

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

KAREN MITCHOFF, *CHAIR*, 4TH DISTRICT

JOHN GIOIA, *VICE CHAIR*, 1ST DISTRICT

CANDACE ANDERSEN, 2ND DISTRICT

DIANE BURGIS, 3RD DISTRICT

FEDERAL D. GLOVER, 5TH DISTRICT

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

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO
AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO 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
February 27, 2018

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 Richard Bolanos.

Employee Organizations: Contra Costa County Employees' Assn., Local No. 1; Am. Fed., State, County, & Mun. Empl., Locals 512 and 2700; Calif. Nurses Assn.; Service Empl. Int'l Union, Local 1021; District Attorney's Investigators Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters, Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Service Employees International Union Local 2015; Contra Costa County Defenders Assn.; Probation Peace Officers Assn. of Contra Costa County; Contra Costa County Deputy District Attorneys' Assn.; and Prof. & Tech. Engineers, Local 21, AFL-CIO; Teamsters Local 856.

2. Agency Negotiators: David Twa.

Unrepresented Employees: All unrepresented employees.

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

1. *Miguel Aguilera v. Contra Costa County Sheriff's Office; Contra Costa County*, United States District Court, Northern District of California, Case No. 3:17-cv-07261

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 1700 and 1750 Oak Park Boulevard, Pleasant Hill

Agency Negotiator: Karen Laws, Principal Real Property Agent

Negotiating Parties: County of Contra Costa, the City of Pleasant Hill, and the Pleasant Hill Recreation and Park District

Under negotiation: Price and terms

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

Inspirational Thought- *"If you're walking down the right path and you're willing to keep walking, eventually you'll make progress."* ~Barack Obama

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.75 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 Sanford Institute of Philanthropy's third anniversary and launch of its first Fundraising Academy Program. (Supervisor Mitchoff)
- PR.2** PRESENTATION recognizing the winners of the Contra Costa County Poetry Out Loud 2017 Competition. (Teresa Snook O'Riva, Commission Chair, Arts and Culture Committee of Contra Costa County)

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

- D.3** CONSIDER update on options for short-term rental regulation within unincorporated areas of Contra Costa County. (John Kopchik, Conservation and Development Director)
- D.4** CONSIDER introducing Ordinance No. 2018-07 to prohibit smoking in all dwelling units in any multi-unit residence and to prohibit smoking in all guest rooms in any hotel or motel; WAIVE reading; and FIX March 13, 2018 for adoption. (Dan Peddycord, Public Health Director)

- D.5** HEARING pursuant to Government Code section 4217.12 on the Energy Services Contract with ENGIE Services U.S. Inc. and CONSIDER approving and authorizing the County Administrator, or designee, to execute an Energy Services Contract with ENGIE Services U.S. Inc., a Delaware corporation, in an amount not to exceed \$2,000,000, for the installation of solar panels over the 651 Pine Street parking lot, for the term February 27, 2018 through February 26, 2028. (Eric Angstadt, Chief Assistant County Administrator)
- D.6** HEARING on proposed implementation of the property tax cost recovery provisions of Revenue and Taxation Code 95.3; CONSIDER adopting report from the Auditor-Controller filed on February 6, 2018, of the 2016/17 fiscal year property tax-related costs, including the proposed charges against each local jurisdiction excepting school entities, and CONSIDER adopting Resolution No. 2018/52 regarding implementation of Revenue and Taxation Code 95.3 for fiscal year 2017/18. (Lisa Driscoll, County Administrator's Office and Robert Campbell, County Auditor-Controller)
- D.7** HEARING to consider adoption of Ordinance No. 2018-08, authorizing the levy of a special tax for police protection services in County Service Area P-5, fixing of election and taking related actions. (Supervisor Andersen)

D. 8 CONSIDER reports of Board members.

Closed Session

ADJOURN in memory of
Edmund L. Regalia
founding partner of Miller Starr Regalia and Walnut Creek resident

CONSENT ITEMS

Road and Transportation

- C. 1** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an on-call contract with Nichols Consulting Engineers effective March 1, 2018 to March 1, 2020, in an amount not to exceed \$150,000, to provide on-call pavement engineering and pavement management services, Countywide. (100% Local Road Funds)
- C. 2** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Hanna Engineering, Inc., effective January 2, 2018, to increase the payment limit by \$30,400 to a new payment limit of \$281,400, for construction management services for the Morgan Territory Road Slide Repair Project, Clayton area. (100% Local Road Funds)

- C. 3** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Mark Thomas & Company, Inc., effective January 2, 2018, to increase the payment limit by \$15,000 to a new payment limit of \$425,000, for professional engineering services for the Marsh Creek Road Bridge Replacement Project, Clayton area. (89% Federal Highway Safety Improvement Program Funds and 11% Local Road Funds)

Engineering Services

- C. 4** ADOPT Resolution No. 2018/65 approving the Stormwater Management Facilities Operation and Maintenance Agreement for LP09-02026, for a project being developed by San Ramon Valley Fire Protection District, as recommended by the Public Works Director, Alamo area. (No fiscal impact)
- C. 5** ADOPT Resolution No. 2018/66 accepting an Offer of Dedication for Roadway Purposes for land use permit LP09-02026, for a project being developed by San Ramon Valley Fire Protection District, as recommended by the Public Works Director, Alamo area. (No fiscal impact)
- C. 6** ADOPT Resolution No. 2018/67 approving and authorizing the Public Works Director, or designee, to partially close a portion of Parker Avenue between San Pablo Avenue and 6th Street on March 10, 2018 from 9:00 AM through 9:20 AM, for the purpose of Little League Opening Day Parade, Rodeo area. (No fiscal impact)

Special Districts & County Airports

- C. 7** As the governing body of the Contra Costa County Flood Control and Water Conservation District, APPROVE the sale of a portion of District property within Assessor's Parcel No. 138-142-006, near Pine Creek Road, to Cheston and Priscilla Henley for the amount of \$6,000, and make the related findings under California Environmental Quality Act, as recommended by the Chief Engineer, Walnut Creek area, (100% Applicant Funds)
- C. 8** ADOPT Resolution No. 2018/71 vacating a Contra Costa County Flood Control and Water Conservation District easement in connection with Drainage Area 56 Line AA, located along Hillcrest Avenue and identified on a portion of Assessor's Parcel No. 052-140-002, pursuant to Section 31 of the Flood Control Act, as recommended by the Chief Engineer, Antioch area. (100% Applicant)

- C. 9** APPROVE and AUTHORIZE the Director of Airports, or designee, to submit an Airport Improvement Program grant application to both the Federal Aviation Administration (FAA) and the California Department of Transportation-Division of Aeronautics (Caltrans) for a total of approximately \$300,000 and \$15,000, respectively, to be used for the design a new general aviation terminal for Buchanan Field and related actions. (90% FAA, 4.5% Caltrans, 5.5% Airport Enterprise Fund)
- C. 10** Acting as the Governing Board of the Contra Costa County Fire Protection District, APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from Firehouse Subs Public Safety Foundation, in an amount not to exceed \$35,000, for the purchase of helicopter equipment. (100% Restricted Donation revenue)

Claims, Collections & Litigation

- C. 11** DENY claims filed by Lanita Pace and Keith A. Hinton, and Tiana Washington.

