience in the Health and Safety field for Shell Oil Company provide her with an excellent background for the issues that face the Commission.

If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in cursive script that reads "J. E. Weir".

Jack Weir
Executive Director

Cc: Don Bristol



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 21, 2017

Subject: Establish the Classification of Sheriff's Chief of Management Services - Exempt, allocate to salary schedule

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22029 to establish the classification of Sheriff Chief of Management Services-Exempt (APD2) (unrepresented) and allocate to the salary schedule at salary plan and grade B85 2057(\$8,867-\$10,779) in the Sheriff's Office - Administrative Services Division.

FISCAL IMPACT:

\$15,942 annually, of which \$3,684 is attributable to employer pension costs. 100% General Fund.

BACKGROUND:

Upon review of the duties performed by the Sheriff's Chief of Management Services, it was determined that the responsibilities of the position and incumbent have evolved over the past several years. This position oversees the Personnel and Finance divisions for the Sheriff's Office and has direct responsibility for the daily operation of departmental administration. This includes an annual, general fund budget of approximately \$226.8 million, 238 service contracts, 37 grants from a myriad of funding sources and 1,037 FTE (672 sworn and 365 civilian) and 135 per-diem employees. This position requires working closely with Federal, State and local funding

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Robyn Hanson,
925-335-1527

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

By: , Deputy

cc: Robyn Hanson

BACKGROUND: (CONT'D)

agencies, other law enforcement agencies, community agencies, as well as internal business partners such as County Counsel, Labor Relations, Human Resources, Auditor-Controller and the Treasurer-Tax Collector.

Today's action creates a new classification at an increased salary range and anticipates exempting the classification from the merit system. Also on today's agenda is the introduction of Ordinance No. 2017-04, which would effectuate the exemption of this classification from the merit system.

CONSEQUENCE OF NEGATIVE ACTION:

The new classification and salary level will not be established.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22029

POSITION ADJUSTMENT REQUEST

NO. 22029
DATE 5/9/2016

Department Office of the Sheriff Department No./
Budget Unit No. 0255 Org No. 2500 Agency No. 25
Action Requested: Establish the classification of Sheriff's Chief of Management Services – EXEMPT, reallocate the salary plan and grade to B85-2056 (\$8,867.99 - \$10,779.10) in the Office of the Sheriff.

Proposed Effective Date: 3/1/2017

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 \$15,942.00 Net County Cost \$15,942.00
Total this FY \$5,314.00 N.C.C. this FY \$5,314.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff General Fund

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

2/22/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/27/2017

Establish the class of Sheriff's Chief of Management Services-Exempt (APD2) and allocate to salary schedule at salary plan and grade B85 2057 (\$8,867-\$10,779).

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

Effective: Day following Board Action.

3/1/2017(Date)

Tanya Williams

2/27/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/16/2017

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: _____

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

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

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

REQUEST FOR PROJECT POSITIONS

Department _____

Date 3/16/2017

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: David Twa, County Administrator
Date: March 21, 2017

Subject: Resolution No. 2017/108 – Contra Costa County Defenders' Association Side Letter Voluntary Vision Plan and HSA

RECOMMENDATION(S):

ADOPT Resolution No. 2017/108 approving the Side Letter between Contra Costa County and the Contra Costa County Defenders' Association regarding a voluntary vision plan and health spending account.

FISCAL IMPACT:

Enrollment in these benefit plans is voluntary. The costs of the benefits are employee paid.

BACKGROUND:

This Side Letter arises out of recommendations from the Joint Labor/Management Benefits Committee (“JLMBC”) following its discussions about future medical, dental and vision plan design. The recommendations were that active employees have the option to participate in a voluntary vision plan and a health savings account. The County determined that these were constructive suggestions from the JLMBC that warranted pursuing with individual employee organizations, such as the CCC Defenders. As a result, the County and CCC Defenders agree that during a special open enrollment for the remainder of the 2017 plan year the County will offer active employees in the classifications listed in the side letter, except those who are temporary or permanent-intermittent, the option of enrolling in an employee paid vision plan and an employee-funded health savings account pursuant to the terms detailed in the side letter.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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: Ann Elliott, County Benefits Manager, Haj Nahal, Assistant Auditor-Controller

CONSEQUENCE OF NEGATIVE ACTION:

Members will not have access to the voluntary vision plan nor the health spending account.

ATTACHMENTS

Resolution No. 2017/108

CCC Defender Side Letter dated 3/14/17

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/108

In the Matter of: The Side Letter Agreement between the County of Contra Costa and the Contra Costa County Defenders' Association, adding a voluntary vision plan and health savings account for active employees

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 March 21, 2017, the attached Side Letter of Agreement dated March 14, 2017, between the County of Contra Costa and the Contra Costa County Defenders' Association, 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 21, 2017
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Ann Elliott, County Benefits Manager, Haj Nahal, Assistant Auditor-Controller

SIDE LETTER AGREEMENT
Voluntary Vision Plan and Health Savings Account

This Side Letter is by and between the County of Contra Costa ("County") and Contra Costa County Defenders' Association ("Association") and is effective March 1, 2017, following approval by the Board of Supervisors.

This Side Letter arises from the County's proposal to provide certain active employees represented by the Association with the opportunity to participate in an employee funded vision plan and a health savings account. As a result, the County and the Association agree as follows:

1. The County will offer active permanent full-time and active permanent part-time employees in the classifications of Deputy Public Defender I, II, III, and IV, Public Defender Investigator I, and II, and Public Defender Investigator Aide, Sr. Public Defender Investigator Aide, and Public Defender Investigator Assistant the option to enroll in a voluntary vision plan during a special open enrollment in the 2017 Plan Year. Employees will pay the full premium cost of the plan. The County will contract with VSP Vision Care for a voluntary vision plan with no co-pays. The vision plan is not available to temporary or permanent-intermittent employees.
2. The County will coordinate with Kaiser Permanente to offer a Health Savings Account ("HSA"). Employees may select an HSA under the following conditions:
 - a. Only active permanent full-time and active permanent part-time employees in the classifications of Deputy Public Defender I, II, III, and IV, Public Defender Investigator I, and II, and Public Defender Investigator Aide, Sr. Public Defender Investigator Aide, and Public Defender Investigator Assistant who are enrolled in the Kaiser High Deductible Health Plan may elect to initially enroll in the HSA. The HSAs are not available to temporary or permanent-intermittent employees.
 - b. Employees may only contribute up to the maximum annual contribution rate for HSAs as set forth in the United States Internal Revenue Code.
 - c. Funds contributed to the HSA are invested as directed by the employee. The County does not provide any recommendations or advice on investment or use of HSA funds.
 - d. Employees are responsible for paying any HSA account management fees charged by the HSA administrator.
 - e. The County does not manage or administer the HSAs.


This Side Letter will remain in effect for the term of the current Memorandum of Understanding ("MOU") between the County and the Association (July 1, 2015 – June 30, 2018). The terms of this Side Letter will be incorporated into the successor MOU

unless otherwise negotiated by the parties. All other terms and conditions of the current MOU between Contra Costa County and the Association remain unchanged by this Side Letter.

Date: 3/19/17

Contra Costa County:
(Signature / Printed Name)

CCC DEFENDERS' ASSOCIATION:
(Signature / Printed Name)

 / Jeffrey Bailey

 / Brandon C. Sants

_____ / _____

_____ / _____

_____ / _____

_____ / _____



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: March 21, 2017

Subject: Apply for and Accept Funding from the California State Library for Library Literacy Services for FY 2017 - 2018

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept California State Library grant funding in an amount not to exceed \$80,000 to meet the operational and services expenses required by Project Second Chance (PSC), the Contra Costa County Library's adult literacy program, to provide adult literacy services for the period July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

Funds committed to Project Second Chance by the Contra Costa County Library, foundation grants, and private donations will be matched by the California State Library using a funding formula that is based on: The State Library's budget for adult literacy, the number of students served by Project Second Chance and the total amount of local funding that the Contra Costa County Library certifies will be allocated to support Project Second Chance. For fiscal year 2017/18, the Library has pledged adult literacy funds currently budgeted in the amount of \$627,522 (85% Library fund and 15% California State Library).

BACKGROUND:

Project Second Chance was founded in 1984 with a grant from the California State Library. In 2003, AB 1266 was passed. Article 4.6, Section 18880-18884 of that bill, established the California Library Literacy and English Acquisition Services Program and the formula that determines how local funds, generated by individual library jurisdictions, are matched by the California State Library, using funds legislated specifically for this purpose.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Gail McPartland,
925-608-7704

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Library will not receive California State Library funding for adult literacy, reducing the number of students that can be served.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Applications for Community Development Block Grant Funding

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to submit Applications to request funds along with the necessary certification and assurances to Agencies and in amounts set for in the attachment, for the Community Development Block Grant (CDBG) funding to operate the County's Adult Homeless Shelter and Coordinated Outreach Referral, and Engagement (CORE) Programs for the period from July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

The funds requested are essential to providing adequate emergency housing and supportive services to individuals year-round. No additional County Funds required.

BACKGROUND:

The Health Services Department Homeless Program is seeking funding to operate the emergency shelter program at full capacity on a year-round basis. The CDBG funded by the US Department of Housing and Urban Development is a source of public funding providing valuable housing and services benefits to low income residents of Contra Costa County. Current funding sources are not adequate for operation of the shelter at full capacity on a year-round basis.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lavonna Martin,
925-313-7704

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm

BACKGROUND: (CONT'D)

Approval of the Applications will allow the County to receive CDBG funding from Cities and the County Department of Conservation and Development (DCD) for continuous services and operation of the County's Homeless Shelter Program and the CORE Outreach Program and to perform all responsibilities in relation to receipt of the funding for the period of July 1,2017 through June 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Health Services Department will not receive the additional funds to support these programs and may have to operate at a reduced capacity.

ATTACHMENTS

Attachment

CDBG-Adult Shelters			
Jurisdiction	Amt. requested	County Match	% Match
City of Antioch	\$10,000.00	\$0.00	0
City of Concord	\$10,000.00	\$2,000.00	20%
City of Walnut Creek	\$6,000.00	\$0.00	0
DCD	\$54,000.00	\$13,500.00	25%
TOTAL REQUESTED	\$80,000.00		

CDBG-CORE (OUTREACH)			
Jurisdiction	Amt. requested	County Match	
City of Antioch	\$30,000.00	\$0.00	0
City of Concord	\$30,000.00	\$6,000.00	20%
City of Pittsburg	\$10,000.00	\$0.00	0
City of Walnut Creek	\$20,000.00	\$0.00	0
DCD	\$25,000.00	\$6,250.00	25%
TOTAL REQUESTED	\$115,000.00		

ESG-ADULT SHELTERS			
Jurisdiction	Amt. requested	County Match	
DCD	\$108,365.00	\$108,365.00	100%
TOTAL	\$108,365.00		

ESG-YOUTH SHELTER-CALLI HOUSE			
Jurisdiction	Amt. requested		
DCD	\$10,000.00	\$10,000.00	100%
TOTAL	\$10,000.00		



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Amendment Agreement #28-528-53 with the County of Alameda Health Care Services Agency

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Amendment Agreement #28-528-53 with the County of Alameda Health Care Services Agency, effective December 1, 2016, to increase the total payment to County by \$30,178 from \$1,557,894, to a new amount not to exceed \$1,588,072, for additional coordination services to Contra Costa County residents with HIV Disease and their families, with no change in the original term of March 1, 2016 through February 28, 2017.

FISCAL IMPACT:

Approval of this amendment agreement will result in an increase of \$30,178 from the County of Alameda, as the Grantee of federal funds under the Ryan White HIV/AIDS Treatment Modernization Act of 2006, Part A. No County match is required.

BACKGROUND:

The U.S. Department of Health and Human Services has designated the County of Alameda as "Grantee" for the purpose of administering the Ryan White HIV/AIDS Treatment Modernization Act of 2006, Part A, funds for coordination of essential services to Contra Costa County residents with HIV Disease and their families.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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)

On June 7, 2016, the Board of Supervisors approved Contract #28-528-51 (as amended by Amendment Agreement #28-528-52) with the County of Alameda Health Care Services Agency, as the fiscal agent for Ryan White CARE Act, Title I and Minority AIDS Initiative funds, for coordination of services to Contra Costa residents with HIV disease and their families, for the period from March 1, 2016 through February 28, 2017.

Approval of Amendment Agreement #28-528-53 will provide additional funding to the County for serving approximately 30 additional Contra Costa residents with HIV disease and their families through February 28, 2017. The amendment request was received by Health Services on February 3, 2017, which caused delays for the Department to bring the request to the Board.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment agreement is not approved, County will not receive additional funds to provide continuous coordination of essential services to Contra Costa County residents with HIV Disease and their families.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Agreement #29-604 with the City of Walnut Creek

RECOMMENDATION(S):

Approve and Authorize the Health Services Director, or his designee, to execute on behalf of the County Agreement #29-604 with the City of Walnut Creek, to pay the County an amount not to exceed \$16,998 for the operation of the Coordinated Outreach, Referral and Engagement (CORE) Program, for the period from January 1, 2017 through June 30, 2017.

FISCAL IMPACT:

Approval of this agreement will allow the County to receive an amount not to exceed \$16,998 (\$10,498 Community Development Block Grant (CDBG) and \$6,500 Community Service Grant (CSG) funds) from the City of Walnut Creek to provide homeless outreach services to individuals year-round. No additional County funds required.

BACKGROUND:

The CORE Program will provide homeless outreach services aimed at identifying unsheltered homeless individuals, transitioned aged youth and families living outside and in locations not meant for human habitations.

Approval of Agreement #29-604 will allow County to receive CDBG and CSG funds from the City of Walnut Creek for operations of the CORE Program through June 30, 2017.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Lavonna Martin,
925-313-7704

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, County will not receive funding and without such funding, the CORE program may have to operate at a reduced capacity.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Agreement #29-605 with the City of Pleasant Hill

RECOMMENDATION(S):

Approve and Authorize the Health Services Director, or his designee, to execute on behalf of the County Agreement #29-605 with the City of Pleasant Hill, to pay the County an amount not to exceed \$73,173 for the operation of the Coordinated Outreach, Referral and Engagement (CORE) Program, for the period from March 1, 2017 through June 30, 2018.

FISCAL IMPACT:

Approval of this agreement will allow the County to receive an amount not to exceed \$73,173 from the City of Pleasant Hill to provide homeless outreach services for not less than 20 hours per week. No additional County funds required.

BACKGROUND:

The CORE Program will provide homeless outreach services aimed at identifying unsheltered homeless individuals, transitioned aged youth and families living outside and in locations not meant for human habitations.

Approval of Agreement #29-605 will allow County to receive CDBG and CSG funds from the City of Pleasant Hill for operations of CORE Program through June 30, 2018.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 03/21/2017 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 21, 2017

Contact: Lavonna Martin,
925-313-7704

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, County will not receive funding and without such funding, the CORE program may have to operate at a reduced capacity.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: 2017-18 Early Head Start Childcare Partnerships grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment & Human Services Department Director, or designee, to apply for and accept funding from the Department of Health and Human Services Administration for Children and Families in an amount not to exceed \$1,351,036 for Early Head Start supplemental funding for the term July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

The County, as Grantee, is required to generate a 20% non-federal in-kind match not to exceed \$270,207 (see chart below). This match is achieved through collaboration with State Child Development programs and the volunteer hours accrued by Head Start parents and community partners.

CFDA # 93.708

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: CSB (925)
681-6345

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

By: , Deputy

cc: Christina Reich, Haydee Ilan, Cassandra Youngblood

FISCAL IMPACT: (CONT'D)

Early Head Start Childcare Partnership funding

Federal \$1,080,829 = 80%

Match (In-Kind) \$270,207 = 20%

Grand Total \$1,351,036 = 100%

In-Kind match is 20% of total funding

BACKGROUND:

Contra Costa County submits an application annually to the U.S. Health and Human Services Department, Administration for Children and Families (ACF) as the Head Start grantee. The board approved the 2016 grantee application on August 18, 2015. ACF routinely provides expanded funding opportunities throughout the program year; the department applied for and received additional grant awards under the Early Head Start - Child Care Partnership Program which the board approved on March 29, 2016 (c.51). This board order is to seek approval to an application to ACF for the second year of funding in a five year cycle. The Policy Council will review the grant application for approval on March 15, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, funding will be lost to enhance services within the County Early Head Start program.

CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau of the Employment & Human Services Department's Head Start program 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

Grant application letter

16 pt grant narrative



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |
www.eclkc.ohs.acf.hhs.gov

JAN 25 2017

Candace Andersen
Board Chair
Contra Costa County Community Services
1470 Civic Court, Suite 200
Concord, CA 94520

Re: Grant No. 09HP0012

Dear Ms. Andersen:

This letter provides guidance on the requirements for submission of the application to operate Early Head Start programs by organizations preliminarily eligible for a non-competitive grant under 45 C.F.R. § 1304.15 and organizations currently operating under a grant with a definite project period. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

The following table reflects the projected funding, including the approved amount for duration, if applicable, and enrollment levels for the Early Head Start grant for use in preparing the application for the 7/1/2017 – 6/30/2018 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Early Head Start Program Operations	\$1,054,922	72
Early Head Start Training and Technical Assistance	\$25,907	
TOTAL	\$1,080,829	72

The application for the Early Head Start grant is due 4/1/2017. The application must be prepared in accordance with the *Application Instructions* available in the Head Start Enterprise System (HSES). The instructions specify the requirements for submission of the baseline application for the first budget period of the project period and continuation applications in the subsequent budget periods of the project period. A continuation application must be completed for the upcoming budget period. **Incomplete applications will not be processed.**

Submission Requirements

The *Application Instructions* containing the criteria the application must address and the submission requirements are posted in the HSES at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab under Instructions in the HSES to download the *Application Instructions* upon receipt of this letter. Please review the instructions carefully prior to

preparing the application. Reference materials can be found in the "Instructions" section of the HSES. To access the application, select the Financials tab on the home page. For further assistance, please contact help@hsesinfo.org or 1-866-771-4737.

The application must be submitted electronically in the HSES. The application must be submitted on behalf of the Authorizing Official registered in the HSES.

Please ensure the application contains all of the required information in the *Application Instructions*. If you have any questions or need assistance, please contact Nicole Porter, Head Start Program Specialist, at (415) 437-8468 or nicole.porter@acf.hhs.gov or Frank Olguin, Grants Management Specialist, at (415) 437-8415 or frank.olguin@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Jan Len
Regional Program Manager
Office of Head Start

cc: Kathy Gallagher, Executive Director
Camilla Rand, Head Start Director

**Contra Costa County Employment & Human Services Department
Community Services Bureau
FY 2017-2018 Early Head Start-Child Care Partnerships Funding Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Early Head Start-Child Care Partnerships Funding Application for Budget Period July 1, 2017 through June 30, 2018.

2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).

3. SUBMITTAL STATUS. This is a submission of application for Early Head Start Child Care Partnership grant funding for Budget Period July 1, 2017 through June 30, 2018.

4. PROPOSED TERM. Funding must be requested annually. The standard one year budget period is from July 1, 2017 through June 30, 2018. The budget summary is below.

5. CURRENT FUNDING. Funding for Early Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.

6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.

7. BUDGET SUMMARY

Budget Categories:	FY 2017-18 EHS Child Care Partnership Operation
Personnel	\$ 302,166
Fringe Benefits	\$ 201,208
T & TA	\$ 25,907
Travel	\$ - 0 -
Supplies	\$ 4,800
Contractual	\$ 455,000
Other	\$ 30,792
Sub-Total of Direct Charges	\$1,019,873
Indirect Costs	\$ 60,956
Total Federal Amount Being Requested	\$1,080,829
Non-Federal Share	\$ 270,207
Total Federal and Non-Federal	\$1,351,036

8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.

9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs. under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)

Goal 1: Poor health and nutrition are significantly correlated to children and families living in poverty. CSB will address the need to improve indicators of nutritional health through increased education and physical activity.

Goal 2: Comprehensive Services staff is required to maintain up to date accurate data in order to provide quality comprehensive services to children and families, and to maintain agency compliance. CSB will provide ongoing training opportunities to assist staff in enhancing their record keeping skills.

Goal 3: Exposure to violence has a lasting impact on children's development including their emotional, mental and physical health. CSB will promote positive and enduring adult-child relationships that increase a child's level of secure attachments by providing services to promote the safety and well-being of children and families..

Goal 4: CSB will support parents in their ability to maintain family well-being and promote positive parent-child relationships. Families will become more competent and experience increased joy as they gain confidence in their parenting.

Goal 5: CSB will achieve and maintain an expanded and stable funding base of diverse sources.

12. STATED OBJECTIVES.

- By July 2017, CSB will further engage in obesity prevention education focusing on physical activity and healthy eating habits.
- By January 2017, CSB will develop a "Comprehensive Services Desktop Guide" for staff in order to standardize the program's record keeping practices.
- By June 2017, CSB's Comprehensive Service Staff will complete training in record keeping practices in order to maintain compliant, accurate records for children and families in our program.
- By December 31. 2017, CSB will evaluate its first year of implementation of the in-reach program at the Contra Costa County Detention Facilities and Ujima Family Recovery Center in partnership with Contra Costa County Probation and the County Office of Education.
- By July 2017, CSB will enhance its violence prevention and safety program for children, families, and staff.

- By June 2017, CSB will pilot Make Parenting a Pleasure curriculum through regularly scheduled parenting classes in two regional locations.
- By June 2017, Site Supervisors will utilize Make Parenting a Pleasure curriculum as a resource to train families during a minimum of three site based parent meetings to align with the center's top ten parent interest survey results.
- By June 2017 CSB will increase corporate giving and in-kind collectively by 200% of 2012-2013 level.
- By June 2017, CSB will refine the grant seeking system to enhance grant research and streamline grant development process.
- By June 2017 CSB will intensify monitoring of expenses by all managers to raise awareness and stay within budgeted allocations.

13. ACTIVITY SUMMARY. Program continues to provide high-quality services.

14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2013 – FY 2018. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council will approve submission of this grant at their March 15, 2017 meeting.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services
Date: March 21, 2017

Subject: 2017 Low Income Home Energy Assistance Program funding, amendment 1

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to execute a contract amendment with California Department of Community Services and Development to increase the payment limit by \$1,368,520 to new payment limit of \$3,328,274 for the Low Income Home Energy Assistance Program with no change to term October 1, 2016 through December 31, 2017.

FISCAL IMPACT:

100% Federal funds (CFDA # 93.568) passed through
California Department of Community Services and Development
County match: \$0
State: 17B-3005 / Amend 1
CCC: 39-806-35

BACKGROUND:

Contra Costa County has received funding from the State Department of Community Services and Development for 20 years wherein the county provides energy bill assistance payments

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/21/2017** 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 21, 2017

Contact: CSB,
925-681-6304

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

By: , Deputy

cc: Nelly Ige, Sam Mendoza, Cassandra Youngblood

BACKGROUND: (CONT'D)

and weatherization services to county residents who are income-eligible to receive said services. The funding sources include Low Income Home Energy Assistance Program (LIHEAP), the Energy Crisis Intervention Program (ECIP), and the Department of Energy (DOE), the Low Income Weatherization Program (LIWP) and the Toilet Retrofit Program (TRP).

The Employment & Human Services Department (EHSD) partners with the county Department of Conservation and Development to provide energy saving home improvements to low-income families throughout unincorporated Contra Costa County, as well as the County's nineteen cities.

The energy savings measures may provide homes with hot water heaters, furnaces, refrigerators, microwaves, doors, windows, fluorescent light bulbs, weather stripping, ceiling fans, and attic insulation. Homes receive a blower door test (a diagnostic tool to locate and correct air infiltration), and homes with gas appliances receive a combustion appliance safety test that checks for carbon monoxide gas leakage. Homes with gas appliances are provided with a carbon monoxide alarm.

This funding also includes the Home Energy Assistance Program (HEAP) where residents of the County can qualify for a credit on their energy bills.

Both programs use income based eligibility. The income levels are based on the Federal Fiscal Year 2016 Poverty Guidelines. Once eligibility is determined, clients with no hot water, no heat, or are in danger of having their power shut off are served as emergencies. Service is then based on clients with the lowest income, highest energy burden and families with at least one resident who is considered vulnerable population.

The board approved receipt of funds for 2016-17 program year on October 18, 2016 (c.53). This board order is to accept additional funds and to include provisions for installing and replacing solar water heaters in homes.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County may not receive funding to operate LIHEAP.

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department, Community Services Bureau energy program supports one Contra Costa County community outcome - Outcome #4: "Families that are Safe, Stable and Nurturing." This outcome is supported by the provision of home energy assistance to keep households warm in winter and to increase household energy efficiency.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: Authorize Purchasing Agent to Issue Purchase Order

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Employment and Human Services Department (EHSD), to execute a purchase order with SSP Data in the amount not to exceed \$169,998 to procure data backup services from Barracuda Networks for the period of March 13, 2017 through March 12, 2018. (10% County; 48% State; 42% Federal)

FISCAL IMPACT:

\$169,998: 100% Administrative Overhead (10% County; 48% State; 42% Federal)

BACKGROUND:

In 2010, DoIT migrated their systems off tape backup. The new service, provided by Barracuda Networks, will backup EHSD data to a local repository (storage device) that is linked to a remote facility that keeps a copy of that storage device. This setup has been recommended as a County standard. EHSD adopted the DoIT standard for performance, reliability, and cost effectiveness. The backup system was procured in early 2011. EHSD Information Technology Unit's data needs have grown and as a result, they have two 50 Terabyte devices to support the department's backup and off-site storage needs.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: V. Kaplan,
3-1514

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will be at risk of not meeting standards for performance, reliability and cost effectiveness. EHSD will also be at risk, in a disaster, of not being able to recover key data to continue operations.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: APPROVE a contract with Protiviti Government Services, Inc., for a temporary programmer

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Protiviti Government Services, Inc., in an amount not to exceed \$85,000, for temporary placement of a computer programmer, for the period of March 21, 2017 through March 20, 2018, Countywide.

FISCAL IMPACT:

100% Various Special Revenue Funds

BACKGROUND:

For the past two years, the Public Works Department has retained a business consultant for the purpose of creating decision support tools for asset management. Public Works Information Technology (IT) does not have the skill set needed to keep up with the software requirements that the business consultant has identified. The consultant recently identified "Shortage of IT Resource" as a major risk to the Asset Management project. The contract programming resource provided under this contract will be tasked with creating the software tools necessary to provide the Public Works Director and the CAO with meaningful decision support data for asset management. The consultant will cross-train Public Works IT staff on the programming methodology that is used for this work. After a January 10, 2017 meet and confer with Local 21, the parties reached a satisfactory agreement.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Barry Schamach, (925)
313-2185

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval, Public Works IT will not be able to provide the Public Works Director and County Administrator with the decision support tools that are necessary for the effective management of the County's real estate portfolio.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: Authorize Purchasing Agent to Issue Purchase Order

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Department, Information Technology Unit, a purchase order with OmniPro, Inc. of San Francisco in an amount not to exceed \$477,515 to procure 281 laptops over the period February 15, 2017 through June 30, 2017. (10% County; 48% State; 42% Federal)

FISCAL IMPACT:

\$477,515: 100% Administrative Overhead (10% County; 48% State; 42% Federal)

BACKGROUND:

The Employment and Human Services Department (EHSD), Information Technology Unit (IT), will be replacing 250 laptops based on need to support Windows 7 and beyond for field social workers that make in-home visits to clients and 31 laptops for EHSD staff for training purposes. The laptops for the field social workers were chosen to provide portability and performance, facilitating staffs access to systems remotely. Because EHSD's training needs have outgrown existing facilities, the training laptops, along with existing WIFI technology, enable conference rooms to be set up as training facilities upon demand. These laptops were chosen to provide performance

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: V. Kaplan,
3-1514

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and are larger screen size to optimize the training experience.

In accordance with Administrative Bulletin No. 611.0, County Departments are required to get Board approval for single item purchases greater than \$100,000.

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will not have laptops that support Windows 7 and beyond.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: Authorize Purchasing Agent to Issue Purchase Order

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Department (EHSD), Information Technology Unit, a purchase order with Software One, Inc. of Wisconsin in an amount not to exceed \$171,765 for the Microsoft Enterprise Agreement (EA) annual true-up for licensing of Microsoft software to reflect EHSD's current usage in year three of the five year contract.(10% County; 48% State; 42% Federal)

FISCAL IMPACT:

\$171,765: 100% Administrative Overhead (10% County; 48% State; 42% Federal)

BACKGROUND:

Employment and Human Services Department (EHSD) uses Microsoft software throughout it's organization, including servers and users. The Microsoft Enterprise Agreement (EA) enables the department to use Microsoft products on its servers and workstations, upgrade all software as new releases are issued, and ensure that the department's products are current and work well with the rest of the department's technology. Of particular note is that the agreement enables EHSD to load the exact same version of software on every personal computer (PC), regardless

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: V. Kaplan,
3-1514

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

of when they are purchased, ensuring improved inter-operability.

In accordance with Administrative Bulletin No. 611.0, County Departments are required to get Board approval for single item purchases greater than \$100,000.

CONSEQUENCE OF NEGATIVE ACTION:

Employment and Human Services Department will be unable to legally use Microsoft software on its computer equipment.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: Ombudsman Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Julie Peck dba Advocacy and Resolutions Services, effective January 1, 2017, to increase the payment limit by \$72,000 to a new payment limit of \$144,000 for ombudsman services with no change in term January 1, 2016 through December 31, 2017.

FISCAL IMPACT:

\$144,000: 10% County, 48% State, 42% Federal

BACKGROUND:

Contractor provides Employment and Human Services Department (EHSD) ombudsman services, as well as, support services to the Aging and Adult Services Bureau and Adult Protective Services Program. Services are provided countywide and include, but are not limited to ombudsman complaint resolution, Aging and Adult Program services support and resolution of EHSD staff and customer issues and complaints.

CONSEQUENCE OF NEGATIVE ACTION:

Ombudsman services will not be available to vulnerable populations.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 03/21/2017 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 21, 2017

Contact: Elaine Burres
313-1717

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 21, 2017

Subject: Contract #27-963-1 with Insite Digestive Health Care

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #27-963-1 with Insite Digestive Health Care, a partnership, in an amount not to exceed \$500,000, to provide gastroenterology services for Contra Costa Health Plan members for the period from January 1, 2017 through December 31, 2018.

FISCAL IMPACT:

This Contract is funded 100% Contra Costa Health Plan Enterprise Fund II.

BACKGROUND:

In June 2015, the County Administrator approved, and the Purchasing Services Manager executed Contract #27-963 with Insite Digestive Health Care, for the provision of gastroenterology services for Contra Costa Health Plan members, for the period from January 1, 2015 through December 31, 2016. Approval of Contract #27-963-1 will allow Insite Digestive Health Care, to continue providing gastroenterology services through December 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa Health Plan members will not receive services from this contractor.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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 21, 2017

Subject: Agreement #26-338-19 with The American National Red Cross

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Agreement #26-338-19 with The American National Red Cross, a non-profit corporation, in an amount not to exceed \$1,500,000, to provide total blood and blood component products and associated services as needed for patients at the Contra Costa Regional Medical Center and Health Centers (CCRMC) for the period from April 1, 2017 through March 31, 2020.

FISCAL IMPACT:

100% funded Hospital Enterprise Fund I. (Rate increase)

BACKGROUND:

On April 21, 2015, the Board of Supervisors approved Contract #26-338-18 with The American National Red Cross, for the period from April 1, 2015 through March 31, 2017, to provide total blood and blood component products and associated services as needed for patients at CCRMC. Approval of Agreement #26-338-19 will allow Contractor to continue to provide total blood and blood component products and services, through March 31, 2020, including mutual indemnification to hold harmless both parties for any claims arising out of the performance of this Agreement and arbitration.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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

CONSEQUENCE OF NEGATIVE ACTION:

If this Agreement is not approved, the County will not be able to provide blood and blood component products and associated services as needed for patients at CCRMC.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Amendment #23-457-12 with Health Care Interpreter Network

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #23-457-12 with Health Care Interpreter Network, a non-profit corporation, effective April 1, 2017, to amend Contract #23-457-9 (as amended by Amendment Agreement #23-457-11), to increase the total Contract Payment Limit by \$91,000 from \$186,504, to a new payment limit of \$277,504, with no change in the original term of July 1, 2015 through June 30, 2017.

FISCAL IMPACT:

This amendment is funded 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On July 28, 2015, the Board of Supervisors approved Contract #23-457-9 (as amended by Amendment Agreement #23-457-11) with Health Care Interpreter Network for the provision of consulting and technical assistance for the Healthcare Interpreter Network System including, but not limited to: providing qualified foreign language and sign language interpretation services via video conferencing, for the period from July 1, 2015 through June 30, 2017, including mutual indemnification. Approval of Contract Amendment Agreement #23-457-12 will allow the Contractor to provide additional minutes of translation services, through June 30, 2017.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Patrick Godley,
925-957-5405

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

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County will not receive additional translation services from this contractor.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: Contract with Chabot-Las Positas Community College District for Services to Foster Care Providers

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Chabot-Las Positas Community College District (CLPCCD), in an amount not to exceed \$1,149,850 to deliver education and training services to foster care providers for the period April 1, 2017 through June 30, 2018. (100% State)

FISCAL IMPACT:

\$1,149,850: 100% State funding.

BACKGROUND:

Chabot-Las Positas Community College District (CLPCCD) has a successful history in providing an array of training and technical assistance to child welfare agencies and community partners as evidenced by partnerships with Alameda and Solano Counties. CLPCCD and Employment and Human Services Department (EHSD) outreach activities may include presentations, personal contact, and mailings to service providers announcing trainings. The contract will result in capacity-building in the Contra Costa County foster care community and between counties with the same or similar programs.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: V. Kaplan,
3-1514

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The education and training to be provided to resource families and community partners will range from trauma informed care to topics such as Resource Family Pre-Approval training, Safety Organized Practice, professional development and new laws and initiatives impacting child welfare. This is an effort to expand expertise and knowledge of those individuals providing care and services to Contra Costa County children and youth placed in foster care.

CONSEQUENCE OF NEGATIVE ACTION:

Valuable education and training services will not be provided to resource families and community partners.

CHILDREN'S IMPACT STATEMENT:

This contract supports all of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 3) "Families that are Economically Self Sufficient"; 4) "Families that are Safe, Stable and Nurturing"; and 5) "Communities that are Safe and Provide a High Quality of Life for Children and Families" by providing training to foster care providers.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Change Order with Food Services Partners, Inc.

RECOMMENDATION(S):

Approve and authorize the Purchasing Agent, on behalf of the Health Services Department, to execute an amendment to Purchase Order # F04424 with Food Service Partners, Inc., to add \$500,000 for a new total of \$2,074,003 to purchase meals for patients and staff at the Contra Costa Regional Medical Center (CCRMC) while the cafeteria and kitchen are being renovated with no change in the original term of April 18, 2016 through August 31, 2017.

FISCAL IMPACT:

100% funding is included in Hospital Enterprises Fund I Budget for meals provided to patients. The costs of meals for staff are paid by employee purchases.

BACKGROUND:

Due to the closure of the kitchen for renovations, CCRMC does not have the ability to prepare meals for patients, staff and patrons. During this closure CCRMC has partnered with Food Service Partners, Inc. to provide this essential service.

CONSEQUENCE OF NEGATIVE ACTION:

If this Purchase Order is not approved, the CCRMC will not be able to meet the nutritional needs of our patients and staff.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Anna Roth,
925-370-5101

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

By: , Deputy

cc: Tasha Scott, Margaret Harris, Marcy Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Purchase Order with SAMCLAR

RECOMMENDATION(S):

Approve and authorize the Purchasing Agent, on behalf of the Health Services Department, to execute a Purchase Order with Sam Clar Office Furnishing, Inc. in the amount not to exceed \$1,000,000 for furniture purchase at 2500 Bates Avenue for relocation of the Public Health Clinic Services Unit.

FISCAL IMPACT:

100% funded from the State Whole Person Care Grant monies. (100% State)

BACKGROUND:

SAMCLAR has supplied needed furniture and installation for offices and other spaces to multiple Health Services Department locations. The Public Health Clinic Services Unit is relocating to 2500 Bates Avenue in Concord, and requires furniture and ergonomic settings to be used for existing staff and the approximate 170 new full time employees associated with the Whole Person Care Grant.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved the Public Health Clinic Services Unit will not have the furniture and ergonomic settings to perform their work efficiently.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Dan Peddycord,
925-313-6712

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

By: , Deputy

cc: Gennifer Moutain, Tasha Scott, Marcy Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Change Order Purchase Order with Arthrex, Inc.

RECOMMENDATION(S):

Approve and authorize the Purchasing Agent, on behalf of the Health Services Department, to execute amendment to Purchase Order #F2756 with Arthrex, Inc., to add \$350,000 for a new total Payment Limit not to exceed \$700,000 for the purchase of instruments, implants, and supplies for the Contra Costa Regional Medical Center (CCRMC) with no change in the original term of February 1, 2016 through January 31, 2018.

FISCAL IMPACT:

100% funding is included in the Hospital Enterprise Fund I Budget.

BACKGROUND:

Arthrex, Inc. provides instruments, implants, and supplies for the Orthopedic Department to perform specialty procedures at the CCRMC. The current Blanket Purchase Order is running out of funds due to the fact that there has been a great increase in volume for arthroscopic procedures and approximately 95% of the supplies and implants for those procedures are from this vendor.

CONSEQUENCE OF NEGATIVE ACTION:

If this Purchase Order is not approved the CCRMC will not be able to meet the surgical supplies needs to provide services to its patients.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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, Margaret Harris



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Payment for services provided by Staff Care, Inc.

RECOMMENDATION(S):

Approve and authorize the Auditor-Controller, or his designee, to pay \$39,076 to Staff Care, Inc. for the provision of locum tenens temporary physician services during the period of December 1, 2016 through December 31, 2016.

FISCAL IMPACT:

100% Hospital Enterprise Fund I.