Statutory Actions

- C. 12** ACCEPT Board members meeting reports for November 2017.

Honors & Proclamations

- C. 13** ADOPT Resolution No. 2018/46 recognizing the winners of the Contra Costa County Poetry Out Loud 2018 Competition, as recommended by the County Administrator.
- C. 14** ADOPT Resolution No. 2018/73 recognizing February as American Heart Association Month, as recommended by the Health Services Director.
- C. 15** ADOPT Resolution No. 2018/75 recognizing the Sanford Institute of Philanthropy's third anniversary and launch of its first Fundraising Academy Program, as recommended by Supervisor Mitchoff.
- C. 16** ADOPT Resolution No. 2018/84 recognizing James Phillip Wright as the 2018 William Mott Environmental Award Winner, as recommended by Supervisor Andersen.
- C. 17** ADOPT Resolution 2018/85 recognizing Janet Riley as 2018 Orinda Citizen of the Year, as recommended by Supervisor Andersen.

Appointments & Resignations

- C. 18** REASSIGN Cindy Wright from the District II Alternate seat to the District II seat on the Contra Costa County Library Commission, DECLARE a vacancy in the District II Alternate seat, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Andersen.
- C. 19** REAPPOINT Lauren Babb to the District IV seat on the Contra Costa Commission for Women, as recommended by Supervisor Mitchoff.
- C. 20** REAPPOINT Roger Bass to the District II seat on the Contra Costa County Aviation Advisory Committee, as recommended by Supervisor Andersen.
- C. 21** DECLARE a vacancy in the Community No. 2 seat on the Affordable Housing Finance Committee and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Conservation and Development Director.
- C. 22** APPOINT Ara Gregorian to the B4 - California Highway Patrol seat on the Emergency Medical Care Committee, as recommended by the Health Services Director.
- C. 23** APPOINT Natacha (Paige) Simmons to the County Representative 1 seat on the Affordable Housing Finance Committee, as recommended by the Internal Operations Committee.
- C. 24** APPOINT to the Hazardous Materials Commission the following individuals, as recommended by the Internal Operations Committee:
- | <u>Action</u> | <u>Seat</u> | <u>Nominee</u> |
|----------------------|----------------------------------|-----------------------|
| Appoint | Business #2 | Jack Bean |
| Reappoint | Environmental #1 | Ralph Sattler |
| Appoint | Environmental #1 Alternate | Lisa Park |
| Reappoint | Environmental Engineer | George Smith |
| Reappoint | Environmental Engineer Alternate | Ron Chinn |
- C. 25** APPOINT Sandra Strobel to the East Contra Costa Fire Protection District Board of Directors, as recommended by the Internal Operations Committee.
- C. 26** REAPPOINT Ron Reagan to the District 3 seat on the Aviation Advisory Committee, as recommended by Supervisor Burgis.
- C. 27** APPOINT Patricia Piquero to the District 3 Public Sector seat on the Economic Opportunity Council, as recommended by Supervisor Burgis.

- C. 28** APPOINT the following people to the East Richmond Heights Municipal Advisory Council to terms ending on December 31, 2018, as recommended by Supervisor Gioia.
- C. 29** APPOINT Erel Betser to the District 1 seat of the Contra Costa County Fire Protection District - Advisory Fire Commission, as recommended by Supervisor Gioia.
- C. 30** APPOINT Lisa Bartley to the District 1 Alternate seat of the Contra Costa County Fire Protection District - Advisory Fire Commission
- C. 31** REAPPOINT John Roe to the District II seat on the In-Home Supportive Services Public Authority Advisory Committee, for a four-year term expiring March 6, 2022, as recommended by Supervisor Candace Andersen.

Appropriation Adjustments

- C. 32** Sheriff's Office (0255): APPROVE Appropriation and Revenue Adjustment No. 5056 increasing fiscal year 2017/18 revenue and appropriations in the Sheriff's Office (0255) in the amount of \$500,000 to reflect anticipated revenue and expenditures associated with the purchase of Primary Disaster and Recovery hardware. (100% Federal)

Personnel Actions

- C. 33** Acting as the Governing Board of the Contra Costa Fire Protection District, ADOPT Position Adjustment Resolution No. 22240 to reallocate the salary of the Fire District Apparatus Manager (represented) classification on the salary schedule in the Fire Protection District. (100% CCC Fire Protection District General Fund)
- C. 34** ADOPT Position Adjustment Resolution No. 22238 to increase the hours of one Physical Therapist II position (represented) from part time (32/40) to full time and cancel two vacant Occupational Therapist II positions (full time equivalent of 8/40) (represented) in the Health Services Department. (No fiscal impact)
- C. 35** ADOPT Resolution No. 2018/78 to reallocate the salary of specified classifications in the Office of the Auditor-Controller, as recommended by the County Administrator.
- C. 36** ADOPT Position Adjustment Resolution No. 22239 to add one Legal Assistant (represented) position and cancel one vacant Senior Legal Coordinator (represented) position in the County Counsel's Office. (No fiscal impact).

Leases

- C. 37** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an Outlease Agreement with United States Postal Service for a 5-year renewal term for 1,763 square feet of office space and 460 square feet of storage space located at 815 Court Street, Martinez, for use by the Sheriff – Coroner Department - Court Security Services, at an annual rent of \$34,596 for the first year with 2.5% annual increases thereafter. (100% General Fund)

Grants & Contracts

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

- C. 38** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept grant funding in an amount not to exceed \$775,000 from the Employment Development Department and California Workforce Development Board to support the Workforce Innovation and Opportunity Act Regional Plan Implementation to build regional workforce partnerships for the period January 1, 2018 through June 30, 2019. (100% Federal) (No County match)
- C. 39** APPROVE and AUTHORIZE the County Administrator, or designee, to apply for and accept funding in an amount up to \$11,000 from the California State Arts Council for the Veterans Initiative in the Arts program for the period July 1, 2018 through June 30, 2019. (50% in-kind, 50% cash match)
- C. 40** APPROVE and AUTHORIZE the Health Services Director, or designee, to apply to the Concord/Pleasant Hill Health Care District for funding in an amount not to exceed \$30,000 for the Public Health Nurse's Car Seat Project, which provides child safety seats, information, and education to low income residents for the period July 1, 2018 through June 30, 2020. (No County match)
- C. 41** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the California Department of Public Health, to make technical adjustments to the budget and scope of work in order to allow the continuation of the Public Health Emergency Preparedness Program, with changes neither in the total payment limit of \$4,426,077 nor in the term through June 30, 2018. (No County match)
- C. 42** APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept three scholarships for Career Online High School in the aggregate amount of \$3,285 (\$1,095 per scholarship) from the California State Library to provide qualified adult learners in Contra Costa County with an accredited online high school diploma and career training opportunity. (100% match provided through grant funds)

- C. 43** APPROVE and AUTHORIZE the Health Services Director, or designee, to apply to the City of Concord, Community Development Block Grant, to pay the County an amount not to exceed \$13,000 for homeless services provided by the County's Coordinated Outreach, Referral and Engagement Program for the period July 1, 2018 through June 30, 2019. (No County match)
- C. 44** ADOPT Resolution No. 2018/76 conditionally providing for the issuance of multi-family mortgage revenue bonds in an amount not to exceed \$12 million to finance the acquisition and rehabilitation of Pinecrest Apartments located at 1945 and 1949 Cavallo Road (Assessor's Parcel No. 068-061-024) and Terrace Glen Apartments located at 104-106 West 20th Street and 35-107 West 20th Street (Assessor's Parcel Nos. 067-251-015-3 and 067-252-011-1) in Antioch, as recommended by the Conservation and Development Director. (100% Special Revenue Funds)
- C. 45** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to contract with 17 local law enforcement agencies to reimburse the County for rendition and extradition services for the term of May 1, 2018 through April 30, 2021. (100% Reimbursement revenue)

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

- C. 46** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Omnipro Systems, Inc., effective October 15, 2017, to increase the payment limit by \$140,000 to a new payment limit of \$290,000 to provide additional consulting and recruitment services for the Health Services Department's Information Technology Unit, for the period September 1, 2016 through June 30, 2018. (100% Hospital Enterprise Fund I)
- C. 47** ADOPT Resolution No. 2018/53 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Aging to decrease the payment limit by \$56,283 to a new payment limit of \$959,046 due to a federal funding cut in the Health Insurance Counseling and Advocacy Program for the period July 1, 2017 through June 30, 2020. (100% Federal)
- C. 48** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with AECOM Technical Services, Inc., for the Marsh Creek Road Bridges Replacement-Environmental Technical Studies Project, for additional services and increase the payment limit by \$55,000 to a new payment limit of \$260,000 to complete environmental compliance services, Antioch and Brentwood areas. (88% Federal Highway Bridge Replacement Funds and 12% Local Road Funds)

- C. 49** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Anchor QEA, LLC, to extend the term from February 28, 2018 until February 28, 2019 and increase the payment limit by \$50,000 to a new payment limit of \$400,000 to complete specific environmental services, Countywide. (100% General Fund)
- C. 50** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Area West Environmental, Inc., to extend the term from February 28, 2018 until February 28, 2019, with no change to the payment limit of \$350,000, in order to complete specific environmental services, San Pablo and Danville areas. (100% General Fund)
- C. 51** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Condor Country Consulting, Inc., to extend the term from February 28, 2018 through February 28, 2019 and increase the payment limit by \$50,000 to a new payment limit of \$400,000, to complete specific environmental services, Walnut Creek and San Pablo areas. (100% General Fund)
- C. 52** APPROVE and AUTHORIZE the County Administrator or designee to execute, on behalf of the Department of Information Technology, a contract amendment, effective January 25, 2018, with CSI Telecommunications, Inc., to extend the term from January 31, 2018 through January 31, 2019 and increase the payment limit by \$220,000 to a new payment limit of \$860,000, for continued Federal Communications Commission radio licensing and microwave frequency coordination, as needed. (100% User fees)
- C. 53** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Director, a purchase order with Spike's Produce in an amount not to exceed \$450,000 for fresh produce for children at childcare centers operated by the County, for the period January 1, 2018 through December 31, 2020. (50% Federal, 50% State)
- C. 54** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Got Power, Inc., (dba California Diesel & Power) in an amount not to exceed \$650,000 to provide generator maintenance and repair services, for the period February 1, 2018 through February 28, 2021, Countywide. (100% General Fund)
- C. 55** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Healthright 360, effective February 1, 2018, to increase the payment limit by \$599,767 to a new payment limit of \$5,300,550 with no change to the term of November 1, 2017 through August 15, 2020, to provide additional pre-arrest, at-arrest and post-arrest diversion opportunities and coordination services for Antioch residents with behavioral health issues. (89% California Board of State and Community Corrections Grant, 11% Probation Department Grant)

- C. 56** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Valley Air Conditioning & Repair in an amount not to exceed \$650,000 to provide generator maintenance and repair services, for the period March 1, 2018 through February 28, 2021, Countywide. (100% General Fund)
- C. 57** APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Public Works Director, a purchase order with Bay Area Diablo Petroleum in an amount not to exceed \$400,000 for fuel, for the period February 1, 2018 through January 31, 2019, Countywide. (100% Fleet Internal Service Fund)
- C. 58** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with CoCoKids, Inc., a non-profit public benefit corporation, effective February 1, 2018, to increase the payment limit by \$28,821 to a new payment limit of \$298,795 to provide additional Emergency Child Care Bridge Program for Foster Children services for the period January 1 through June 30, 2018. (91% State, 9% Federal)
- C. 59** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with PH Senior Care, LLC (dba Pleasant Hill Manor), in an amount not to exceed \$753,100 to provide augmented senior board and care services for County-referred mentally disordered clients for the period November 28, 2017 through November 30, 2018. (88% Mental Health Realignment funds, 12% Mental Health Services Act)
- C. 60** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing modified indemnification language with Garda CL West, Inc., in an amount not to exceed \$22,500 to provide armored transport services to the Health Services Department for the period February 1, 2018 through January 31, 2019. (100% Hospital Enterprise Fund I)
- C. 61** ALLOCATE \$10,000 from the Livable Communities Trust (District II portion) to the Health Services Department and AUTHORIZE the Health Services Director to execute, a contract in an amount not to exceed \$10,000 with Contra Costa Regional Health Foundation, a non-profit corporation, for the Contra Costa Housing Security Fund program for the period February 27, 2018 through February 26, 2019, as recommended by Supervisor Andersen. (100% Livable Communities Trust Fund, District II portion)
- C. 62** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order amendment with Depuy Synthes Products, Inc., to increase the payment limit by \$600,000 to a new payment limit of \$1,050,000 for implants and orthopedic supplies and devices for the Contra Costa Regional Medical Center for the period April 1, 2016 through March 31, 2020. (100% Hospital Enterprise Fund I)

- C. 63** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Amavi Home Health and Hospice Care Services, Inc., effective November 1, 2017, to modify the rates for home healthcare and hospice services for Contra Costa Health Plan members, with no change in the payment limit of \$120,000 nor in the term through September 30, 2019. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 64** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with CT Coachworks, LLC, in the amount of \$275,113 to procure one mobile medical vehicle to provide mobile medical and behavioral health services to homeless individuals. (100% Hospital Enterprise Fund I)
- C. 65** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Night Owl Pediatrics, effective February 1, 2018, to add TDAP immunizations for Contra Costa Health Plan members, with no change in the payment limit of \$2,000,000 nor the term through June 30, 2019. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 66** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Arthrex, Inc., in an amount not to exceed \$870,000 for medical instruments, implants, and supplies for Contra Costa Regional Medical Center for the period February 1, 2018 through January 31, 2020. (100% Hospital Enterprise Fund I)
- C. 67** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay \$63,334 to Applied Remedial Services, Inc., for hazardous waste and chemical removal and disposal services provided at the Contra Costa Regional Medical and Health Centers during the month of November 2017, as recommended by the Health Services Director. (100% Hospital Enterprise Fund I)
- C. 68** APPROVE and AUTHORIZE the Purchasing Agent to procure, on behalf of the Health Services Director, \$5 Safeway gift cards for client incentives for the Whole Person Care Pilot Program and food for the Community Advisory meetings in a combined amount not to exceed \$12,000 from the period January 1, 2018 through December 31, 2020. (100% Whole Person Care Grant)
- C. 69** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with RG Hernandez, LLC, in an amount not to exceed \$112,532 to provide consultation and technical assistance on budget, state and federal reimbursement programs, third party revenues, and costs and claims, for the period February 1, 2018 through January 31, 2019. (100% Third party reimbursement)