BACKGROUND:

On January 5, 2016 the Board of Supervisors approved Contract #26-294-37 (as amended by Amendment Agreement #26-294-38) with Staff Care, Inc. for the provision of locum tenens physicians to cover during vacation, sick leave, and extended leave relief for County-employed physicians 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, and the contract payment limit was exceeded. The provider 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

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/21/2017** 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 21, 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

BACKGROUND: (CONT'D)

County, the Contractor is entitled to recover the reasonable value of those services. Staff Care, Inc. provided locum tenens physician services that exceeded the contract payment limit at the request of the Department. The Department is requesting that the Contractor be paid the amount owing of \$39,076.

CONSEQUENCE OF NEGATIVE ACTION:

If this Board Order is not approved, Contractor will not be paid for locum tenens physician services provided at CCRMC.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Payments for Services Provided by San Ramon Valley Fire Protection District

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or his designee, to pay \$44,000 to San Ramon Valley Fire Protection District for coordination services of a Fire Services Emergency Medical Services (EMS) Medical Director, for the period September 1, 2016 through December 14, 2016.

FISCAL IMPACT:

This Contract is funded 100% by Measure H Funding. (No rate increase)

BACKGROUND:

The San Ramon Valley Fire Department's Board of Directors is authorized to recruit and hire a Fire Services EMS Medical Director on behalf of the following protection agencies: East Contra Costa Fire Protection District, El Cerrito Fire Department, Moraga Orinda Fire District, Pinole Fire Department, Richmond Fire Department, Rodeo-Hercules Fire Protection District and San Ramon Valley Fire Protection District.

On December 15, 2015, the Board of Supervisors approved Contract #23-581 with SRVFPD to provide enhancements in fire service based education, training, patient safety and quality improvement for fire services providers within the Contra Costa EMS Systems, for the period from July 1, 2015 through June 30, 2016. On November 15, 2016, the Board of Supervisors approved a Board Order to clarifying the term from December 15, 2015 through December 14, 2016 to match the Agreement signed by the parties. Due an administrative oversight the start date of the Agreement did not match the oral agreement between the parties. SRVFPD started providing services three months prior to the Agreement start date and demands were paid by the County. The total Payment Limit is now short \$44,000, for services provided from September 1, 2016 through December 14, 2016.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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

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. SRVFPD has provided services at the request of the County after the original contract payment limit had been reached. The Department cannot pay SRVFPD for services rendered and allocated to them under Measure H (CSA-EM1). As such, the Department recommends that the Board authorize the Auditor-Controller to issue a one-time payment of \$44,000 to

BACKGROUND: (CONT'D)

SRVFPD .

CONSEQUENCE OF NEGATIVE ACTION:

If this Board Order is not approved, SRVFPD will not be paid for services approved and allocated through Measure H as a special project dedicated to County Fire Agencies.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Amendment #24-717-4 with Portia Bell Hume Behavioral Health and Training Center

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #24-717-4 with Portia Bell Hume Behavioral Health and Training Center, a corporation, effective March 1, 2017, to amend Contract #24-717-2, to increase the payment limit by \$57,264, from \$3,338,813, to a new payment limit of \$3,396,077 through June 30, 2017, and to include a six-month automatic extension through December 31, 2017, in an amount not to exceed \$983,039.

FISCAL IMPACT:

This Amendment is funded 20% Federal Financial Participation; 80% Mental Health Services Act. (No Rate increase)

BACKGROUND:

On January 5, 2016, the Board of Supervisors approved Contract #24-717-2, with Portia Bell Hume Behavioral Health and Training Center, for the period from July 1, 2015 through June 30, 2017, to provide Mental Health Services Act (MHSA) and Full Service Partnership (FSP) services to adults with serious mental illness who are homeless or at serious risk of homelessness.

Approval of Contract Amendment Agreement #24-717-4 will allow the Contractor to continue to provide additional services through June 30, 2017 and include an automatic extension through December 31, 2017.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Cynthia Belon,
925-957-5201

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

By: , Deputy

cc: E Suisala, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, mentally ill adults who are homeless will not have access to the additional mental health services provided by Contractor.



Contra
Costa
County

To: Board of Supervisors
From: Ed Woo, Chief Information Officer
Date: March 21, 2017

Subject: CherryRoad Technologies Inc., Contract Amendment No. 8 to Provide Change Management Resource.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment, effective March 21, 2017, with CherryRoad Technologies, Inc., to increase the payment limit by \$2,084,750 to a new payment limit of \$10,858,130 to provide additional Contractor assistance to upgrade the County's PeopleSoft software system, and to extend the hosted test environments through September 2017.

FISCAL IMPACT:

The \$10,858,130 is budgeted under Org #1695 FY 2014-2015, FY 2015-2016, FY 2016-2017 and FY 2017-2018, supported through countywide inter-departmental charges to all departments.

BACKGROUND:

The PeopleSoft Human Capital Management (HCM) system is currently used to process the County's payroll, in addition to maintaining human resources and employee benefits records. The original contract with CherryRoad Technologies Inc provided for the Contractor to perform a fit/gap analysis, infrastructure assessment and initial upgrade tasks to upgrade PeopleSoft HCM version 8.8 to version 9.2, at a cost up to \$1,200,000.

The County and contractor first amended the contract in September 2015 to provide that the Contractor would host nine application test environments, at a cost of up to \$150,000.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Ed Woo
925-383-2688

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The County and contractor amended the contract a second time in November 2015 to begin the upgrade tasks to upgrade Peoplesoft HCM version 8.8 to version 9.2 at a cost of up to \$4,334,950.

The County and contractor amended the contract a third time in December 2015 to purchase licenses and implement the Taleo Recruitment and Onboarding application, which will be hosted by Oracle on its servers and interface with the PeopleSoft HCM system at a cost of up to \$467,360.

The County and contractor amended the contract a fourth time February 2016 to provide that the Contractor acquire an additional resource to assist HR backfill the vacant HR Systems Analyst position at a cost of up to \$307,420.

The County and contractor amended the contract a fifth time April 2016 to provide that the Contractor acquire an additional resource to lead the organizational change management at a cost of up to \$161,120.

The County and contractor amended the contract a sixth time June 2016 to extend the Contractor Benefit Administration Analyst resource that supports the Peoplesoft Upgrade project and to extend the hosted test environments at a cost of up to \$302,640.

The County and contractor amended the contract a seventh time September 2016 to extend the Contractor's resource support for the Peoplesoft Upgrade project, to extend the Contractor's hosted test environments, and to implement the Contractor's Civil Service module at a cost of up to \$1,849,890.

The proposed eighth amendment to the Contract will (1) increase the Contract payment limit by \$2,084,750, (2) amend the service plan to extend the Contractor's resource support for the Peoplesoft Upgrade project through September 2017, acquire an additional Contractor's resource support to assist the HR Systems Analyst through August 2017, and extend the Contractor's hosted test environments through September 2017, and (3) provide funds for the renewal of the annual subscription of Oracle Cloud Services for the hosted Taleo Recruitment and Onboarding application through January 2018.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the contract amendment will decrease the success of the PeopleSoft 9.2 Upgrade project and will result in the continued use of the current antiquated and paper-based system which negatively impacts the County's ability to timely and efficiently recruit candidates and onboard new hires.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 21, 2017

Subject: AMENDMENT TO CONTRACT WITH CONTRA COSTA BAR FOR CRIMINAL CONFLICT DEFENSE SERVICES

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator, or designee, to execute a contract amendment with the Contra Costa County Bar Association to increase the payment limit by \$1,300,000 to a new payment limit of \$4,950,000 for the continued provision of criminal conflict defense services, with no change to the term of July 1, 2016 through June 30, 2017.

FISCAL IMPACT:

\$1,300,000, 100% County General Fund.

BACKGROUND:

Since 1983, the County has contracted with the Contra Costa County Bar Association for the provision of conflict defense services. The original contract was in response to the escalating cost of conflict defense services under the old system of court-appointed counsel. Subsequently, in FY 1991/92, the Public Defender created an Alternate Defender's Office to handle conflict cases. The cases referred to the Bar Association generally represent multiple co-defendant cases in which the Alternate Defender's Office can represent only one co-defendant.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Timothy Ewell,
925-335-1036

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

By: , Deputy

cc: Robert Campbell, County Auditor-Controller

BACKGROUND: (CONT'D)

>

The contract with the Bar Association for conflict defense services includes only the costs associated with representing criminal and delinquency cases referred to the Bar Association through a written affidavit of conflict by the Public Defender and the Alternate Defender. In prior years, the contract also provided for legal representation in juvenile dependency cases. County-provided juvenile dependency services were terminated by the Superior Court in July 2008.

The current contract with the Bar Association covers the two-year period of July 1, 2015 through June 30, 2017. The payment limit for fiscal year 2016/17 is currently \$3,650,000. The proposed contract amendment will increase the payment limit by an additional \$1,300,000 in fiscal year 2016/17 to reflect costs associated with increased attorney caseloads referred by the Public Defender or Alternate Defender.

CONSEQUENCE OF NEGATIVE ACTION:

Payment of criminal conflict attorney services is a mandated County cost. If the recommended action is not approved, the contract with the Bar Association the County will remain obligated to pay the Bar for cases assigned and still in progress. The appointment and payment of independent attorneys for new conflict cases that cannot be handled by the Alternate Defender's Office will revert to the court-appointed method used prior to the Bar Association contract. All active and new criminal and delinquency conflict cases will be referred to the courts for appointment of defense counsel with the County fiscal responsible for all costs involved.



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 21, 2017

Subject: Emergency Services Software Support

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute a contract amendment with O3, Inc., to increase the payment limit by \$20,000 to a new payment limit of \$80,000 to provide the Emergency Services Unit with additional unforeseen software and services support for WebEOC due to the recent landslide on Morgan Territory Road with no change in term.

FISCAL IMPACT:

100% County General Fund; Budgeted.

BACKGROUND:

The State adopted WebEOC as its standard for emergency management software. As such, counties were expected to use the software in order to communicate with the State in the event of emergencies. Contra Costa County licenses the software from ESI Acquisition, Inc. but needs assistance with customization, maintenance, and training. The purpose of this contract is for the contractor, O3, Inc., to maintain WebEOC on the County's computer server; to develop web applications (add-ons) to enhance the usability of the software; to provide training for the County and its partners; and to provide support in the event of either an emergency or computer/software problems.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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)

The contract includes a provision obligating the County to indemnify O3, Inc. for claims arising out of the negligence of the County in performing its agreements with the software licensor, ESI Aquisition, Inc.

CONSEQUENCE OF NEGATIVE ACTION:

If a negative action is recommended on this contract, training for the County and its partners is not likely not happen; and necessary support in the event of either an emergency or computer/software problems will not be readily available.

CHILDREN'S IMPACT STATEMENT:

No impact.



Contra
Costa
County

To: Board of Supervisors
From: Ed Woo, Chief Information Officer
Date: March 21, 2017

Subject: Renewal of Oracle Technical Support Services for Software Support

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute ordering documents under the existing Oracle Master Agreement with Oracle America, Inc., in an amount not to exceed \$287,888 for Oracle program technical support services for software updates and support for various County departmental systems, for the period May 1, 2017 through May 31, 2018.

FISCAL IMPACT:

The total annual cost is \$287,886.77. The cost is billed in quarterly installments and budgeted annually under the following departments: Conservation and Development 26%, DoIT, 3%, County Administrator 46%, and Public Works 25%.

BACKGROUND:

On November 17, 2015, the Board authorized the Chief Information Officer to enter into an Oracle Master Agreement (US-OMA-QT5714570) with Oracle America, Inc. The Master Agreement authorizes the County to place orders with Oracle for five years following the date of the Master Agreement. The orders being placed under this board order are for the three support service numbers that will renew technical support services for software for one-year terms. The support agreement will cover various Oracle servers through several participating County departments. The three support orders are as follows:

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Sheryl Webster
925-313-1281

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Support Service #4302216 - \$17,742.53 for the period of June 1, 2017 through May 31, 2018.

- Server Enterprise Edition 8.0

Support Service #P-03-03210-000--4- \$5,343.15 for the period of May 13, 2017 through May 12, 2018.

- Micro Focus Server Express

Support Service #2339990- \$264,801.09 for the period of May 31, 2017 through May 30, 2018.

- Oracle Database Enterprise Edition
- Oracle Diagnostic Packs
- Oracle Internet Developer Suite
- Oracle Tuning Pack

Oracle will send the County invoices quarterly in arrears. According to the Oracle Master Agreement, the County may terminate the agreement at any time without cause by giving Oracle 30-days prior written notice of such termination.

In accordance with Administrative Bulletin No 611.0, Departments are required to obtain Board approval for costs over \$100,000. The County Administrator's Office has reviewed this request and recommends approval.

CONSEQUENCE OF NEGATIVE ACTION:

Proprietary software; required by the manufacturer to continue use.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 21, 2017

Subject: General Plan Amendment Study Request for Bixler Road Property (County File No. GP17 0001)

RECOMMENDATION(S):

1. AUTHORIZE a General Plan Amendment (GPA) study to consider changing the General Plan land use designation for the 6.62-acre parcel located on Bixler Road immediately north of Sandy Cove Shopping Center and behind the U.S. Post Office, in the Discovery Bay area, Assessor's Parcel No. 011-220-039, from "Office" (OF) to "Commercial" (CO).
2. ACKNOWLEDGE that granting authorization for this request does not imply any sort of endorsement for the application to amend the General Plan, but only that the matter is appropriate for study.

FISCAL IMPACT:

None. If authorization is granted, the applicant will pay fees to cover the cost of processing the GPA study.

BACKGROUND:

The Department of Conservation and Development is in receipt of a letter from Mr. John Tomasello of Sierra Hills Development, LLC, requesting a GPA study involving the vacant parcel located immediately north of Sandy Cove Shopping Center and behind the U.S. Post Office, approximately 850 feet north of the Bixler Road/State Route 4 intersection, in the Discovery Bay area (see Attachment A). The subject parcel is designated OF on the General Plan Land Use Element Map and zoned Planned Unit District (P-1). Mr. Tomasello requests that the General Plan land use designation for the site be changed from OF to CO, with no change to the P-1 zoning. Mr. Tomasello's

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Will Nelson, (925)
674-7791

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

letter states there is no viable market for office uses in the Discovery Bay area, but that a market for self-storage does exist and is expected to grow as more homes are constructed. Establishing a self-storage facility necessitates the land use designation change because the OF designation does not allow this use. If the Board authorizes the GPA study, then the applicant will also file an application for a Final Development Plan to allow review of the design and layout of the facility.

Attached for the Board's consideration under Attachment B are maps and an aerial photo of the site and its surroundings, showing the existing and proposed General Plan land use designations. The subject site is a flag lot, though generally rectangular, with the west side fronting Bixler Road for approximately 170 feet, the north and east sides abutting vacant land, and the south side abutting the Post Office and shopping center. Across Bixler Road are single-family residences. The site is flat and entirely undeveloped.

Staff sees the request for authorization of a GPA study to change the land use designation from OF to CO as justifiable. Discovery Bay is unique in that as a water/recreation-oriented community, the number of residents owning boats, miscellaneous watercraft such as jet skis, and other recreational vehicles is higher than average. However, many of the homes do not have docks or garages that are large enough to accommodate such vehicles. As a result, many of these vehicles are stored within the public right-of-way and in driveways and side yards of residential lots. To facilitate side yard storage, a number of residents have even built secondary driveways that access the street over curbs and via sidewalk ramps. These public improvements are neither designed nor intended for this purpose. Such use presents potential problems in terms of safety (additional and unanticipated vehicle access points), drainage (blocked gutters from placement of ramps to assist in getting over the curbs), and damage to facilities. Storing these vehicles, especially large RVs, on relatively small residential lots also has detrimental impacts to neighborhoods in terms of visual clutter; safety, as they impair drivers' views; and impacts to adjacent neighbors in the form of an imposing presence located directly on the property line. If opportunities for proper storage of watercraft and RVs are increased, then some of the neighborhood issues involving storage these vehicles may be resolved. Therefore, staff recommends that the General Plan Amendment study be authorized.

Staff stresses that authorization for this study does not imply the Board's support or endorsement for the application to amend the General Plan, but only that this matter is appropriate for study.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board declines the request to authorize a GPA study, then an application to amend the General Plan cannot be filed and the site will retain its OF land use designation. The proposed self-storage project could not move forward.

ATTACHMENTS

Attachment A - Letter from J. Tomasello Requesting General Plan Amendment Study

Attachment B - General Plan Land Use Map and Aerial Photo

SIERRA HILLS DEVELOPMENT, LLC
18958 LOUIS ROAD **CONTRA COSTA**
GRASS VALLEY, CA 95945 **COUNTY**
PH# 530-208-8482

2017 JAN 20 P 2:05

DEPARTMENT OF
CONSERVATION
AND DEVELOPMENT

GP17-0001

January 15, 2017

Mr. John Kopchik
Director
Department of Conservation and Development
Contra Costa County
30 Muir Road
Martinez, CA 94553

RE: General Plan Amendment Study for APN 011-220-032⁹, Bixler Road, Discovery Bay, CA

Dear Mr. Kopchik:

Please accept this letter as formal request of the Board of Supervisors to authorize a study of changing the General Plan designation of Office to Commercial allowing the development of the 5+/- acre property for Self Storage with RV and boat storage.

The subject property is a legal, vacant, flag shaped lot that is located behind the Safeway shopping center and the Post Office at the intersection of Highway 4 and Bixler Road. The property fronts on Bixler Road.

The property is general planned Office. Unfortunately, there is really no viable office market to speak of in Discovery Bay. The few projects that are located in the area have not leased well. The property has only a small amount frontage on Bixler Road. Additionally, it is buried in back of the Shopping Center and the Post Office so there isn't a retail use for the property. The current owner actually submitted an application for an office project prior to the recession. If there was a viable office market they would have built an office project themselves rather than sell it for an alternate use.

We are requesting that we extend the Commercial Zoning at the shopping center north to include the subject property thereby allowing the Self Storage use. The Discovery Bay market is currently underserved in terms of storage. The existing facility is at capacity forcing residents to travel excessive distances in order to find space. Additionally, there continues to be demand for both boat and RV storage. Due to the growth projected in the immediate area demand will continue to grow.

Mr. John Kopchik
January 15, 2017
Page 2

Based on the site characteristics and the market demands in the area, self-storage is the highest and best use for the property and would be a welcome addition to the area. While there is very little of the property that will be visible from the street, we would certainly design an aesthetically pleasing development that would blend in with the surrounding area.

Thank you for your consideration. Please contact me should you have any questions or require any additional information about the property or the proposed use.

Yours truly,

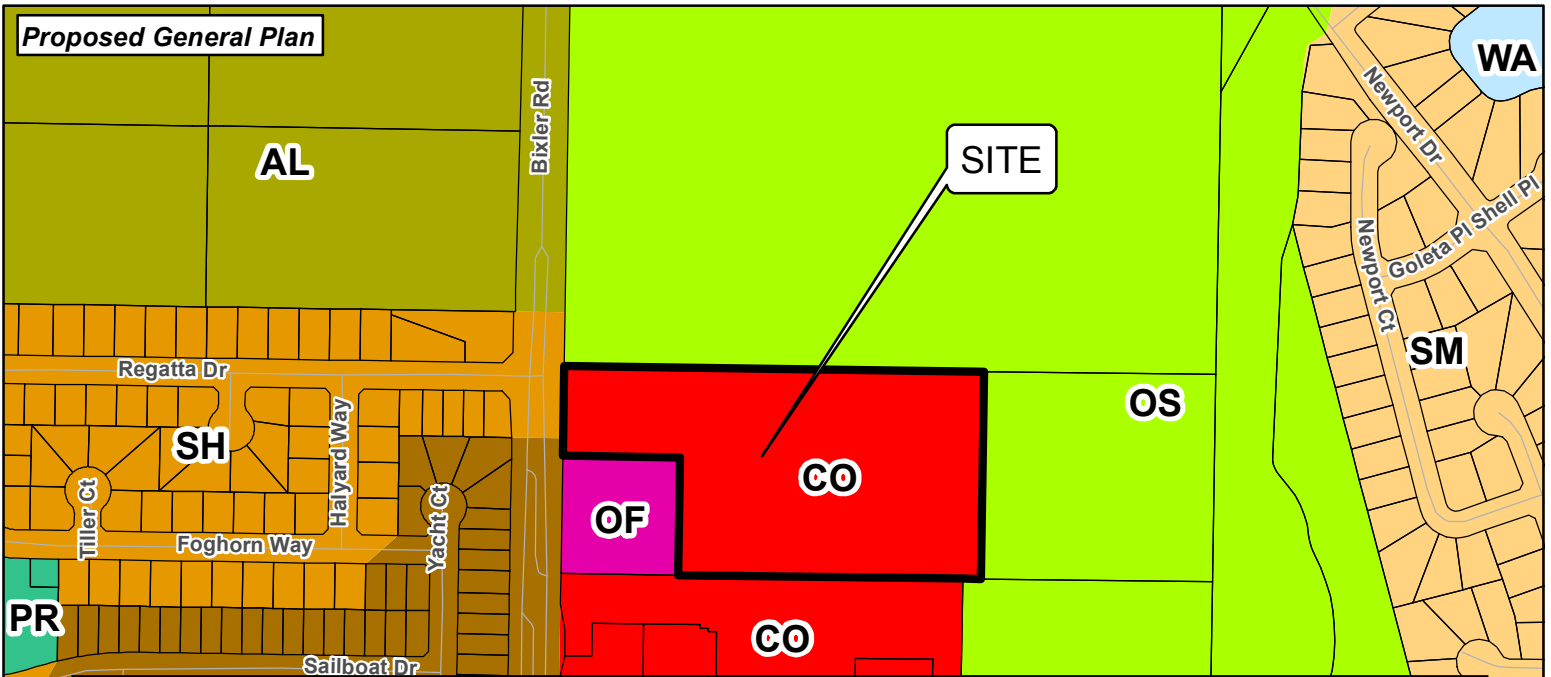
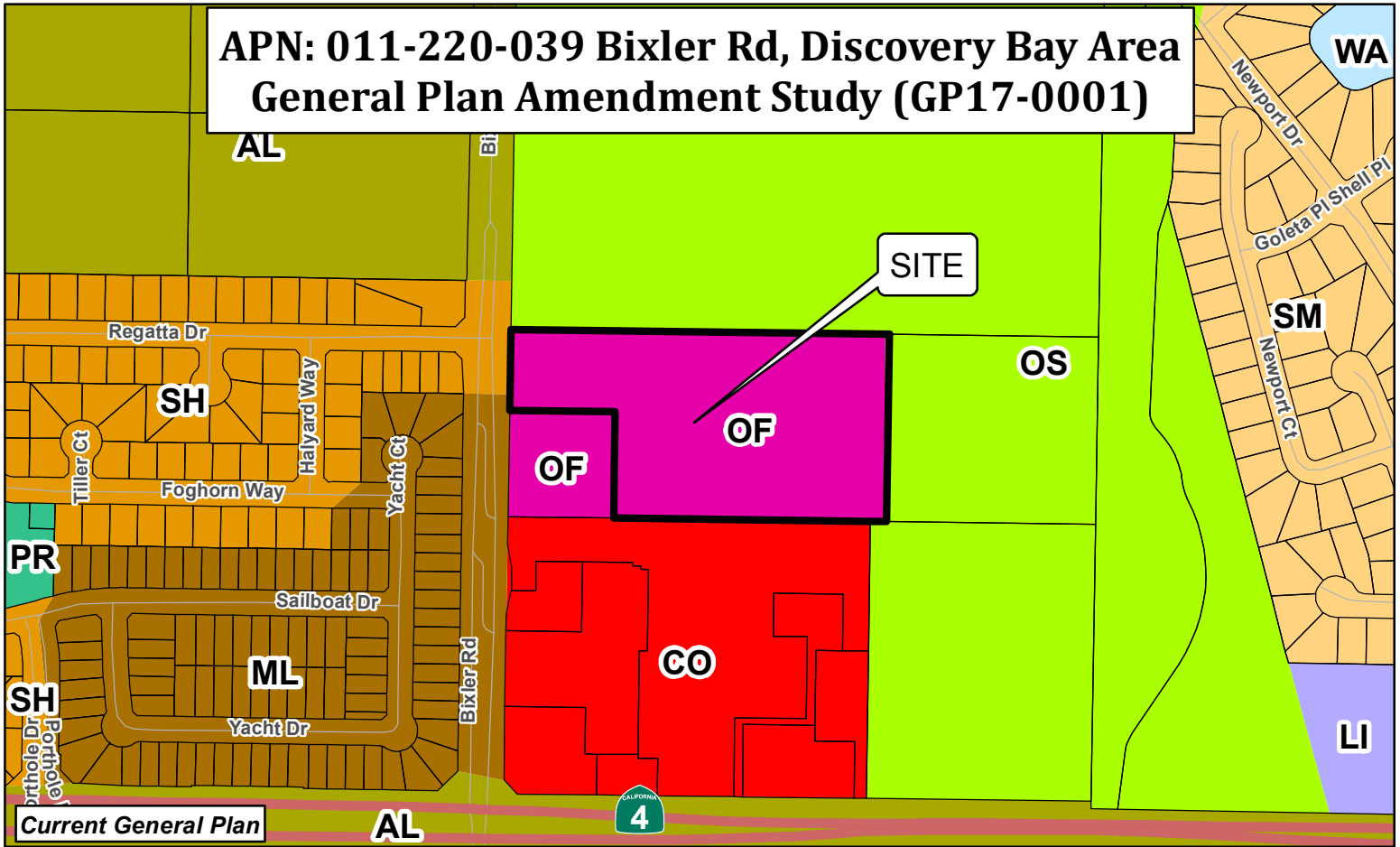
SIERRA HILLS DEVELOPMENT, LLC



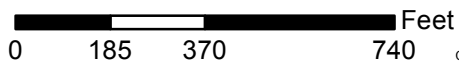
John W. Tomasello

/mfs

APN: 011-220-039 Bixler Rd, Discovery Bay Area General Plan Amendment Study (GP17-0001)



Project Site	ML (Multiple Family Res. - Low)	OS (Open Space)
Parcels	CO (Commercial)	AL (Agricultural Lands)
General Plan Designations		
SM (Single Family Res. - Medium)	LI (Light Industry)	WA (Water)
SH (Single Family Res. - High)	PR (Parks and Recreation)	



Map Created 2/1/2017
by Contra Costa County Department of
Conservation and Development, GIS Group
30 Muir Road, Martinez, CA 94553
37:59:41.791N 122:07:03.756W

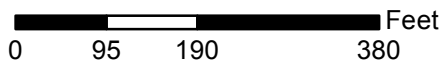
This map was created by the Contra Costa County Department of Conservation and Development with data from the Contra Costa County GIS Program. Some base data, primarily City Limits, is derived from the CA State Board of Equalization's tax rate areas. While obligated to use this data the County assumes no responsibility for its accuracy. This map contains copyrighted information and may not be altered. It may be reproduced in its current state if the source is cited. Users of this map agree to read and accept the County of Contra Costa disclaimer of liability for geographic information.



APN: 011-220-039 Bixler Rd, Discovery Bay Area General Plan Amendment Study (GP17-0001)



 Project Site
 Parcels



Map Created 2/1/2017
by Contra Costa County Department of
Conservation and Development, GIS Group
30 Muir Road, Martinez, CA 94553
37:59:41.791N 122:07:03.756W

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Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 21, 2017

Subject: Revenue Bonds - Making Waves Foundation, Inc., Richmond

RECOMMENDATION(S):

ADOPT Resolution No. 2017/94 approving the issuance of Revenue Bonds (the "Bonds") by the California Municipal Finance Authority (CMFA) for the benefit of Making Waves Foundation, Inc., a California nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, or a subsidiary or affiliate thereof, in an aggregate principal amount not to exceed \$45,000,000. The financing will be used for the acquisition, construction, improvement and equipping of educational facilities located at various addresses in Richmond, California. Such adoption is solely for the purposes of satisfying the requirements of the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA), the Code and the California Government Code Section 6500 (and following).

FISCAL IMPACT:

No impact to the General Fund. The County will be reimbursed for any costs incurred in the process of conducting the TEFRA hearing. The CMFA will issue tax-exempt revenue bonds on behalf of Making Waves Foundation, Inc. ("Making Waves"). Repayment of the bonds is solely the responsibility of Making Waves.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Kristen Lackey (925)
674-7888

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

By: , Deputy

cc:

BACKGROUND:

Making Waves Foundation, Inc. requested the County to conduct a Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) hearing for the California Municipal Finance Authority (CMFA) issuance of Revenue Bonds in an aggregate principal amount not to exceed \$45,000,000. The proceeds of the Bonds will be used to:

1. renovate the existing three (3) buildings comprising the Making Waves Academy high school campus located at 4123 Lakeside Drive in Richmond, CA, comprising approximately 92,000 of building space;
2. construct and equip a new two story school building comprising approximately 47,000 of building space, a new one story gymnasium building comprising approximately 21,500 of building space, a new sports field adjacent to the existing Making Waves Academy high school campus at 4075 and 4123 Lakeside Drive in Richmond, CA, to serve such high school campus, and associated parking;
3. construct and equip a new middle school campus directly northeast of the existing high school campus at 2925, 2930, 2975 Technology Court, and 4301 and 4175-4197 Lakeside Drive in Richmond, CA, consisting of (i) a new two story school building comprising approximately 72,500 of building space, (ii) a new two story school building comprising approximately 39,000 of building space, (iii) a new one story gymnasium building comprising approximately 25,000 of building space, (iv) a new sports field, and (v) associated parking;
4. construct and equip a new sports complex at 2600 Hilltop Drive, Richmond, California, approximately a mile south of the Making Waves Academy consisting of approximately 13 acres of land which will contain sports fields, baseball facilities and a swimming facility (collectively, the "2017 Project"); and
5. refinance a 2009 taxable loan from Mechanics Bank Community Development Corporation, the proceeds of which were used to construct and equip two buildings located at 4123 Lakeside (Blue Building) and 4131 Lakeside (Green Building) in Richmond, California, currently leased to Making Waves Academy for its administration department and upper school multi-purpose/kitchen/classrooms (the "2009 Project").

The main purpose of the proposed Resolution is to acknowledge that a public hearing was held by the County's Community Development Bond Program Manager on March 6, 2017, where members of the community were given an opportunity to speak in favor of or against the use of tax-exempt bonds for the financing of the Project. No public comments were received. A notice of the hearing was published in the Contra Costa Times on February 20, 2017 (proof of publication attached). The Contra Costa County Office of Education supports the project (support letter attached).

The County's only role in this transaction was to hold the TEFRA hearing. Additional actions related to the bond issuance will be the responsibility of CMFA. The CMFA was created on January 1, 2004, pursuant to a joint exercise of powers agreement to promote economic, cultural and community development, through the financing of economic development and charitable activities throughout California. To date, over 250 municipalities, including Contra Costa County, have become members of CMFA. The CMFA was formed to assist local governments, non-profit organizations and businesses with the issuance of taxable and tax-exempt bonds aimed at improving the standard of living in California. The CMFA's representatives and its Board of Directors have considerable experience in bond financings.

CONSEQUENCE OF NEGATIVE ACTION:

Negative action would prevent CMFA from providing tax-exempt financing for Making Waves education facilities project in Richmond.

ATTACHMENTS

Resolution No. 2017/94

CCCOE Support Letter

Making Waves TEFRA Proof of Publication

Making Waves Transcript

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/94

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA APPROVING THE ISSUANCE OF REVENUE BONDS BY THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$45,000,000 FOR THE PURPOSE OF FINANCING THE ACQUISITION, CONSTRUCTION, IMPROVEMENT AND EQUIPPING OF EDUCATIONAL FACILITIES FOR MAKING WAVES FOUNDATION, INC., AND CERTAIN OTHER MATTERS RELATING THERETO

WHEREAS, pursuant to Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the "Act"), certain public agencies (the "Members") have entered into a Joint Exercise of Powers Agreement Relating to the California Municipal Finance Authority, dated as of January 1, 2004 (the "Agreement") in order to form the California Municipal Finance Authority (the "Authority"), for the purpose of promoting economic, cultural and community development, and in order to exercise an powers common to the Members, including the issuance of bonds, notes or other evidences of indebtedness; and

WHEREAS, the County of Contra Costa (the "County") is a Member of the Authority; and

WHEREAS, the Authority is authorized to issue and sell revenue bonds for the purpose, among others, of financing or refinancing the construction of capital projects; and

WHEREAS, Making Waves Foundation, Inc., a California nonprofit, public benefit corporation and an organization described in section 501(c)(3) of the Internal Revenue Code of 1986 ("MAKING WAVES"), has requested that the California Municipal Finance Authority (the "Authority") participate in the issuance of one or more series of revenue bonds in an aggregate principal amount not to exceed \$45,000,000 (the "Bonds") to:

- (a) renovate the existing three (3) buildings comprising the Making Waves Academy high school campus located at 4123 Lakeside Drive in Richmond, CA, comprising approximately 92,000 of building space;
- (b) construct and equip a new two story school building comprising approximately 47,000 of building space, a new one story gymnasium building comprising approximately 21,500 of building space, a new sports field adjacent to the existing Making Waves Academy high school campus at 4075 and 4123 Lakeside Drive in Richmond, CA, to serve such high school campus, and associated parking;
- (c) construct and equip a new middle school campus directly northeast of the existing high school campus at 2925, 2930, 2975 Technology Court, and 4301 and 4175-4197 Lakeside Drive in Richmond, CA, consisting of (i) a new two story school building comprising approximately 72,500 of building space, (ii) a new two story school building comprising approximately 39,000 of building space, (iii) a new one story gymnasium building comprising approximately 25,000 of building space, (iv) a new sports field, and (v) associated parking;
- (d) construct and equip a new sports complex at 2600 Hilltop Drive, Richmond, California approximately a mile south of the Making Waves Academy consisting of approximately 13 acres of land which will contain sports fields, baseball facilities and a swimming facility (collectively, the "2017 Project");
- (e) refinance a 2009 taxable loan from Mechanics Bank Community Development Corporation, the proceeds of which were used to construct and equip two buildings located at 4123 Lakeside (Blue Building) and 4131 Lakeside (Green Building) in Richmond, California, currently leased to Making Waves Academy for its administration department and upper school multi-purpose/kitchen/classrooms (the "2009 Project"). WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986 (the "Code"), the issuance of the Bonds by the Authority must be approved by the County because the 2009 Project and the

2017 Project are located within the territorial limits of the County;

WHEREAS, the Board is the elected legislative body of the County and is one of the “applicable elected representatives” required to approve the issuance of the Bonds under Section 147(f) of the Code;

WHEREAS, the Authority has requested that the Board approve the issuance of the Bonds by the Authority in order to satisfy the public approval requirement of section 147(f) of the Code and the requirements of Section 4 of the Agreement; and

WHEREAS, pursuant to section 147(f) of the Code, the Board has, following notice duly given, held a public hearing regarding the issuance of the Bonds, and now desires to approve the issuance of the Bonds by the Authority;

NOW, THEREFORE, it is hereby ORDERED and DETERMINED, as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board hereby approves the issuance of the Bonds by the Authority. It is the purpose and intent of the Board that this resolution constitute approval of the issuance of the Bonds by the Authority, for the purposes of (a) section 147(f) of the Code by the applicable elected representative of the governmental unit having jurisdiction over the area in which the Project is located, in accordance with said section 147(f) and (b) Section 4 of the Agreement.

Section 3. The issuance of the Bonds shall be subject to the approval of the Authority of all financing documents relating thereto to which the Authority is a party. The Board of Supervisors shall have no responsibility or liability whatsoever with respect to the Bonds.

Section 4. The adoption of this Resolution shall not obligate the Board or any department thereof to (i) provide any financing to acquire or construct the Project or any refinancing of the Project; (ii) approve any application or request for or take any other action in connection with any planning approval, permit or other action necessary for the acquisition, rehabilitation, improvement, equipping or operation of the Project, (iii) make any contribution or advance any funds whatsoever to the Authority; or (iv) take any further action with respect to the Authority or its membership therein.

Section 5. The officers of the County are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution and the financing transaction approved hereby.

Section 6. This resolution shall take effect immediately upon its adoption.

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 21, 2017

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

Contact: Kristen Lackey (925) 674-7888

By: , Deputy

cc:



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Karen Sakata, Superintendent of Schools

February 21, 2017

California Municipal Finance Authority
Anthony Stubbs, Financial Advisor
2111 Palomar Airport Rd, Suite 320
Carlsbad, CA 92011

Dear Mr. Stubbs:

The Contra Costa County Office of Education supports the campus expansion plans for the current Making Waves Academy campus in Richmond, CA. As the charter's authorizer, we do not object to this campus expansion project and therefore do not plan to make any public comments objecting to the project at a public hearing.

Our office also does not object to holding the public hearing in Concord.

Making Waves Academy is in good standing and we support the work they do for our students and families in west Contra Costa County.

Please let us know if you have further questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Bill Clark". The signature is fluid and cursive.

Bill Clark, Associate Superintendent

On behalf of Karen Sakata, County Superintendent of Schools

CC: Alton Nelson, Chief Executive Officer, Making Waves Academy

BC:bf

West County Times

1050 Marina Way S
Richmond, CA 94804
(510) 262-2740

3697629

QUINT & THIMMIG LLP
900 LARKSPUR LANDING, SUITE 270
LARKSPUR, CA 94939

PROOF OF PUBLICATION

FILE NO. TEFRA Notice

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/20/2017

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 21th day of February, 2017.



Signature

Legal No.