Other Actions

- C. 70** ACCEPT the January 2018 update of the operations for the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Department Director.
- C. 71** APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Probation Department, to purchase 240 gift cards in an amount of \$25 each for a total of \$6,000 to use to support foster parents prior to the Resource Family Approval process. (100% State)
- C. 72** ADOPT Resolution No. 2018/69 accepting as complete the contracted work for the Security Renovations at West County Detention Facility, 5555 Giant Highway, Richmond, as recommended by the Public Works Director. (No fiscal impact)
- C. 73** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an amendment to a parking easement agreement with Contra Costa Cinema, LLC, to revise the location of parking areas for County use within Cinema's property located at 555 Center Avenue, Martinez, as recommended by the Public Works Director. (100% General Fund)
- C. 74** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay Alicia Stevens a stipend in the amount of \$150 for expenses related to representing Contra Costa County at the Statewide Poetry Out Loud competition in Sacramento, as recommended by the County Administrator. (100% State revenue)
- C. 75** CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999, and most recently approved by the Board on February 6, 2018, regarding the issue of homelessness in Contra Costa County, as recommended by the Health Services Director. (No fiscal impact)

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 Diane Burgis and Karen Mitchoff) meets on the second Wednesday of the month at 11:00 a.m. at the Director of Airports Office, 550 Sally Ride Drive, Concord.

The **Family and Human Services Committee** (Supervisors Candace Andersen and John Gioia) 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 Candace Andersen and Federal D. Glover) 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 Diane Burgis and Candace Andersen) 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 Karen Mitchoff and Diane Burgis) 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 John Gioia and Federal D. Glover) 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 Karen Mitchoff and Candace Andersen) 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 14, 2018	11:00 a.m.	See above
Family & Human Services Committee	March 26, 2018	10:30 a.m.	See above
Finance Committee	March 26, 2018	9:00 a.m.	See above
Hiring Outreach Oversight Committee	April 2, 2018	1:00 p.m.	See above
Internal Operations Committee	March 12, 2018	1:00 p.m.	See above
Legislation Committee	March 12, 2018	10:30 a.m.	See above
Public Protection Committee	March 5, 2018	10:30 a.m.	See above
Transportation, Water & Infrastructure Committee	March 12, 2018	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
ECCPCFD 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: February 27, 2018

Subject: Report on Options for Short-Term Rental Regulation within Unincorporated areas of Contra Costa County.

RECOMMENDATION(S):

- A. ACCEPT report on public input on options for short-term rental regulation within unincorporated areas of the County.
- B. PROVIDE general direction to staff from the Department of Conservation and Development on the preparation of an ordinance regulating the short-term rental of private dwellings within the unincorporated areas of the County.

FISCAL IMPACT:

Estimated staff costs of preparing a Short-Term Rental Ordinance and other provisions is expected to be within the \$30,000 - \$50,000 range, or higher depending upon the amount of additional research required, the complexity of regulatory approach chosen and the type and duration of the public process. These staff costs will be covered by the existing approved Budget for the Department of Conservation and Development (Land Development Fund).

BACKGROUND:

In response to concerns stemming from state-mandated easing of restrictions on accessory dwelling units (ADUs) and the potential that short-term rental of ADUs could impact the residential character of neighborhoods and reduce the amount of permanent housing generated through ADU's, the Board of Supervisors (Board) has directed the Department of Conservation and Development (DCD) to begin

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Francisco Avila,
925-674-7801

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

preparation of an ordinance which would specifically regulate short-term rental of private residential dwellings. The Board has also directed DCD to begin to work with Airbnb to develop a Voluntary Collection Agreement (VCA), to assist in collection of Transient Occupancy Tax (TOT) on short-term rental activities.

This report includes a summary regarding:

- Review of the September 19, 2017, Board discussion on this topic and initial direction,
- Review of community feedback regarding potential regulatory options,
- Summary of remaining issues on which staff is seeking Board direction,
- Status update on the County's VCA and TOT, and
- A general description of potential next steps.

A desired outcome of this hearing is for the Board to provide County staff with specific direction on key regulatory elements to include in a draft short-term rental ordinance.

SEPTEMBER 19, 2017, BOARD OF SUPERVISOR'S HEARING

At the September 19, 2017, Board meeting, staff presented a wide range of regulatory options available to the County. The presentation included a brief summary of regulatory approaches of several other jurisdictions and three hypothetical approaches prepared by staff that ranged from more permissive to more restrictive. After accepting staff's presentation, the Board discussed the matter, framed its preferences and directed staff to gather community input via the County's Municipal Advisory Committees. The Board expressed initial interest in the following regulatory elements, subject to further input and review:

1. Consider allowing non-hosted rentals. (Non-hosted rentals do not require the property owner to be present. Hosted rentals require the property owner to occupy the property while the rental occurs).
2. Consider requiring that the rental unit must be the property owner's principal residence (e.g., prohibit property owners from renting ADUs on a short-term basis).
3. Consider a 90-day per year limit on all short-term rental units.
4. Noticing of neighbors about ministerial approval of short-term rental activity at a particular property, including contact information of rental unit representative that is responsible for responding to nuisance complaints.
5. Limit the number of vehicles allowed according to the available number of parking spaces provided on-site.
6. The number of beds should set the occupancy limit for the specific rental unit.
7. Consider a Land Use Permit or other discretionary permit for exceptions (e.g., insufficient parking or rental activity exceeding 90 days per year).
8. Consider requiring property owners to obtain a business license in order to operate short-term rental properties.
9. Consider requiring performance standards to be met or permit to be revoked.
10. Prohibit special events (e.g., parties, weddings, etc.).
11. Require the collection of a Transient Occupancy Tax on all short-term rental activity.
12. Require a ministerial permit to operate rather than a discretionary alternative.

The Board also directed staff to begin preparation of a Voluntary Compliance Agreement with Airbnb.

REVIEW OF COMMUNITY INPUT

At the direction of the Board, DCD staff sought community input regarding potential short-term rental regulation by forwarding a questionnaire to the various County Municipal Advisory Councils (MACs).

The survey results are presented in Attachment 1. The responding MAC's considered the questionnaire during their December 2017, and January 2018, meetings and returned completed forms containing their vote on regulatory options and concerns in general. Individual MAC voting results are presented in Attachment 2. Copies of responses and other submitted materials are also attached for review.

Along with the MAC's responses, multiple individuals provided completed questionnaires and comments to staff. The results of the separately submitted surveys are also summarized in Attachment 1. Kensington residents provided the vast majority of individual comments. The comments have been divided between responses using the County's form (10 respondents, nearly all from Kensington) and those comments provided by the Kensington Property Owners Association (KPOA). The KPOA prepared an independent survey focusing on short term rental of ADUs and forwarded it to 391 individuals, 169 respondents returned comments (KPOA November 30, 2017, report attached).

The North Richmond MAC also discussed potential regulation of short-term rentals at their November 7, 2017, meeting. Although the North Richmond MAC did not return a completed questionnaire, they did support the ability of property owners to earn additional income by offering short-term rentals, given that proper regulation be in place to address health and safety issues.

As the data suggests there was significant concurrence with the preliminary regulatory elements among the County's many diverse communities. Major areas of alignment are: requiring a ministerial permit, notification of neighbors, requiring adequate parking, requiring a business license, payment of TOT, prohibiting special events and including performance standards and revocation procedures. To clarify, question #2 of the survey was meant to seek feedback on whether an ordinance should only apply to principal residences on a property (e.g., if an approved ordinance applying to principal residences only, would prohibit the short-term rental of ADU's or secondary dwelling units).

SUMMARY OF REMAINING ISSUES ON WHICH BOARD DIRECTION IS REQUESTED

Below please find the list of regulatory elements considered by MACs. The elements that had the lowest support from the MACs are underlined.

1. Consider allowing non-hosted rentals. (Non-hosted rentals do not require the property owner to be present. Hosted rentals require the property owner to occupy the property while the rental occurs).
2. Consider limiting rentals to the primary residence on a property (e.g., prohibit property owners from renting ADUs on a short-term basis).
3. Consider a 90-day per year limit on all short-term rental units.
4. Noticing of neighbors about ministerial approval of short-term rental activity at a particular property, including contact information of rental unit representative that is responsible for responding to nuisance complaints.
5. Limit the number of vehicles allowed according to the available number of parking spaces provided on-site.
6. The number of beds should set the occupancy limit for the specific rental unit.
7. Consider a Land Use Permit or other discretionary permit for exceptions (e.g., insufficient parking or rental activity exceeding 90 days per year).
8. Consider requiring property owners to obtain a business license in order to operate short-term rental properties.
9. Consider requiring performance standards to be met or permit to be revoked.
10. Prohibit special events (e.g., parties, weddings, etc.).
11. Require the collection of a Transient Occupancy Tax on all short-term rental activity.
12. Require a ministerial permit to operate rather than a discretionary alternative.

Staff requests confirmation from the Board on the key elements. Staff recommends developing an ordinance that allows non-hosted rentals, prohibits rentals of ADUs without a land use permit and reserves the flexibility to permit this and other exceptions through a land use permit process.

VOLUNTARY COLLECTION AGREEMENT WITH AIRBNB UPDATE

As previously mentioned, the Board directed staff to begin communication with Airbnb regarding a Voluntary Collection Agreement (VCA). The VCA is a mechanism for Airbnb to collect TOT tax on behalf of Airbnb hosts and transmit it to the County in aggregate. Staff have been in contact with Airbnb and are reviewing the VCA template provided by Airbnb. Preliminary review suggests that it may be prudent to update the County's TOT ordinance to be consistent with the VCA approach. Staff proposes to work with the Treasurer/Tax Collector on this matter.

Staff will continue to work on the VCA as the ordinance to regulate short term rentals is being drafted. To ensure consistency, staff would propose the Board consider the VCA concurrent with the regulations as well as any update to the TOT Ordinance.

NEXT STEPS

1. Upon acceptance of general Board direction, staff will begin preparation of a Draft Short-Term Rental Ordinance.
2. The Draft Short-Term Rental Ordinance will be presented to the County Planning Commission for review and recommendations to the Board of Supervisors.
3. Board considers Short-Term Rental Ordinance, VCA Agreement and any update to TOT Ordinance.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board elects to prohibit rental of private property on a short-term basis entirely, the County may experience increased code enforcement activity in response to illegal short-term rental properties, and will not receive any Transient Occupancy Tax from the use.

ATTACHMENTS

Attachment 1: Summary Results of Public Input on Short-Term Rentals

Attachment 2: Individual MAC Questionnaire Results

Powerpoint Presentation: Short Term Rental Ordinance

District 3 All MAC Results

El Sobrante MAC Results

North Richmond MAC Report

Kensington Residents' Comments

KMAC Member Votes

KMAC Mtg Report

KPOA Survey Report

Alamo MAC Results

Alamo Resident Comments

Discovery Bay CSD

CCCentre MAC Report

CCCentre MAC Votes

Attachment 1: Summary Results of Public Input on Short-Term Rentals

Percent Support

		Municipal Advisory Councils ¹	Individual Respondents	KPOA ²
1.	<u>Allow non-hosted rentals?</u>	25% (37% were split)	8%	
2.	<u>Require rental to be property owner's principal residence (e.g. no rental of ADU's)?</u>	37% (12% were split)	92%	71%
3.	90-day per year rental limit?	43% (28% were split)	42%	
4.	Require a notification to neighbors?	75% (12% were split)	92%	
5.	Limit the number of vehicles?	86% (14% were split)	54%	62%
6.	Limit the number of guests?	100%	100%	
7.	<u>Require a Land Use Permit for all exceptions?</u>	25% (25% were split)	92%	78%
8.	Require a business license?	62% (37% were split)	92%	
9.	Include performance standards and revocation language?	86%	100%	
10.	Prohibit special events?	87% (12% were split)	91%	
11.	Require payment of a Transient Occupancy Tax?	62% (25% were split)	92%	
12.	Require a ministerial permit to operate?	50% (33% were split)	78%	

¹ Split means the council was evenly divided between support and non-support.

² The Kensington Property Owners Association (KPOA) did not specifically respond to the questionnaire. Rather the KPOA submitted a report summarizing their independent survey results. Responses to questions similar to those posed by the County are shown here. For item 7., the KPOA question pertained to the more narrow question of whether a land use permit should be required to rent an ADU short term.

Attachment 2: Individual MAC Questionnaire Results

		Alamo	Bethel Island	Byron	CCCentre	Disco Bay CSD	El Sobrante	Kensington	Knightsen TAC
1.	<u>Allow non-hosted rentals?</u>	Yes	No	Split	Split	No	No	Yes	Split
2.	<u>Require rental to be property owner's principal residence (e.g., no rental of ADU's)?</u>	No	Yes	Yes	Split	No	No	No	Yes
3.	90-day per year rental limit?	Yes	No	Split		Yes	Split	No	Yes
4.	Require a notification to neighbors?	Yes	Yes	Split	Yes	Yes	No	Yes	Yes
5.	Limit the number of vehicles?	Yes	Yes	Split	Yes		Yes	Yes	Yes
6.	Limit the number of guests?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7.	<u>Require a Land Use Permit for all exceptions?</u>	Split	No	Split	Yes	Yes	No	No	No
8.	Require a business license?	Yes	Split	Split	Yes	Yes	Split	Yes	Yes
9.	Include performance standards and revocation language?	Yes	Yes	Yes		Yes	No	Yes	Yes
10.	Prohibit special events?	No	No	No	Split	No	No	No	No
11.	Require payment of a Transient Occupancy Tax?	Yes	No	Split	Yes	Yes	Yes	Yes	Split
12.	Require a ministerial permit to operate?	Yes	Yes	Split			Split	No	Yes
13.	Prohibit all Short-Term Rentals?	No	No	No			No	No	No

Short-Term Rental Regulation Discussion

***Contra Costa County
Board of Supervisors
February 2018***

Background

On September 19, 2017, the Board gave DCD staff initial feedback on which regulatory elements should be considered when drafting a short-term rental ordinance. Staff was also directed to report back after seeking community input.