0005904117

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Monday, March 6, 2017, a public hearing, as required by section 147(f) of the Internal Revenue Code of 1986, will be held by the Community Development Bond Program Manager of Contra Costa County (the "County") with respect to the proposed issuance by the California Municipal Finance Authority (the "Authority") of its revenue bonds, in one or more series, in an amount not to exceed \$45,000,000 (the "Bonds"). The proceeds of the Bonds will be loaned by the Authority to the Making Waves Foundation, Inc., a California nonprofit public benefit corporation ("Making Waves"), to:

(a) renovate the existing three (3) buildings comprising the Making Waves Academy high school campus located at 4123 Lakeside Drive in Richmond, California, comprising approximately 99,000 square feet of building space;

(b) construct and equip a new two story school building comprising approximately 47,000 square feet of building space, a new one story gymnasium building comprising approximately 21,500 square feet of building space and a new sports field adjacent to the existing Making Waves Academy high school campus at 4075 and 4123 Lakeside Drive in Richmond, California, to serve such high school campus, and associated parking;

(c) construct and equip a new middle school campus directly northeast of the existing high school campus at 2925, 2930, 2975 Technology Court, and 4301 and 4175-4197 Lakeside Drive in Richmond, California, consisting of (i) a new two story school building comprising approximately 72,500 square feet of building space, (ii) a new two story school building comprising approximately 39,000 square feet of building space, (iii) a new one story gymnasium building comprising approximately 25,000 square feet of building space, (iv) a new sports field, and (v) associated parking;

(d) construct and equip a new sports complex at 2600 Hilltop Drive, Richmond, California approximately a mile south of the Making Waves Academy consisting of approximately 13 acres of land which will contain sports fields, baseball facilities and a swimming facility; and

(e) refinance a 2009 taxable loan from Mechanics Bank Community Development Corporation, the proceeds of which were used to construct and equip two buildings located at 4123 Lakeside (Blue Building) and 4131 Lakeside (Green Building) in Richmond, California, currently leased to Making Waves Academy for its administration department and upper school multi-purpose/kitchen/classrooms.

The Bonds and the obligation to pay principal of and interest thereon and any redemption premium with respect thereto do not constitute indebtedness or an obligation of the County, the Authority, the State of California or any political subdivision thereof, within the meaning of any constitutional or statutory debt limitation, or a charge against the general credit or taxing powers of any of them. The Bonds shall be a limited obligation of the Authority, payable solely from certain revenues duly pledged therefor and generally representing amounts paid by Making Waves and secured by a deed of trust over certain of Making Waves' property.

The hearing will commence at 9:00 A.M. or as soon thereafter as the matter can be heard, and will be held at 30 Muir Road, Martinez, California. Interested persons wishing to express their views on the issuance of the Bonds or on the nature and location of the facilities proposed to be refinanced may attend the public hearing or, prior to the time of the hearing, submit written comments.

Additional information concerning the above matter may be obtained from, and written comments should be addressed to, Kristen Lackey, Community Development Bond Program Manager, Contra Costa County Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553, kristen.lackey@dcd.cccounty.us.

Date: February 20, 2017

WCT 5904117 February 20, 2017

TRANSCRIPT FOR THE TEFRA HEARING**March 6, 2017 9:00 a.m.**

This noticed public hearing is required by Section 147(f) of the Internal Revenue Code of 1986, as amended. The hearing is on the proposed issuance by the California Municipal Finance Authority of its revenue bonds in an amount not to exceed twenty million dollars (\$45,000,000). Proceeds from the sale of the proposed bonds will be loaned to Making Waves Foundation, Inc., a California nonprofit public benefit corporation used to:

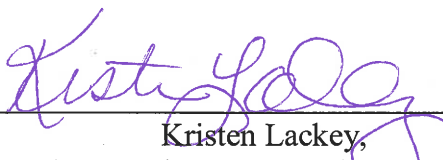
- (a) renovate the existing three (3) buildings comprising the Making Waves Academy high school campus located at 4123 Lakeside Drive in Richmond, CA, comprising approximately 92,000 of building space;
- (b) construct and equip a new two story school building comprising approximately 47,000 of building space, a new one story gymnasium building comprising approximately 21,500 of building space, a new sports field adjacent to the existing Making Waves Academy high school campus at 4075 and 4123 Lakeside Drive in Richmond, CA, to serve such high school campus, and associated parking;
- (c) construct and equip a new middle school campus directly northeast of the existing high school campus at 2925, 2930, 2975 Technology Court, and 4301 and 4175-4197 Lakeside Drive in Richmond, CA, consisting of (i) a new two story school building comprising approximately 72,500 of building space, (ii) a new two story school building comprising approximately 39,000 of building space, (iii) a new one story gymnasium building comprising approximately 25,000 of building space, (iv) a new sports field, and (v) associated parking;
- (d) construct and equip a new sports complex at 2600 Hilltop Drive, Richmond, California approximately a mile south of the Making Waves Academy consisting of approximately 13 acres of land which will contain sports fields, baseball facilities and a swimming facility (collectively, the “2017 Project”);
- (e) refinance a 2009 taxable loan from Mechanics Bank Community Development Corporation, the proceeds of which were used to construct and equip two buildings located at 4123 Lakeside (Blue Building) and 4131 Lakeside (Green Building) in Richmond, California, currently leased to Making Waves Academy for its administration department and upper school multi-purpose/kitchen/classrooms (the “2009 Project”).

TEFRA requires that a public hearing be held by a governing body of the jurisdiction in which a project to be financed is located, and that the governing body approve the proposed financing solely for the purposes of satisfying the requirements of TEFRA, the Code, and the

California Government Code Section 6500. The Projects are within the jurisdiction of the County of Contra Costa. The Contra Costa County Board of Supervisors may consider adoption of a resolution approving the issuance of the bonds on March 14, 2017. Any comments provided at this hearing will be made available to the Board of Supervisors prior to their taking action on March 14th or on such later date as the matter may be considered by the Board of Supervisors.

If there are parties present who wish to voice their opinion and provide comments on the proposed financing of the development or the issuance of the bonds, I would ask that they be recognized now by raising their hand. I will then let each person provide any written or oral testimony that they may wish to provide on this matter.

Opened hearing: 9:02
Speakers present: 0
Closed hearing: 9:06

By: 
Kristen Lackey,
Community Development Bond Program Manager,
County of Contra Costa

Date: March 6, 2017



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 21, 2017

Subject: Operations Update of the Employment and Human Department, Community Services Bureau

RECOMMENDATION(S):

ACCEPT the February 2017 operations report 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:

The Board will not receive the monthly updates report of the Community Services Bureau as requested.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Elaine Burres
313-1717

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

By: , Deputy

cc:

ATTACHMENTS

CSB Feb 2017 CAO Report

CSB Feb 2017 CACFP Report

CSB Feb 2017 Menu

CSB Feb 2017 Semi-Annual Monitoring
Report



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: February 2017

Camilla Rand, M.S.
Director



Good News Update/Accomplishments:

- Community Services Bureau participated in the national and annual Give Kids a Smile Day event on February 3, 2017. Six local dentists volunteered to provide dental exams while dental students from Diablo Valley College completed dental exam forms, applied fluoride varnish and provided oral health education to 293 children at five Head Start locations including GMIII, Balboa, Brookside, George Miller Concord and Martinez ECC. Comprehensive Services Teams are currently in the process of providing support to the families of the 69 children identified as needing treatment. This event was a success due to the collaborative efforts of the Contra Costa Dental Society, Diablo Valley College Dental Program, local dentists, Community Services Bureau staff, parents and children.
- Four CSB's Senior Level Managers, Sung Kim, Katharine Mason, Christina Reich and Eric Pormento, graduated from EHSD's first Leadership Academy cohort. Currently three other Sr. Managers are enrolled in the second cohort which is an eight month program focusing on building effective and successful management skills.
- CSB is in the process of submitting its application for Year 2 Early Head Start – Child Care Partnership Continuation Grant. The continued funding will allow us to maintain the services for the 72 children ages 0 to 48 months of age currently enrolled in the EHS-CCP Program. CSB is in the second year of the 5 year grant period for funds totaling up to \$1,351,036 (\$1,080,829 in base grant funding and \$270,207 in non-federal share).
- CSB has secured a location in the City of San Pablo to build a new childcare center to replace the Brookside children's center. This is a joint project with Health Services Department and will co-locate Children's Behavioral Health with Head Start/ Early Head Start services. The facility will consist of 40,000 SQFT in two stories. CSB's portion will have 10 classrooms, 10 offices and two playground areas designed for different age groups. The Health Services Department will occupy the 2nd floor with their Children's Mental Health Clinic. The County Public Works is working with a private developer who will lease the land from the City of San Pablo and build the location.
- Community Services Bureau hosted the California Department of Education's (CDE) Fiscal and Administrative Services Division on February 6, 2017 for an on-site demo of the CLOUDS system. The intent of the visit was for CDE staff to see a "well developed and vetted" system which has already received State approval for its electronic signature and recordkeeping. CLOUDS will be used as a model system as CDE develops fiscal requirements for electronic recordkeeping.



- Community Services Bureau has developed a system to utilize SMS technology (text messaging) as an efficient means of communicating with clients via their mobile device. Through text messaging, we will further be able to record and analyze data to make program enhancements to meet State and Federal requirements such as attendance reporting. Our delegate agency, First Baptist Head Start, will also be using this new SMS technology.
- **Status Updates:**
 - a. **Caseloads, workload (all programs)**
 - Head Start enrollment: 101.1 %
 - Early Head Start enrollment: 105.1%
 - Early Head Start Child Care Partnership enrollment: 101.4%
 - Head Start Average Daily Attendance: 81%
 - Early Head Start Average Daily Attendance: 84.3%
 - Early Head Start Child Care Partnership Attendance: 84.3%
 - Stage 2: 312 families and 490 children
 - CAPP: 78 families and 124 children
 - In total: 390 families and 614 children
 - Incoming transfers from Stage 1: 17 families and 20 children
 - LIHEAP: 369 households have been assisted
 - Weatherization: 15 units
 - b. **Staffing:**
 - During the month of February CSB conducted several interviews to fill vacant positions within various management and non-management classifications. The Bureau is in the process of hiring a Site Supervisor III, a Comprehensive Services Manager (CSM) and two clerks. The Bureau continues to actively recruit to fill the remaining vacancies and increase its substitute pool for teaching positions.
 - c. **Union issues:**
 - The Bureau engages in on-going communication with the Union to resolve occasional concerns and ensure a safe and healthy work environment.
- **Emerging Issues and Hot Topics:**
 - With the expansion of Transitional Kindergarten, the Community Assessment shows a greater need for Early Head Start services. CSB has applied for and received approval for an additional 190 infants and toddlers county-wide through the Office of Head Start. More details to come once the NOA is received detailing the grant conditions.



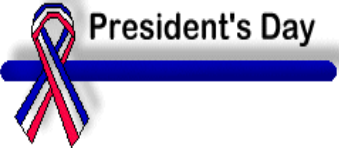


Please Note: Financial reports for Head Start, Early Head Start (EHS), EHS CC partnership and credit card expenditure report for the month of January will be reported with March's CAO submission.

cc: Policy Council Chair
Family & Human Services Committee
Nicole Porter, ACF

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 December
Approved sites operated this month	15
Number of days meals served this month	21
Average daily participation	629
Child Care Center Meals Served:	
Breakfast	10,121
Lunch	13,204
Supplements	9,954
Total Number of Meals Served	<u><u>33,279</u></u>

February 2017 – COMMUNITY SERVICES BUREAU INFANT & TODDLER MENU

MEATLESS - MONDAY	JAMMIN - TUESDAY	WACKY - WEDNESDAY	VEGGIE - THURSDAY	PICNIC - FRIDAY
		<p>1</p> <p><u>BREAKFAST</u> FRESH BANANA CHEERIOS</p> <p><u>LUNCH</u> SLOPPY JOE (ground turkey & beef) MEXICALI CORN THINLY SLICED FRESH APPLE WHOLE GRAIN HAMBURGER BUN</p> <p><u>PM SNACK</u> WHOLE GRAIN FISH CRACKERS WHOLE OR 1% LOW-FAT MILK</p>	<p>2</p> <p><u>BREAKFAST</u> DICED FRESH ORANGE WHOLE WHEAT CINNAMON BREAD</p> <p><u>LUNCH</u> CHIPOTLE BEAN BURRITO (black beans, kidney bean, chunky salsa, & green chilies) SHREDDED CHEESE SHREDDED ROMAINE & DICED TOMATOES DICED FRESH KIWI WHOLE WHEAT FLOUR TORTILLA</p> <p><u>PM SNACK</u> STEAMED RED BELL PEPPER STRIPS & DICED CUCUMBER REDUCED FAT RANCH DRESSING WHEAT CRACKERS</p>	<p>3</p> <p><u>BREAKFAST</u> MAPLE APPLESAUCE TOPPING OVEN BAKED WHOLE WHEAT PANCAKE</p> <p><u>LUNCH</u> TUNA SALAD SANDWICH STEAMED ORANGE GLAZED CARROTS FRESH OR FROZEN STRAWBERRIES WHOLE WHEAT PITA POCKET BREAD</p> <p><u>PM SNACK</u> FRESH BANANA SUNBUTTER</p>
<p>6</p> <p><u>BREAKFAST</u> THINLY SLICED FRESH APPLE BRAN CEREAL</p> <p><u>LUNCH</u> EAGLE PIZZA (refried beans) CORN, SPINACH, ROMAINE BLEND, & SHREDDED CARROTS FAT FREE SOUR CREAM & SALSA SHREDDED CHEESE DICED FRESH KIWI CORN TORTILLA</p> <p><u>PM SNACK</u> BUG BITES CRACKERS WHOLE OR 1% LOW-FAT MILK</p>	<p>7</p> <p><u>BREAKFAST</u> DICED FRESH ORANGE CORN CHEX</p> <p><u>LUNCH</u> CHICKEN CHILAQUILES WITH CORN TORTILLA CHIPS STEAMED JICAMA STICKS WITH LIME JUICE & CHILE MANGO CHUNKS</p> <p><u>PM SNACK</u> FRESH BANANA WHOLE OR 1% LOW-FAT MILK</p>	<p>8</p> <p><u>BREAKFAST</u> PINEAPPLE TIDBITS WHOLE WHEAT BAGEL LOW-FAT CREAM CHEESE</p> <p><u>LUNCH</u> LIMA BEANS, TURKEY HAM & SLICED CARROTS THINLY SLICED FRESH APPLE WHOLE GRAIN CORNBREAD</p> <p><u>PM SNACK</u> SALSA CORN TORTILLA WHOLE OR 1% LOW-FAT MILK</p>	<p>9</p> <p><u>NUTRITION EXPERIENCE</u> <u>BREAKFAST BEARS</u> WHOLE WHEAT BREAD, BANANA, SUNBUTTER, & BLUEBERRIES</p> <p><u>LUNCH</u> MACARONI CHEESE WITH WHOLE GRAIN MACARONI KALE & BEET SALAD WITH ITALIAN DRESSING DICED FRESH TANGERINE</p> <p><u>PM SNACK</u> STEAMED BROCCOLI & CAULIFLOWER FLORETS VEGETABLE DRESSING WHEAT THINS</p>	<p>10</p> <p><u>BREAKFAST</u> SPICED APPLE TOPPING WHOLE WHEAT ENGLISH MUFFIN</p> <p><u>LUNCH</u> CHICKEN SALAD STEAMED CABBAGE DICED FRESH ORANGE WHOLE WHEAT PITA POCKET BREAD</p> <p><u>PM SNACK</u> TRAIL MIX (crispix, fish & cheese crackers) WHOLE OR 1% LOW-FAT MILK</p>
<p>13</p> <p><u>BREAKFAST</u> DICED FRESH ORANGE RICE CHEX CEREAL</p> <p><u>LUNCH</u> VEGETABLE CHILI (kidney beans, tomatoes, bulgur wheat, yogurt, & cheddar cheese) DICED FRESH KIWI WHEAT CRACKERS</p> <p><u>PM SNACK</u> WHOLE GRAIN ANIMAL CRACKERS WHOLE OR 1% LOW-FAT MILK</p>	<p>14</p> <p><u>BREAKFAST</u> FRESH BANANA KIX CEREAL</p> <p><u>LUNCH</u> FILIPINO BEEF ADOBO (stew meat, soy sauce & vinegar) STEAMED BROCCOLI FLORETS REDUCED FAT RANCH DRESSING DICED FRESH TANGERINE BROWN RICE</p> <p><u>PM SNACK</u> DICED CUCUMBER & STEAMED BABY CARROTS COTTAGE CHEESE DIP</p>	<p>15</p> <p><u>BREAKFAST</u> THINLY SLICED FRESH APPLE WHOLE WHEAT BAGEL VEGETABLE & HERB CREAM CHEESE</p> <p><u>LUNCH</u> TURKEY TACOS WITH CHEESE SHREDDED LETTUCE & DICED TOMATOES MANGO CHUNKS SOFT MINI TACO</p> <p><u>PM SNACK</u> DICED FRESH ORANGE HARD BOILED EGG</p>	<p>16</p> <p><u>BREAKFAST</u> FRESH OR FROZEN STRAWBERRIES WHOLE WHEAT CINNAMON BREAD</p> <p><u>LUNCH</u> BLACK EYE PEAS SPRING SALAD MIX WITH ITALIAN DRESSING DICED FRESH TANGERINE WHOLE WHEAT CORNBREAD</p> <p><u>PM SNACK</u> STEAMED CARROTS & ZUCCHINI STICKS REDUCED FAT RANCH DRESSING WHOLE GRAIN SALTINE CRACKERS</p>	<p>17</p> <p><u>BREAKFAST</u> FRESH BANANA CHEERIOS CEREAL</p> <p><u>LUNCH</u> DICED TURKEY & SWISS CHEESE MAYO & MUSTARD DRESSING LEAFY GREEN LETTUCE & DICED TOMATOES THINLY SLICED FRESH APPLE WHOLE WHEAT BREAD</p> <p><u>PM SNACK – NUTRITION EXPERIENCE</u> STEAMED CELERY & SUNBUTTER WHOLE OR 1% LOW-FAT MILK</p>
 <p>20</p>	<p>21</p> <p><u>BREAKFAST</u> DICED FRESH ORANGE CORN CHEX CEREAL</p> <p><u>LUNCH</u> TUNA & NOODLES WITH WHOLE GRAIN PASTA (tuna, celery, onion, bell pepper, milk, & whole wheat flour) STEAMED CARROT STICKS (no dressing) THINLY SLICED FRESH APPLE</p> <p><u>PM SNACK</u> GRAHAM CRACKERS WHOLE OR 1% LOW-FAT MILK</p>	<p>22</p> <p><u>BREAKFAST</u> MANGO CHUNKS BRAN CEREAL</p> <p><u>LUNCH</u> SWEET & SOUR CHICKEN STEAMED BROCCOLI DICED FRESH TANGERINE BROWN RICE</p> <p><u>PM SNACK</u> STRING CHEESE WHEAT CRACKERS</p>	<p>23</p> <p><u>BREAKFAST</u> FRESH BANANA CINNAMON OATMEAL WITH VANILLA</p> <p><u>LUNCH</u> PINTO BEANS SPINACH & SHREDDED CARROT SALAD WITH SWEET & TANGY DRESSING FRESH OR FROZEN STRAWBERRIES MEXICAN STYLE CORNBREAD SQUARE</p> <p><u>PM SNACK</u> PINEAPPLE TIDBITS LOW-FAT YOGURT</p>	<p>24</p> <p><u>BREAKFAST</u> THINLY SLICED FRESH APPLE WHOLE WHEAT CHEESE TOAST</p> <p><u>LUNCH</u> STEAMED SESAME ASIAN NOODLE CHICKEN SALAD (diced chicken, soy sauce, cabbage, carrots, red onions, whole grain spaghetti) DICED FRESH ORANGE</p> <p><u>PM SNACK</u> FRUIT SALSA (diced peaches, pineapple tidbits, & steamed red bell peppers) CORN TORTILLA</p>
<p>27</p> <p><u>BREAKFAST</u> THINLY SLICED FRESH APPLE RICE CHEX CEREAL</p> <p><u>LUNCH</u> VEGETARIAN BAKED BEANS TOASTED CHEESE SANDWICH STEAMED CARROTS FRESH KIWI</p> <p><u>PM SNACK</u> WHEAT CRACKERS SUNBUTTER</p>	<p>28</p> <p><u>BREAKFAST</u> DICED FRESH ORANGE BRAN CEREAL</p> <p><u>LUNCH</u> CHICKEN NOODLE SOUP WITH WHOLE GRAIN SPAGHETTI (diced chicken, diced celery, & carrots) STEAMED BROCCOLI FLORETS REDUCED FAT RANCH DRESSING MANGO CHUNKS</p> <p><u>PM SNACK - NUTRITION EXPERIENCE</u> <u>BANANA SPLIT SALAD</u> BANANA & TROPICAL FRUIT COTTAGE CHEESE</p>		<p>ALL BREAKFAST & LUNCH SERVED WITH WHOLE OR 1% LOW-FAT MILK</p> <p>*Indicates vegetable included in main dish</p> <p>WATER IS OFFERED THROUGHOUT THE DAY</p>	

Community Services Bureau Monitoring Report Summary February 2017

Description: Community Services Bureau implements a process of ongoing monitoring of its operations and services that includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program's progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring.

This summary report reflects the compiled results of the monitoring conducted for the period of August 2016 through December 2016.

Summary of Monitoring Activities:

Monitoring was conducted for directly operated CSB centers, partner agency centers, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring results in the areas of Health and Safety, Comprehensive Services, Education, and Classroom Assessment Scoring System (CLASS) for preschool classrooms.

Data sources utilized by the team included: child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.

- **621** child and family files reviewed
- **18** classrooms sampled for health and safety
- **53** directly operated, partner and delegate agency infant, toddler, and preschool classroom environments observed
- **34** classrooms received CLASS Observations completed between November-December

HEALTH AND SAFETY

Top 3 Strengths:

- Staff location provides coverage to clearly view and account for all children indoors and outdoors.
- Daily health checks are evident as children arrive.
- Meal counts are complete and correct.

Concerns:

- Toothbrushes are stored in covered holders, not touching each other and are handled in a sanitary manner.
- Required emergency drills are conducted monthly.
- “If you see something, say something” poster is posted in a prominent place in each building a parent may enter.

Corrective Actions:

Corrective actions were taken and validated.

NEED AND ELIGIBILITY

Top 3 Strengths:

- Child meets eligibility criteria established by the funding source(s).
- Access to file form is used by all staff every time they access a file.
- Child and family files are locked to ensure confidentiality.

Concerns:

- Eligible income snapshot in CLOUDS reflects income and family size.
- Income eligibility is current, correct, verified and matches CLOUDS.
- Notice of Action is complete, current, and matches 9600/9600s and Admission Agreement.

Corrective Actions:

Corrective actions were taken and validated.

COMPREHENSIVE SERVICES

Top 3 Strengths:

- Discipline policy and positive guidance plan are followed and in file.
- Staff representation evident in IEP/IFSP meetings.
- Re-screens [Sensory Screenings] are completed within 2 weeks of the first screening and within 45 day of enrollment.

Concerns:

- Physical exam form is current, completed, signed, date stamped with the date received and entered on CLOUDS.
- CLOUDS Health History with consents section is completed.
- Printed copy of Health History is in file, signed, and dated by parent and staff and reviewed/updated annually.

Corrective Actions:

Corrective actions were taken and validated.

EDUCATION FILE

Top 3 Strengths:

- Toddler transition Plan: Completed at last home visit.
- ASQ-SE re-screening by teacher is done within 30 days of the first completion if concerns are present and completed in file and on CLOUDS.
- ASQ-3 re-screening by teacher is done within 30 days of first completion if concerns are present and completed in file and on CLOUDS.

Concerns:

- Parent Conferences: First conducted within 90 days and included individualized goals for child and parent/child home activities.
- First DRDP assessment conducted within 60 days and in file.
- ASQ-3 screening is conducted within 45 days and form is completed, scored, signed, and in file and CLOUDS.

Corrective Actions:

Corrective actions were taken and validated.

PRESCHOOL EDUCATION ENVIRONMENT

Top 3 Strengths:

- Personal Care Routines: Greeting/departing
- Program Structure: Provisions for children with disabilities
- Space and Furnishings: Furniture for care, play & learning

Concerns:

- Personal Care Routines: Toileting/diapering
- Activities: Dramatic play

Corrective Actions:

Corrective action plans were developed and validated.

INFANT/TODDLER EDUCATION

Top 3 Strengths:

- Space and Furnishings: Indoor Space
- Personal Care Routines: Nap
- Activities: Active physical play

Concerns:

- All subscale items are above the threshold (score of 5).

Corrective Actions:

Corrective action plans were developed and validated.

CLASS

Domain	CSB Average Score	Current DRS Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2015.</small>	CSB Threshold
Emotional Support	6.71	5.6562	6
Classroom Organization	6.36	5.2708	6
Instructional Support	3.90	2.2261	3

CSB average scores exceed current Designation Renewal System threshold and rank in the highest 10%.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Director
Date: March 21, 2017

Subject: 2017-18 Head Start Recruitment / Enrollment Plan and Admissions Priority Criteria

RECOMMENDATION(S):

APPROVE the 2017-18 Head Start Recruitment and Enrollment Plan and the Community Services Bureau Admissions Priority Criteria for the early care and education programs of the Community Services Bureau of the Employment & Human Services Department.

FISCAL IMPACT:

None

BACKGROUND:

Head Start Performance Standard 1305.3 (c) (6) mandates that the Head Start grantee set criteria, based on a community assessment, that defines the types of children and families who will be given Head Start priority for recruitment and selection. This board order accepts the Employment and Human Services Department (EHSD), Community Services Bureau (CSB) Selection Criteria and Recruitment Plan for the 2017-18 program year. Due to the community need for full-day, full-year services, and the mandate that Head Start & Early Head Start programs collaborate for full-day services, EHSD CSB has adopted selection criteria, organized by priorities, which meet the State Department of Education regulations. The plan is set forth in the 2017-18 CSB Admissions Priorities

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: CSB, (925)
681-6304

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

By: , Deputy

cc: Nelly Ige, Cassandra Youngblood

BACKGROUND: (CONT'D)

/ Selection Criteria .

To meet Head Start and Early Head Start enrollment goals, plans must be developed and set in place for adequate marketing and recruitment strategies. CSB utilizes community assessment to identify populations to be served by the Head Start program and to recruit those eligible to receive services. The recruitment and enrollment plan is set forth in the 2017-18 Head Start / Early Head Start / Early Education and Support Program Recruitment and Enrollment Plan. The plans were approved by the Head Start Policy Council on February 15, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Department will not be in compliance with Head Start regulations.

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

Admissions Priorities

Recruitment_Enrollment Plan



CONTRA COSTA COUNTY CSB Admissions Priorities / Selection Criteria 2017-2018 Program Year



Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of our partner, the State Department of Education, with one exception as noted below*:

INFANTS & TODDLERS (Aged 0-3, including pregnant women)	PRE-SCHOOL (Aged 3-5)
<ol style="list-style-type: none"> 1. Transfers 2. CPS, Foster Child ♦ & Child At Risk 3. Eligible infant/toddler with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Eligible infant/toddler who is homeless ♦ 6. Current TANF Recipient ♦ or within 24 months 7. Lowest income infant/toddler <p>*Exception</p> <p>Contra Costa College:</p> <p>On October 3, 2008, the California Department of Education granted CSB an enrollment waiver to give first priority to children of college students at our Contra Costa College Children's Center.</p>	<ol style="list-style-type: none"> 1. Transfers 2. CPS, Foster Child ♦, & Child At Risk 3. Eligible 4 yr old with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Eligible 4 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Currently Homeless ♦ or Homeless within the last 18 months ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 6. Lowest income 4 yr old 7. Eligible 3 yr olds disabilities (IEP or IFSP) 8. Eligible 3 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Currently Homeless ♦ or Homeless within the last 18 months ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 9. Lowest income 3 yr old

♦ Denotes categorical eligibility.

As per Head Start Performance Standard 1302.14 (b), at least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. Children enrolled in the EHS-CCP program must be receiving child care subsidies at time of enrollment, as required for the Early Head Start- Child Care Partnership (EHS-CCP) grant. CSB 603 – 2017-2018 Admissions Priorities / Selection Criteria, Approved by Policy Council on 02/15/2017 and approved by Board of Supervisors on xx/xx/xxxx.

2017-18 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan

Contra Costa County Employment and Human Services Department - Community Services Bureau

DESIRED OUTCOME: To inform the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment, and to recruit and enroll eligible children and their families into the Head Start, Early Head Start and Early Education and Support Programs.

Goal #1: To recruit eligible pregnant women, infants, toddlers, and children.

Goal #2: To recruit children with disabilities.

Goal #3: To recruit special populations as per our community assessment and selection criteria: CPS/At-Risk, Domestic Violence, Limited English, Need for Full Day Care, Homeless, TANF/CalWorks Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents.

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Mobilize Parents – Word of Mouth, our best strategy	Comprehensive Services, Site Supervisors Staff, Parent Family and Community Engagement Officer, ERSEA Manger	March 2017; Ongoing	Policy Council, Parent Meetings, Family Newsletter, Tables in entryways	<ul style="list-style-type: none"> • Reproducible Flyers and Pre-App Screening Forms • Contest – parent with most screening forms wins prize 	<ul style="list-style-type: none"> • All CSB and Delegate and Partner sites
Pamphlets/flyers distributed: <ul style="list-style-type: none"> a) General info on CSB services b) Enrollment flyers c) Home-based services 	Teachers, Site Supervisors, Comprehensive Services Staff, Home Educators	Ongoing	Laundromats WIC offices Grocery Stores Classrooms Elementary Schools Clinics Private Practices Community-Based Organizations County Agencies Local churches Education Offices Libraries Hospitals Community Events Check Cashing Agencies High Schools One-Stop Locations Housing Site Offices (<i>inc. 9 housing sites in San Ramon</i>) Homeless Programs Community Centers (Richmond, San Pablo, Oakley, Willow Pass) Parks & Rec centers (Ambrose) LiHEAP office Stage II & Alternative Payment Plans	<ul style="list-style-type: none"> • Pictures • Short paragraph describing program options • Who is eligible • Explanation of services available • List Health, Nutrition, Education, Family Services, Family Wellness, Parent Engagement, Disabilities Services • Home base • Contact numbers and/or persons 	<ul style="list-style-type: none"> • HEAP mailings • Food Stamp Offices • Parent Meetings • Doctors' Offices • EHSD Child Care Offices • Volunteer Bureaus • One-Stop Centers • Parents • Farmers Markets (Richmond Main Street, San Pablo, Concord) • See "Location" section for additional distribution information

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Family Newsletter	Comprehensive Services Staff, Site Supervisors	Quarterly	Distribute to all parents / partners	<ul style="list-style-type: none"> Who is eligible Who to Contact Program Activities Events, Educational opportunities 	<ul style="list-style-type: none"> Early Intervention Programs Community Partners Elementary Schools in the District
Contact Agencies Serving Children	ERSEA Manager, Comprehensive Services Managers	Spring and Fall and as needed	WIC offices SELPAs Child Care Centers School Districts Private Providers Community-Based Organizations Community Recreation Sites PTAs Human Service Department Partner Sites Family Child Care Networks Resource and Referral Agencies Stage II & Alternative Payment Plans First Five Offices & Centers Homeless Shelter OB/GYN Offices LiHEAP office	<ul style="list-style-type: none"> Initial letter containing description of Head Start and Agency services and program options Personal visit to discuss coordination services, share program and curriculum information, plan referrals. 	<ul style="list-style-type: none"> Community
Coordinate Transition Activities with Elementary Schools	MH/Disabilities Manager; Site Supervisors Education Managers	Spring/ Summer and throughout the year as needed	Childcare Centers Elementary Schools Other agencies for intake for special needs children High School/IT	Any pertinent information on child <ul style="list-style-type: none"> Authorized by parent 	<ul style="list-style-type: none"> Elementary School staff meetings/ parent meetings Site based staff meetings/ parent meetings Policy Council Meetings
Speak at local organizations	Directors, Assistant Directors, Comprehensive Services Mgrs., Male Involvement Coordinator	Ongoing	Union Meetings Faith Based Organizations County Malls Fairs Clubs Community Events Other Government Agencies Non-Profit Agencies Businesses, Corporations and Foundations	<ul style="list-style-type: none"> Make Head Start staff or Policy Council rep. available Describe advantageous services Distribute pamphlets List of centers with contact information Set up information table with posters and pictures Application packages 	<ul style="list-style-type: none"> Civic Organizations PTA meetings Church groups Community events
"Staff Walks in the Community"	Site Supervisors	May – August, as needed	Neighborhoods Other Agencies	<ul style="list-style-type: none"> Brief description of services Magnets or other marketing aids with contact info Flyers 	<ul style="list-style-type: none"> Community

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Any opportunity for free ads in local media	Assistant Directors, Analysts, ERSEA Manager	Spring-Fall	Public Services Announcements, Facebook/ social media, local newspaper agencies, Penny Saver, Grapevine, Craigslist etc.	<ul style="list-style-type: none"> • Short information on program, in English and Spanish • Contact information (Recruitment hotline) 	<ul style="list-style-type: none"> • Publications in print and online
Community Events	ALL STAFF	Ongoing	Contra Costa County	<ul style="list-style-type: none"> • Information on employment for teachers • Informational Flyers • Magnets, etc. with brief information 	<ul style="list-style-type: none"> • Community
Maintain supply of free Head Start pamphlets (order from ACF)	Site Supervisors, Managers for HB and Partners Comp. Services Asst. Managers	Ongoing	All CSB Centers All Partner/Delegate centers One Stop Career Centers Human Services Department SS of WIC SparkPoint Family Justice Center LiHEAP office	<ul style="list-style-type: none"> • Description of Head Start program and sample activities • Sites could add local contact information (stamp local info on back), if desired 	<ul style="list-style-type: none"> • Community
Implement streamlined referral processes per MOUs	ERSEA Manager	Ongoing	CFS BBK RCEB Health Services CalWorks READINGAdvantage (READ) Nurse-Family Partnership (NFP)	<ul style="list-style-type: none"> • Protocol and Procures • Forms • Tracking of special referrals 	<ul style="list-style-type: none"> • Organizations noted in "Location" section.
Recruitment through partnerships	ERSEA Manager, Comp. Services Managers, Partner Analyst	Ongoing	CSB's Head Start and State child development partner agencies	<ul style="list-style-type: none"> • Information on CSB's HS services including different program models to meet client needs • Site location and contact list • Transfer coordination 	<ul style="list-style-type: none"> • Childcare and development partnerships



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Amendment/Extension #28-885-1 with Liberty Union High School District

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment/Extension Agreement #28-885-1 with Liberty Union High School District, an educational institution, effective March 1, 2017, to amend Contract #28-885, to provide additional services to low-income and disadvantaged children to receive school-based mobile clinic services and extend the term from June 30, 2019 through July 31, 2020.

FISCAL IMPACT:

This is a non-financial agreement.

BACKGROUND:

On September 13, 2016, the Board of Supervisors approved Contract #28-885, with Liberty Union High School District for the provision of low-income and disadvantaged children to receive school-based mobile clinic services, for the period from July 1, 2016 through June 30, 2019.

Approval of Contract Amendment/Extension Agreement #28-885-1 will allow the Contractor to provide additional services through July 31, 2020.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, additional mobile clinic services will not be provided to low-income and disadvantage children by this Contractor.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Children Ready for and Succeeding in School" and Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in the number of healthy children within the District.



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 21, 2017

Subject: Parking Lot Upgrades at the Pittsburg Center, 2311 Loveridge Road, Pittsburg Project, and Related Actions Under CEQA (WW0883)

RECOMMENDATION(S):

- (1) APPROVE the Parking Lot Upgrades at the Pittsburg Health Center, 2311 Loveridge Road, Pittsburg Project [Project No. 345-1601 [DCD-CP#17-01] (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% Hospital Enterprise Fund I.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Ramesh Kanzaria, (925) 313-2000

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

By: , Deputy

cc:

BACKGROUND:

The Pittsburg Health Center is a medical office facility, including parking. The purpose of the project is to replace approximately twelve (12) non-conforming handicapped parking spaces with Americans with Disabilities Act (ADA) compliant spaces; and, removal of a non-compliant walkway; and, other minor improvements.

The project includes removing a non-compliant sidewalk, asphalt, the reconfiguration of an existing planter by partially removing a portion of the existing configuration, the replacement of an existing retaining wall with a newly reconfigured one of the same length, creating a new path of travel walkway in front of the new handicapped parking spaces, re-striping, updating the existing signage and installing truncated domes (ADA warning pads).

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 three 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 this project is not approved, the Pittsburg Health Center will not have the necessary ADA compliant parking spaces and path of travel.

ATTACHMENTS

CEQA Documents

PUBLIC WORKS DEPARTMENT
INITIAL STUDY OF
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 345-1601 / WW0883
CP# 17-01

PROJECT NAME: 2311 Loveridge Rd. (Pittsburg Health Center) - Parking Lot Upgrades

PREPARED BY: Trina R. Torres *TR*

DATE: January 26, 2017

APPROVED BY: *T.R.C.*

DATE: 2-14-17

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: Antioch North	Base Map Sheet #: F-20	Parcel #: 088-161-028
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GENERAL CONSIDERATIONS:

- Location:** The project is located at the Pittsburg Health Center at 2311 Loveridge Rd., in the city of Pittsburg [Figures 1-2].
- Project Description:** The Pittsburg Health Center is a medical office facility, including parking. The purpose of the project is to replace approximately twelve (12) non-conforming handicapped parking spaces with Americans with Disabilities Act (ADA) compliant spaces; and, removal of a non-compliant walkway; and, other minor improvements.

The project includes removing a non-compliant sidewalk, asphalt, the reconfiguration of an existing planter by partially removing a portion of the existing configuration, the replacement of an existing retaining wall with a newly reconfigured one of the same length, creating a new path of travel walkway in front of the new handicapped parking spaces, restriping, updating the existing signage and installing truncated domes (ADA warning pads).

No tree removal is required for the Project. Tree and shrubbery trimming may be necessary within the project area. Any tree roots exposed during excavation will be cut cleanly. Appropriate Best Management Practices and recommendations will be implemented.