Since that meeting, staff has collected feedback from the County's Municipal Advisory Councils (MACs) and began communication with Airbnb regarding a Voluntary Collection Agreement (VCA), which is a mechanism for Airbnb to collect Transient Occupancy Taxes (TOT) on behalf of Airbnb hosts.

COMMUNITY FEEDBACK RESULTS

Attachment 1: Summary Results of Public Input on Short-Term Rentals Percent Support

		Municipal Advisory Councils ¹	Individual Respondents	KPOA ²
1.	<u>Allow non-hosted rentals?</u>	25% (37% were split)	8%	
2.	<u>Require rental to be property owner's principal residence (e.g. no rental of ADU's)?</u>	37% (12% were split)	92%	71%
3.	90-day per year rental limit?	43% (28% were split)	42%	
4.	Require a notification to neighbors?	75% (12% were split)	92%	
5.	Limit the number of vehicles?	86% (14% were split)	54%	62%
6.	Limit the number of guests?	100%	100%	
7.	<u>Require a Land Use Permit for all exceptions?</u>	25% (25% were split)	92%	78%
8.	Require a business license?	62% (37% were split)	92%	
9.	Include performance standards and revocation language?	86%	100%	
10.	Prohibit special events?	87% (12% were split)	91%	
11.	Require payment of a Transient Occupancy Tax?	62% (25% were split)	92%	
12.	Require a ministerial permit to operate?	50% (33% were split)	78%	

¹ Split means the council was evenly divided between support and non-support.

² The Kensington Property Owners Association (KPOA) did not specifically respond to the questionnaire. Rather the KPOA submitted a report summarizing their independent survey results. Responses to questions similar to those posed by the County are shown here. For item 7., the KPOA question pertained to the more narrow question of whether a land use permit should be required to rent an ADU short term.

KEY ELEMENTS OF POTENTIAL REGULATION

Attachment 2: Individual MAC Questionnaire Results

		Alamo	Bethel Island	Byron	CCCentre	Disco Bay CSD	El Sobrante	Kensington	Knightsen TAC
1.	<u>Allow non-hosted rentals?</u>	Yes	No	Split	Split	No	No	Yes	Split
2.	<u>Require rental to be property owner's principal residence (e.g., no rental of ADU's)?</u>	No	Yes	Yes	Split	No	No	No	Yes
3.	90-day per year rental limit?	Yes	No	Split		Yes	Split	No	Yes
4.	Require a notification to neighbors?	Yes	Yes	Split	Yes	Yes	No	Yes	Yes
5.	Limit the number of vehicles?	Yes	Yes	Split	Yes		Yes	Yes	Yes
6.	Limit the number of guests?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7.	<u>Require a Land Use Permit for all exceptions?</u>	Split	No	Split	Yes	Yes	No	No	No
8.	Require a business license?	Yes	Split	Split	Yes	Yes	Split	Yes	Yes
9.	Include performance standards and revocation language?	Yes	Yes	Yes		Yes	No	Yes	Yes
10.	Prohibit special events?	No	No	No	Split	No	No	No	No
11.	Require payment of a Transient Occupancy Tax?	Yes	No	Split	Yes	Yes	Yes	Yes	Split
12.	Require a ministerial permit to operate?	Yes	Yes	Split			Split	No	Yes
13.	Prohibit all Short-Term Rentals?	No	No	No			No	No	No

REGULATORY OPTIONS OF CONCERN

1. Hosted vs. Non-hosted rentals.
2. Whether a short-term rental ordinance should only apply to principal residences (e.g., by default prohibiting the short-term rental of ADU's).
3. Whether or not to allow exception requests via the Land Use Permit process.

NEXT STEPS

1. Upon acceptance of general Board direction, staff will begin preparation of a Draft Short-Term Rental Ordinance.
2. The Draft Short-Term Rental Ordinance will be presented to the County Planning Commission for review and recommendations to the Board of Supervisors.
3. Board considers Short-Term Rental Ordinance, VCA Agreement and any update to TOT Ordinance.

YES/NO

	<u>Bethel Island</u>	<u>Byron</u>	<u>Knightsen</u>
1.	0/4	1/1	1/1
2.	4/0	2/0	2/0
3.	1/3	1/1	2/0
4.	3/1	1/1	2/0
5.	4/0	1/1	2/0
6.	4/0	2/0	2/0
7.	1/3	1/1	0/2
8.	2/2	1/1	2/0
9.	4/0	2/0	2/0
10.	1/3	0/2	0/2
11.	0/4	2/0	1/1
12.	4/0	2/0	2/0
13.	0/4	0/2	0/2

Ken Dorrack BATHING ISLAND MAP

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
Require owner occupancy (e.g., hosted rental)?		<input checked="" type="checkbox"/>	
Prohibit rental of Accessory Dwelling Units?	<input checked="" type="checkbox"/>		
Restrict rentals to 90 days per year? More or less?		<input checked="" type="checkbox"/>	
Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?		<input checked="" type="checkbox"/>	
Require additional parking?		<input checked="" type="checkbox"/>	
Limit the number of guests?	<input checked="" type="checkbox"/>		
Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		<input checked="" type="checkbox"/>	
Require a business license?	<input checked="" type="checkbox"/>		
Require performance standards to be met or permit may be revoked?		<input checked="" type="checkbox"/>	
Allow special events at rental?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Require a Transient Occupancy Tax on all short-term rentals?		<input checked="" type="checkbox"/>	TO MUCH BOOKING FOR COUNTY, IT WOULD BE LIKE STATE BOARD OF EQUALIZATION, WOULD TAKE TO MANY PEOPLE TO RUN THIS PROGRAM
Require a ministerial permit to operate?	<input checked="" type="checkbox"/>		
Prohibit all Short Term Rentals?		<input checked="" type="checkbox"/>	

Bethel Island NHC Member

BELEIDA BITTNER

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?		X	
2. Prohibit rental of Accessory Dwelling Units?	X		
3. Restrict rentals to 90 days per year? More or less?		X	who's going to enforce?
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		Split the question
5. Require additional parking?	X	X	
6. Limit the number of guests?	X		
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		
8. Require a business license?	X		
9. Require performance standards to be met or permit may be revoked?	X		
10. Allow special events at rental?	X		
11. Require a Transient Occupancy Tax on all short-term rentals?		X	
12. Require a ministerial permit to operate?	X		
13. Prohibit all Short Term Rentals?		X	