Traffic control will be implemented during construction activities, if necessary. 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 Pittsburg.

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

Yes No maybe (Nature of concern):

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

Yes No

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

2311 Loveridge Rd. (Pittsburg Health Center) -Parking Lot Upgrades

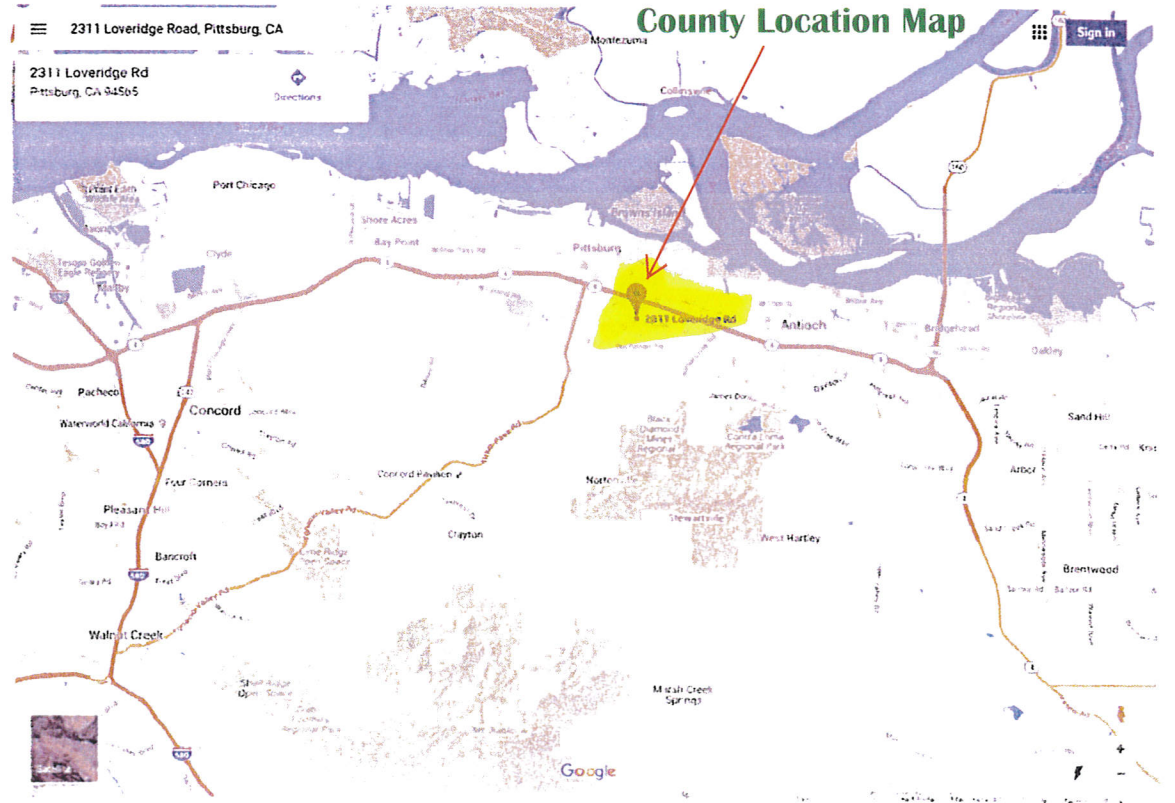
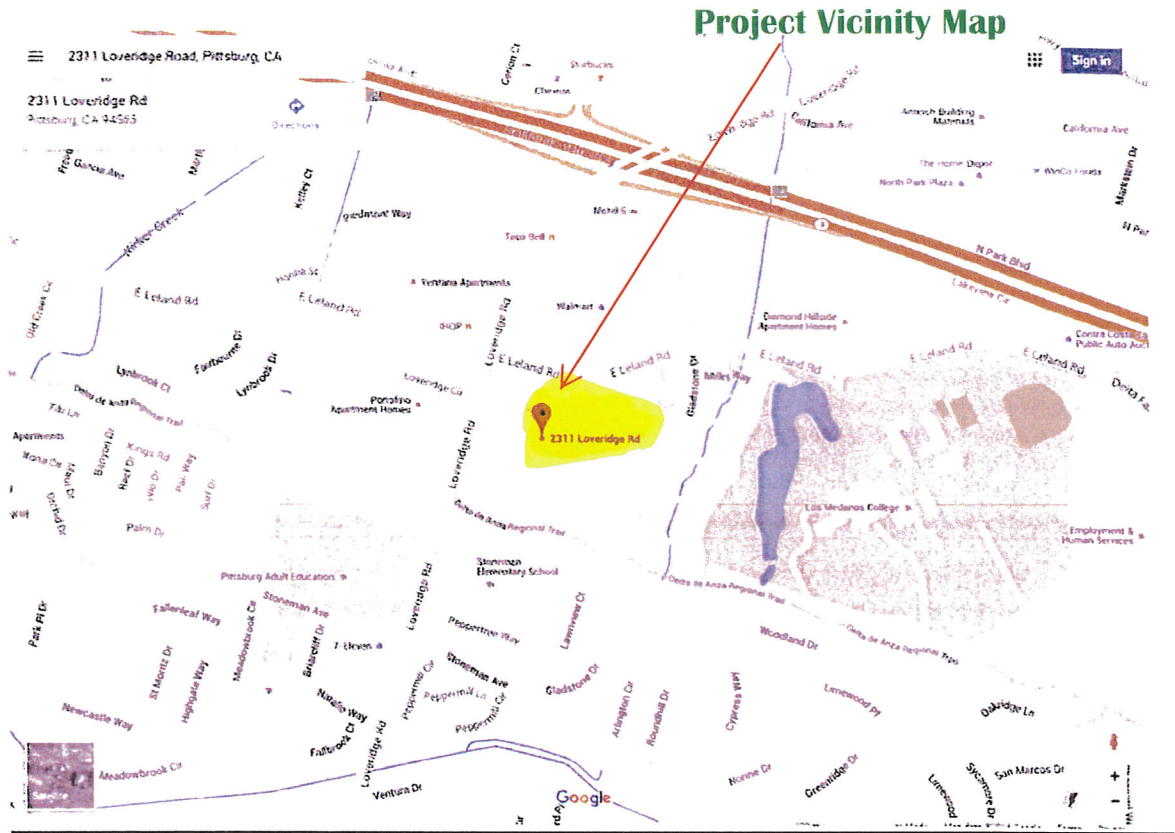
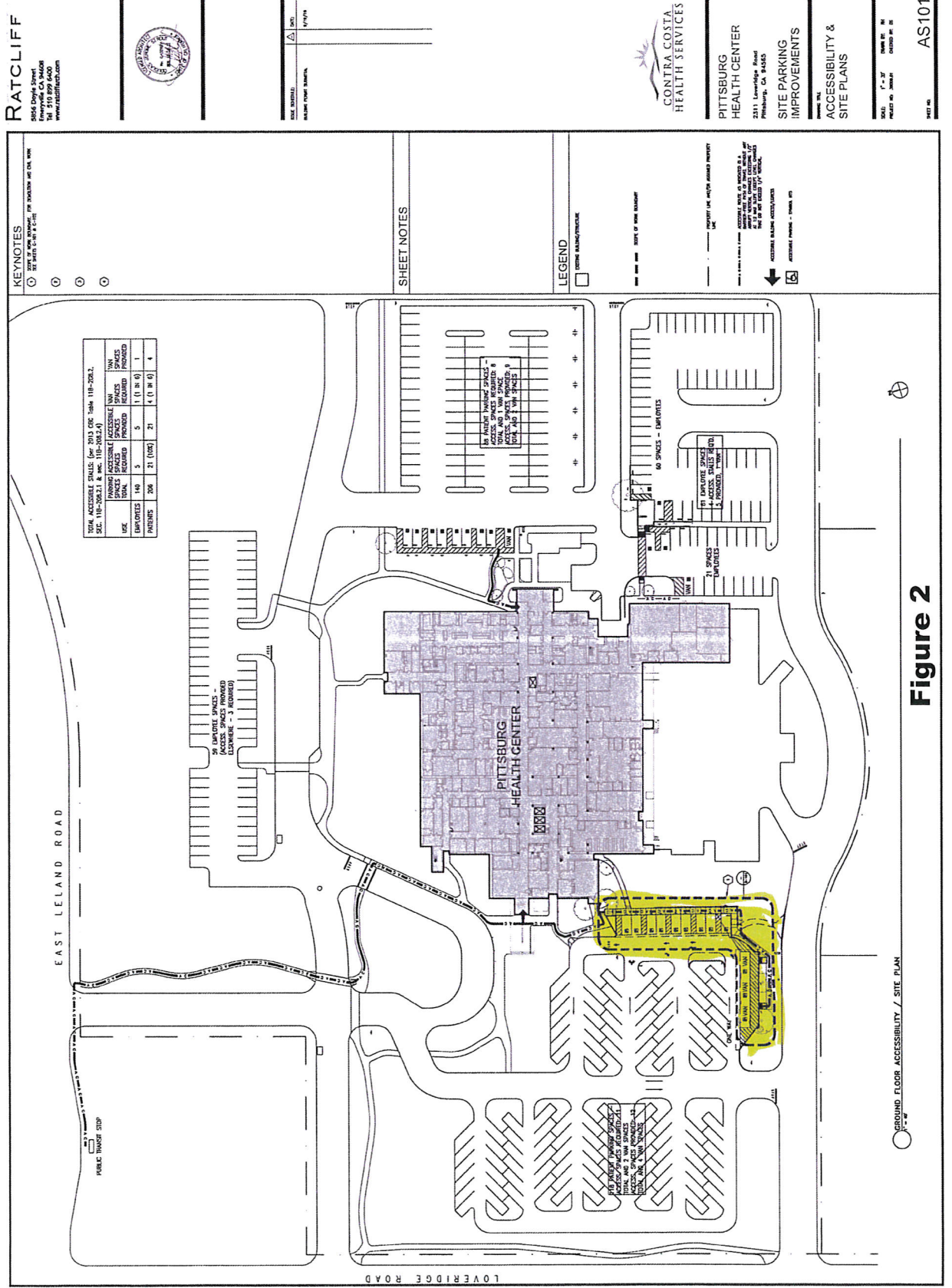


Figure 1

2311 Loveridge Rd. (Pittsburg Health Center) -Parking Lot Upgrades



RATCLIFF

1845 Dwight Street
Emeryville, CA 94608
Tel: 510.899.6400
www.ratcliff.com



DATE: 08/20/20	BY: [Signature]
SCALE: AS SHOWN	PROJECT: [Project Name]



PITTSBURG HEALTH CENTER
2311 Loveridge Road
Pittsburg, CA 94565

SITE PARKING IMPROVEMENTS ACCESSIBILITY & SITE PLANS

DATE: 08/20/20
BY: [Signature]
PROJECT: [Project Name]
SHEET NO. AS101

BUILDING PERMIT SUBMITTAL

**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: **2311 Loveridge Rd. (Pittsburg Health Center) - Parking Lot Upgrades**
Proj. No. 345-1601 / WW0883 CP#17-01

Project Applicant: **Contra Costa County Public Works Department**

Project Location – **Specific:** 2311 Loveridge Rd., Pittsburg

Project Location: Pittsburg, CA

Project Location – County: **Central Contra Costa**

Description of Nature, Purpose and Beneficiaries of Project: The Pittsburg Health Center is a medical office facility, including parking. The purpose of the project is to replace approximately twelve (12) non-conforming handicapped parking spaces with Americans with Disabilities Act (ADA) compliant spaces; and, removal of a non-compliant walkway; and, other minor improvements.

The project includes removing a non-compliant sidewalk, asphalt, the reconfiguration of an existing planter by partially removing a portion of the existing configuration, the replacement of an existing retaining wall with a newly reconfigured one of the same length, creating a new path of travel walkway in front of the new handicapped parking spaces, restriping, updating the existing signage and installing truncated domes (ADA warning pads).

No tree removal is required for the Project. Tree and shrubbery trimming may be necessary within the project area. Any tree roots exposed during excavation will be cut cleanly. Appropriate Best Management Practices and recommendations will be implemented.

Traffic control will be implemented during construction activities, if necessary. 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 Pittsburg.

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 2(c)**
- Other Statutory Exemption, Code No.: _____
- 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 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: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Interagency Agreement #28-342-1 with Mt Diablo Unified School District

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Interagency Agreement #28-342-1 with Mt Diablo Unified School District, a government agency, to provide school-based mobile clinic services, for the period from March 1, 2017 through August 31, 2020.

FISCAL IMPACT:

This is a non-financial agreement.

BACKGROUND:

This Contract meets the social needs of County’s population by providing mobile clinic services, including comprehensive physical exams, immunizations, TB testing, sports physicals, and well-child care to low-income and disadvantaged school children and youth at Mt. Diablo, Ygnacio Valley, Concord, and Olympic High Schools, and Cambridge, Meadow Homes, Sun Terrace and Bel Air Elementary Schools. Under Interagency Agreement #28-342-1, County will provide school-based mobile clinic services to children within the Mt Diablo Unified School District (“District”), through August 31, 2020, including County’s agreement to indemnify the District.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, low-income and disadvantaged school children and youth in Central Contra Costa County will not receive preventive health screenings, well-child examinations, and primary health care services from County's mobile clinics.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School" and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in the number of healthy children within the District.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Interagency Agreement #28-868-1 with John Swett Unified School District

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Interagency Agreement #28-868-1 with John Swett Unified School District, a government agency, to provide school-based mobile clinic services, for the period from March 1, 2017 through August 31, 2020.

FISCAL IMPACT:

This is a non-financial agreement.

BACKGROUND:

This Contract meets the social needs of County's population by providing mobile clinic services, including comprehensive physical exams, immunizations, TB testing, sports physicals, and well-child care to low-income and disadvantaged school children at John Swett Unified School District. Under Interagency Agreement #28-868-1, County will provide school-based mobile clinic services to children within the John Swett Unified School District, through August 31, 2020, including County's agreement to indemnify the District.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, low-income and disadvantaged school children in John Swett Unified School District will not receive preventive health screenings, well-child examinations, and primary health care services from County's mobile clinics.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School" and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in the number of healthy children within the District.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 21, 2017

Subject: Interagency Agreement #28-329-1 with Pittsburg Unified School District

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Interagency Agreement #28-329-1 with Pittsburg Unified School District, a government agency, to provide school-based mobile clinic services, for the period from March 1, 2017 through August 31, 2020.

FISCAL IMPACT:

This is a non-financial agreement.

BACKGROUND:

This Contract meets the social needs of County's population by providing mobile clinic services, including comprehensive physical exams, immunizations, TB testing, sports physicals, and well-child care to low-income and disadvantaged school children at Parkside Elementary School, Heights Elementary School, Marina Vista Elementary School, and Pittsburg High School. Under Interagency Agreement #28-329-1, County will provide school-based mobile clinic services to children within the Pittsburg Unified School District ("District"), through August 31, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, low-income and disadvantaged school children in Pittsburg will not receive preventive health screenings, well-child examinations, and primary health care services from County's mobile clinics.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Dan Peddycord,
925313-6712

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

By: , Deputy

cc: D Morgan, M Wilhelm

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School" and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in the number of healthy children within the District.



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 21, 2017

Subject: ANNUAL REPORT ON THE COUNTY FLEET INTERNAL SERVICES FUND

RECOMMENDATION(S):

ACCEPT 2015/16 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet.

FISCAL IMPACT:

Reassigning underutilized vehicles would increase cost efficiency, but the fiscal impact was not estimated.

BACKGROUND:

In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, now administered by the Public Works Department. Each year, the Public Works Department Fleet Services Manager analyzes the fleet and annual vehicle usage, and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County reassignment of underutilized vehicles, in accordance with County policy. The Board requested the IOC to review annually the Public Works Department report on the fleet and on low-mileage vehicles.

Last year at the IOC's request, the Fleet Manager updated the County's Clean Air Vehicle Policy (attached hereto as County Administrative Bulletin 508.5) to also reflect current technology such as electric and hydrogen fuel cell vehicles, and current funding incentives; and began to segregate large construction vehicles from regular trucks and sedans in future annual reports to make the statistical reporting more meaningful.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

>

To provide context for the 15/16 annual report, attached, below are some highlights from the 14/15 annual report:

- Only two low-mileage vehicles were identified, as compared to nine in the 13/14 year.
- 44 hybrid vehicles were purchased.
- Fleet Services added a mobile repair van to its array of services to save customer time in ferrying vehicles, keeping the vehicles in service longer.
- Fleet Services continued to install GPS telematic devices in the vehicles to track engine performance, location, vehicle speed, and idling time. The devices also qualify the vehicles for the for State's continuous smog testing pilot program, making those vehicles exempt from the biennial smog testing requirement, which saves the County time and money. For those vehicles not equipped with telematic devices, Public Works gained the certification to perform its own smog testing.
- 75% of the fleet staff are now ASE (Automotive Service Excellence) Blue Seal-certified, which has increased technical competency and employee morale.
- Fleet Services leveraged purchasing incentives to lower the County cost for purchasing hybrid vehicles.

The Internal Operations Committee, at its March 13 meeting, received and discussed the 2015/16 annual report on the ISF and low-mileage vehicles with Public Works Department staff. The report indicates that only one low mileage vehicle was identified but requires further analysis before a decision can be made. Our Committee asked Fleet Services staff to estimate the savings achieved from optimizing the fleet resources.

ATTACHMENTS

FY 2015-16 Fleet/ISF Report

FY 2015-16 Fleet/ISF Report Attachments A-C



Memo

March 6, 2017

TO: Internal Operations Committee
Supervisor Candace Andersen, District II, Chair
Supervisor Diane Burgis, District III, Vice-Chair

FROM: Julia R. Bueren, Public Works Director

SUBJECT: FLEET INTERNAL SERVICE FUND FY 2015-16 REPORT

MESSAGE:

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2015-16.

Background

The Fleet Services Division has operated as an Internal Service Fund since 2008 to ensure stable and long-term vehicle replacement funding.

Fleet Services provides various services to County departments including the acquisition, preventative maintenance, repair, and disposal of fleet vehicles and equipment. The division services the County's fleet of 1653 vehicles/equipment/trailers, of which, 934 vehicles are included in the ISF program.

ISF Rate Structure

There are three components to recover operational costs for vehicles in the ISF Fleet Services program which are charged to the departments. They are:

1. A fixed monthly cost to cover insurance, Fleet Services overhead, and vehicle depreciation / replacement
2. A variable cost based on miles driven to cover maintenance and repair costs
3. Direct costs for fuel

This rate structure enables the ISF to collect monthly payments from customer departments over the life-cycle of the units to fund operations and enable the systematic replacement of units at the end of a vehicle's useful life or when it becomes a cost-effective decision to do so.

The estimated fixed and variable rates are adjusted each year to develop ISF rates as close to actual costs as possible for each class of vehicle. Accordingly, the FY 2015-16 expenses were

reviewed to develop new rates for FY 2016-17, which went into effect September 1, 2016. Please refer to Attachment A accompanying this report for the ISF Fleet Rates Schedule.

Fleet Services Goals and Objectives

- Continue to provide cost-effective services that meet or exceed our customers' needs and expectations by evaluating additional services and new technologies to increase efficiencies.
- Continue to evaluate and recommend for replacement all vehicles and fleet equipment that are due for replacement based on a predetermined schedule and/or a time when it is most cost-effective to do so and in accordance with Administrative Bulletin 508.5. This increases vehicle availability through reduced down time associated with an older fleet.
- Continue to maintain a newer fleet focusing on preventative maintenance thus reducing repair costs typically associated with an older fleet.
- Continue to purchase clean air vehicles whenever feasible and to grow the number of electric vehicles in the fleet as existing equipment requires replacement. Fleet Services continues to seek grant funding opportunities to expand the electric vehicle charging station infrastructure to support County and personal vehicles.
- Continue to ensure that all County vehicles are maintained and repaired in a timely, safe, and cost effective manner in order to provide departments with safe, reliable vehicles and equipment.
- Continue to work with departments to identify vehicles and equipment that are underutilized in an effort to maximize fleet utilization, identify departmental actual needs, and reduce fleet costs.

Highlights

- In FY 2015-16, 79 new vehicles were purchased, 32% less than FY 2014-2015, and 13% less than were purchased in FY 2013-14.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. During the most recent review in February 2016, one unit was identified that required further analysis for possible reclassification or reassignment which is down from two in the previous year.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 51 hybrid vehicles as replacement vehicles.
- Placed into operation 3 new partially grant funded HINO Class 4 195 Hybrid Trucks which reduce fuel consumption by 30% over a conventionally powered truck. Fleet Services took advantage of the California Hybrid and Zero-Emission Truck and Bus

Voucher Incentive Project to reduce the overall acquisition cost of the truck by \$23,000 per truck.

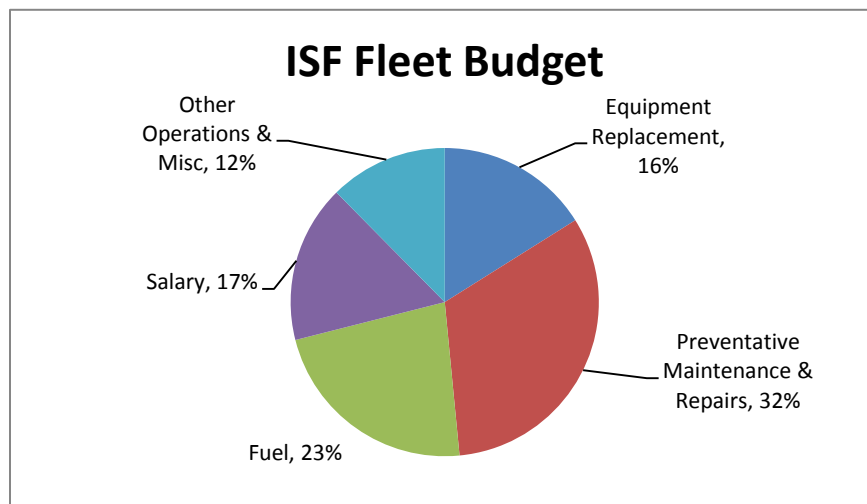
- Fleet Services continues to install telematics GPS devices, where appropriate, to help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Department users of vehicles equipped with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. Over 500 vehicles in the County fleet are equipped with these devices.
- 429 light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Pilot Program excluding them from the mandatory biennial physical smog test which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

Summary

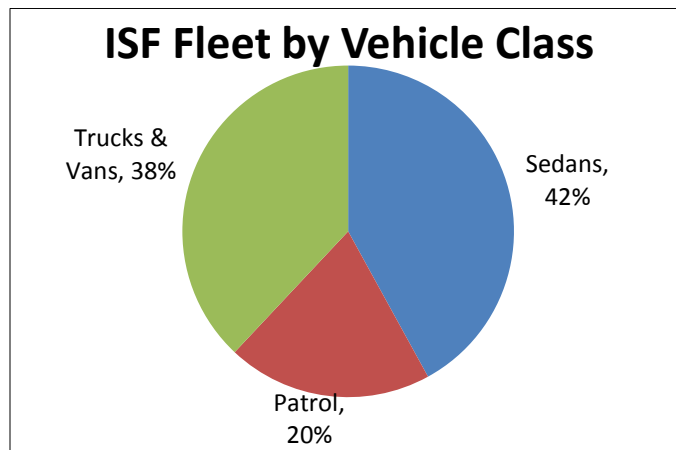
The Fleet Services Division operates as an Internal Service Fund (ISF), providing services to a variety of County Departments. As an ISF, Fleet is responsible to fully recover the cost of providing services and the cost of capital purchases. Key responsibilities of the Division are vehicle preventative maintenance and repair, fueling, replacement analysis, specification review, acquisition, new vehicle up-fitting, and preparation of surplus vehicles for disposal.

In FY 2015-16, Fleet Services had a staff of 18 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, three Equipment Services Workers, nine Equipment Mechanics, two Equipment Service Writers and one Student Worker.

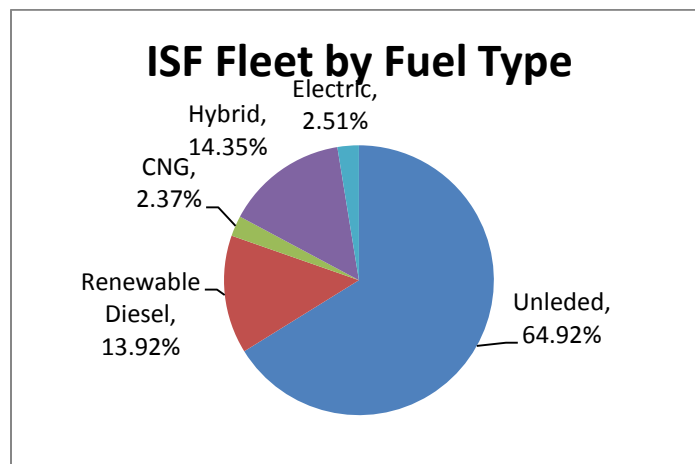
The FY 2015-16 budget of \$13,457,916 included: \$2,164,441 for salaries; \$4,358,000 for vehicle repairs; \$3,038,600 for fuel; and \$2,227,562 for the replacement of fleet vehicles and equipment. The ending ISF Fund Balance for FY 2015-16 is \$12,002,754.



The ISF fleet has 934 vehicles, comprised of sedans, patrol vehicles, and trucks/vans.



Fleet Services continues to purchase clean air vehicles whenever feasible and plans to grow the number of electric vehicles in the fleet as existing equipment requires replacement. All diesel vehicles use renewable fuel and all sedans must have a PZEV rating or greater by the California Air Resources Board.



Fleet Services continues to work to achieve the primary goals and objectives of providing County departments with vehicles and equipment that are safe, reliable, economically sustainable, and consistent with departmental needs and requirements at the lowest possible cost. The Division will continue to monitor vehicle use to optimize new vehicle acquisition and better utilize existing vehicle assets.

Attachments

- A ISF Rates Schedule
- B ISF Fund Balance
- C ISF Net Assets

Internal Service Fund - Fleet Services
ISF Fleet Rates Schedule
FY 2015-16

Category	FY 2013-14		FY 2014-15		FY 2015-16		FY 2016-17		% Change	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 257.92	\$ 0.145	\$ 284.83	\$ 0.167	\$ 264.33	\$ 0.200	\$ 349.83	\$ 0.220	32.3%	10.0%
ISF-Cargo Van	205.92	0.249	239.75	0.290	435.33	0.210	434.67	0.306	-0.2%	45.7%
ISF-Passenger Van	201.92	0.191	220.75	0.306	315.33	0.280	356.50	0.262	13.1%	-6.4%
ISF-Patrol	454.83	0.393	427.33	0.462	445.00	0.410	576.92	0.635	29.6%	54.9%
ISF-Sports Utility Vehicle	311.33	0.294	307.42	0.272	374.50	0.200	406.67	0.241	8.6%	20.5%
ISF-Truck, Compact	194.67	0.190	194.33	0.221	223.50	0.290	254.25	0.217	13.8%	-25.2%
ISF-Truck, Fullsize	238.25	0.249	233.50	0.388	335.08	0.410	496.33	0.254	48.1%	-38.0%
ISF-Truck, Utility	305.25	0.256	381.50	0.329	316.42	0.550	403.08	0.285	27.4%	-48.2%

**Internal Service Fund - Fleet Services
Fund Balance
For the Year Ended June 30, 2016**

	FY 2014-15	FY 2015-16
Beginning Fund Balance	\$ 11,233,276	\$ 11,510,328
Expenses		
Salaries & Benefits	2,202,121	2,164,397
Services and Supplies, Other Charges	6,707,489	6,735,541
Depreciation	1,915,405	2,163,592
Total Expenses	\$ 10,825,015	\$ 11,063,530
Revenues		
Charges for services	\$ 9,868,739	\$ 10,494,462
Transfers In/(Out)	588,791	414,730
Sale of Surplus Vehicles	199,283	261,775
Indemnifying Proceeds (Accidents)	445,254	384,989
Total Revenue	\$ 11,102,067	\$ 11,555,956
Change in Fund Balance	\$ 277,052	\$ 492,426
FY Ending Fund Balance	\$ 11,510,328	\$ 12,002,754

**Internal Service Fund - Fleet Services
Balance Sheet (Fund 150100)
As of June 30, 2016**

		<u>FY 2014-15</u>	<u>FY 2015-16</u>
Assets			
Current Assets:			
0010	Cash	\$ 3,692,800	\$ 3,014,494
0100	Accounts Receivable	3,119	59,731
0170	Inventories	331,085	360,839
0180	Due From Other Funds	1,120,686	1,267,490
0250	Prepaid Expense	10,317	(16,908)
	Total Current Assets	<u>\$ 5,158,007</u>	<u>\$ 4,685,646</u>
Noncurrent Assets:			
0340	Equipment	19,916,589	21,960,461
0360	Construction In Progress	1,736,583	1,214,291
0370	Reserve For Depreciation	(13,793,923)	(14,902,463)
	Total Noncurrent Assets	<u>\$ 7,859,250</u>	<u>\$ 8,272,290</u>
	Total Assets	<u>\$ 13,017,257</u>	<u>\$ 12,957,935</u>
Liabilities			
0500	Accounts Payable	\$ 834,879	\$ 355,679
0540	Due To Other Funds	592,431	536,928
0640	Employee Fringe Benefit Pay	79,618	62,573
	Total Liabilities	<u>\$ 1,506,928</u>	<u>\$ 955,181</u>
Net Position			
	Capital Assets, Net of Debt	\$ 7,859,250	\$ 8,272,290
	Working Capital (Current Assets Net Current Liabilities)	3,651,079	3,730,465
	Total Net Position	<u>\$ 11,510,328</u>	<u>\$ 12,002,754</u>



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 21, 2017

Subject: Advisory Body Triennial Review - Phase II Report and Recommendations

RECOMMENDATION(S):

1. ACCEPT the Phase II Triennial Advisory Body Review report, attached, as prepared by the County Administrator's Office.
2. DIRECT staff to report back by May 2017 with a plan to increase outreach for filling vacant Board committee and commission seats that includes working with each Board office to advertise District seat openings with a goal of encouraging diverse representation on these bodies.
3. REQUEST the First Five Commission update its by-laws and make a recommendation regarding the number of designated alternates.
4. DIRECT the Equal Employment Opportunity Officer to work with the Advisory Council on Equal Employment Opportunity to update its by-laws to redefine its mission.
5. DIRECT staff to report back to the IOC by July 2017 with a more detailed assessment of the status of Municipal Advisory Councils (MACs) including by-laws and annual reports, and to provide refresher training to employees staffing the MACs as well as County Service Areas on administrative procedures.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: CAO, Clerk of the Board, IOC Staff

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Board of Supervisors is the governing authority for a large number of boards, commissions and committees serving a variety of governmental functions, both mandatory and advisory. The Board approved Resolution Nos. 2012/497 and 2012/498, which formalized a "triennial sunset review process" of these bodies so that a third of these bodies are reviewed annually. The Board approved Phase I of this review on December 5, 2016.

The Internal Operations Committee reviewed and discusses the Phase II findings and recommendations prepared by Chief Assistant County Administrator Allison Picard, who presented the report at the IOC's regular meeting of March 13, 2017. The IOC concurs with the staff recommendations, which are forwarded to the Board today for consideration along with the staff report, attached hereto. Following is a summary of the recommendations:

IHSS Public Authority Advisory Cte	No follow-up actions are recommended.
County Planning Commission	No follow-up actions are recommended.
First 5 Children & Families Commission	Recommendation to update by-laws and develop a recommendation regarding the number of alternate members.
Local Planning and Adv Council for Early Care and Education	No follow-up actions are recommended.
Mental Health Commission	No follow-up actions are recommended.
Equal Employment Opportunity Adv Council	Recommendation to update by-laws and clarify mission.
Family & Children's Trust Committee	No follow-up actions are recommended.
Council on Homelessness	No follow-up actions are recommended.
Municipal Advisory Councils	Recommendation for staff to report back in July and to provide refresher training on administrative and fiscal policies and procedures.
County Service Areas	Recommendation for staff to report back in July and to provide refresher training on administrative and fiscal policies and procedures.

ATTACHMENTS

Phase II Triennial Advisory Body Review - Report and Recommendations

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: March 6, 2017

TO: **Internal Operations Committee**
Supervisor Candace Anderson, Chair
Supervisor Diane Burgis, Vice-Chair

FROM: Allison Picard, Chief Assistant CAO

SUBJECT: **Triennial Review – Phase II Report**

RECOMMENDATION:

ACCEPT the Triennial Review Phase II Report and the specific recommendations summarized below:

- 1) Direct staff to report back by May 2017 with a plan to increase outreach for filling vacant Board committees and commissions that includes working with each Board office to advertise openings in their specific District with a goal of encouraging diverse representation on these bodies.**
- 2) Request the First Five Commission update their by-laws and make a recommendation regarding the number of designated alternates.**
- 3) Refer to the Board's Hiring Outreach Oversight Committee an update of the by-laws for the Advisory Council on Equal Employment Opportunity.**
- 4) Direct staff to report back to the Committee by July 2017 with a more detailed assessment of the status of Municipal Advisory Councils including by-laws and annual reports, and to provide refresher training to employees staffing the MACs as well as CSAs on administrative procedures and fiscal requirements.**

OVERVIEW

The Board of Supervisors is the governing authority for a large number of boards, commissions and committees serving a variety of governmental functions, both mandatory and advisory. The Board approved Resolutions (2012/497 and 2012/498) which formalized a "triennial sunset review process" of these bodies so that a third of these

bodies are reviewed annually. The Board approved Phase I of this review on December 5, 2016.

Summary Findings for Phase II

All of the bodies reviewed in this period are fulfilling their function and no major changes are recommended. A number of bodies requested assistance in filling their vacancies and promoting diversity in these appointments. It is recommended that the Deputy Clerk to the Board, whose office tracks Board appointments, work with each Board office in improving outreach when vacancies are identified for this purpose, and report back on their efforts.

An update of the by-laws for both the First Five Commission (focusing on the number of Commission alternates appointed) and the Advisory Council on Equal Employment (redefining their mission) is recommended.

Not all Municipal Advisory Committees are active, and there were inconsistent responses to the review questionnaire making it difficult to fully assess their effectiveness. The review also demonstrated that the by-laws for these bodies should be updated to reflect current Board policy in areas such as conflict of interest, budget and other procedures. For this reason, it is recommended that staff return to the committee with specific by-law recommendations as well as provide refresher training to the staff supporting these bodies on administrative procedures related to making an annual report of activities, tracking meeting agendas and minutes as well as budget oversight and general record keeping.

Below is a list of bodies included in the Phase II review that are either mandated to exist or are discretionary to the Board. A more detailed description of each body follows that describes its purpose, whether the current membership and meeting frequency is appropriate to carry out its mission, and if any changes to operating policies or by-laws are recommended by staff.

A) Mandated Boards, Commissions, or Committees:

1. Contra Costa In-Home Supportive Services (IHSS) Public Authority Advisory Committee
2. Contra Costa County Planning Commission
3. First 5 Children and Families Commission
4. Local Planning and Advisory Council for Early Care and Education
5. Contra Costa Mental Health Commission

B) Discretionary Boards, Commission, or Committees

1. Advisory Council on Equal Employment Opportunity

2. Family & Children's Trust Committee
3. Contra Costa Council on Homelessness
4. Municipal Advisory Committees (MACs):
 - Alamo
 - Bay Point
 - Bethel Island
 - Byron
 - Contra Costa Centre
 - Diablo
 - El Sobrante
 - Kensington
 - Knightsen (Town)
 - North Richmond
 - Pacheco
 - Rodeo

County Service Areas (CSAs):

- County Service Area P-2A; Blackhawk – Public Protection services
- County Service Area P-2B; Alamo – Public Protection services
- County Service Area P-5; Round Hill – Public Protection Services
- County Service Area P-6; countywide unincorporated excluding Kensington –
Extended police protection services
- County Service Area R-10; Rodeo – Recreation services

A. MANDATED BOARDS, COMMISSIONS OR COMMITTEES

A-1: Contra Costa In-Home Supportive Services Public Authority Advisory Committee

Target Population: In Home Supportive Services recipients and care providers

Background

The In Home Supportive Services (IHSS) Program is outlined in the California Welfare and Institutions Code and provides essential support services to elderly, blind and/or disabled persons who lack full independence, and who require support services to assist them with daily activities.

The Contra Costa County Board of Supervisors is the Board of Directors for the Contra Costa In-Home Support Services Public Authority. The committee reports that no significant changes have occurred in its mandate since the committee was established.

The committee provides a forum for discussion among care-givers, persons served by IHSS programs, and community advocates to discuss issues relevant to in home supportive services. The committee's policies and procedures indicate the committee also participates in 'making final decisions regarding removal of providers or consumers from the [IHSS] Registry.'

The committee receives updates from the County's Employment and Human Services Department concerning items such as training activities available for IHSS care providers and consumers, budget and legislative changes or advocacy issues affecting the State IHSS program and its constituencies, and anti-fraud and quality assurance initiatives.

The committee's current focus, in addition to its usual activities, is to increase its membership. The advisory committee reports that of 11 authorized seats members, the committee has averaged approximately 7 filled seats despite marketing efforts.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward its identified objectives. The committee does not recommend any changes to its bylaws, membership requirements, or seat structure.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The committee is currently staffed by the Employment and Human Services department. The committee's level of activity is appropriate for the advisory body's scope and legislative mandate.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

The committee appears to be operating effectively according to written policies and procedures that were approved in 2010.

Department Staff Liaison and Department Head recommendations

The IHSS Advisory Committee is mandated under the State Welfare and Institutions Code 12301.6. No changes are recommended by staff.

CAO Recommendation

No changes are needed to the In Home Supportive Services Advisory Committee. The committee is mandated, and is consistent with the Board of Supervisor's election to serve as the governing body of IHSS.

A-2: Contra Costa County Planning Commission

Target Population: The Planning Commission reviews planning activities that occur in unincorporated areas of Contra Costa County

Background

The Planning Commission is an example of an independent, decision-making public entity that is mandated by the State of California to perform certain local duties for the citizens of Contra Costa County. Because the Planning Commission is authorized under State law to make "administrative decisions" on relevant subject matter that are independent from the decisions of the Board of Supervisors, it is often referred to as an "independent" commission.

The Planning Commission is responsible for planning matters prescribed by law within the unincorporated area of Contra Costa County and hears all appeals from the Zoning Administrator. The Commission consists of 7 members appointed by the Board of Supervisors with one from each Supervisorial District and two appointed by the Board as a whole.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has performed substantial public hearing duties as described in the California Government Code and the County Ordinance Code. The Planning Commission does not recommend any changes to its membership or seat structure.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The Planning Commission is currently staffed by the Department of Conservation and Development (DCD). The Planning Commission is funded by annual appropriations in DCD's budget as approved by the Board of Supervisors.

Whether there is a need to clarify the policies and procedures under which the Planning Commission (or agency) operates.

The Planning Commission appears to be acting effectively with no request for clarification of policy or procedures.

Department Staff Liaison and Department Head recommendations

Staff has no recommendations regarding the Commission.

CAO Recommendation

The Planning Commission is a mandated body and no changes are recommended by staff.

A3. First 5 Children and Families Commission

Target Population: Children ages 0 to 5 years old and their families in Contra Costa County

Background

The First 5 Commission was established pursuant to the California Constitution following approval by the voters of Proposition 10 in November 1998. Proposition 10 set aside State tobacco tax revenues received to fund local child care services, early education and child development programs, and family support services that are coordinated and managed by local "First 5 Commissions."

Under Proposition 10 and its enabling legislation, the First Five commissions are independent local bodies. They are independent local agencies, separate from County government. First 5 Commissioners (board members) are appointed by the Board of Supervisors. The structure and functions of the Commission are determined by Health and Safety Code 130140.1. One Member of the Family and Children's Commission is required to be the Chair of the Board of Supervisors or another Board member designated by the Chair. The County Health Officer is also required to be a member of the Commission.

The Commission's recent activities have included work to establish a Quality Rating and Improvement System (QRIS) to assess the quality of service provided by more than 100 public and private providers of early learning services to low-income/high-need children; promoting early developmental screening of all children and assisting parents to locate appropriate resources for early childhood development as needed; and continuing development of "First Five" centers which serve over 2000 families with young children each year.

The Commission's current focus is the implementation of a new Strategic Plan for 2016-20, and taking an increasing role in advocacy for organizational change, policies that support young children and their families, and sustainable funding.

Discussion

The First Five Commission agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the Commission has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward implementing the Strategic Plan that is currently in effect.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The Commission has its own staff subject to the discretion of the First 5 Commission as the executive board for the agency. The Commission's costs are funded by the State.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

No changes recommended.

Department Staff Liaison and Department Head recommendations

The Commission's membership consists of nine Commissioners and nine Alternate Commissioners, making it the largest county First Five Commission in the State. The Executive Director recommends reducing the number of alternates from 9 to perhaps 2 or 3 at large members. He recommends reviewing this with the Commission and bringing a recommendation back to the Board of Supervisors for consideration.

CAO Recommendation

This Commission is mandated and therefore must continue to exist. Staff concurs with the recommendation to review the number of Commission alternates.

A4. Local Planning and Advisory Council for Early Care and Education

Target Population: Community agencies and stakeholders working to support low income children and families, public agencies, educational institutions and other community stakeholders that provide services to families and young children

Background

The Local Planning and Advisory Council for Early Care and Education (LPC) was established to administer Federal funds provided by the California Department of Education (through the Federal Child Care and Development Block Grant Program) for local child care planning activities, and, in particular, to identify local priorities among geographic areas for the development of increased or enhanced child care, early childhood education, child development, and family support services. The County Superintendent of Schools and the Board of Supervisors serve as the governing and appointing bodies of the Council.

Education Code Section 8499.3 further describes the mandates of the Council which include in part:

- Conduct an assessment of child care needs no less than every 5 years;
- Prepare comprehensive countywide plans to mobilize public and private resources;
- Conduct local forums to encourage public input; and
- Foster local partnerships with public and private entities performing related services

The LPC recent activities have included, in addition to its regular meetings and program planning activities, the annual Young Children's Forum; a professional development program for child care providers and early childhood educators; and review and discussion of plans for new child care facilities in the County.

The LPC current focus is to continue to identify child care priorities in Contra Costa County in order to allocate Federal child care grant funds, as required by its mandate. The planning and advisory council is focused heavily on training early childhood educators and improving programs in early childhood education and child development.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the LPC has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward its identified objectives to coordinate local child care resources pursuant to the Federal Child Care and Development Block Grant Program.

**Whether the advisory body's focus and membership is consistent with its purpose.
Whether the meeting frequency is appropriate for the advisory body's workload.**

The LPC does not recommend any changes to its bylaws, membership requirements, or seat structure. The LPC has recently revised its bylaws to create subcommittees to increase effectiveness. The information provided by staff reflects an active and collaborative LPC that works closely with other planning agencies and advisory committees in the County on a continuous basis.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The LPC is funded by Federal funds provided through the State Department of Education.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

The LPC was organized to identify local funding priorities for Federal funds to provide or expand child care services, especially to under-served areas or populations. This federal mandate gives clear direction to Council activities, which are also subject to State and Federal oversight. Therefore no changes appear to be necessary in the LPC operating procedures.

The Council has expressed concern about difficulty it has experienced filling its vacant seats. Membership on the Council has been reduced from 30 seats that were designated at inception in 1991, to 25 seats in 2003, and then to 20 seats in 2012. Nonetheless, the Council reports that it struggles to identify potential members and fill vacancies. The Council has asked for more support from the Board of Supervisors, "to identify and recommend individuals" for appointment.

CAO Recommendation

The LPC is required by law for the allocation of Federal child care funds under the Block Grant program. No changes are recommended for this mandated body.

A5. Mental Health Commission

Target Population: Severely and persistently mentally ill individuals and their family members in Contra Costa County

Background:

The Mental Health Commission is mandated in the California Welfare and Institutions Code, Section 5604, which requires the establishment of a "local mental health services board." Under State law, one member of the "local mental health board" shall be a Member of the Board of Supervisors.

The purpose of the Mental Health Commission is to review and evaluate the community's mental health needs, services, facilities, and special problems; to review any County agreements entered into pursuant to Section 5650 of the Welfare and Institutions Code; to advise the governing body and local mental health director as to any aspect of the local mental health program; to submit an annual report to the Board of Supervisors; review and make recommendations regarding the appointment of a local director of mental health services; review the County's performance outcome data and communicate its findings to the State Mental Health Commission; and assess the impact of the realignment of services from the State to the County on services delivered to clients and the local community.

The committees' recent activities have included ongoing mental health services planning and coordination as specified in State law. The Mental Health Commission's four subcommittees are: Executive Committee; Criminal Justice Committee; Mental Health Services Act/Finance Committee; and Quality of Care Committee. The Mental Health Commission was recently involved in the implementation of "Laura's Law" in Contra Costa County, and continues to advocate for more housing with embedded treatment for the seriously mentally ill, additional services for children as well as those individuals who are incarcerated or on probation.

The committee's current focus is mental health services planning and coordination as specified in State law. The Chair and Vice Chair of the Mental Health Commission meet at least monthly with the Director of Behavioral Health of the Health Services Department.

Discussion

The agendas and minutes submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has created detailed minutes of its extensive strategic planning and community engagement activities.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost

The committee is currently staffed by the Health Services Department which develops and distributes materials, organizes meetings, plans agendas, etc.

Whether there is a need to clarify the policies and procedures under which the advisory body operates

The Mental Health Commission is a well-organized and fully operational local mental health board, and includes a Member of the Board of Supervisors who participates in its programs and services.

CAO Recommendation

No changes are recommended to this mandated body.

Discretionary Boards, Commissions, or Committees

B1. Advisory Council on Equal Employment Opportunity

Target Population: County employees hired, promoted or terminated to ensure the goal of equal opportunity and a workforce that is reflective of the community

Background

The purpose of the committee, as originally established, was to review County workforce characteristics (statistics) to identify disparities in representation among groups, based on County demographics, and to expand outreach which is further described in the County's "Affirmative Action Plan." This originally was the result of a court order to ensure that the County diligently worked toward having a workforce that is reflective of its community. That court order has since been vacated. However, it is recommended that the Council still exist for this important purpose.

The committee's current focus continues to be the review of workforce demographic statistics, and meeting with departments and outside organizations to increase outreach for employment to groups that are under-represented in the County workforce. However, the Advisory Council has requested clarification of its current mission and priorities due to the termination of the consent decree under which it was originally established.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost

The committee is currently staffed by the EEO Officer through the Risk Management Division of the County Administrator's Office.

Whether there is a need to clarify the policies and procedures under which the advisory body operates

No changes to policies or procedures are recommended.

Department Staff Liaison and Department Head recommendations

The EEO Officer recommends that the Advisory Council's by-laws be updated to reflect a renewed mission and direct its future activities and goals.

CAO Recommendation

The by-laws were last modified in 1992 and an update is appropriate.

B2. Family and Children's Trust Committee (FACT)

Target Population: Prevention and Treatment of child abuse and neglect for children and families in Contra Costa County

Background

The Family and Children's Trust Committee (FACT) was established in 1985 to make funding recommendations on the allocation of specific funds for the prevention and treatment of child abuse and neglect, and to provide supportive services for families and children.

FACT reports its current role as providing supplemental funding for programs and agencies that support child abuse prevention, intervention and treatment as well as related family services, based on a bi-annual needs analysis.

FACT currently issues a flyer that is sent with annual property tax bills to inform property owners of FACT and to request donations. The contributions are allocated to the Ann Adler Family and Children's Trust Fund.

The committee reports that no significant changes have occurred in its mandate since the committee was established.

The committees' recent activities have included a bi-annual needs survey of agencies and families (or guardians), issuing Request for Proposals for distribution of available funds, monitoring contracts, and performing site visits to contracted agencies or providers.

The committee's current focus has included discussion of possible new fund-raising activities in addition to the statutory funds received to support of program expansion and public awareness of the committee and its services.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward its identified objectives.

**Whether the advisory body's focus and membership is consistent with its purpose.
Whether the meeting frequency is appropriate for the advisory body's workload.**

Staff does not recommend any changes to the committee membership requirements or meeting schedule.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

FACT is currently staffed by the Employment and Human Services Department. The Committee has requested that additional dedicated EHSD staff be assigned to assist with the mission of the Committee. However, the cost for increased administrative costs would be deducted from funding direct services to the community. Therefore the department recommends no change in dedicated staffing.

The Committee reported:

- FACT has annual revenues of approximately \$615,000 annually comprised of \$50,000 from the Ann Adler Family and Children's Trust Fund; \$200,000 from the County's Children's Trust Fund (from a portion of birth certificate fees); \$25,000 from the California Kids' Plate Fund (from license plate fees paid to the State); \$300,000 from the Child Abuse Prevention Intervention and Treatment Program (CAPIT), a State-funded program; and \$40,000 from the Community Based Child Abuse Prevention Program (CBCAP), a State-funded program.
- FACT has discussed increasing "innovation" in the provision of child abuse prevention and family support services by awarding "innovation funding awards... to smaller agencies that serve unique populations or that provide novel education and intervention approaches..."

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

The committee does not recommend any changes to its bylaws or policies.

Department Staff Liaison and Department Head recommendations

Staff made no recommendations for any changes to this committee.

CAO Recommendation

No changes are recommended to this committee.

B3. Contra Costa Council on Homelessness

Target Population: People who are homeless or at risk of homelessness

Background

The "Continuum of Care" is a Federal program enacted in 1997 which distributes Federal Funds through the U.S. Department of Housing and Urban Development (HUD) to local and/or regional planning agencies that serve as fiscal agents. These planning agencies then contract with non-profit agencies to provide services and programs to serve the homeless, or to prevent homelessness.

The "Continuum of Care Advisory Board" was established by the Board of Supervisors by Board Order on May 20, 1997 based on recommendations from the Director of Public Health, to assist the Health Services Department to monitor the County's Homeless Plan and assist in the establishment of annual priorities based on the Homeless Plan.

After the Advisory Committee was created in 1997, it was renamed and restructured based on program revisions. In 2004 the Board approved "Ending Homelessness in Ten Years," a county-wide plan for the communities of Contra Costa. In 2008, the Board approved the merger of the Homeless Continuum of Care Advisory Board with the Homeless Inter-jurisdictional Interdepartmental Work Group (the initial group responsible for overseeing the implementation of the 10-year plan). It is now called the Contra Costa Inter-Jurisdictional Council on Homelessness (IJCH). A Consumer Board was also created to provide valuable information to the Council on the effectiveness of programs and the gaps in services.

In June 2013 the IJCH bylaws were amended to revise the committee seat structure and make other necessary changes. The bylaws also added a requirement that the IJCH appointed members a complete financial disclosure form pursuant to a Conflict of Interest Code adopted by the Council. In 2016 the IJCH bylaws were revised to rename the Interjurisdictional Council on Homelessness as the "Contra Costa Council on Homelessness".

The purpose of the Contra Costa Council on Homelessness, as stated in the bylaws approved in 2016, is to act as the planning body that coordinates the community's policy, strategies, and activities toward preventing and ending homelessness. The revised bylaws now specify the role of the Council on Homelessness as follows:

- (1) to be the governing body for the Contra Costa Continuum of Care;
- (2) to provide advice and input on the operations of homeless services, program operations, and program development efforts;
- (3) to establish the local process for applying, reviewing and prioritizing project applications for funding in HUD Homeless Assistance Grant Competitions, including the Continuum of Care program and the Emergency Solutions Grant Program;

- (4) to review, update and approve the Council on Homelessness Governance Charter at least annually; and
- (5) to provide a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness.

The Council on Homelessness has been most active recently in updating the County's strategic planning process to prevent and end homelessness. In 2014, the Health Services Department submitted a Strategic Plan update entitled, "Forging Ahead Towards Preventing and Ending Homelessness."

The committee's current focus is on implementation of the updated Strategic Plan. In the past three years, the committee has participated in the development of a Coordinated Entry System and provided recommendations on funding priorities resulting in the award of over \$11 million in Continuum of Care program funds to Contra Costa homeless providers.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the Council on Homelessness has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has been actively engaged in planning and coordinating a wide range of homeless services with input from stakeholders and the community.

Whether the advisory body's focus and membership is consistent with its purpose. Whether the meeting frequency is appropriate for the advisory body's workload.

Staff does not recommend any changes to the committee membership requirements or meeting schedule.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The committee is currently staffed by the Health Services Department.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

Staff does not recommend any further changes to its bylaws, membership requirements or seat structure at this time. However, there may be future changes to the by-laws to reflect that Federal Health Resources and Services Administration (HRSA) regulations no longer require the Council on Homelessness to provide oversight to health care for the homeless. A subcommittee of the Council on Homelessness will be convened to discuss these potential changes and bring any necessary by-law changes to the Board for approval.

Department Staff Liaison and Department Head recommendations

The Director of Health, Housing and Homeless Services recommends that the advisory committee continue to exist. The committee is a significant asset to the community and not only is an advisory body to the Board of Supervisors but also provides important feedback and input for the Homeless Program staff.

CAO Recommendation

It is recommended that the Council on Homelessness continue in its current form.

B4. **Municipal Advisory Councils**

Alamo
Bay Point
Bethel Island
Byron
Contra Costa Centre
Diablo
El Sobrante
Kensington
Knightsen (Town)
North Richmond
Pacheco
Rodeo

Background

The Board of Supervisors is authorized under the California Government Code 31010 to create Municipal Advisory Councils (MACs) to represent the interest of residents of defined unincorporated areas of the County in order to improve the coordination and provision of County services and benefits to specific areas. MACs are designed to be flexible and to be structured by the Board of Supervisors and local residents to best fit the needs of the local residents living in the unincorporated area. MAC's have no fiscal or administrative authority and therefore seek to accomplish its goals through county government. These advisory bodies are staffed by the Board of Supervisors office in which they are located.

MACs face two ways: towards the County offering views of the community to staff and the Board; and toward the community, supplying information about County proposals and a place where individuals can air opinions on community problems and perhaps receive assistance and guidance. MACs hold public meetings, survey community opinion and speak for the community to the Board of Supervisors.

The most common subject of activity is land use planning but may also include parks and recreation, lighting and landscaping, land use and code enforcement, public safety, transportation or other infrastructure. For land use purposes, MACs provide a vehicle for local residents to comment on variances, subdivisions and certain other discretionary land use permits before those permits are decided upon by the County Zoning Administrator or Planning Commission.

Discussion

New establishing Resolutions were approved by the Board of Supervisors for each Municipal Advisory Council on August 4, 2009. Together, these resolutions updated and synchronized the different establishing resolutions that had been previously approved for each of the Municipal Advisory Councils. On April 16, 2016 the Board approved amending

the by-laws of all MACs to delete any reference to Conflict of Interest Codes as it was determined that they are not legally required to have this provision or file annual financial disclosure statements (Form 700). However MAC members are still required to follow Resolution 2002/376 which is a policy for Board appointees concerning conflicts of interest and open meetings which states: "All Board Appointees should conduct the public business as to avoid even any appearance of conflict of interest".

Currently, the following language is included in MAC 2009 Resolutions regarding County financial support:

"a. Until such a time that the Board of Supervisors determines there is sufficient budgetary capacity, the Board shall provide no ongoing professional or clerical staff support to the Council or funds to pay for any of the Council's operating costs."

The Board of Supervisors subsequently approved the allocation of \$3,000 annually to each Municipal Advisory Council. The MAC Resolutions should be amended to reflect this change.

Some of the MACs are very active and meet regularly and provided reports on their activities. Others have been dormant with no meetings called. It is recommended that for those MACs not meeting regularly that staff discuss with each Board office if the Council still needs to formally exist, if a modification of the meeting schedule might be appropriate (e.g. quarterly instead of monthly) or if other administrative support is necessary. Refresher training should be also be provided to the staff supporting the Councils regarding making an annual report to the Board of Supervisors, the Brown Act, tracking meetings, budget expenses, etc.

CAO Staff Recommendation

The authorizing Resolutions should be updated to reflect current Board policy and operational procedures. Additionally, it is recommended that staff work with each Board office to discuss the activities of each MAC and provide refresher training to support staff on administrative procedures. CAO and Auditor staff has already begun meeting to update the training provided to all advisory bodies which will include the specific fiscal requirements for MACs.

County Service Areas (CSAs)

- CSA P-2A: Blackhawk– Public Protection services
- CSA P-2B: Alamo – Public Protection services
- CSA P-5: Round Hill – Public Protection Services
- CSA P-6: Countywide unincorporated excluding Kensington –
Extended police protection services
- CSA R-10: Rodeo – Recreation services

Background

County Service Areas (CSAs) are special districts within the County that provide specific extended benefits or services to residents within the defined area. CSAs are a funding mechanism to provide specific services such as water, transit, streetlight, or parks and recreation services through a tax assessment of the residents authorized via a special election. The County Board of Supervisors acts as the governing board for these dependent special districts with Public Works providing staff support when applicable. When appropriate, Supervisorial Districts may request comment or input from MACs on how to spend CSA funds.

County Ordinance Section 1012 and County Service Area Law (Government Code Section 24210.3) outline the authority and requirements for CSA formation and operation. Depending on the CSA's revenue and formation (e.g. assessment versus ad valorem tax revenue), Public Works presents an annual report to the Board of Supervisors for confirmation so the annual assessment can be placed on the tax roll. Below is a summary of each CSA included in this review period:

CSA P-2A Citizens Advisory Committee

The Board established CSA P-2 on November 18, 1969 (Res. No. 69/765) to advise the Board on the needs of the Alamo/Danville community for extended police services. On July 24, 1984, the Board established Zone A of CSA P-2 (Res. No. 84/440) encompassing the Blackhawk area and authorized the formation of a Citizens Advisory committee for Zone A. The Committee's membership comprises seven (7) members for two-year terms ending December 31st.

Alamo Police Services Advisory Committee

The Board established Zone B of CSA P-2 on September 10, 1985 (Res. No. 85/537) for purposes of providing for the implementation and administration of additional extended police services in the Alamo area and authorized the formation of a Citizens Advisory committee for Zone B. The CSA P-2 Citizens Advisory Committee at the time was reconstituted and appointed as the Zone B Citizens Advisory Committee. The Committee has since been renamed the Alamo Police Services Advisory Committee. The Committee's current membership comprises nine (9) members for two-year terms ending December 31st.

CSA P-5 Citizens Advisory Committee

The Board established CSA P-5 on April 18, 1972 (Res. No. 72/257) for the purpose of financing police services in the Round Hill area of Alamo. The Board appointed the first five members to the Citizens Advisory Committee on February 13, 1973. The Committee's current membership comprises nine (9) members and two (2) alternates for two-year terms ending December 31st.

CSA P-6 Discovery Bay Zones Citizens Advisory Committee

The Board established CSA P-6 in 1983 for purposes of providing extended police protection services for most of the unincorporated areas within the County. On June 23, 2009 (item C.124), the Board authorized the formation of a P-6 Citizens Advisory Committee for Zones 500, 501, 502, 503 and 504 within the Discovery Bay area. The Committee's membership comprises five (5) members who reside within the P-6 Discovery Bay Zones 500-504, with no more than two appointees residing within any one Zone. Appointees serve two-year terms ending December 31st.

CSA R-10: Rodeo

This CSA was formed in 1987 for the purpose of recreation services through the operation of the Lefty Gomez Community Center and its baseball fields. It serves approximately 7.37 square miles and the Citizens Advisory Committee meets regularly. Administrative oversight is provided by staff from the Board of Supervisors District V office.

Discussion

The Citizens Advisory Committees' focus and membership continue to be consistent with their intended purpose. At this time, staff recommends maintaining the Committees, including their membership requirements and seat structure as they currently stand in order to continue advising the Board of Supervisors on the police or recreation services needs of these communities.

CAO Recommendation

Similar to the MACs, it is recommended that refresher training be provided to the staff supporting these bodies on administrative procedures.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 21, 2017

Subject: ADOPT Resolution No. 2017/110 reaffirming the County Debt Management Policy, which replaces Resolution No. 2016/111

RECOMMENDATION(S):

ADOPT Resolution No. 2017/110 updating and reaffirming the County Debt Management Policy.

FISCAL IMPACT:

No specific fiscal impact.

BACKGROUND:

On December 7, 2006 the Finance Committee reviewed and discussed a report regarding establishing a County Debt Management Policy. The Committee directed staff to report to the full Board on December 19, 2006 the recommendation to adopt a formal County Debt Management Policy. A formal policy was adopted on December 19, 2006 (Resolution No. 2006/773).

The Board of Supervisors has worked exceptionally hard to address the County's financial issues and has set very ambitious and necessary goals for lowering cost growth, balancing the budget, and increasing reserves. These solutions are aimed at addressing both short and long term needs and improving the County's future ability to maintain public services. There are four major financial areas the County Administrator's office identified which benefited from formal policies:

- Budget Policy (established November 2006)
-

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 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:

BACKGROUND: (CONT'D)

General Fund Reserve Policy (established December 2005)

- Facilities Maintenance (included in Budget Policy)
- Debt Management Policy (established December 2006)

Debt affordability standards help the County to evaluate when, why, and how much debt should be issued. In addition to debt affordability standards, the County also adopted a formal Debt Management Policy. The Debt Management Policy:

- Establishes parameters for issuing and managing debt
- Provides guidance to decision makers so as not to exceed the debt affordability standards
- Directs staff on objectives to be achieved both pre- and post-issuance
- Promotes objectivity in decision-making and limits the role of political influence
- Facilitates the process by considering and making important policy decisions in advance of an actual financing

Periodically, policies should be revised to keep current with best practices or changes in laws. The Debt Affordability Advisory Committee reviews the existing Debt Policy on an annual basis and makes recommendations for revisions to the Board of Supervisors. The following revisions have been made since original adoption:

- On December 11, 2012, the Board of Supervisors adopted the Debt Affordability Advisory Committee's recommendations and added two additional appendix to the Debt Management Policy (Appendices 2 and 3) and amended two existing sections. The purpose of the Post-Issuance Tax Compliance Procedures for Tax-Exempt and Build America Bonds appendix (Appendix 2) was to establish policies and procedures in connection with tax-exempt bonds and "Build America Bonds" issued by the County of Contra Costa and the County of Contra Costa Public Financing Authority so as to ensure that the County complies with all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt or Build America bonds status of bonds. In recognition of the importance of the County meeting its disclosure obligations pursuant to S.E.C. Rule 15c(2)-12, the Committee directed the Finance Director to annually update the Disclosure Requirements Listing that appears in Appendix 3 as well as cause timely filing by the Dissemination Agent of the requisite Annual Reports required under the respective Continuing Disclosure Certificates. Section I of the Policy was amended to require the Debt Affordability Advisory Committee's review of the debt performance of the Community Facilities Districts (Appendix 4), Multifamily Mortgage Revenue Bond Program (Appendix 5), and the Successor Agency to the former Contra Costa County Redevelopment Agency (Appendix 6) to assure that prudent debt management practices extend to these important debt issuers. Section IV.B of the Policy was updated to require the County to issue Requests for Qualifications (RFQs) for financial advisor, bond counsel, disclosure counsel and tax counsel every three years.
- On March 25, 2014, the Board of Supervisors adopted the Debt Affordability Advisory Committee's recommendations and updated Section II of the Policy to reflect the County's upgraded rating tier from Standard and Poor's of "AAA", and Appendix 3 to reflect the current annual disclosure requirement listing.
- On March 31, 2015, the Board of Supervisors adopted the Debt Affordability Advisory Committee's recommendations and updated Appendix 2 of the Policy to reflect updated post-issuance compliance requirements for private placements/direct loans. This is in response to a new law that went into effect January 1 that requires all issuers to report private placements/direct loans to the California Debt and Investment Advisory Commission (CDIAC) within 21 days of their occurrence (AB-2274, Chapter 181, Statutes of 2014).
- On July 16, 2015 the Board of Supervisors adopted the Debt Affordability Advisory Committee's recommendations and updated Debt Affordability measures to better track with current metrics used by credit rating agencies to evaluate the County's financial position.
- On August 25, 2015 the Board of Supervisors adopted updates to Appendix 3 of the Policy to include updated disclosure requirements and procedures.
- On March 8, 2016, the Board of Supervisors reaffirmed the Debt Management Policy.

The Debt Affordability Advisory Committee met on March 10, 2017 and reviewed the draft FY 2015/16 Debt Report, which includes the Debt Management Policy as an Appendix. Today's action would reaffirm the Debt Management Policy as Resolution No. 2017/110 and include the attached version by reference.

CONSEQUENCE OF NEGATIVE ACTION:

The policy will not be formally reaffirmed by the Board.

ATTACHMENTS

Resolution No. 2017/110

CCC Debt Management Policy, March 2017

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/110

IN THE MATTER OF: REAFFIRMING THE COUNTY DEBT MANAGEMENT POLICY

WHEREAS, the Contra County County Board of Supervisors, acting in its capacity as the Governing Board of the County of Contra Costa and for Special Districts, Agencies and Authorities governed by the Board wishes to reaffirm its Debt Management Policy, currently adopted as Resolution No. 2016/111.

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors, acting in its capacity as the Governing Board of the County of Contra Costa and for Special Districts, Agencies and Authorities governed by the Board, takes the following actions:

1. The County Debt Management Policy, Resolution No. 2016/111 is hereby replaced by this Resolution No. 2017/110, including the Debt Management Policy as attached.

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: **ATTESTED: March 21, 2017**
_____, County Administrator and Clerk of the Board of Supervisors

By: _____, Deputy

cc:

Contra Costa County, California Debt Management Policy

County Administration
651 Pine Street, 10th Floor
Martinez, California 94553

925-335-1023

lisa.driscoll@cao.cccounty.us

Resolution No. 2017/110
~~Resolution No. 2016/111~~
~~Resolution No. 2015/308~~
~~Resolution No. 2015/245~~
~~Resolution No. 2015/113~~
~~Resolution No. 2014/77~~
~~Resolution No. 2012/333~~
~~Resolution No. 2006/773~~

**DEBT MANAGEMENT POLICY
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Contra Costa County, California Debt Management Policy

I. PURPOSE: The County recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy should recognize a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

- enhances the quality of decisions by imposing order and discipline, and promoting consistency and continuity in decision making,
- provides rationality in the decision-making process,
- identifies objectives for staff to implement,
- demonstrates a commitment to long-term financial planning objectives, and
- is regarded positively by the rating agencies in reviewing credit quality.

II. DEBT AFFORDABILITY ADVISORY COMMITTEE

A. Purpose. By adoption of this Debt Policy, the Debt Affordability Advisory Committee is established. Its purpose is to annually review and evaluate existing and proposed new County debt and other findings and/or issues the committee considers appropriate.

It is the task of this committee to assess the County's ability to generate and repay debt. The committee will issue an annual report to the County Administrator defining debt capacity of the County. This review will be an important element of the budget process and will include recommendations made by the committee regarding how much new debt can be authorized by the County without overburdening itself with debt service payments.

B. Members. The committee shall be composed of the Auditor-Controller, Treasurer-Tax Collector, Director/Conservation and Development Department, and County Finance Director.

C. Debt Affordability Measures. The committee shall examine specific statistical measures to determine debt capacity and relative debt position and compare these ratios to other counties, rating agency standards and Contra Costa County's historical ratios to determine debt affordability. From Moody's Investors Service, the committee will evaluate the County against the following debt ratios from the most recent available national medians for counties in the "Aa" rating tier with populations of at least 1 million:

1. Direct net debt as a percentage of Assessed Valuation;
2. Overall net debt as a percentage of Assessed Valuation;
3. Assessed Valuation per-capita;
4. Available general fund balance as a percentage of revenues; and
5. General fund balance as a percentage of revenues.

From Standard and Poor's, the committee will evaluate the County against the following debt ratios from the most recent available national medians for counties in the "AAA" rating tier:

1. Assessed valuation per-capita;
2. Direct debt as percentage of governmental funds revenue;
3. Total government available cash as a percentage of debt service;
4. Total government available cash as a percentage of expenditures; and
5. Total debt service as a percentage of general fund expenditures.

The Advisory Committee also evaluates the County against a group of cohort counties, namely, other large, urban counties in California. The Advisory Committee utilizes each respective cohort county's most recently available CAFR to measure the County's comparative performance on the various debt measures calculated by Moody's and S&P as noted above, and also against the additional ratios below:

1. Direct debt per capita; and
2. Debt payments as a percentage of general fund revenues.

III. COMPREHENSIVE CAPITAL PLANNING

A. Planning. The County Administrator's Office shall prepare a multi-year capital program for consideration and adoption by the Board of Supervisors as part of the County's budget process. Annually, the capital budget shall identify revenue sources and expenditures for the coming current year and the next succeeding three fiscal years. The plan shall be updated annually.

B. Funding of the Capital Improvement Program. Whenever possible, the County will first attempt to fund capital projects with grants or state/federal funding, as part of its broader capital improvement plan. When such funds are insufficient, the County will use dedicated revenues to fund projects. If these are not available, the County will use excess surplus from the reserve and debt financing, general revenues. The County shall be guided by three principles in selecting a funding source for capital improvements: equity, effectiveness and efficiency.

1. Equity: Whenever appropriate, the beneficiaries of a project or service will pay for it. For example, if a project is a general function of government that benefits the entire community, such as an Office of Emergency Services, the project will be paid for with general purpose revenues or financed with debt. If, however, the project benefits specific users, such as a building permit facility, the revenues will be derived through user fees or charges, and assessments.

2. Effectiveness: In selecting a source or sources for financing projects, the County will select one or more that effectively funds the total cost of the project. For example, funding a capital project, or the debt service on a project, with a user fee that does not provide sufficient funds to pay for the project is not an effective means of funding the project.

3. Efficiency: If grants or current revenues are not available to fund a project, the County will generally select a financing technique that provides for the lowest total cost consistent with acceptable risk factors and principals of equity and effectiveness. These methods currently consist of County issued debt, special funding programs funded by state or federal agencies, or special pool financing. Examples include funding pools like the Association of Bay Area Governments Participation Certificates.

C. Maintenance, Replacement and Renewal/FLIP. The County intends to set aside sufficient current revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal consistent with its philosophy of keeping its capital facilities and infrastructure systems in good repair and to maximize a capital asset's useful life.

D. Debt Authorization. No County debt issued for the purpose of funding capital projects may be authorized by the Board of Supervisors unless an appropriation has been included in the capital budget (Some forms of debt such as Private Activity Bonds for housing, Mello-Roos for infrastructure, and redevelopment bonds for infrastructure/facilities may not be appropriate for inclusion in the County capital improvement program. The policies for such forms of debt are included as Appendixes 4, 5, and 6).

IV. PLANNING AND STRUCTURE OF COUNTY INDEBTEDNESS

A. Overview. The County shall plan long- and short-term debt issuance to finance its capital program based on its cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The County Finance Director shall oversee and coordinate the timing, issuance process and marketing of the County's borrowing and capital funding activities required in support of the capital improvement plan. The County shall finance its capital needs on a regular basis dictated by its capital spending pattern. Over the long-term this policy should result in a consistently low average interest rate. When market conditions in any one year result in higher than average interest rates, the County shall seek refinancing opportunities in subsequent years to bring such interest rates closer to the average. The Debt Affordability Advisory Committee shall use the Government Financial Officers Association checklist set forth in Appendix 1 hereto in planning and structuring any debt issuances.

B. Financing Team. The County employs outside financial specialists to assist it in developing a debt issuance strategy, preparing bond documents and marketing bonds to investors. The key team members in the County's financing transactions include its financial advisor and outside bond and disclosure counsel, the underwriter and County representatives (the County Auditor-Controller, Treasurer-Tax Collector, and the County Finance Director, among others). Other outside firms, such as those providing paying agent/registrar, trustee, credit enhancement, verification, escrow, auditing, or printing services, are retained as required. The County will issue Requests for Qualifications (RFQs) for financial advisor, bond & tax counsel, disclosure counsel and underwriters every three years, with the option to renew for a maximum of two additional years. The financing team shall meet at least semi-annually to review the overall financing strategy of the County and make recommendations to the County Administrator.

C. Term of Debt Repayment. Borrowings by the County shall mature over a term that does not exceed the economic life of the improvements that they finance and usually no longer than 20 years, unless special structuring elements require a specific maximum term to maturity, as is the case with pension obligation bonds. The County shall finance improvements with a probable useful life less than five years using pay-go funding for such needs. Bonds sold for the purchase of equipment with a probable useful life exceeding five years are repaid over a term that does not exceed such useful life.

D. Legal Borrowing Limitations/Bonds and other indebtedness. California Government Code Section 29909 limits General Obligation Bond indebtedness to five percent of the total assessed valuation of all taxable real and personal property within the County, excluding Public Financing Authority lease revenue bonds, Private Activity Bond, Mello-Roos special tax, and Assessment District Debt for which no legal limitations are currently in effect.

E. Debt Features.

1. Original issue discount or premium. The County's bonds may be sold at a discount or premium, in order to achieve effective marketing, achieve interest cost savings or meet other financing objectives. The maximum permitted discount is stated in the Notice of Sale accompanying the County's preliminary official statement on the Bond Purchase Agreement, as applicable.

2. Debt service structure/Level Debt Service. The County shall primarily finance its long-lived municipal improvements over a 20-year term or less, on a level debt service basis. This policy minimizes long-run impact on a funding department's budget. The County will seek to continue this practice, unless general fund revenues are projected to be insufficient to provide adequately for this debt service structure.

3. Call provisions. The County shall seek to minimize the protection from optional redemption given to bondholders, consistent with its desire to obtain the lowest possible interest rates on its bonds. The County's tax-exempt bonds are generally subject to optional redemption. The County seeks early calls at low or no premiums because such features will allow it to refinance debt more easily for debt service savings when interest rates drop. The County and its financial advisor shall evaluate optional redemption provisions for each issue to assure that the County does not pay unacceptably higher interest rates to obtain such advantageous calls. The County shall not sell derivative call options.

4. Interest rates. The County shall first consider the use of fixed-rate debt to finance its capital needs, except for short-term needs (such as short-lived assets) that will be repaid or refinanced in the near term; and may consider variable rate debt under favorable conditions.

F. Other Obligations Classified as Debt/Other Post-Employment Benefits (OPEB)/Vested Vacation Benefits. OPEBs and vacation benefits are earned by County employees based on time in service. The County records these vacation benefits as earned in accordance with generally accepted accounting principles as established by the Governmental Accounting Board (GASB). The liability for the benefit is recorded on the Fund level financial statements. The expense is recorded during the conversion to the Government Wide financial statements in accordance with GASB standards. For Enterprise funds the expense and liability are accrued in the respective funds. In this initial policy, the amount of OPEB and vacation benefits will not be in measures used to evaluate the County's debt affordability. However, the County's net OPEB obligation is posted to the County's balance sheet.

V. METHOD OF SALE. The County will select a method of sale that is the most appropriate in light of financial, market, transaction-specific and County-related conditions, and explain the rationale for its decision.

A. Competitive Sales. Debt obligations are generally issued through a competitive sale. The County and its financial advisor will set the terms of the sale to encourage as many bidders as possible. By maximizing bidding, the County seeks to obtain the lowest possible interest rates on its bonds. Some of the conditions that generally favor a competitive sale include:

1. the market is familiar with the County;
2. the County is a stable and regular borrower in the public market;
3. there is an active secondary market with a broad investor base for the County's bonds;
4. the issue has a non-enhanced credit rating of A or above or can obtain credit enhancement prior to the competitive sale;
5. the debt structure is backed by the County's full faith and credit or a strong, known or historically performing revenue stream;
6. the issue is neither too large to be easily absorbed by the market nor too small to attract

- investors without a concerted sale effort;
7. the issue does not include complex or innovative features or require explanation as to the bonds' security;
 8. the issue can be sold and closed on a schedule that does not need to be accelerated or shortened for market or policy reasons; and
 9. interest rates are stable, market demand is strong, and the market is able to absorb a reasonable amount of buying or selling at reasonable price changes.