Contra Costa County Short-Term Rental Regulation Questionnaire

COMMENTS

YES NO

1.	Require owner occupancy (e.g., hosted rental)?	I	III	
2.	Prohibit rental of Accessory Dwelling Units?	I	III	
3.	Restrict rentals to 90 days per year? More or less?	III	III	120? 180 days - 200
4.	Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	I	III	What does neighbor & prox mean? Poorly written. Prop. manager P.M. should be readable
5.	Require additional parking?	III	I	Req sufficient parking. Define additional? Define limit?
6.	Limit the number of guests?	III	I	In practical
7.	Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	III	I	Beyond 180 days...
8.	Require a business license?	III	III	
9.	Require performance standards to be met or permit may be revoked?	II	III	
10.	Allow special events at rental?	I	III	Define? Wedding as long as parking limit
11.	Require a Transient Occupancy Tax on all short-term rentals?	III	II	I abstain
12.	Require a ministerial permit to operate?	III	III	
13.	Prohibit all Short Term Rentals?	I	III	

Name: Vanessa Alvarez
 Address: 772 EC CENMO RD, EL SEBASTO, CA 94003
 Email: hutygall@comcast.net

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?		<input checked="" type="checkbox"/>	My home is every where to me - but if I travel I want a friend to stay & welcome guests just in case
2. Prohibit rental of Accessory Dwelling Units?		<input checked="" type="checkbox"/>	I have a Mother in Law unit that was to be grandfathered in but was not for some reason
3. Restrict rentals to 90 days per year? More or less?		<input checked="" type="checkbox"/>	Limit stay of guests to 1 month, but allow owner to rent you want
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?		<input checked="" type="checkbox"/>	
5. Require additional parking?	<input checked="" type="checkbox"/>		
6. Limit the number of guests?	<input checked="" type="checkbox"/>		Pls should match # of beds to available beds
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		<input checked="" type="checkbox"/>	
8. Require a business license?		<input checked="" type="checkbox"/>	
9. Require performance standards to be met or permit may be revoked?		<input checked="" type="checkbox"/>	
10. Allow special events at rental?		<input checked="" type="checkbox"/>	
11. Require a Transient Occupancy Tax on all short-term rentals?		<input checked="" type="checkbox"/>	
12. Require a ministerial permit to operate?		<input checked="" type="checkbox"/>	
13. Prohibit all Short Term Rentals?		<input checked="" type="checkbox"/>	

Please see the attached document

D, 2a



CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION & DEVELOPMENT
30 Muir Road
Martinez, CA 94553
Telephone: (925) 674-7205 Fax: (925) 674-7258

TO: Community Advisory Boards
FROM: Aruna Bhat, Deputy Director, Community Development Division
(by: Francisco Avila, Senior Planner) FA
DATE: October 4, 2017
SUBJECT: Short-Term Rental Ordinance Regulatory Options

Dear Advisory Board Members,

In response to concerns raised that new, state-mandated easing of restrictions on constructing accessory dwelling units could lead to an increase in unauthorized short-term rentals rather than more permanent housing, the Board of Supervisors (Board) has directed the Department of Conservation and Development (DCD) staff to initiate the process of preparing an ordinance which would specifically regulate and permit short-term rental of dwellings. Short-term rentals are defined as those stays less than 30 days in duration.

On September 19, 2017, the Board gave DCD staff initial feedback on which regulatory options should be considered when drafting the ordinance, requesting staff report back after seeking community input. Subject to future discussion following community input, the Board expressed preliminary preference for an option proposed by staff that included the following elements:

1. *yes* Consider allowing non-hosted rentals. (Non-hosted rentals do not require the property owner to be present. Hosted rentals require the property owner to occupy the property while the rental occurs.)
2. *NO* Consider requiring that the rental unit must be the property owner's principal residence (e.g., prohibit property owners from renting Accessory Dwelling Units on a short-term basis.)
3. Consider 90-day per year limit on all rental units. *LIMIT OF WHAT?*
4. *NO* Noticing of neighbors about ministerial approval of short-term rental activity at a particular property, including contact information of rental unit representative that is responsible for responding to nuisance complaints.
5. *yes* Limit the number of vehicles allowed according to the available number of parking spaces provided on-site.

- yes 6. The number of beds should set the occupancy limit for the specific rental unit. yes
7. Consider a Land Use Permit or other discretionary permit for exceptions (e.g., insufficient parking or rental activity greater than 90 days per year).
8. Consider requiring property owners to obtain a business license in order to operate short-term rental properties.
9. Consider requiring performance standards to be met or permit may be revoked.
- OK 10. No special events (e.g., parties, weddings, etc.)
- NO 11. Require the collection of a Transient Occupancy Tax on all short-term rental activity.
- NO 12. Consider requiring a permit to operate. A ministerial (rather than discretionary) permitting approach for standard short-term rentals is being considered, meaning permits would be issued if required standards are met.

As mentioned previously, Board members instructed staff to obtain community feedback on the wide range of potential regulatory options. Attached is a questionnaire which includes various regulatory options commonly found in other ordinances already adopted by other jurisdictions. Please consider the questionnaire at your next meeting and return the completed form by December 31, 2017. Staff is anticipating presenting the questionnaires and staffs findings to the Board at a February 2018, hearing date.

If you have any questions, please feel free to contact me at Francisco.Avila@dcd.cccounty.us or (925) 674-7801.

Thank you very much for your consideration of this matter.

-What does Air B&B require now?
Why isn't that enough?

Attachment: Short-term rental questionnaire

Name: KERRI BURROW

Address: 748 EL CENTRO RD EL SOBRANTE, CA 94503

Email: lseburrow@aol.com

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Prohibit rental of Accessory Dwelling Units?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Restrict rentals to 90 days per year? More or less?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Require additional parking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Limit the number of guests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Require a business license?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Require performance standards to be met or permit may be revoked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Allow special events at rental?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Require a Transient Occupancy Tax on all short-term rentals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Require a ministerial permit to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Prohibit all Short Term Rentals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PRESENTATIONS and PROCLAMATIONS CONTINUED

Don Gilmore, Director/CHDC: Don presents information on a Board Retreat plan for 2018. Hopes to have one in 2018. More dialogue about it a subsequent meeting.

Ground breaking for Heritage Point is hopefully scheduled for January 2018. A working task group has been formed, to look at the total need in NR for the best use of Las Deltas Housing Projects. Legacy Court is in the stages of pre-development. Allocation is due in March or June.

OTHER AGENCY/PROGRAM REPORTS

Robert Rogers, Deputy Director/Supervisor's John Gioia's Office: Robert talks about beautification in the community, including a nearby church and Rancho Market, let by community volunteers, Supervisor Gioia joined the community to participate in painting the market and showing love in the community.

The annual Verde School - Hoodie and Book Drive, holiday party is set for December the 15th.

Tania Pullido/Community Service Coordinator: Tania reports that they attended the paint party for Rancho Market. Twilight Basketball teams have started practicing. January thru March the program will be participating in beautification projects.

She also asks if anyone had any input for the community newsletter. A clean-up and blight meeting was held with the new mitigation staff and CCC Sheriff's Department.