B. Negotiated Sales. When certain conditions favorable for a competitive sale do not exist and when a negotiated sale will provide significant benefits to the County that would not be achieved through a competitive sale, the County may elect to sell its debt obligations through a private placement or negotiated sale, upon approval by the County Board of Supervisors. Such determination shall be made on an issue-by-issue basis, for a series of issues, or for part or all of a specific financing program. The following practices are recommended to be observed in the event of a negotiated sale:

1. ensure fairness by using a competitive underwriter selection process through a request for proposals distributed to the established underwriter pool so that multiple proposals are considered;
2. remain actively involved in each step of the negotiation and sale processes to uphold the public trust;
3. ensure that either an employee of the County and an outside professional other than the issue underwriter, who is familiar with and abreast of the condition of the municipal market, is available to assist in structuring the issue, pricing, and monitoring sales activities;
4. require that the financial advisor used for a particular bond issue not act as underwriter of the same bond issue;
5. require that financial professionals disclose the name or names of any person or firm, including attorneys, lobbyists and public relations professionals compensated in connection with a specific bond issue;
6. request all financial professionals submitting joint proposals or intending to enter into joint accounts or any fee-splitting arrangements in connection with a bond issue to fully disclose to the County any plan or arrangements to share tasks, responsibilities and fees earned, and disclose the financial professionals with whom the sharing is proposed, the method used to calculate the fees to be earned, and any changes thereto; and
7. review the "Agreement among Underwriters" and insure that it is filed with the County and that it governs all transactions during the underwriting period.

VI. REFINANCING OF OUTSTANDING DEBT. The County may undertake refinancing of outstanding debt under the following circumstances:

A. Debt Service Savings. The County may refinance outstanding long-term debt when such refinancing allows the County to realize significant debt service savings (2% minimum by maturity and a minimum 4% savings overall) without lengthening the term of refinanced debt and without increasing debt service in any subsequent fiscal year. The County may also consider debt refinancing when a primary objective would be the elimination of restrictive covenants that limit County operations.

B. Defeasance. The County may refinance outstanding debt, either by advance refunding to the first call or by defeasance to maturity, when the public policy benefits of replacing such debt outweigh the costs associated with new issuance as well as any increase in annual debt service.

VII. CREDIT RATINGS

A. Rating Agency Relationships. The County Finance Director, or designee, is responsible for maintaining relationships with the rating agencies that assign ratings to the County's various debt

obligations. This effort includes providing periodic updates on the County's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

B. Quality of Ratings. The County shall request ratings prior to the sale of securities from at least two major rating agencies for public issuances of municipal bonds. Currently, there are three major rating agencies providing ratings to municipal issuers, including Moody's Investors Service ("Moody's), Standard & Poor's Global Ratings (S&P) and Fitch Ratings. The County is currently rated by Moody's and S&P. The County shall provide a written and/or oral presentation to the rating agencies to help each credit analyst make an informed evaluation of the County's financial condition and to present details of the proposed issuance. The County shall make every reasonable effort to maintain its implied general obligation bond credit ratings. The County may, on a case by case basis, decide to obtain one or no ratings prior to a bond issuance if, after consulting with its financial advisor, bond counsel and disclosure counsel, it is determined that this is in the best interest of the County.

VIII. MANAGEMENT PRACTICES. The County has instituted sound management practices and will continue to follow practices that will reflect positively on it in the rating process. Among these are the County development of and adherence to long-term financial and capital improvement plans, management of expense growth in line with revenues and maintenance of an adequate level of operating reserves.

A. Formal Fiscal Policies. The County shall continue to establish, refine, and follow formal fiscal policies such as: Investment Policy, General Fund Reserve Policy, Budget Policy, and this Debt Management Policy.

B. Rebate Reporting and Continuing Covenant Compliance. The County Finance Director, or designee, is responsible for maintaining a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code and/or contracting for such service. This effort includes tracking investment earnings on debt proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax- exempt status of the County's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with.

C. Reporting Practices. The County will comply with the standards and best practices of the Government Finance Officers Association for financial reporting and budget presentation and the disclosure requirements of federal regulatory agencies including the Securities and Exchange Commission and Internal Revenue Service; state agencies charged with the regulation of municipal securities, including the State Treasurer's Office; and self-regulatory organizations such as the Municipal Standards Rulemaking Board.

D. Post-Issuance Tax Compliance Procedures. To assure it manages its debt obligations in accordance with all federal tax requirements, the County will comply with the Post-Issuance Compliance Tax Procedures set forth in Appendix 2 hereto.

E. Continuing Disclosure Policies and Procedures. To assure it manages its debt obligations in accordance with the terms of Continuing Disclosure Agreements included in individual bond issuances and federal and state regulations, the County has adopted policies and procedures set forth in Appendix 3 hereto.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Checklist of Debt Policy Considerations

1. How long is the capital planning period?
2. Have all non-debt sources of funds been considered?
3. How are borrowing plans reviewed internally?
4. What level of debt is manageable in order to maintain or improve the government's credit quality?
5. How much "pay-as-you-go" financing should be included in the capital plan?
6. How much short-term borrowing will be undertaken, including both operating and capital borrowings?
7. How much debt will be issued in the form of variable-rate securities?
8. How does the redemption schedule for each proposed issue affect the overall debt service requirements of the government?
9. What types of affordability guidelines will be established to help monitor and preserve credit quality?
10. What provisions have been made to periodically review the capital plan and borrowing practices?
11. What is the overlapping debt burden on the taxpayer?
12. How will the formal debt policies be integrated into the capital planning and funding process?

**County of Contra Costa
Post-Issuance Tax Compliance Procedures
For Tax-Exempt and Build America Bonds**

The purpose of these Post-Issuance Tax Compliance Procedures is to establish policies and procedures in connection with tax-exempt bonds and "Build America bonds" ("Bonds") issued by the County of Contra Costa and the County of Contra Costa Financing Authority (together, the "County") so as to ensure that the County complies with all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt or Build America bond status of the Bonds.

General

Ultimate responsibility for all matters relating to County financings and refundings, other than Tax and Revenue Anticipation Notes ("TRANS"), rests with the County Administrator (the "Administrator"). The County Treasurer and County Auditor-Controller are responsible for tax compliance with respect to TRANS.

Post-Issuance Compliance Requirements

Timely Reporting of Final Sale

The Administrator and other appropriate County personnel shall file timely any report required by state and federal regulatory agencies notifying those agencies of final sale of bonds, or receipt bank loan/private placement proceeds, as required by law. As of this writing, this section applies to the following:

1. California Debt and Investment Advisory Commission (CDIAC)
 - *Report of Final Sale*: This Reports details information about the issuer and the bond issuance. The report requires attachment of the Official Statement related to the transaction or other bond documents in the case of a bank loan/private placement. The report is required to be filed within 21 days of closing, pursuant to Government Code § 8855(j).
 - *Special Requirement for Refunding Bonds sold via Negotiated Sale or Private Placement*: In addition to the Report of Final Sale above, if refunding bonds are sold through a negotiated sale or private placement, CDIAC requires submission of a written statement explaining the reasons for not selling those bonds at a public sale within 14 days of closing, pursuant to Government Code § 53583(c)(2)(B).
2. Internal Revenue Service (IRS)
 - *IRS Form 8038-G "Information Return for Tax-Exempt Governmental Obligations"*: This filing details information about the issuer and tax-exempt governmental obligations over \$100,000. The report is required to be filed no later than the 15th day of the second calendar month after the close of the calendar quarter in which the bond was issued, pursuant to Internal Revenue Code § 149(e).

External Advisors / Documentation

The Administrator and other appropriate County personnel shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that the Bonds will continue to qualify for the appropriate tax status. Those requirements and procedures shall be documented in a County resolution(s), Tax Certificate(s) and / or other documents finalized at or before issuance of the Bonds.

Those requirements and procedures shall including future compliance with applicable arbitrage rebate requirements and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Bonds.

The Administrator and other appropriate County personnel also shall consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Bonds to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with future contracts with respect to the use of Bond-financed assets and future contracts with respect to the use of output or throughput of Bond-financed assets.

Whenever necessary or appropriate, the County shall engage expert advisors (each a "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds.

Role of the County as Bond Issuer

Unless otherwise provided by County resolutions, unexpended Bond proceeds shall be held by the County, and the investment of Bond proceeds shall be managed by the [Administrator]. The Administrator shall maintain records and shall prepare regular, periodic statements to the County regarding the investments and transactions involving Bond proceeds.

If a County resolution provides for Bond proceeds to be administered by a trustee, the trustee shall provide regular, periodic (monthly) statements regarding the investments and transactions involving Bond proceeds.

Arbitrage Rebate and Yield

Unless a Tax Certificate documents that bond counsel has advised that arbitrage rebate will not be applicable to an issue of Bonds:

- the County shall engage the services of a Rebate Service Provider, and the County or the Bond trustee shall deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider on a prompt basis;
- upon request, the Administrator and other appropriate County personnel shall provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider;
- the Administrator and other appropriate County personnel shall monitor efforts of the Rebate Service Provider and assure payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed; and
- during the construction period of each capital project financed in whole or in part by Bonds, the Administrator and other appropriate County personnel shall monitor the investment and expenditure of Bond proceeds and shall consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the Bonds.

The County shall retain copies of all arbitrage reports and trustee statements as described below under "Record Keeping Requirements".

Use of Bond Proceeds

The Administrator and other appropriate County personnel shall:

- monitor the use of Bond proceeds, the use of Bond-financed assets (e.g., facilities, furnishings or equipment) and the use of output or throughput of Bond-financed assets throughout the term of the Bonds (and in some cases beyond the term of the Bonds) to ensure compliance with covenants and restrictions set forth in applicable County resolutions and Tax Certificates;
- maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Bonds;
- consult with Bond Counsel and other professional expert advisers in the review of any contracts or arrangements involving use of Bond-financed facilities to ensure compliance with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates;
- maintain records for any contracts or arrangements involving the use of Bond-financed facilities as might be necessary or appropriate to document compliance with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates;
- meet at least annually with personnel responsible for Bond-financed assets to identify and discuss any existing or planned use of Bond-financed, assets or output or throughput of Bond-financed assets, to ensure that those uses are consistent with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates.

All relevant records and contracts shall be maintained as described below.

Record Keeping Requirements

Unless otherwise specified in applicable County resolutions or Tax Certificates, the County shall maintain the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus at least three years:

- a copy of the Bond closing transcript(s) and other relevant documentation delivered to the County at or in connection with closing of the issue of Bonds;
- a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;
- a copy of all contracts and arrangements involving private use of Bond-financed assets or for the private use of output or throughput of Bond-financed assets; and
- copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements.

COUNTY OF CONTRA COSTA
CONTINUING DISCLOSURE PROCEDURES

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ARTICLE I
DEFINITIONS

The following capitalized terms shall have the following meanings in these Procedures:

“Agency” shall mean the Successor Agency to the former Redevelopment Agency of Contra Costa County.

“Annual Report” shall mean any annual report to be filed by the County or the Authority in connection with its obligations under any Continuing Disclosure Certificate executed in accordance with Rule 15c2-12 under the Securities Exchange Act of 1934.

“Auditor-Controller” shall mean the Auditor-Controller of the County of Contra Costa.

“Authority” shall mean the Contra Costa County Public Financing Authority, a joint exercise of powers authority of which the County of Contra Costa and the Contra Costa County Flood Control and Water Conservation District are members.

“Board of Supervisors” shall mean the Board of Supervisors of the County of Contra Costa.

“Bonds” shall mean any bonds, certificates of participation, notes or any other evidence of indebtedness issued by or on behalf of the County or the Authority which is subject to Rule 15c2-12.

“Bond Insurer” shall mean an issuer of a financial guaranty insurance or municipal bond insurance policy guaranteeing the scheduled payment of principal of and interest on an outstanding issue of Bonds when due.

“CDIAC” shall mean the California Debt and Investment Advisory Commission.

“Continuing Disclosure Certificate” shall mean each continuing disclosure certificate, undertaking or agreement executed and delivered by the County or the Authority in connection with an issue of Bonds.

“County” shall mean the County of Contra Costa, a political subdivision of the State of California.

“County Counsel” shall mean an attorney within the Office of the County Counsel of the County of Contra Costa, California.

“County Finance Director” shall mean the County Finance Director of the County of Contra Costa in the County Administrator’s Office.

“Credit Facility Provider” shall mean a bank providing a direct-pay letter of credit or other security or liquidity instrument in connection with an issue of Bonds which secures the payment of the principal or purchase price, if any, of and interest on an outstanding issue of Bonds when due.

“Disclosure Coordinator” shall mean the person or persons designated by a Disclosure Representative to assist in taking such action necessary or desirable to comply with the terms of the Continuing Disclosure Certificates, as provided in Article III hereof.

“Debt Affordability Advisory Committee” shall mean a committee composed of the Auditor-Controller, Treasurer-Tax Collector, Director of Conservation and Development and the County Finance Director that advise the County Administrator on debt management issues.

“Director of Conservation and Development” shall mean the Director of the Department of Conservation and Development of the County of Contra Costa.

“Disclosure Counsel” shall mean a firm of nationally recognized standing in matters pertaining to the disclosure obligations under Rule 15c2-12 of the Securities and Exchange Commission of the United States of America, duly admitted to the practice of law before the highest court of any state of the United States of America.

“Disclosure Representative” shall mean the County Administrator, Director of Conservation and Development and County Finance Director who are collectively responsible for compliance with the terms of the Continuing Disclosure Certificates, as provided in Article III.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access system or any other successor thereto as designated by the SEC or the MSRB.

“Event Notice” shall mean any notice of the occurrence of a Material Event or Listed Event.

“Listed Event” shall mean any event described in Section 3 of Article IV hereof.

“Material Event” shall mean any event described in Section 2 of Article IV hereof.

“MSRB” shall mean Municipal Securities Rulemaking Board.

“Official Statement” shall mean any Preliminary Official Statement, final Official Statement or any other disclosure document that the County or the Authority prepared in connection with the issuance and sale of any Bonds.

“Paying Agent” shall mean any bank, trust company, banking association or financial institution appointed to perform the functions of a paying agent for an issue of Bonds.

“Procedures” shall mean these Continuing Disclosure Procedures.

“Rating Agency” shall mean each of Moody’s Investor’s Service and Standard & Poor’s Rating Services or any other nationally recognized statistical rating organization registered with the SEC.

“Rule 15c2-12” shall mean Rule 15c2-12(b)(5) adopted by the SEC under the Securities Exchange Act of 1934, as the same may be amended from time to time.

“SEC” shall mean the United States Securities and Exchange Commission.

“Treasurer-Tax Collector” shall mean the Treasurer - Tax Collector of the County of Contra Costa.

“Trustee” shall mean the bank, trust company, national banking association or other financial institution appointed as a trustee for an issue of Bonds.

ARTICLE II

GENERAL PRINCIPLES

The County is committed to complete and accurate market disclosure in accordance with the disclosure requirements under the federal securities laws, including rules and regulations promulgated by the SEC and the MSRB. In order to achieve this objective and, in accordance therewith, these Procedures are approved by the Board of Supervisors, as recommended by the Debt Affordability Advisory Committee (DAAC), and may be amended and supplemented from time to time as necessary or desirable as SEC and MSRB rules are amended, as Bonds mature, or are redeemed, and as Bonds that are subject to Rule 15c2-12 are issued.

ARTICLE III

DISCLOSURE REPRESENTATIVES AND DISCLOSURE COORDINATORS

Section 1. **Appointment of Disclosure Representatives.** The County Administrator, Director of Conservation and Development and County Finance Director are appointed as Disclosure Representatives to fulfill the duties set forth in Section 2 of this Article III.

Section 2. **Duties of the Disclosure Representatives.**

- (A) The Disclosure Representatives shall:
- (i) monitor and maintain compliance by the County with its respective Continuing Disclosure Certificates and these Procedures;
 - (ii) serve as the main contact for each Disclosure Coordinator to communicate issues and information that may be included in an Event Notice or an Annual Report;
 - (iii) review all proposed Listed Event Notices, Annual Reports and other filings with the EMMA system and filings for Bond Insurers, Credit Facility Providers, Paying Agents, Rating Agencies, Trustees and CDIAC;
 - (iv) confer with County Counsel and Disclosure Counsel regarding the County's continuing disclosure undertakings and procedures;
 - (v) maintain the lists attached as Exhibits A and B;
 - (vi) direct the Disclosure Coordinators to file any required documents; and
 - (vii) take such other action as may be necessary or useful to achieve the objectives of these Procedures and to comply with all applicable federal securities laws.

Section 3. **Appointment of Disclosure Coordinator.**

The Disclosure Representatives shall appoint one or more Disclosure Coordinators from time to time to fulfill the duties set forth in Section 4 of this Article III. The Disclosure Coordinators may work with employees in various County or Authority offices and departments in order to effectively comply with the objectives of these Procedures.

Section 4. **Duties of the Disclosure Coordinator.**

(A) The Disclosure Coordinator shall:

- (i) file any documents as directed by the Disclosure Representative;
- (ii) serve as a contact for County staff to communicate issues and information that may be included in an Event Notice or an Annual Report;
- (iii) maintain correspondence regarding possible Listed Events;
- (iv) keep informed regarding all of the County's public disclosures, including disclosures to the Bond Insurers, the Credit Facility Providers, the Rating Agencies, the Trustees and CDIAC;
- (v) document the County's continuing disclosure filings by retaining the documents set forth in Article VIII hereof; and
- (vi) take such other action as may be necessary or useful to achieve the objectives of these Procedures and to comply with all applicable federal securities laws.

(B) In addition to the duties set forth above in clause (A), the Disclosure Coordinator shall review the Listed Events regularly to determine whether an event has occurred that may require a filing of an Event Notice. The Disclosure Coordinator shall regularly check the websites of and subscribe to communications (*e.g.*, news alerts, press releases, etc.) from each Rating Agency, Bond Insurer or Credit Facility Provider in order to be aware of any Rating Change as described in the Continuing Disclosure Certificates. The Disclosure Coordinator shall contact relevant County staff on a regular basis to ascertain whether any events have occurred which would constitute Listed Events under the Continuing Disclosure Certificates.

ARTICLE IV

LISTED EVENTS REQUIREMENTS

Section 1. **General.**

The Continuing Disclosure Certificates entered into by the County or the Authority with respect to Bonds issued prior to December 1, 2010 require Event Notices to be filed upon the occurrence of any event listed in Section 2 of Article IV hereof, if material. Any such Event Notice shall be filed "in a timely manner". The Continuing Disclosure Certificates entered into by the County or Authority with respect to Bonds issued on or after December 1, 2010 require Event Notices to be filed upon the occurrence of any event listed in Section 3 of Article IV hereof no later than 10 business days after the occurrence of such Listed Event.

Section 2. **Listed Events for Bonds Issued Prior to December 1, 2010.**

For Bonds issued prior to December 1, 2010, pursuant to the provisions of the applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following events with respect to the outstanding obligation, if material, in a timely manner:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on any credit enhancements reflecting financial difficulties;
- (v) substitution of any credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions or events affecting the tax-exempt status of the securities;
- (vii) modifications to the rights of security holders;
- (viii) bond calls;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities; and
- (xi) rating changes.

Section 3. **Listed Events for Bonds Issued on and after December 1, 2010.**

For Bonds issued on or after to December 1, 2010, pursuant to the provisions of the applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following Listed Events within ten (10) business days of the occurrence thereof:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults, if material;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on credit enhancements reflecting financial difficulties;
- (v) substitution of credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (vii) modifications to rights of security holders, if material;
- (viii) bond calls, if material, and tender offers;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities, if material;

- (xi) rating changes;
- (xii) bankruptcy, insolvency, receivership or similar event of the obligated person (Note: For the purposes of this event, the event is considered to occur when any of the following occur: The appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person);
- (xiii) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (xiv) appointment of a successor or additional trustee or the change of name of a trustee, if material.

ARTICLE V

ANNUAL REPORT REQUIREMENTS

Pursuant to the various Continuing Disclosure Certificates, the County and the Authority must provide its respective Annual Report with respect to an issue of Bonds by the date set forth in Exhibit B attached hereto. The Disclosure Coordinator shall commence collection of information for each Annual Report at such time as determined necessary or useful in order to timely complete and file the Annual Report. The Disclosure Coordinator shall obtain any information necessary to be included in an Annual Report that is not included in the County's audited financial statements. The Annual Report shall include the financial information and other operating data set forth in the respective Continuing Disclosure Certificate as summarized in Exhibit B attached hereto.

In accordance with the Continuing Disclosure Certificates, if audited financial statements are not available by the date the Annual Report is required to be filed, unaudited financial statements are to be included in such Annual Reports and audited financial statements shall be filed when such statements become available. In addition, the Continuing Disclosure Certificates require the County to file a notice of any failure to provide its Annual Report, on or before the date specified in a Continuing Disclosure Certificate.

ARTICLE VI

FILING AND NOTICE REQUIREMENTS

Section 1. Annual Reports and Event Notices.

The Disclosure Representative shall file each Annual Report on such dates as provided in Exhibit B attached hereto and shall file each Event Notice as required pursuant to Article III hereof and

the related Continuing Disclosure Certificate. The Disclosure Representative shall submit all filings of Annual Reports and Listed Events through EMMA or any other repository so designated by the MSRB or the SEC, unless the County is otherwise advised by a written opinion of Disclosure Counsel.

Section 2. **State and Federal Reporting.**

The Disclosure Representative shall file reports required to be prepared and filed with CDIAC and the IRS as set forth in State and Federal statute. This includes, but is not limited to, annual self-certifications for direct subsidy bonds allocated to the County and reports required pursuant to Senate Bill 1029 (Chapter 307, Statutes of 2016), Assembly Bill 2109 (Chapter 781, Statutes of 2014), as well as any subsequent or successor legislation.

Section 3. **Required Notices.**

The Disclosure Representative shall file any notice required to be given to any Bond Insurer, Credit Facility Provider, Paying Agent, Rating Agency or Trustee as may be required from time to time.

ARTICLE VII

VOLUNTARY DISCLOSURES

The County's policy is to only file annual financial information and operating data and Event Notices that are required under the Continuing Disclosure Certificates and applicable federal securities laws. The Disclosure Representative may determine to file voluntary disclosure information that is not required under the Continuing Disclosure Certificates.

ARTICLE VIII

DOCUMENT RETENTION POLICY

In accordance with Article III hereof, the Disclosure Coordinator shall maintain the following materials for a period ending 5 years after the final maturity of an issue of Bonds:

- A. Continuing Disclosure Certificate;
- B. Annual Reports, including any EMMA transmittal letters and EMMA filing receipts;
- C. Event Notices, including any EMMA transmittal letters and EMMA filing receipts;
- D. CDIAC transmittal letters and filing receipts;
- E. Rating reports; and
- F. Such other information as the Disclosure Representative determines necessary or useful in accordance with the Continuing Disclosure Certificates.

EXHIBIT A: COUNTY AND AUTHORITY OUTSTANDING DEBT

as of March 3, 2017

Name of Issue	Issuing Entity	Principal Amount	Date of Issue	Final Maturity Date	CUSIP for Final Maturity	Trustee or Paying Agent	Annual Report Due Date	Disclosure Representative	Disclosure Coordinator
Lease Revenue Bonds/Obligations:									
Lease Revenue Bonds, 2017 Series A (Refunding and Capital Projects) ***Private Placement***	County of Contra Costa Public Financing Authority	\$ 99,810,000	3/3/2017	6/1/2027	21226PNH7	Wells Fargo	N/A	County Finance Director	Sr. Deputy CAO
Lease Revenue Bonds, 2015 Series A (Capital Projects) and 2015 Series B (Refunding)	County of Contra Costa Public Financing Authority	\$ 74,150,000	8/25/2015	6/1/2035 (A) 6/1/2028 (B)	21226PLV8 (A) 21226PMJ4 (B)	Wells Fargo	3/31	County Finance Director	Sr. Deputy CAO
Lease Revenue Obligations (Capital Projects Program) 2012 Series A, \$13,102,304 ***Private Placement***	County of Contra Costa Public Financing Authority	\$ 13,102,304	10/11/2012	6/1/2027	N/A	Wells Fargo	N/A	County Finance Director	Sr. Deputy CAO
Lease Revenue Bonds, \$58,055,000 comprised of Capital Project I - Tax Exempt Bonds, Series A-1, \$6,790,000 and Capital Project I - Taxable Build America Bonds, Series A-2, \$13,130,000 and Capital Project I - Taxable Recovery Zone Bonds, Series A-3, \$20,700,000 and 2010 Series B (Refunding), \$17,435,000	County of Contra Costa Public Financing Authority	\$ 58,055,000	11/16/2010	6/1/2020 (A-1) 6/1/2030 (A-2) 6/1/2040 (A-3) 6/1/2025 (B)	21226PJR0 (A-1) 21226PKU1 (A-2) 21226PKE7 (A-3) 21226PKV9 (B)	Wells Fargo	3/31	County Finance Director	Sr. Deputy CAO
Pension Obligation Bonds									
California Taxable Pension Obligation Bonds, Series 2003A, \$322,710,000	Contra Costa County	\$ 322,710,000	5/1/2003	8/1/2022	212257BV0	Wells Fargo	3/31	County Finance Director	Sr. Deputy CAO
Tax Allocation Bonds:									
2007 Tax Allocation Revenue Bonds (Contra Costa Centre, North Richmond, Bay Point, Rodeo and Montalvin Manor Project Areas), Series A, \$62,205,000, 2007 Taxable Tax Allocation Revenue Bonds (North Richmond, Bay Point, Rodeo and Montalvin Manor Project Areas), Series A-T, \$25,500,000 and 2007 Tax Allocation Revenue Bonds (Contra Costa Centre, North Richmond, Bay Point, Rodeo and Montalvin Manor Project Areas), Series B, \$16,665,000	County of Contra Costa Public Financing Authority	\$ 104,370,000	6/13/2007	8/1/2037 (A) 8/1/2037 (A-T) 8/1/2035 (B)	212262HQ5 (A) 212262JP5 (A-T) 212262KM0 (B)	US Bank	3/31	DCD Director	Community Dev. Bond Program Mgr.
Tax Allocation Revenue Bonds (Multiple Project Areas), Series 2003A, \$43,345,000, (Multiple Project Areas-Housing Set Aside Revenues), Series 2003B, \$2,445,000	County of Contra Costa Public Financing Authority	\$ 45,790,000	9/11/2003	8/1/2033 (A) 8/1/2033 (B)	212262DW6 (A) 212262FN4 (B)	US Bank	3/31	DCD Director	Community Dev. Bond Program Mgr.
Tax Allocation Revenue Bonds (Pleasant Hill BART, North Richmond, Bay Point, Oakley and Rodeo Redevelopment Project Areas), Series 1999, \$44,615,000	County of Contra Costa Public Financing Authority	\$ 44,615,000	5/1/1999	8/1/2028	212262CE7	US Bank	3/31	DCD Director	Community Dev. Bond Program Mgr.

Name of Issue	Issuing Entity	Principal Amount	Date of Issue	Final Maturity Date	CUSIP for Final Maturity	Trustee or Paying Agent	Annual Report Due Date	Disclosure Representative	Disclosure Coordinator
Special Assessment Districts									
2013 Special Tax Refunding Bonds (Norris Canyon), \$5,605,000	County of Contra Costa Community Facilities District No. 2001-1	\$ 5,605,000	1/24/2013	9/1/2031	212288CT9	BNY Mellon	3/31	DCD Director	Community Dev. Bond Program Mgr.

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

Issue Description	Due Date	Filing Requirements
<p>Lease Revenue Bonds: County of Contra Costa Public Financing Authority Lease Revenue Bonds, \$71,115,000 consisting of \$19,055,000 2015 Series A (Capital Projects) and \$52,060,000 2015 Series B (Refunding)</p>	<p>Nine months after FYE 6/30 (3/31)</p>	<p>(a) The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <ol style="list-style-type: none"> 1. The status of the construction and installation of the improvement constituting the 2015 Project, until such time as the 2015 Project is completed; 2. Report of changes in "DEBT SERVICE SCHEDULE;" 3. Table B-1—"County of Contra Costa General Fund Budget Summary;" 4. Table B-2—"County of Contra Costa Summary of Secured Assessed Valuations and <i>Ad Valorem</i> Property Taxation;" 5. Table B-5—"County of Contra Costa General Fund Statement of Revenues, Expenditures and Changes in Fund Balances;" 6. Table B-8—"Contra Costa County Employees' Retirement Association Schedule of Funded Status;" 7. Table B-16—"Contra Costa County Other Post Employment Benefit Plan Summary of Contributions;" and 8. Table B-19—"Contra Costa County Outstanding Lease Revenue Obligations and Pension Obligation Bonds"").
<p>County of Contra Costa Public Financing Authority Lease Revenue Bonds, \$58,055,000 consisting of \$6,790,000 2010 Series A-1 (Capital Project I – Tax Exempt Bonds); \$13,130,000 2010 Series A-2 (Capital Project I – Taxable Build America bonds); \$20,700,000 2010 Series A-3 (Capital Project I – Taxable Recovery Zone Bonds); and \$17,435,000 2010 Series B (Refunding)</p>	<p>Nine months after FYE 6/30 (3/31)</p>	<p>(a) The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <ol style="list-style-type: none"> 1. The status of the construction and installation of the improvement constituting Capital Project I and Capital Project II until such time as each Capital Project has been completed; 2. Report of changes in "DEBT SERVICE SCHEDULE;" 3. APPENDIX B—"COUNTY FINANCIAL INFORMATION—Recent County General Fund Budgets" (update Table B-1 "COUNTY OF CONTRA COSTA GENERAL FUND BUDGET"); 4. APPENDIX B—"COUNTY FINANCIAL INFORMATION—Ad Valorem Property Taxes" (update Table B-2 "COUNTY OF CONTRA COSTA SUMMARY OF SECURED ASSESSED VALUATIONS AND AD VALOREM PROPERTY TAXATION");

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

Issue Description	Due Date	Filing Requirements
		<p>5. APPENDIX B--"COUNTY FINANCIAL INFORMATION--Accounting Policies, Reports and Audits" (update Table B-6 "COUNTY OF CONTRA COSTA GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES");</p> <p>6. APPENDIX B--"COUNTY FINANCIAL INFORMATION--Pension Plan" (update Table B-9 "CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION OF FUNDED STATUS");</p> <p>7. APPENDIX B--"COUNTY FINANCIAL INFORMATION--Other Post-Employment Healthcare Benefits" (update Table B-16 "CONTRA COSTA COUNTY OTHER POST-EMPLOYMENT HEALTHCARE BENEFIT PLAN SUMMARY OF PARTICIPATING EMPLOYEES AND CONTRIBUTIONS");</p> <p>8. APPENDIX B--"COUNTY FINANCIAL INFORMATION--Long Term Obligations" (update Table B-22--"CONTRA COSTA COUNTY OUTSTANDING LEASE OBLIGATIONS AND PENSION OBLIGATION BONDS").</p>

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

Issue Description	Due Date	Filing Requirements
<p>Pension Obligation Bonds: County of Contra Costa, California Taxable Pension Obligation Bonds, Series 2003A, \$322,710,000 Dated: May 1, 2003</p>	<p>Nine months after FYE 6/30 (3/31)</p>	<p>1. The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available</p> <p>2. Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions: (a) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Recent County General Fund Budgets" (update table entitled "COUNTY OF CONTRA COSTA GENERAL FUND BUDGET"); (b) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Ad Valorem Property taxes" (updated table entitled "COUNTY OF CONTRA COSTA SUMMARY OF ASSESSED VALUATIONS AND AD VALOREM PROPERTY TAXATION"); (c) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Accounting Policies, Reports and Audits" (update table entitled "COUNTY OF CONTRA COSTA GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES"); (d) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Long Term Obligations – General Obligation Debt" and "– Lease Obligations" (update table entitled "COUNTY OF CONTRA COSTA OUTSTANDING MARKETABLE LEASE AND PENSION BOND OBLIGATIONS")</p>
<p>Tax Allocation Bonds: 2007 Tax Allocation Revenue Bonds (Contra Costa Centre, North Richmond, Bay Point, Rodeo and Manor Project Areas), Series A, \$62,205,000, 2007 Taxable Tax Allocation Revenue Bonds (North Richmond, Bay Point, Rodeo and Montalvin Manor Project Areas), Series A-T, \$25,500,000 and 2007 Tax Allocation Revenue Bonds (Contra Costa Centre, North Richmond, Bay Point, Rodeo and Montalvin Manor Project Areas), Series B, \$16,665,000</p>	<p>Nine months after FYE 6/30 (3/31)</p>	<p>(a) Audited financial statements of the Agency for the most recent fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board, and as further modified according to applicable State law. If the Agency's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the usual format utilized by the Agency, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available. The financial statements of the Agency may be consolidated with those of the County of Contra Costa and its related entities;</p> <p>(b) The following information for the most recently completed fiscal year, in substantially the form set forth in the Official Statement relating to the Bonds: (i) Assessed values of property in each Project Area in substantially the form of Tables 3, 11, 19, 27 and 35 of the Official Statement; (ii) Gross and Net Tax Revenues in each Project Area in substantially the form of Tables 7, 8, 15, 16, 23, 24, 31, 32, 39 and 40 of the Official Statement; (iii) Issuance by the Agency of any Parity Debt with respect to any Project Area (if and to the extent permitted by the Loan Agreements);</p>

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

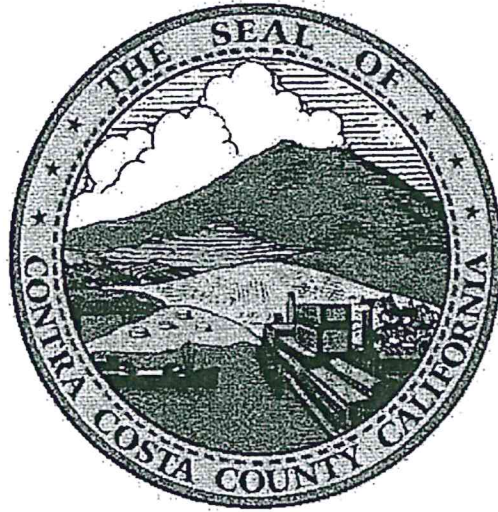
Issue Description	Due Date	Filing Requirements
<p>Tax Allocation Revenue Bonds (Multiple Project Areas), Series 2003A, \$43,345,000, (Multiple Project Areas- Housing Set Aside Revenues), Series 2003B, \$2,445,000</p>	<p>Nine months after FYE 6/30 (3/31)</p>	<p>(iv) Information about each pending and successful appeal of assessed values in each Project Area that exceeds 5% of assessed value in such Project Area;</p> <p>(v) Incremental taxable value, tax levy, current year collections, current collections as a percentage of current year levy collected, total collections and total collections as a percentage of the current year's tax levy in each Project Area in substantially the form of Tables 4, 12, 20, 28 and 36 of the Official Statement;</p> <p>(vi) Amount of all Agency debt outstanding secured by a pledge of the Tax Revenues in each Project Area;</p> <p>(vii) Cumulative amount of Tax Revenues received by the Agency to date in such Project Area (except the Montalvin Manor Project Area); and</p> <p>(viii) Loan payments made pursuant to each Loan Agreement and the debt service coverage ratio for its obligations under each Loan Agreement and all applicable Parity Debt in substantially the form of Tables 6, 11, 16, 21 and 26.</p> <p>(c) A copy of the report provided by the Authority pursuant to Section 5.11(b) of the Indenture for the most recent fiscal year; provided that if no such report is required to be provided pursuant to said Section 5.11(b), the information described in clauses (i) and (ii) of said Section 5.11(b).</p> <p>(d) For the fiscal year ended June 30, 2010, information about the final resolution of the North Richmond Escrow Fund and the Bay Point Escrow Fund.</p> <p>(a) Audited financial statements of the Agency for the most recent fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board and as further modified according to applicable State law. If the Agency's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the usual format utilized by the Agency, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available. The financial statements of the Agency may be consolidated with those of the County of Contra Costa and its related entities;</p> <p>(b) The following information for the most recently completed fiscal year, in substantially the form set forth in the Official Statement relating to the Bonds: (i) Assessed values of property in each Project Area in substantially the form of Tables 2, 8, 14, and 20 of the Official Statement;</p> <p>(ii) Tax Revenues in each Project Area in substantially the form of Tables 5, 6, 11, 12, 17, 18, 23 and 24 of the Official Statement;</p> <p>(iii) Issuance by the Agency of any Parity Debt with respect to any Project Area (if and to the extent permitted by the Loan Agreements);</p> <p>(iv) Information about each pending and successful appeal of assessed values in each Project Area that exceeds 5% of assessed value in such Project Area;</p> <p>(v) Incremental taxable value, tax levy, current year collections, current collections as a percentage of current year levy collected, total collections and total collections as a percentage of the current year's tax levy in each Project Area in substantially the form of Tables 3, 9, 15, and 21 of the Official Statement;</p> <p>(vi) Amount of all Agency debt outstanding secured by a pledge of the Tax Revenues in each Project Area, and cumulative amount of Tax Revenues received by the Agency to date in such Project Area; and</p> <p>(vii) Loan payments made pursuant to each Loan Agreement and the debt service coverage ratio for its obligations under each Loan Agreement and all applicable Parity Debt in substantially the form of Tables 7, 13, 19, and 25.</p> <p>(c) A copy of the report provided by the Authority pursuant to Section 5.11 (b) of the Indentures for the most recent fiscal year; provided that if no</p>

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

Issue Description	Due Date	Filing Requirements
<p>Tax Allocation Revenue Bonds (Pleasant Hill BART, North Richmond, Bay Point, Oakley and Rodeo Redevelopment Project Areas), Series 1999, \$44,615,000</p>	<p>Nine months after FYE 6/30 (3/31)</p>	<p>such report is required to be provided pursuant to said Section 5.11(b), the information described in clauses (i) and (ii) of said Section 5.11(b).</p> <p>(d) For as long as the 1995 North Richmond Loan is outstanding, a copy of reports required by Section 7.13 of the North Richmond First Supplemental Loan Agreement (as defined in the Official Statement).</p> <p>(e) For the fiscal year ended June 30, 2005, information about the final resolution of the Pleasant Hill BART Escrow Fund.</p> <p>(a) Audited financial statements of the Agency for the most recent fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board, and as further modified according to applicable State law. If the Agency's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the usual format utilized by the Agency, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available. The financial statements of the Agency may be consolidated with those of the County of Contra Costa and its related entities;</p> <p>(b) The following information for the most recently completed fiscal year, in substantially the form set forth in the Official Statement relating to the Bonds:</p> <p>(i) Assessed values of property in each Project Area in substantially the form of Tables 3, 8, 13, 18 and 23 of the Official Statement;</p> <p>(ii) Tax Revenues in each Project Area in substantially the form of Tables 5, 10, 15, 20 and 25 of the Official Statement;</p> <p>(iii) Issuance by the Agency of any Parity Debt with respect to any Project Area (if and to the extent permitted by the Loan Agreements);</p> <p>(iv) Information about each pending and successful appeal of assessed values in each Project Area that exceeds 5% of assessed value in such Project Area;</p> <p>(v) Incremental taxable value, tax levy, current year collections, current collections as a percentage of current year levy collected, total collections and total collections as a percentage of the current year's tax levy in each Project Area in substantially the form of Tables 2, 7, 12, 17 and 22 of the Official Statement;</p> <p>(vi) Amount of all Agency debt outstanding secured by a pledge of the Tax Revenues in each Project Area, and cumulative amount of Tax Revenues received by the Agency to date in such Project Area; and</p> <p>(vii) Loan payments made pursuant to each Loan Agreement and the debt service coverage ratio for its obligations under each Loan Agreement and all applicable Parity Debt in substantially the form of Tables 6, 11, 16, 21 and 26.</p> <p>(c) A copy of the report provided by the Authority pursuant to Section 5.11 (b) of the Indenture for the most recent fiscal year; provided that if no such report is required to be provided pursuant to said Section 5.11(b), the information described in clauses (i) and (ii) of said Section 5.11(b).</p> <p>(d) For as long as the 1995 North Richmond Loan is outstanding, a copy of the reports required by Section 7.13 of the North Richmond First Supplemental Loan Agreement (as defined in the Official Statement).</p> <p>(e) For the fiscal year ended June 30, 2003, information about the final resolution of the Pleasant Hill BART Escrow Fund.</p>
<p>Special Assessment Districts: 2013 Special Tax Refunding Bonds, \$5,605,000</p>	<p>Nine months</p>	<p>(a) The audited financial statements of the County for the prior fiscal year prepared in accordance with generally accepted accounting principles in effect from time to time by the Governmental Accounting Standards Board to apply to governmental entities. If the audited financial statements are</p>

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

Issue Description	Due Date	Filing Requirements
	after FYE 6/30 (3/31)	<p>not available by the time the Annual Disclosure Report is required to be filed pursuant to Section 3(a), the Annual Disclosure Report shall contain unaudited financial statements in a format similar to the financial statements contained in the Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Disclosure Report when they become available.</p> <p>(b) The following information with respect to the 2013 Bonds and the District:</p> <ol style="list-style-type: none"> 1. The principal amount of the 2013 Bonds outstanding. 2. The balances of all funds and accounts established by the Fiscal Agent Agreement as of the end of the next preceding fiscal year. 3. Total assessed value of all parcels subject to the Special Tax. 4. Actual Special Tax levy for the most recent fiscal year, Special Tax and property tax delinquency rate for parcels in the District for the most recent year. 5. Concerning delinquent parcels: <ol style="list-style-type: none"> (i) number of parcels delinquent in payment of Special Tax, (ii) amount of total delinquency and as a percentage of total Special Tax levy, and (iii) status of the County's foreclosure proceedings upon delinquent properties. 6. Identity of any delinquent tax payer obligated for more than 10% of the annual Special Tax levy and: <ol style="list-style-type: none"> (i) assessed value of applicable properties, and (ii) summary of results of foreclosure sales, if available. 7. Significant amendments to land use entitlements for property in the District known to the Director of the Department of Conservation and Development. 8. Status of any significant legislative, administrative, and judicial challenges to the construction of the development in the District known to the Director of the Department of Conservation and Development, without independent inquiry, for any year in which construction activity has occurred in the District.



CONTRA COSTA COUNTY

FINANCING POLICIES FOR COMMUNITY FACILITIES DISTRICTS

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SECTION I: GENERAL POLICY STATEMENT

Contra Costa County (the "County") has created these goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (Government Code sections 53311 and following), as amended (the "Act") in providing adequate public services and public infrastructure improvements (the "Policies"). The Policies will apply to all Community Facilities Districts ("CFDs") and related debt financing. In those cases in which fixed lien special assessment or other types of land based financing is substituted for CFD financing, the County will apply the appropriate provisions of these Policies. These Policies are intended to serve as guidelines to assist all concerned parties in determining the County's approach to CFD financing, provide specific guidance for approval of public financing for provision of public services and public infrastructure improvements and establish the standards and guidelines for the review of proposed development financings. It is the County's intent to support projects which address a public need and provide a public benefit. These Policies are also designed to comply with Section 53312.7(a) of the Government Code.

A. Community Facilities District Financings

1. The County encourages the development of residential, commercial and industrial property consistent with the adopted General Plan. The Board of Supervisors will consider the use of CFDs to assist these types of projects.
2. The County will consider the funding of services permitted under the Act if such funding does not create an unreasonable economic burden on the land and special taxpayers.
3. The County encourages the formation of CFDs as acquisition districts. In acquisition districts, a developer is reimbursed for projects only when discrete, useable facilities are deemed by the County to be completed. In construction districts, developers are provided progress payments during the construction of facilities. Acquisition districts provide stronger credit features, and better assure that the public facilities are completed.
4. While recognizing that public facilities proposed to be financed by a CFD are to benefit those properties within the boundaries of the proposed CFD, the Board of Supervisors finds that public benefit can only be "significant" when the benefit is also received by the community at large or are regional in nature but have a benefit to the properties within the proposed CFD.
5. The use of CFDs will be permitted to finance public facilities as described in Paragraph B below, whose useful life will be at least five (5) years and equal to or greater than the term of the bonds. Facilities which are, upon completion, owned, operated or maintained by public agencies will be considered public facilities. Limited exceptions may be made for facilities to be owned, operated or maintained by private utilities, or for facilities which could be owned by public agencies, or utilities.
6. The County is concerned that the proposed project that is to be financed is not premature for the area in which it is to be located. The proposed project must meet the land use approvals listed in Section D.
7. Extending public financing to a proposed project for identified public improvements cannot be

done without considering the aggregate public service needs for the project. Upon receipt of an application for public financing, the County will notify the other public entities having responsibility to serve the proposed project and request comment on the application. Periodic meetings, on a regional basis, with all affected public entities will be encouraged by the County to address the issues relative to overlapping debt

8. The Debt Affordability Advisory Committee (described in Section III below) may waive all or some of the provisions of these policies if unique and special circumstances apply to specific CFD financings.

B. Eligible Facilities

Facilities eligible to be financed by a CFD, upon completion of the construction or acquisition thereof, are intended to be owned by the County, another public agency or a public utility and must have a useful life of five (5) years or more. The list of public facilities eligible to be financed by a CFD may include, but is not limited to the following: streets, highways, and bridges; water, sewer, and drainage facilities; parks; libraries; police and fire stations; traffic signals and street lighting; recreation facilities; governmental facilities; flood control facilities; environmental mitigation measures; and public rights-of-way landscaping.

Facilities to be financed must be legally eligible under the Act and federal tax law, if applicable, to the satisfaction of bond counsel. The Board of Supervisors will have the final determination as to the eligibility of any facility for financing under these Policies.

C. Eligible Services

Services eligible to be funded through a CFD include: police protection services, fire protection and suppression services, ambulance and paramedic services, maintenance and lighting of parks, parkways, streets, roads and open space, flood and storm protection services, and services with respect to the removal or remedial action for the cleanup of any hazardous substance released or threatened to be released in to the environment. The Board of Supervisors will have the final determination as to the prioritization of funding such services. A CFD may not finance public services provided by any other public agency.

SECTION II: INITIATION OF THE FINANCING

A. Application

The proponent of a project must obtain and submit the required application to the initiating County department or related district or agency. The initiating County department with respect to CFD financings is the Department of Conservation and Development (the "Department").

Any application for the establishment of a CFD district will contain such information and be submitted in

such form as the Department may require. At a minimum each application must contain:

1. Proof of authorization to submit the application on behalf of the owner of the property proposed for new development for which the application is submitted if the applicant is not the owner of such property;
2. Evidence satisfactory to the Department that the applicant represents or has the consent of the owners of not less than 67% by area, of the property proposed to be subject to the levy of the special tax;
3. For any CFD financing to benefit new development, a business plan for the development of the property within the proposed CFD and such additional information as the Department may deem necessary to adequately review the financial feasibility of the CFD. For any CFD financing to benefit new development, the applicant must demonstrate to the satisfaction of the Department the ability of the owner of the property to be developed to pay the special tax installments for the CFD and any other assessments, special taxes and ad valorem on such property until full build out and sale or lease up of the property.

An application must be completed and the necessary information provided, as determined by the initiating County department or related district or agency, before any action will be taken to process the application and initiate financing for a project.

B. Processing and Formation Fees

Applications are to be accompanied by a processing or formation fee. All costs to the County associated with the proceedings statutorily required to establish a CFD are to be advanced by the applicant and paid prior to the actual sale of any bonds. The applicant will be reimbursed solely from the proceeds of the bonds sold for all monies advanced.

An initial deposit in an amount of not less than \$35,000 for a CFD is to be attached to the completed application submitted. The initiating County department or related district or agency, in its discretion, may determine a larger deposit amount is appropriate. The deposit will be placed in a separate trust account held by the County. The deposit may be placed in an interest bearing account so long as it is directed to do so by the Board of Supervisors and is allowable under state law. All costs of the County and/or its consultants retained during the formation process are to be paid from this account.

If, in the judgment of the initiating County department or related district or agency, the costs incurred or projected will cause the balance in this account to fall below \$5,000, a written demand will be made to the applicant to advance monies sufficient to bring the account to a balance that is projected to meet remaining costs required to establish the CFD. Failure to advance the requested monies within ten (10) days of a written demand by the County will result in all processing of the application to cease and no further actions to be taken toward establishing the financing district until the monies have been received. Waiver of this requirement can be made only by formal action of the Board of Supervisors.

Monies held in the trust account are to be applied to pay the County and its staff in reviewing and processing the application as well as the costs of the special tax consultant, appraiser, absorption consultant, all publication expenses, and any other costs determined by the County to be necessary to

establish the CFD.

Accompanying the application will be an agreement governing the processing or formation fee, its deposit in a trust account, the use of the monies, the return to the applicant of any unused portion of the fee or other monies advanced, and reimbursement of all monies advanced from bond proceeds.

C. Petition for Formation and Waiver of Time Requirements of the Election

The Mello-Roos Community Facilities Act of 1982, as amended, (the "Act") states that one way to request the formation of a proposed community facilities district is through a Petition signed by landowners holding title to ten percent (10%) of the land by area within the proposed community facilities district. The Petition must be submitted to the County before formal action can be commenced to form the CFD. The form of the petition will be supplied by bond counsel once the completed application has been received and initial processing has been completed.

The Act also provides that the formation can be shortened if one hundred percent (100%) of the property owners within the proposed boundaries of the CFD execute a waiver regarding the timing of and certain procedures associated with the required special election. The applicant should indicate on the application whether this waiver can be secured.

D. Selection of the Financing Team

The County will select the bond counsel, financial advisor, underwriter or placement agent or remarketing agent, and fiscal agent/trustee. It will require the retention of underwriter's counsel or disclosure counsel. Providers of letters of credit, liquidity supports and other types of credit enhancements are also subject to the approval of the County. Bond counsel and underwriter or disclosure counsel must be different firms.

In addition to the consultants that compose the financing team, as noted above, the County will select a special tax consultant to determine a fair and reasonable method to allocate the special tax required to meet debt service on the bonds and other related expenses of the proposed CFD.

Unless satisfactory and current information regarding land values for property within the proposed CFD and subject to the special tax is available, the County will require that a real estate appraiser of its choice be retained and an appraisal made. Additionally, an economist or real estate appraiser or other qualified independent third party may also be retained for the purpose outlined in Section IV.A.

In addition, the County reserves the right to retain additional professional consultants that it deems appropriate.

SECTION III: DEBT AFFORDABILITY ADVISORY COMMITTEE

The Board of Supervisors established the Debt Affordability Advisory Committee (the "Committee") to review issues relevant to capital markets transactions and to make recommendations to the Board of Supervisors when appropriate. The Committee will be comprised of the County Auditor-Controller, the County Treasurer-Tax Collector, Director of the Department of Conservation and Development, and the Senior Deputy County Administrator/Finance Director. The Committee is charged with the task of reviewing and commenting upon all CFD financing as well as other types of financing proposed to be issued by the County or its related districts or agencies. The Committee is to review each proposed debt issue and provide comment on whether the proposed debt issue is consistent with these Policies. It is to comment on the economic viability and credit worthiness of the proposed debt issue. In performing its function the Committee may, in its sole discretion, review a matter more than once and retain additional consultants to assist in its review. The cost of such consultants is to be borne by the proponent of the debt issue. In addition, the Committee has an ongoing responsibility to monitor the status of debt issued by the County or related districts or agencies.

A written summary of the Debt Affordability Advisory Committee's review of the proposed financing is to be prepared and submitted to the Board of Supervisors after it considers the financing. The written summary will state the issues considered by the Committee, whether the financing and the issues considered were consistent with or at variance with these Policies, and its recommendation with regard to each issue and the financing. If the vote of the Committee is not unanimous, the written summary is to so indicate and summarize the position taken by the minority members of the Committee.

The following are those matters which at minimum the Debt Affordability Advisory Committee is to review and comment upon with regard to the CFD financings.

1. Prior to the Board of Supervisors considering the resolution of intention to establish a CFD, the Department is to determine that all land use approvals required for the project under Section IV.E. have been fulfilled and that the proposed rate and method of apportionment of the special tax is consistent with Section V.A. of these Policies. Any variation from these Policies is to be noted and a recommendation made to the Board of Supervisors with regard thereto.
2. Prior to the Board of Supervisors considering the resolution authorizing the sale and issuance of bonds, the Debt Affordability Advisory Committee is to determine that:
 - a) A current appraisal and any related absorption study have been prepared consistent with Section IV.A. and IV.B of these Policies and that satisfactory land value to lien ratios exist.
 - b) Each property owner responsible for twenty percent (20%) or more of the debt service on the bonded indebtedness to be incurred has supplied the financial security required by Section IV.C. and IV.D. of these Policies.
 - c) The rate and method of apportionment of the special tax is in compliance with Section V.A. of these Policies.
 - d) The structure of the proposed financing is consistent with the applicable subsections of Section VI of these Policies.

- e) Each property owner responsible for 20% or more of the debt service in connection with any series of bonds must be current with respect to payment of all general property taxes, and any assessments or special taxes levied.

As stated above, any variation from these Policies is to be noted and a recommendation made to the Board of Supervisors with regard thereto. In addition, the Debt Affordability Advisory Committee is to make any comment it deems relevant in determining the economic viability or credit worthiness of the proposed debt issue. The Committee is to make a recommendation to the Board of Supervisors as to whether or not to proceed with the sale and issuance of the bonds.

If the proposed financing contemplates that bonds are to be issued in series, then each series is to be reviewed and commented upon by the Debt Affordability Advisory Committee before that series of bonds is considered by the Board of Supervisors for issuance.

Any proposal for refunding or defeasing a particular CFD financing is to be reviewed for consistency with Section XI of these Policies and commented on by the Debt Affordability Advisory Committee prior to it being submitted to the Board of Supervisors for consideration.

Once issuance of bonds has been approved by the Board of Supervisors and the bonds have been sold, the County department or related district or agency having responsibility for the administration of the bond issue is to annually file with the Auditor Controller of the County a report regarding the status of the bond financing. The occurrence of a technical default, or the likelihood thereof, is to be reported immediately to the Auditor Controller of the County by the administering County department or related district or agency.

SECTION IV: ECONOMIC VIABILITY OF THE FINANCING

In evaluating the application and the proposed debt issue, the County may require any or all of the following to determine the economic viability of the proposed project and the timing of the sale of any bonds or series thereof. The following requirements would apply to a Services CFD only to the extent determined by the Department.

A. Absorption Study

Unless waived by the Debt Affordability Advisory Committee, an absorption study of the proposed project will be required for CFD financings. The absorption study will be used: (1) as a basis to verify proposed base pricing of the finished products (lots or completed buildings or dwelling units) subject to the levy of the special tax; (2) to determine the projected market absorption of such finished products and (3) as a basis for verification that the assumptions supporting the special tax formula are appropriate and sufficient revenues can be collected to support the bonded indebtedness to be incurred.

The absorption study will also be used to evaluate the timing consideration identified by the applicant and the financing team. The absorption study will be provided to the appraiser and the appraisal required below in Section IV.B. is to reflect consideration of the absorption study.

B. Appraisal

1. Definition of Appraisal

An appraisal is a written self-contained report independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information. A qualified appraiser is a state certified real estate appraiser, as defined in Business and Professions Code Section 11340.

2. Standards of Appraisal

A detailed complete appraisal will be prepared to support any CFD financing. A detailed complete appraisal will reflect nationally recognized appraisal standards including, to the extent appropriate, the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation, the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute. An appraisal should also generally conform to the Appraisal Standards for Land - Secured Financings provided by the California Debt and Investment Advisory Commission ("CDIAC"). Appraisals undertaken to establish value-to-lien ratios in CFD's should value the fee simple estate, subject to special assessment and special tax liens. The estimate of Market Value should be refined to reflect the Retail Value of fully improved and occupied properties and the Bulk Sale Value of all vacant properties, including both unimproved properties and improved or partially improved but unoccupied properties. An appraisal must contain sufficient documentation including valuation data and the appraiser's analysis of the data to support his or her opinion of value. At a minimum, the appraisal will contain the following items:

- a) The purpose and/or function of the appraisal, an identification of the property being appraised, the intended use, the identity of the current and intended uses, and a statement of the assumptions and limiting conditions affecting the appraisal.
- b) An adequate description of the physical characteristics of the property being appraised, location, General Plan/zoning, present use, and an analysis of highest and best use.
- c) Relevant and reliable approaches to value consistent with commonly accepted professional appraisal practices. If a discounted cash flow analysis is used, it should be supported with at least one other valuation method, such as a market approach using sales that are at the same stage of land development, when possible. If more than one approach is utilized, there will be an analysis and reconciliation of approaches to value that are sufficient to support the appraiser's opinion of value.
- d) A description of comparable sales, including a description of all relevant physical, legal and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
- e) A statement of the value of real property.
- f) The effective date of valuation, date of appraisal, signature and certification of the appraiser.

3. Community Facilities District Appraisal Premises. The valuation of proposed special tax districts will be based on all of the following three premises:

- a) Raw Land Value. (Premise #1). The total land within the project will be valued “as is”:
 - (i) Without proposed infrastructure being financed or any future private improvements;
 - (ii) With existing parcel configuration and existing land use entitlements; and
 - (iii) Considering planned densities allowed by the General Plan, specific plan, zoning or other project approvals then in effect

This is a typical type of land valuation.

b) Project Build-out value. (Premise #2). The total land within the project is valued under projected conditions:

- (i) With completion of proposed infrastructure being financed;
- (ii) At the planned densities allowed by the General Plan, specific plan, zoning or other approvals then in effect; and
- (iii) Land development is at the stage of being marketed to merchant builders or tentative tract maps ready to be filed.

This is a projected value based on project plans predicated on market conditions continuing as projected.

c) Bulk Land Value. (Premise #3). The total land within the project is valued under projected conditions:

- (i) With completion of proposed infrastructure being financed;
- (ii) With existing parcel configuration; and
- (iii) Considering planned densities allowed by the General Plan, specific plan, zoning or other project approvals then in effect.

This premise should consider a discounted or “quick sale” valuation considering time, costs and the possibility of a pre unit value based on the total size of the project.

4. Timeliness of Information. To ensure that the opinion of value is current at the time of any bond sale, the valuation date of the appraisal or an update to the appraisal should be within three months of the bond sale.

C. Financial Information Required of Applicant

Both at time of application and prior to the sale and issuance of any bonds, the applicant for a CFD debt issue and all property owners owning land within the boundaries of the proposed financing district that will be responsible for twenty percent (20%) or more of the debt service on the bonded indebtedness to be incurred will provide financial statements (preferably audited) for the current and prior two fiscal years. The applicant will also provide all other financial information related to the proposed project that may be requested by the County.

Subsequent to the sale and issuance of the bonds, federal and state statutes and/or regulations regarding

the financing may require the preparation of periodic reports. The applicant and all major participants in the project will be required to provide that information needed to complete such statutorily required reports. In addition, the County department or related district or agency responsible for the administration of the bonds may require information of the applicant or the major participants in the project to satisfy reporting demands of rating agencies or institutional buyers.

D. Potential Third Party Guarantee of Special Tax Payments During Project Development

The greatest exposure to default on CFD bonds is the period between the issuance of bonds and project stabilization. The risk of default is increased when only a single or a few property owners are responsible for the special assessment or special tax payments. While the County's credit is not pledged to support the bonds, a default on CFD bonds can negatively impact the investment community's perception of the County.

To minimize the risk of default, the County may require a third party guarantee for the annual special tax payments within a district while the project is being developed and until there is significant absorption of the new development. The need for, nature and duration of any third party guarantees will be evaluated by the County and its financing team on a case by case basis. However, a third party guarantee would be specifically required of a developer in each year in which the developer owns or leases property within the district which is responsible for 20% or more of the special taxes levied; the guarantee would provide for 100% of the special tax levy due in each applicable fiscal year for property owned or leased by such developer. If required, the commitment letter for the third party guarantee must be provided within five days of the Resolution of Issuance and the third party guarantee must be provided prior to printing the preliminary official statement for the financing.

Third party guarantees may include letters of credit ("LOCs"), surety bonds, or some other mechanism which assures payment of special taxes while the project is being developed. When LOCs are provided, they must be in form and substance acceptable to the County from a bank acceptable to the County.

E. Land Use Approvals

For CFD financings the County will require, at a minimum that the proposed project must

1. be consistent with the County's General Plan;
2. be reviewed by the Director of the Department or designee, and have satisfied or be able to satisfy, all of the relevant land use requirements specified by the Director; and,
3. have had the service levels for the required public facilities established or the exact public facilities required for the project identified.

A proposed project that requires: (i) a General Plan amendment, (ii) a change of zone that increases the density or intensity of land use, (iii) a specific plan, or (iv) a specific plan amendment that increases the

density or intensity of land use will be referred to the Department's Community Development Division for evaluation as to whether the project is premature.

An appropriate environmental review of the proposed project is to have been completed as part of land use entitlement proceedings that will have addressed all of the public facilities that are to be constructed through the proposed financing.

F. Equity Participation by Applicant and Major Participants

In evaluating the proposed debt issue, the Debt Affordability Advisory Committee will consider the equity participation of the applicant and the major participants in the proposed project. At the time the application for the proposed financing is received, an analysis will be made as to the equity interest that the applicant has in the proposed project. It will also be required of the applicant that in addition to the financing, the applicant will fund in-tract public infrastructure and may be expected to contribute to other public improvements related to the proposed project.

SECTION V: REVENUE SUPPORTING THE FINANCING

CFD bonds are termed "limited obligations" whose primary repayment is secured by a special tax. The following are criteria that will be applied in evaluating the revenue stream that will be supporting a proposed CFD bond financing.

- A. The rate and method of apportionment of the special tax must be both reasonable and equitable in apportioning the costs of the public facilities and services to be financed to each of the parcels within the boundaries of the proposed CFD.
- B. The rate and method of apportionment must be structured to produce special taxes sufficient to pay scheduled debt service on all bonds (and provide coverage equal to 10% of debt service - see Section V.F. below), pay annual services or maintenance expenses (if applicable), establish or replenish any reserve fund for a bond issue, and pay reasonable and necessary administrative expenses of the CFD. In addition, the rate and method of apportionment may be structured to produce amounts to pay directly the costs of public facilities authorized to be financed by the CFD, the accumulation of funds reasonably required for future debt service, amounts equal to projected deficiencies in special tax payments, any remarketing, credit enhancement or liquidity fees and any other costs or payments permitted by law.
- C. The rate and method of apportionment of the special tax is to provide for the administrative expenses of the proposed CFD, including, but not limited to, those expenses necessary for the enrollment and collection of the special tax and bond administration.
- D. All property not otherwise exempted by the Act from taxation will be subject to the special tax. The rate and method of apportionment may provide for exemptions to be extended to parcels that are publicly-owned, held by property owners associations, used for a public purpose such as permanent

open space or wetlands, or affected by public utility easements making impractical their use for other than the purposes specified in the easement

- E. The annual special tax levy on each residential parcel developed to its final land use will not escalate, except that a variation for services and administrative expenses will be allowed. The County will allow an annual escalation factor, not to exceed two percent (2%) per year, on parcels to be developed for commercial or industrial uses.
- F. The maximum annual special tax, together with *ad valorem* property taxes, County Service Area charges, special assessments or taxes for an overlapping financing district, or any other charges, taxes or fees payable from and secured by the property, including potential charges, taxes, or fees relating to authorized but unissued debt of public entities other than the County, in relation to the expected assessed value of each parcel upon completion of the private improvements to the parcel is of great importance to the County in evaluating the proposed financing.

The objective of the County is to limit the total tax burden, including the *ad valorem* property taxes levied by the County, special taxes levied by any existing district for the payment of bonded indebtedness or ongoing services, assessments levied for any assessment district or maintenance district for the payment of bonded indebtedness or services and the assigned special tax for the proposed CFD, on any parcel to a maximum of two percent (2%) of the expected assessed value of the parcel upon completion of the private improvements. In evaluating whether this objective can be met, the County will consider the aggregate public service needs for the proposed project. It will consider what public improvements the applicant is proposing be financed in relation to these aggregate needs and decide what is an appropriate amount to extend in public financing to the identified public improvements.

- G. The total maximum annual special taxes that can be collected from taxable property in a district, taking into account any potential changes in land use or development density or rate, and less all projected administrative expenses, must be equal to at least one hundred ten percent (110%) of the gross annual debt service on any bonds issued by or on behalf of the CFD in each year that said bonds will remain outstanding.
- H. The rate and method of apportionment of the special tax will include a provision for a back up tax or other assurances to protect against any changes in development that would result in insufficient special tax revenues to meet the debt service requirements of the CFD. Such backup tax or other assurances will be structured in such a manner that it will not violate any provisions of the Act regarding cross-collateralization limitations for residential properties.
- I. A formula to provide for the prepayment of the special tax may be provided; however, neither the County nor the CFD will be obligated to pay for the cost of determining the prepayment amount which is to be paid by the requesting property owner.

SECTION VI: STRUCTURING THE FINANCING

In structuring a CFD financing, the County and its financing team will insure that the following issues are addressed in connection with the CFD bond issue.

A. Limited Obligations of the County

Both the statutory authority providing for the issuance of CFD bonds as well as the proceedings resulting in the sale and issuance of the bonds must ensure the bonds are limited obligations of the County payable only from the revenue source identified and do not require the expenditure of the general funds or any other revenues of the County to satisfy debt service obligations or to replenish any reserve fund established for the bonds.

B. Structuring of Debt Service

While the County prefers that debt service be structured with approximately level debt service, CFD financings may be structured with level, escalating, or declining debt service. The bonds must mature within forty (40) years of the date of the initial bonds issued. No bonds will be issued with a maturity date greater than the expected useful life of the facilities being financed.

C. Reserve Funds

The County will require that for CFD financings a reserve fund be established at a required funding level as determined appropriate by the financing team.

D. Capitalized Interest

Interest will be capitalized for a bond issue only as long as necessary to place the special tax installments on the assessment roll; provided, however, that interest may be capitalized for a longer term to be established in the sole discretion of the County on a case by case basis, not to exceed an aggregate of 18 months, taking into consideration the value to lien ratio for such bonds, the expected timing of initial occupancies of residential dwelling units or nonresidential structures within the CFD, expected absorption and buildout of the property within the applicable Community Facilities District, expected construction and completion schedule for the facilities to be funded from the proceeds of the bonds, the size of the bond issue, the development pro forma and the equity position of the applicant and such other factors as the County may consider relevant.

E. Foreclosure Covenant

In collecting delinquent special taxes, the County seeks to balance the bondholders' right to receive timely payment with fairness to property owners within the CFD who, due to extenuating circumstances, may have difficulty paying their special taxes in a timely manner. Because CFD financings generally are repaid from special tax receipts and solely secured by liens against property within the CFD, the

investment market expects to see appropriate foreclosure covenants. Foreclosure covenants would compel the County to take action to file a foreclosure action against a parcel with certain delinquency thresholds are reached. For example, a covenant may require the County to institute foreclosure if an individual delinquency exceeds a certain threshold (e.g., \$5,000) or the total amount of delinquencies exceeds a specified percentage of the total special taxes to be received (e.g., 5%). Those standards may differ if the reserve fund for the issue remains fully funded.

For each bond issue, the County and its financing team will analyze key aspects of the district (e.g., number of parcels, special tax rates, and debt service) to structure foreclosure covenants in a manner that satisfies the bondholders' need to reduce the likelihood of a shortfall in special taxes to pay debt service with the desire to provide flexibility in treatment of individual special tax payers.

F. Underwriter and Original Issue Discount

The underwriter's discount will be negotiated and determined solely by the County and will be competitive with and comparable to such discounts on similar financings being issued by the County and other public entities. The County will consider any other compensation the underwriter may be receiving in connection with the bond financing in determining the appropriate amount of the discount.

An original issue discount will be permitted only if the County determines that such discount results in a lower true interest cost on the bonds and that, for CFD financings, the use of an original issue discount will not adversely affect the ability of the CFD to construct public facilities identified by the bond documents.

SECTION VII: AGREEMENTS WITH AFFECTED PUBLIC ENTITIES

A. County Initiated CFD Financings

1. For CFDs, the joint community facilities agreement(s) required with other public entities which will own, maintain or operate the facilities to be financed must be adopted and approved by all parties at or prior to the adoption of the resolution establishing the CFD.
2. Should a CFD bond issue be for the construction of public facilities required to be sized to exceed the service needs of the properties within the boundaries of the financing district, the County will negotiate the following:
 - a) To the extent that the affected public entity's regulations allow, a credit against connection fees or other fees such that the credit will preclude the affected properties from contributing twice toward the cost of the identified public facilities.
 - b) To the extent that the affected public entity's regulations allow, a reimbursement for oversized facilities that will allow the CFD to balance the bonded indebtedness incurred with the level of benefit the properties are to receive from the public facilities that are to be financed.

- c) Any reimbursements for oversizing received from the affected public entity are to be paid to the CFD and, depending upon date of receipt, will be used either to augment construction proceeds or to reduce the outstanding bonded indebtedness of the financing district as determined appropriate by the County.

B. CFD Financings Not Initiated by the County

An administrative review will be made by the Department of all non-county initiated CFD financings that will require a joint community facilities agreement with the County to ensure compliance with the following minimum requirements. Only those financings that do not satisfy these minimum requirements will be referred to the Debt Affordability Advisory Committee for review and comment.

1. For CFDs containing residential projects, the rate and method of apportionment of the special tax will not provide for an annually increasing maximum special tax for any residential classification. However, for commercial and industrial projects within the CFD, the County will accept a maximum special tax for such classifications that escalates at a rate not to exceed two percent (2%) per year.
2. For CFDs, the total projected annual special tax revenues, less estimated annual administrative expenses, must exceed the projected annual gross debt service on the bonds by ten percent (10%). In structuring the rate and method of apportionment of the special tax, projected annual interest earnings may also be included as part of the projected annual revenues to satisfy this coverage requirement. Annual bond reserve fund interest earnings will be calculated at a rate to be determined by the County but, in no event greater than the then current passbook savings rate.
3. Whether the projected *ad valorem* property tax and other direct and overlapping debt for the property within the proposed boundaries of the CFD, including the proposed maximum special tax, does meet the County's objective of not exceeding two percent (2%) of the anticipated assessed value of each improved parcel upon completion of the private improvements as articulated in Section V.E. will be reviewed. This review will include current or estimated County Service Area or Community Service District charges, benefit assessments, levies for authorized but unissued debt and any other anticipated charge which may be included on the property tax bill.
4. With regard to any bonds to be issued, there will be created a reserve fund that will be established for each series of bonds.
5. If the County or its related districts or agencies are to:
 - a) own, operate, or maintain a majority of the facilities to be financed, or,
 - b) be the single largest recipient of the facilities to be financed, or,
 - c) own, operate or maintain facilities having a combined construction cost of \$100,000 or more, including design, engineering, construction contingencies and related costs of the

construction project,

then the County will require that all of the appropriate Policies set forth herein will be adhered to before entering into a joint community facilities agreement.

SECTION VIII: CREDIT ENHANCEMENTS

Credit enhancements, if required by the County, are to be utilized either to improve the credit worthiness of the proposed financing or to insure that the debt service requirements of the proposed debt issue are met in a timely manner. It is important to the County to minimize the possibility of a debt issue being placed in default and to insure that sufficient cash flows are available to meet debt service requirements. Section IV. D. contains a potential requirement for credit enhancement related to the ownership of 20% or more of the property within a CFD.

The County will examine carefully the provider of the required credit facility and the form that the credit facility will take. The rating of the provider, as well as the provider's capitalization, are of principal concern, and a reduction in either during the term of the credit facility to a level unacceptable to the County may require that an alternate credit facility be secured from an acceptable provider. The County reserves the right, in its sole discretion, to determine the acceptability of both the credit facility and its provider.

SECTION IX: OFFERING STATEMENTS AND DISCLOSURE

It is the intent of the County to comply with all applicable federal or state requirements regarding disclosure to insure that fair and accurate descriptions of debt issues are provided to the purchasers of the bonds. The County and any owner of property within a CFD that has not reached its entitled development and that will be responsible for the payment of special taxes representing such portion (as determined by bond counsel) of annual debt service on an issue of bonds that would cause such person or entity to be an "obligated person" under federal securities law (each, an "Obligated Person") will use all reasonable means to ensure compliance with applicable federal securities laws in connection with the issuance of debt and the provision of financial information and operating data regarding any CFD established by the County with respect to which bonds have been issued.

The County will retain disclosure counsel for any particular land secured or conduit financing having an aggregate principal value of \$1,000,000 or more. Decisions as to the adequacy of the disclosure will be determined by the County, its counsel, bond counsel and disclosure counsel. No preliminary or final offering statement for a particular land secured or conduit financing will be released for circulation unless it is deemed final by the County on the advice of its counsel, bond counsel or disclosure counsel.

With regard to the initial disclosure, each Obligated Person will be required to provide for inclusion in the official statement or other offering materials distributed in connection with the offering and sale of such bonds, such information as may be required to satisfy any requirements of, or avoid any liability under, any applicable federal or state securities laws.

The proponent(s) of a particular land secured or conduit financing and all principal participants therein are expected to provide the information requested by the County, its counsel, the underwriter, its counsel,

disclosure counsel, or bond counsel that is deemed necessary for disclosure purposes. Failure on the part of the proponent and any principal participants to comply with such requests will jeopardize completion of the debt issue.

With regard to continuing disclosure, each Obligated Person will be required to enter into an Agreement pursuant to which such Obligated Person will agree to provide financial information and operating data, on an ongoing basis, as may be required for the underwriter of such bonds to satisfy the requirements imposed on such Obligated Person pursuant to Rule 15c2-12 under the Securities Exchange Act of 1934.

The proponent of a particular land secured or conduit financing and all Obligated Persons will be required to execute those certificates and provide those written opinions of their respective counsel that are required by the terms of the bond purchase agreement. Failure to do so will result in the bonds not being sold and issued.

Failure of the proponent of a particular land secured or conduit financing or of any Obligated Person to comply with such proponent's or Obligated Person's initial or continuing disclosure obligations pertaining to bonds previously issued for any other CFD will be grounds for denial of the application for the formation of a CFD. Any such failure should be remedied by the time of providing the preliminary official statement and such failure will be disclosed in the preliminary and final official statements as required by bond counsel and/or disclosure counsel.

SECTION X: ADMINISTRATION

All matters related to administration of issued bonds are to be handled consistent with the terms of the trust indenture or fiscal agent agreement pursuant to which the bonds were sold. Administrative responsibilities with regard to the bonds and the project being financed by bond proceeds will vary depending upon the nature of the project.

A. Debt Administration

CFD bonds are issued pursuant to bond indentures or fiscal agent agreements which identify the Auditor-Controller of the County to have administrative responsibility for these debt issues. This includes, among other duties, the computation and enrollment of the special tax, payment of principal and interest on the bonds, initiation of foreclosure proceedings with regard to delinquent parcels, and management and investment of monies held in all funds and accounts created by the bond indentures or fiscal agent agreements.

B. Notice to Future Property Owners

The Act requires that certain disclosure certificates regarding the existence of a CFD and the special tax obligation be provided to those individuals purchasing property within the CFD, including to interim purchasers and merchant builders. The County will require that the statutorily prescribed disclosure be

made to the initial purchaser of property within a CFD, and the proponent of the CFD and/or developer will make available the information necessary to complete the disclosure certificate required for secondary transfers. In its sole discretion, the County may require additional disclosure if such disclosure will aid subsequent purchasers to be made aware of the existence of the CFD and the lien obligations created by the special tax.

C. Annual Reporting

The County departments or related districts or agencies identified in Section X. of these Policies as having responsibility for bond administration will prepare and timely file with the state and federal agencies all statutorily required reports.

Consistent with Section III of these Policies, County departments or related districts or agencies having responsibility for bond administration are to prepare and submit annually to the Auditor Controller of the County a report on the status of their respective debt issues on forms to be provided by the Debt Affordability Advisory Committee. The occurrence of technical default, or the likelihood thereof, is to be reported immediately to the Auditor Controller of the County by the administering department or related district or agency. For the purposes of these Policies, the term "technical default" will mean the occurrence of an event or omission that may result in the inability to make timely payment of debt service on the financing or would jeopardize the tax exempt status of the financing (e.g., the need to draw on a reserve fund, the insolvency or bankruptcy of a principal property owner, the insolvency of a provider of a credit enhancement, or insufficient funds to make a required rebate payment).

The information contained in these reports will allow the Auditor Controller of the County to prepare an analysis of the outstanding debt of the County and its related districts or agencies.

SECTION XI: REFUNDINGS

The principal objective of the County in refunding an outstanding debt issue is to secure a public benefit which may include an interest rate savings that will result in both an annual and present value savings to the property owners responsible for paying debt service on the bonds. The actual value of the savings must significantly exceed the costs of the refunding and any increase in the principal amount of bonds that will be outstanding as a result of the refunding.

Refunding of a particular CFD financing must at minimum be structured to reflect the following:

1. The refunding bonds will mature on a date not later than the date on which the bonds being refunded (the "prior bonds") mature.
2. Annual debt service savings to be realized from the refunding are to be apportioned over the remaining life of the refunding bonds.
3. The prior bonds (or any portion thereof being refunded) are to be legally defeased in accordance

with the indenture or fiscal agent agreement authorizing their issuance. If there is no provision for their defeasance, a defeasance escrow will be established that will contain only cash or direct obligations of the United States.

4. A refunding that results in an increase in the principal amount of bonds outstanding must consider prepayments that have been received prior to the refunding.

The County will also consider refunding an outstanding land secured financing to address unacceptable or unworkable bond covenants, debt service schedules or bond maturities.

SECTION XII: AMENDMENTS AND EXCEPTIONS

The County reserves the right to amend or modify these policies at any time and the right to make exceptions or grant waivers for specific financing projects, as facts and circumstances warrant.

**County of Contra Costa
Multifamily Mortgage Revenue Bond Program
Policy**

Summary

Federal, state and local legislation authorize issuance of mortgage revenue bonds by local governments to finance the development, acquisition and rehabilitation of multifamily rental housing projects pursuant to Section 52075 of the California Health and Safety Code, and applicable provisions of the Internal Revenue Code. The allocation of private activity bond authority is secured through the California Debt Limit Allocation Committee (CDLAC). The interest on the bonds can be exempt from federal and state taxation. As a result, bonds provide below market financing for qualified rental projects located within Contra Costa County (the "County")*. In addition the bonds issued under the program can qualify projects for allocations of federal low-income housing tax credits, which can provide a significant portion of the funding necessary to develop affordable housing. The program is administered by the County's Department of Conservation and Development (DCD).

There is no direct legal liability to the County in connection with the repayment of bonds; there is no pledge of the County's faith, credit or taxing power and the bonds do not constitute general obligations of the issuer because the security for repayment of bonds is limited to project revenue and other sources specified under each financing. Project loans are, in most cases, secured by a first deed of trust on the bond-financed property. The program is completely self-supporting; developers must secure funding to pay for costs of issuance of the bonds and all other costs under each financing.

The bonds may be used for construction, rehabilitation and permanent financing. The effective mortgage rate is the aggregate of the applicable bond rate and the add-on fees charged under the program such as lender, trustee, issuer's fee, etc. The bond rate, for fixed rate bonds, is determined at the time of a bond sale, and the resulting mortgage rate is approximately 1.5-2% below conventional mortgage rates. The project loans generally have a 30-year amortization schedule.

The goals of the program include:

- Increase and preserve the supply of affordable rental housing;
- Encourage economic diversity within residential communities;
- Maintain a quality living environment for residents of assisted projects and surrounding properties; and
- In the event of provision of public funds towards the project, optimize the effectiveness of those funds by maximizing the leveraging of private sector funds.

Eligibility

The project must be located within Contra Costa County and consist of complete rental units, including full kitchens and bathrooms, and cannot be used for transient or student housing.

* The County has authority to issue on behalf of Cities within the County pursuant to Contra Costa County 1982 Home Mortgage Revenue Bonds Cooperation Agreements. The County works closely with local communities to meet their housing objectives.

There is no limit on the maximum or minimum project size or number of units. However, smaller size projects (fewer than 40 units or less than \$2 million loan) may not find tax exempt financing economically efficient due to the costs of issuance, services of the

financial team, rating fees, etc. Proposed combined or pooled projects will be considered on a case by case basis. For projects requiring bond financing greater than \$35 million, it will be necessary to obtain a waiver from the CDLAC in order to receive an allocation.

Loan funds may be used for costs of property acquisition (no more than 25% of bond proceeds can be used for the acquisition of land), construction, rehabilitation, improvements, architectural and engineering services, construction interest, loan fees and other capital costs of the project incurred after the Bond Inducement date (specified in Financing Process section).

Pursuant to federal requirements, if bonds are used for acquisition and rehabilitation, at least 15% of the portion of the acquisition cost of the building and related equipment financed with the proceeds of the bonds must be used for rehabilitation of the project.

No more than 2% of any tax-exempt bond loan can be used to finance costs of issuance, such as the services of the financing team members, rating and printing of bonds, bond allocation, etc.

County Compensation

The County’s fees are comprised of (1) a non-refundable application fee due prior to drafting a Reimbursement Inducement Resolution, (2) an issuance fee due upon bond closing, and (3) an annual fee due in advance to cover costs of monitoring compliance with State and federal law requirements as contained in a Regulatory Agreement. The annual fees may be negotiated, however the standard fee is 1/8 of 1% (or .125%) of the principal amount of bonds outstanding. Annual fees are charged for the full term of the Regulatory Agreement, generally 55 years. At the County’s discretion, annual fees above a \$5,000 minimum may be subordinated to payment of debt service. The County fees are summarized in the table below:

Issuer Fee Schedule

Application ⁽¹⁾	Issuance Fee		Annual Fee ⁽²⁾	
\$2,500	Rate ⁽³⁾	.125%	Rate ⁽³⁾	.125%
	Minimum	\$5,000	Minimum	\$5,000
	Maximum	\$75,000	Maximum	\$25,000

- (1) Payable upon request of Reimbursement Inducement Resolution. Amount applied to Issuance Fee at closing. DCD may waive this requirement in its sole discretion.
- (2) Amounts above the minimum may be subordinated to bond debt service, at the County’s option.
- (3) Percentage applied to the initial bond issuance amount.

Types of Bonds

The County may issue either tax-exempt or taxable bonds. Taxable bonds would generally be issued in combination with tax-exempt bonds. Tax-Exempt Private Activity Bonds (non-refunding) require an allocation of bond authority from CDLAC. To obtain the allocation the County must submit an application to CDLAC on behalf of the developer. Submittal of the application is at the discretion of the County, not the developer. The developer must pay all required CDLAC fees when due.

The interest on taxable bonds is not exempt from federal taxation. These bonds are not subject to federal volume "cap" limitations and therefore do not require allocation authority from CDLAC. Taxable bonds can be used in combination with low-income housing tax credits awarded by the Tax Credit Allocation Committee. Taxable bond issues must meet all applicable requirements of this Policy (including rating requirements) and any additional regulations that may be promulgated, from time to time, by the County

The County may issue 501(c)(3) bonds on behalf of qualified nonprofit organizations. 501(c)(3) bonds are tax-exempt and do not require an allocation from CDLAC, but cannot be used with the Low Income Housing Tax Credit Program.

Refunding Bonds will be allowed if the issuance meets the following conditions:

1. The Project Sponsor agrees to cover all costs of the issuer.
2. Projects originally financed by tax-exempt bonds prior to the 1986 Tax Act will have to make a minimum 10% of the units affordable to persons earning 50% of the median area income with the rents affordable at the same level.
3. The affordability restrictions of the existing bond regulatory agreement are subject to extension and/or additional restrictions. All specifics of refunding proposals must be approved by the County.
4. Default refunding applications require a default refunding analysis (to determine the eligibility for a default refunding). The County shall choose the firm to conduct the analysis. The project applicant will deposit the cost for the study with the County before the study begins.

Affordability Requirements

Term

The project must remain as rental housing and continuously meet the affordability requirements for at least 55 years from the date of 50% occupancy of the project. At the conclusion of the Regulatory period, rent of "in-place" tenants will continue to be governed by the applicable affordability restriction, so long as those tenants continue to live in the development.

Income Restrictions

To be eligible for tax-exempt bond financing, federal and State law require that the project meet one of the following conditions:

- (a) A minimum of 20% of the units in the project must be set aside for occupancy by households whose income does not exceed 50% of area median income, as adjusted for family size; or
- (b) A minimum of 10% of the units in the project must be set aside for occupancy by households whose incomes do not exceed 50% of area median income, as adjusted for family size AND an additional 40% of the units in the project must

be set aside for occupancy by households whose incomes do not exceed 60% of area median income, as adjusted for family size.

Project owners must certify their tenant's eligibility annually. If at the annual certification it is found that a tenant's income exceeds 140% of the current income limit, the owner must rent the next available unit of comparable size to a new income eligible tenant. The owner may raise the current tenant's rent to market rent only upon renting the next available unit to a new low-income or very low-income household, as applicable. A unit occupied only by full time students does not count towards the set-aside requirement.

Rent Restrictions

The maximum rents for all the affordable units are equal to 30% of the applicable monthly maximum income level, assuming one person in a studio, two persons in a one-bedroom, three persons in a two-bedroom and four persons in a three-bedroom unit. These assumptions differ for projects using Low Income Housing Tax Credits. In the event that both are used, the more restrictive rents apply. The maximum rents are further reduced by the amount of the utility allowance applicable to those units, based on unit size. Utility allowances are set by the Housing Authority of the County of Contra Costa and are based solely upon the utilities paid by the tenant.

The set-aside units must proportionately reflect the mix of all units in the project, be distributed throughout the project, and have the same floor area, amenities, and access to project facilities as market-rate units.

Regulatory Agreement

The rental and affordability unit requirements will be contained in a Regulatory Agreement that is recorded with the property and must be complied with by subsequent buyers for the minimum rental period. The requirements are terminated at the later of the end of the minimum rental period and repayment in full of the bonds or in the event of total casualty loss or foreclosure.

Financing Team

Bond Counsel and Financial Advisor, if applicable, specifically represent the interests and concerns of the County in ensuring the integrity of the bond transaction. The project sponsor may, at its own expense, add additional members to the finance team to represent its interests.

Financial Advisor

If deemed necessary, the Financial Advisor will be designated by DCD. They will prepare a feasibility study of whether it is economically advisable to proceed with the financing, including: evaluations of the financial strength of the project; assumptions regarding income and expenses; sources of security for bonds in addition to the project; developers financial situation and experience in operating and managing rental projects; marketability of the bonds; rights and resources of parties to the transaction in the event of default; and provide financial advise on all relevant issues to best protect the interests of the County. The compensation for financial advisory services to determine whether it is advisable to proceed with a financing will not be contingent on the sale of the bonds.

Bond Counsel

Bond Counsel will be designated for each financing by the County Board of Supervisors. Bond counsel will prepare the necessary legal documentation, including provisions regarding compliance with any applicable continuing disclosure requirements, provide an opinion regarding the validity of the bonds and their tax exemption, and provide legal advice on all relevant issues to best protect the interests of the County.

Additional Parties

The Bond Underwriter, Remarketing Agent, Private Placement Purchaser, and Bond Trustee, if required, will be selected by the County in consultation with the project sponsor. The fees for such services will be paid solely out of bond proceeds or otherwise by the project sponsor.

The Financing Process

1. Request for Financing (New or Refunding) – A letter of request must be sent to the DCD stating the desire to use the County’s Multifamily Mortgage Revenue Bond Program. The letter should include:
 - a. Name of Development Project;
 - b. Location by street address and assessor’s parcel number (if known);
 - c. Estimated number units;
 - d. Estimated development costs including land (bonds to be issued cannot exceed this amount);
 - e. Exact legal name of the ownership entity at the time of bond closing (e.g. name of individual, partnership, corporation, etc. and
 - f. If different, name of the operating entity at the time of bond closing.
 - g. Non-refundable application fee of \$2,500 to cover the administrative costs of reviewing the project feasibility, Inducement and TEFRA Hearing processes.
2. Board of Supervisor Approval of Reimbursement [Inducement] Resolution – The Reimbursement Resolution is a conditional statement of intent on the part of the County to provide tax-exempt financing for the project. The Resolution is non-binding, however it authorizes the submittal of the application to CDLAC by the County and it sets the date (which is 60-days earlier than the Inducement Date) from which costs related to the project are eligible for financing.
3. Public Hearing/Section 147(f) Resolution – Tax law requires that a public hearing be held to take comment on the nature of and location of the facility proposed to be financed with private activity bonds (Multifamily Mortgage Revenue Bonds included). The hearing must be noticed in a local newspaper of general circulation at least 14 days prior to the hearing. The legislative body then adopts a resolution approving the issuance of bonds pursuant to Section 147(f) of the Tax Code after the hearing is held. This is not the final approval of the bond issuance. The DCD holds the hearing administratively and the Board of Supervisors approves the Section 147(f) Resolution at a subsequent Board meeting. DCD may opt to schedule the required public hearing with the Board of Supervisors.
4. Securement of CDLAC Allocation – The CDLAC allocation of private activity bond authority is subject to an application process. The application must be submitted to the County for review and comment at least 10 days prior to the CDLAC deadline. The final application must include the current application fee for CDLAC and a

performance deposit in the amount of .5% of the requested allocation amount to be held by the County. The deposit is returned according to CDLAC procedures, but is subject to reversion to CDLAC if the financing does not close according to their procedures. The CDLAC process includes approximately 60 days for review of applications prior to allocation.

5. Bond Sale Resolution – When an allocation is received the County and financing parties have 90 days in which to complete the financing and sell and close on the issuance of the bonds. All real estate, lender and bond documents are completed. The Board of Supervisors must approve a Bond Sale Resolution, typically 30 days in advance of the proposed bond closing.

Bond Sale Modes/Issuing Criteria

Under its tax exempt financing program the County provides loans secured by a first deed of trust. A fundamental requirement for financings is that the project have loan underwriting and credit enhancement from a third party institution that bears the ultimate risk and responsibility of the loan. The County may consider unrated bonds on a case by case basis. Subordinate financing from other federal, state, or local agencies may be integrated into a plan of finance for the project. Early consultation with County staff is encouraged.

Any bonds issued under the program that are sold to the public should generally be rated “A”, or its equivalent, or better from a nationally recognized rating agency. The same rating requirement applies in the case of a substitution of existing credit facility for bonds that are outstanding.

A preferred way of obtaining the required rating on the bonds is through the provision of additional, outside credit support for the bond issue provided by rated, financially strong private institutions, such as bond insurance companies; domestic and foreign banks and insurance companies; FHA mortgage insurance or co-insurance, etc. The rating on the bonds is based on the credit worthiness of the participating credit enhancement provider. The applicant is required to identify and obtain credit enhancement for each bond issuance. As the primary source of security for the repayment of bonds, the credit enhancement provider reviews and approves the borrower and the project and its feasibility, including the size of the loan and the terms of repayment using their own underwriting criteria.

Fixed rate bonds, or their portion, can be issued without credit enhancement if the proposed financing structure results in the required minimum rating on the bonds by a nationally recognized rating agency. Bonds issued without credit enhancement will be sold to institutional investors in minimum \$100,000 denominations.

Private Placement Bonds

Private Placement Bonds are allowed under the following conditions:

1. The bonds are privately placed with “qualified institutional buyers” under Rule 144A of the Securities Act of 1933, or “accredited investors,” as generally defined under Regulation D of the Securities Act of 1933.
2. The bonds must be sold in minimum \$100,000 denominations.
3. All initial and subsequent purchasers must be willing to sign a sophisticated investor letter in a form approved by the County. While the bonds remain unrated, their

transferability will be restricted to qualified institutional buyers or accredited investors who sign an Investor Letter.

4. The County may limit the number of investors.
5. The owner must indemnify the County against any costs incurred by the County, including any lawsuit initiated by the bondholder or any other party, regardless of whether the developer is negligent, and if requested by the County, post a surety bond guaranteeing the same.

Change of Ownership

The County reserves the right to approve any voluntary change in ownership (i) that results in a transfer of 50% or more of the total equity interests in a developer or (ii) that results in a transfer of any general partner or managing member interest in the developer. Such approval to transfer ownership shall be at the discretion of the County. Transfers made by a limited partner tax credit investor to its affiliates may, at the County's discretion, be exempted from this requirement. The County shall review proposed owner management practices on current and previously owned properties, inspections, financial statements and credit histories.

Other Issuers

Projects financed with subordinate financing from the County (CDBG, HOME, etc.) will be financed by bonds issued by the County. The County may consent to the use of statewide issuers for private activity bonds (including 501c3 bonds) to finance projects located within the unincorporated County when such projects are part of a common plan of finance with one or more projects located within the County. DCD may waive the limitations on the use of statewide issuers.

**Contra Costa County
Debt Management Policies
For
Successor Agency to the former Contra Costa County
Redevelopment Agency**

I. Purpose

The purpose of this Successor Agency (“Agency”) Debt Management Policy is to organize and formalize the Agency’s debt-related policies and practices and establish a framework for administering and potentially refinancing the Agency's debt.

The primary objectives of the policy are to:

- Promote sound financial management
- Assist the Agency in evaluating debt refinancing options
- Ensure full and timely repayment of debt
- Maintain full and complete financial disclosure and good investor relations
- Ensure compliance with applicable state and federal laws

II. Responsibility/Approval Process

The Director of the Department of Conservation and Development, Deputy Director-Redevelopment, or designee shall be responsible for managing and coordinating all activities related to the administration and potential refinancing of the Agency’s debt, including investment of bond proceeds, compliance with bond covenants, continuing disclosure, and arbitrage compliance.

III. Debt Issuance

Refinancing The Agency may refinance all or a portion of an outstanding debt issue when such refinancing enables the Agency to realize significant debt service savings or other policy goals. In general, refinancing that produces a net present value savings of at least three percent (3%) of the refinanced debt, without extending the term of the refinanced debt, will be considered economically viable. Refinancing that produce a net present value savings of less than three percent (3%) will be considered on a case-by-case basis if there is a compelling public policy objective that is accomplished by retiring the debt. For example, the Agency may pursue a non-economic refinancing to eliminate undesirable legal covenants in outstanding bond documents, to restructure the debt service profile, or to change the tax status of the debt.

IV. Debt Structure

Project Area Debt The Agency may refinance debt for a single project area or may combine financings for multiple project areas to achieve economies of scale or credit benefits. Each project area debt component must conform to the requirements and limitations of its respective project area redevelopment plan.

Debt Service Reserve Fund The Agency may finance a debt service reserve fund from bond proceeds or other funds, consistent with federal tax law, to

enhance the marketability of the bonds and/or to satisfy requirements of outstanding debt covenants. The Agency may purchase a reserve fund equivalent (such as a reserve fund surety) when such purchase is considered to be advantageous to the economics of the debt issuance.

Bond Insurance The Agency may purchase bond insurance (or secure a letter of credit) for any proposed financing if the economic benefit of the insurance realized through lower interest costs exceeds the cost of the insurance. The Director of the Department of Conservation and Development, Deputy Director – Redevelopment or designee will solicit quotes from providers, and shall have the authority to select a provider whose bid is most cost effective, and whose terms and conditions are satisfactory to the County.

Call Provisions In general the bonds will include a call feature that is no longer than 10 years from the date of delivery of the bonds. The Agency will seek to avoid the sale of non-callable bonds absent careful evaluation by the Agency of the value of the call option.

Original Issue Discount An original issue discount will be permitted only if the Agency determines that such discount results in a lower true interest cost on the bonds and that the use will not adversely affect the projects to be financed.

Interest Rate Mode The Agency shall use only fixed-rate debt to refinance its bonds.

VI. Financing Team

The Agency employs outside financial specialists to assist in developing a debt strategy, preparing bond documents, marketing bonds to investors and generally implementing its financing plan. The Director of the Department of Conservation and Development, Deputy Director – Redevelopment, or designee shall have the authority to periodically select service providers as necessary to meet legal requirements and minimize net Agency debt costs. Such services, depending on the type of financing, may include bond counsel, disclosure counsel, financial advisory, underwriting, trustee, verification agent, escrow agent, arbitrage consulting, and fiscal consulting. The goal in selecting service providers is to achieve an appropriate balance between service and cost.

VII. Method of Sale

The Agency may select a method of sale that is most appropriate for a particular financing or debt program in light of the financial, market, transaction-specific, and Agency-related conditions. The Director of the Department of Conservation and Development, Deputy Director – Redevelopment and/or Community Development Bond Program Manager shall be responsible for determining the appropriate

manner in which to offer any securities to investors, and may consider negotiated sale, competitive bid or private placement, as appropriate. The Agency's bonds have traditionally been sold via negotiated sale. This has been reflective of a complex structure which has required significant up-front work by the bond underwriter, and a strong pre-marketing effort at sale. The Agency may elect to privately place its debt if it is demonstrated to result in a cost savings to the Agency relative to other methods of debt issuance.

VIII. Debt Administration

Investment of bond proceeds Investments of bond proceeds shall be consistent with federal tax requirements, the County's adopted Investment Policy as modified from time to time, and with requirements contained in the governing bond documents.

Continuing Disclosure The Agency is committed to full and complete primary and secondary market financial disclosure in accordance with disclosure requirements established by the Securities and Exchange Commission and Municipal Securities Rulemaking Board, as may be amended from time to time. The Agency is also committed to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, timely, and accurate financial information.

Arbitrage Compliance The Agency shall maintain a system of record keeping and reporting to meet the arbitrage compliance requirements of federal tax law or procure an outside contractor for such service.



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 21, 2017

Subject: Reimbursement Resolution for a Multifamily Residential Rental Housing Development in North Richmond

RECOMMENDATION(S):

1. ADOPT Resolution No. 2017/66 authorizing the issuance of Multi-Family Housing Revenue Bonds (the "Bonds") in an amount not to exceed \$17,000,000 to finance the acquisition and construction of Heritage Point, a 42-unit residential rental development located at the northeast corner of Fred Jackson Way and Chesley Avenue (APNs 409-080-001-4, 409-080-013-9, 409-010-014-7, 409-080-015-4, 409-080-016-2 and 409-080-020-4), in the unincorporated area of North Richmond (the "Development")
2. FIND and DECLARE that the recitals contained in the proposed Resolution are true and correct.
3. ACKNOWLEDGE that (a) it is the intent of the County to issue the Bonds for the Development, and (b) for the purposes of Section 147(f) of the Internal Revenue Code of 1986, authorizing the issuance of the Bonds to finance the costs of acquisition and construction of the Development is subject to the Board of Supervisors approval of all documents related to the Bonds to which the County is a party.
4. ACKNOWLEDGE that adoption of this resolution does not relieve or exempt the project sponsor from obtaining required permits or approvals, nor obligate the County to incur any obligation to provide financial assistance with respect to the Bonds or the Development; and
5. AUTHORIZE and DIRECT any authorized officer of the County to do any and all things, take any and all actions, and execute and deliver any and all certificates, agreements, and other documents, which the officer may deem necessary or advisable in order to effectuate the intent of the Resolution. Authorized officers include the Chair of the Board of Supervisors, the Vice-Chair of the Board of Supervisors, the County Administrator, the County Director of the Conservation and Development Department, the County Assistant Deputy Director of Conservation and

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** 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 21, 2017

Contact: Kara Douglas (925)
674-7880

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

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

Development, the County's Community Development Bond Program Manager, County Counsel, and other officers of the County.

FISCAL IMPACT:

None. In the event that the bonds are issued, the County is reimbursed for costs incurred in the issuance process. Annual expenses for monitoring of Regulatory Agreement provisions ensuring certain units in the Development will be rented to low income households are accommodated in the bond issue. The bonds will be solely secured by and payable from revenues (e.g. Development rents, reserves, etc.) pledged under the bond documents. No County funds are pledged to secure the Bonds.

BACKGROUND:

Contra Costa County, through the Conservation and Development Department, operates a multifamily mortgage revenue bond financing program. The purpose of the program is to increase or preserve the supply of affordable rental housing available to low and very low income households. The County program may be undertaken within the unincorporated County and within the cities located in the County that have agreed to let the County operate the program in their jurisdiction.

Community Housing Development Corporation of North Richmond (the "Sponsor"), requested to participate in the County's multifamily mortgage revenue bond financing program. The Sponsor proposes to form a new limited partnership with a to-be-named tax credit investor as a limited partner to develop the facility. The proposed development meets the eligibility criteria for bond financing and the County policy for this program. The proposed development consists of a mixed use 42 unit multifamily rental housing facility with ground floor commercial space to be located at the northeast corner of Fred Jackson Way and Chesley Avenue (APNs 409-080-001, 409-080-013, 409-080-014, 409-080-015, 409-080-016 and 409-080-020) in the unincorporated area of North Richmond, California, currently identified as Heritage Point Apartments (the "Development").

The recommended action is the adoption of a resolution by the Board, as the legislative body of the County, authorizing the issuance of Multifamily Housing Revenue Bonds (the "Bonds"), which will be used to finance the Development. In addition to issuing the Bonds, the County owns the property and is preparing a disposition and development agreement to transfer the land to the Sponsor. It is also supporting the development with Successor Agency funds (\$1.9 million), Community Development Block Grant funds (\$3 million), and Livable Community Trust funds (\$1.4 million).

A requirement of federal tax law is that the prospective financing be subject to a conditional statement of intent to issue bonds to reimburse expenses incurred prior to the date the bonds are issued, i.e. a reimbursement resolution must be adopted by the Board of Supervisors. Also, the California Debt Limit Allocation Committee, that allocates tax-exempt bond authority to the bond issue, requires that a reimbursement resolution be adopted before an application may be made for such an allocation. The adoption of a reimbursement resolution will not obligate the County or the owner without future discretionary actions, but will indicate the intent of the County to issue the bonds if all conditions in the reimbursement resolution have been satisfied. The resolution also authorizes the Board Chair and County staff to take whatever further action that may be deemed reasonable and desirable, including participating in the preparation of any resolution, indenture, bond purchase agreement, official statement and/or other documents or agreements necessary or appropriate to effect the Bond financing.

In addition, the proposed resolution acknowledges that a public hearing was held by the Community Development Bond Program Manager on March 6, 2017 with no public comment, and to meet other bond issuance requirements which are specified in Section 147(f) of the Internal Revenue Code. The proposed bonds cannot be issued until a separate resolution is adopted by the Board of Supervisors specifically authorizing the sale of the Bonds. Such separate resolution to authorize the sale of the bonds would come to the Board for consideration after receipt of an allocation from the State of California for Private Activity Bond Authority. An application for Private Activity Bond Authority will be submitted to the California Debt Limit Allocation Committee by March 17, 2017. The expected timing for a Bond Sale Resolution would be by August 2017.

The proposed resolution would not relieve the Sponsor from obtaining other required permits or approvals required by law, nor obligate the County to incur any obligation or provide financial assistance with respect to the Bonds or the Development. Annual expenses of the County related to the monitoring of the Regulatory Agreement are accommodated in the bond issue.

CONSEQUENCE OF NEGATIVE ACTION:

Without the reimbursement resolution, the Sponsor will not be able to commence with the process of applying to the California Debt Limit Allocation Committee for multifamily housing revenue bond authority through the County.

CHILDREN'S IMPACT STATEMENT:

Heritage Point apartments will support outcome number 3: Families are Economically Self Sufficient

ATTACHMENTS

Resolution No. 2017/66

Proof of Publication

TEFRA Transcript

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

Adopted this Resolution on 03/21/2017 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2017/66

Resolution Authorizing the Issuance of Multifamily Housing Revenue Bonds in an Aggregate Principal Amount not to Exceed Seventeen Million Dollars (\$17,000,000) for the Purpose of Providing Financing for a Multifamily Residential Rental Housing Development – Heritage Point Apartments

WHEREAS, the Board of Supervisors of the County of Contra Costa (the “County”) has determined that there is a shortage of safe and sanitary housing within the County, and that it is in the best interest of the residents of the County and in furtherance of the health, safety and welfare of the public for the County to assist in the financing of multifamily rental housing developments; and

WHEREAS, pursuant to Division 31 of the Health and Safety Code of the State of California, and particularly Chapter 7 of Part 5 thereof (the “Act”), the County is empowered to issue and sell revenue bonds for the purpose of making mortgage loans or otherwise providing funds to finance the acquisition, construction and rehabilitation of multifamily rental housing, including units for lower income households and very low income households; and

WHEREAS, Community Housing Development Corporation of North Richmond (“Community Housing”) has requested that the County consider the issuance and sale of tax-exempt revenue bonds (the “Bonds”) pursuant to the Act for the purpose of lending the proceeds thereof to a California limited partnership to be formed by Community Housing (the “Borrower”), to finance the acquisition and construction by the Borrower of 42 units of multifamily rental housing currently identified as Heritage Point Apartments (the “Development”); and

WHEREAS, the Development is to be located on a site comprised of six parcels located at the Northeast corner of Fred Jackson Way and Chesley Avenue in the unincorporated area of North Richmond (Contra Costa County Assessor’s parcel numbers 409-080-001-4, 409-080-013-9, 409-080-014-7, 409-080-015-4, 409-080-016-2 and 409-080-020-4), and will be owned by the Borrower and will be operated initially by the North Richmond Economic Development Corporation or another entity selected by the Borrower; and

WHEREAS, to assist in financing the Development, the County intends to sell and issue not to exceed \$17,000,000 principal amount of its multifamily housing revenue bonds (the “Bonds”) and to loan the proceeds of the Bonds to the Borrower, thereby assisting in providing housing for low income persons; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), the issuance of the Bonds by the County must be approved by an applicable elected representative body with respect to the Development following the conduct of a public hearing on the proposed financing; and

WHEREAS, the Board of Supervisors of the County of Contra Costa (the “Board”), is the elected legislative body of the County and is one of the applicable elected representatives authorized to approve the issuance of the Bonds under Section 147(f) of the Code; and

WHEREAS, pursuant to Section 147(f) of the Code, the Community Development Bond Program Manager of the County has, following notice duly given, held a public hearing regarding the financing of the Development and the issuance of the Bonds, and a summary of any oral or written testimony received at the public hearing has been presented to the Board of Supervisors for its consideration; and

WHEREAS, the Board now desires to approve the issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Contra Costa as follows:

Section 1. The Board hereby finds and declares that the foregoing recitals are true and correct.

Section 2. The Board of Supervisors hereby authorizes the issuance of the Bonds by the County to provide financing for the Development pursuant to the Act in an aggregate principal amount not to exceed seventeen million dollars (\$17,000,000). The issuance of the Bonds shall be subject to the following conditions: (a) the County by resolution of the Board of Supervisors shall have first agreed to acceptable terms and conditions for the Bonds (and for the sale and delivery thereof), and for an indenture and all other agreements with respect to the Bonds; (b) all requisite governmental approvals for the Bonds shall have first been obtained; (c) the Bonds shall be payable from revenues received with respect to a loan to the Borrower made with the proceeds of the Bonds, and neither the full faith nor the credit of the County shall be pledged to the payment of the principal of or interest on the Bonds; (d) any occupancy and other requirements of the Internal Revenue Code of 1986, as amended (the "Code") are satisfied or otherwise provided for with respect to Bonds, the interest on which is intended to be excluded from gross income for federal tax purposes; (e) any occupancy and other requirements of the Act with respect to the Development are satisfied or otherwise provided for; and (f) any occupancy and other requirements of the County applicable to the Development are satisfied or otherwise provided for.

Section 3. It is the purpose and intent of the County that this Resolution (a) constitute a declaration of official intent to issue the Bonds for the Development for purposes of Sections 103 and 141 to 150 of the Code, and (b) constitute the authorization of the issuance of the Bonds for purposes of Section 147(f) of the Code. The County reasonably expects that certain costs of the Development will be reimbursed with proceeds of the Bonds for certain expenditures made prior to the issuance of the Bonds.

Section 4. The adoption of this Resolution does not (a) relieve or exempt the Borrower from obtaining any permits or approvals that are required by, or determined to be necessary from, the County in connection with the Development, nor (b) obligate the County to incur any obligation or provide financial assistance with respect to the Bonds or the Development.

Section 5. The Chair of the Board of Supervisors, the Vice-Chair of the Board of Supervisors, the County Administrator, the Director of Conservation and Development, the Assistant Deputy Director of Conservation and Development, the Community Development Bond Program Manager, County Counsel and the other officers of the County are hereby authorized and directed to take whatever further action consistent with this Resolution may be deemed reasonable and desirable, including participating in the preparation of any resolution, indenture, bond purchase agreement, official statement and/or other documents or agreements necessary or appropriate to effect the Bond financing, and any actions necessary to obtain an allocation of the State of California's private activity bond volume cap for the Bonds under Section 146 of the Code and Section 8869.85 of the Government Code, including obtaining a deposit from Community Housing, another representative of the Borrower, or the Borrower, and submitting an application for such volume cap to the California Debt Limit Allocation Committee, all to the extent required for the issuance of the Bonds.

Section 6. This Resolution shall take effect immediately upon its passage and adoption.

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 21, 2017

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

Contact: Kara Douglas (925) 674-7880

By: , Deputy

cc:

West County Times

1050 Marina Way S
Richmond, CA 94804
(510) 262-2740

3697629

QUINT & THIMMIG LLP
900 LARKSPUR LANDING, SUITE 270
LARKSPUR, CA 94939

PROOF OF PUBLICATION FILE NO. Heritage Point Apts.

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/18/2017

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 21th day of February, 2017.



Signature

Legal No. **0005904510**

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Community Development Bond Program Manager of the County of Contra Costa (the "County") on Monday, March 6, 2017 at the hour of 9:00 a.m., or as soon thereafter as the matter may be heard, in the offices of the Contra Costa County Department of Conservation and Development, 30 Muir Road, Martinez, California, will hold a public hearing in accordance with Section 147(f) of the Internal Revenue Code of 1986 with respect to the proposed issuance by the County of multifamily housing revenue bonds in an aggregate principal amount not to exceed \$17,000,000, in order to finance costs of the acquisition and construction by a California limited partnership to be formed by the Community Housing Development Corporation of North Richmond, of 42 units of multifamily rental housing currently identified as Heritage Point Apartments (the "Development"). The Development will be located on a site comprised of six parcels located at the Northeast corner of Fred Jackson Way and Chesley Avenue in the unincorporated area of North Richmond (Contra Costa County Assessor's parcel numbers 409-080-001-4, 409-080-013-9, 409-080-014-7, 409-080-015-4, 409-080-016-2 and 409-080-020-4). The initial operator of the Development will be the North Richmond Economic Development Corporation, or another entity selected by the project owner. All or a portion of the dwelling units in the Development will be rented to persons and families of very low or low income.

Notice is further given that at said hearing, all proponents and opponents of the Development will have an opportunity to be heard on the question as to whether or not such multifamily housing revenue bonds should be issued and all interested parties will be given the opportunity to be heard. Written comments may also be submitted at or before the hearing to Kristen Lackey, Community Development Bond Program Manager, Contra Costa County Department of Conservation and Development, 30 Muir Road, Martinez, California 94553.

Please be advised that the County had previously published a Notice of Public Hearing with respect to the proposed financing for the Development indicating that the public hearing would be held at 9:00 a.m. on March 1, 2017. That hearing has been cancelled, and the public hearing will now be held at 9:00 a.m., or as soon thereafter as the matter may be heard, on March 6, 2017, as indicated above.

WCT 5904510 February 18, 2017

TRANSCRIPT FOR THE TEFRA HEARING

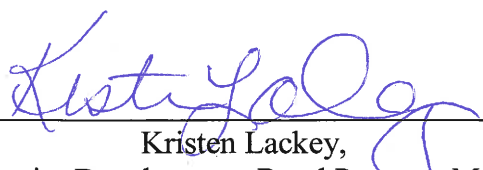
March 6, 2017 9:00 a.m.

This noticed public hearing is required by Section 147(f) of the Internal Revenue Code of 1986, as amended. The hearing is on the proposed issuance by the County of Contra Costa of multifamily housing revenue bonds in an amount not to exceed seventeen million dollars (\$17,000,000). Proceeds from the sale of the proposed bonds will be used to provide financing for costs of the acquisition and rehabilitation of 42 units of multifamily residential rental housing by a California limited partnership to be formed by the Community Housing Development Corporation of North Richmond. The housing units to be financed, currently identified as Heritage Point Apartments, will be located on a site comprised of six parcels located at the Northeast corner of Fred Jackson Way and Chesley Avenue in the unincorporated area of North Richmond (Contra Costa County Assessor's parcel numbers 409-080-001-4, 409-080-013-9, 409-080-014-7, 409-080-015-4, 409-080-016-2 and 409-080-020-4). The initial operator of the project will be the North Richmond Economic Development Corporation, or another entity selected by the owner of the project.

The Board of Supervisors may consider adoption of a resolution approving the issuance of the bonds on March 14, 2017. Any comments provided at this hearing will be made available to the Board of Supervisors prior to their taking action on March 14th or on such later date as the matter may be considered by the Board of Supervisors.

If there are parties present who wish to voice their opinion and provide comments on the proposed financing of the development or the issuance of the bonds, I would ask that they be recognized now by raising their hand. I will then let each person provide any written or oral testimony that they may wish to provide on this matter.

Opened hearing: 9:02
Speakers present: 0
Closed hearing: 9:06

By: 
Kristen Lackey,
Community Development Bond Program Manager,
County of Contra Costa

Date: March 6, 2017