Princess Robinson/Urban Tilth: Farm up-date, just got infra structure plumbing installed. The soil on the farm is being build up. They also supported the Love Your Block Paint Party. This Saturday, Free Canoe Trips, RSVP (510) 4678-7808. Saturday nine to five. Ages 11 and up. Meet at the Richmond Bart at nine o'clock.

Erica Ito, Love Your Block: Reporting on the paint party at Rancho Market. The party was a huge success, Kelly Moore Paint Company donated the paint. Richard Murosalsar, a local artist has been approved for \$7,500, to do a mural at the Rancho Market. Community meetings will be held in the future to discuss the mural.

Meting adjourned at 6:50 p.m.

**Next Meeting- Tuesday,
December 5, 2017
5:00 p.m. – 7:00 p.m.
515 Silver Avenue – Richmond CA.**

PRESENTATIONS and PROCLAMATIONS CONTINUED

Azibuike Akaba and David Ralston/BAAQD, Air Mapping Project: Reporting on the Air Mapping Project coming to North Richmond and the City of Richmond : They want to collect information that may/can have an impact on the air quality. The Community Air Quality Mapping project builds on a recently completed pilot project in Oakland. The Oakland Air Mapping Project utilized mobile air sensing platforms to measure ambient concentrations of three air pollutants (black carbon, nitric oxide and nitrogen dioxide) and created highly-detailed maps that allow people to see how are pollution varies street-by-street and even block by-block.

This project is collaboration between the California Air Resources Board, Environmental Defense Fund, Bay Area Air Quality Management District and the University of California, Berkeley. Air monitors on top of cars will drive around the neighborhoods and collect air samples. One of several purposes is to see if they can differentiate between the air quality of various locations such as freeway, neighborhoods, manufacturing companies, etc.

The study aims to assess whether the new mobile monitoring method can be used to identify highly localized pollution hotspots and sources and determine to what extent this method can differentiate the effects of stationary and mobile sources.

Luz Gomez/BAAQD: Luz made a brief appearance; she announces that the BAAQD is currently auditing its public participation plan. Members of the district will be making monthly presentations at the NRMAC meetings.

Brian Hubinger of Chevron provides update on Modernization Project and other refinery initiatives: Brian reports that \$1 billion investment in the refinery, permitted in 2014, and construction began in 2016. Replaces older equipment, more reliable and safer. Completion expected in 2019. Includes a new hydrogen plant. No net emission increase. Includes a new tugboat, the cleanest of its kind in the world. Also re-landscaping along Parkway, from Gertrude to the North. A new solar plant is also going up, in partnership with MCE. Also, local unemployment rate in Richmond is very low. Real time air monitoring on the web is provided, along the fence-line communities.

Joanna Pallock/West Contra costa Transportation Advisory Committee on transportation for seniors and disabled residents: Presenting transportation needs for seniors and disabled residents. An attempt is being made to improve public transportation for seniors in the community. Joanna also passed out a WCCTAC Needs and Assessment Survey.

LAW ENFORCEMENT AGENCY REPORTS CONTINUED

Officer Molzulski, RPD: There was a shooting Sunday night near Sheild's and Reid Park. The injured man is in the hospital on life support due to gunshot wounds.

In the past month gang violence has picked up between a Central Richmond gang and people in North Richmond, although that is not related to the shooting Sunday night. For RPD information and concerns you may utilize the following numbers: Richmond Dispatch Center - Non-emergency (510) 233-1214, Code Enforcement (510) 621-1279, RPD Investigations Division (510) 620-6612, RPD Compliments and Complaints (510) 620-6664, Graffiti and Trash Abatement (510) 965-4905 and Tip Line (510) 232-TIPS (8477).

PRESENTATIONS and PROCLAMATIONS

Robert Rogers, Deputy Director – filling in for Supervisor John Gioia's/ Office: Robert gives report on potential BOS regulations of short term rentals. The Board of Supervisors (Board) Has directed the Department of Conservation and Development staff to initiate the process of preparing an ordinance which would specifically regulate and permit short-term rental of dwellings. Short-term rentals are defined as those stays less than 30 days in duration.

NRMAC feedback includes: Don Gilmore says regulations regarding unsafe crowding conditions may be smart.

Dr. Clark says maintaining community health and safety is key. Unregulated short term rentals could generate other crime and social problems.

Audience member Richard Muro caution against criminalizing homelessness or landlord provisions. He also asks whether regulations should cover vehicles and RV space rentals.

Aaron Morgan says be careful not to overregulate and deter healthy economic activity by property owners.

Residents say there should also be more help and outreach to homeless.

Ellen Carr, resident, asks whether regulation should include property owner protection in case of damages, unlawful occupancy, etc.

NORTH RICHMOND MUNICIPAL ADVISORY COUNCIL

Tuesday, November 7, 2017

515 Silver Avenue – North Richmond, CA 94801

5:00 p.m. – 7:00 p.m.

Minutes

CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:05 p.m. Board members present were: Andrea Bailey, Don Gilmore, Aaron Morgan and Dr. Henry Clark.

APPROVAL OF AGENDA/MINUTES

The agenda and minutes were approved, voted 4-0 by Dr. Henry Clark, Andrea Bailey, Don Gilmore and Aaron Morgan. These members were present for entire meeting. Members Scott, Tate and King- Meredith were not present.

PUBLIC CONTACT

Leslie Zecena representative, Northern California Asthma Mobile Program: Leslie reports the van continues to provide free asthma clinic/service to children at Verde School on a regular basis. Cynthia Jordan reports that staff members participated in the North Richmond shoreline Festival, which was a great success.

Diego Garcia, Community Activist/Easter Hill: Diego presents about the work that he has performed in the local communities. He also is on the RPD Police Review Commission, the City of Richmond Parks & Recreation Commission. He has organized community clean-ups, community events, he is also a Certified Gang Expert.

He is now offering his services to the NR community, in any capacity that he may be needed. For more information, you may contact Diego at: (510) 812-1903.

LAW ENFORCEMENT AGENCY REPORTS

Dputy Duran/CCC Sheriff's Department: Deputy Duran reports for the month - October 2017. Crime was relatively low last month. There was one assault with a deadly weapon. One stolen vehicle, which was recovered. One petty theft and one property vandalism.

Officer Molzulski,RPD: Officer Molzulski reporting for the month of October 2017: Crime is up by 36% for the entire Beat Five area. Beat Five area includes parts of Central Richmond, the Richmond Parkway and Sheild's and Reid Park.

There were ten stolen vehicles, nineteen shootings and three stolen vehicles. Gang violence has picked up in the last month. Many of these incidents are taking place in the Beat Five area, outside of North Richmond.

Name and address: Lawrence Ellum, Tracy Open

510.508.9107

E-mail: tracyogden@hotmail.com

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		Owner on site will maintain integrity of Neighborhood. This is NOT a Motel 6 situation.
2. Prohibit rental of Accessory Dwelling Units?		X	Providing Owner is on Site.
3. Restrict rentals to 90 days per year? More or less?	X		Prefer low neighborhood impact
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		Need contact information on responsible party to handle unforeseen situations. i.e.: appliance problems, lock code problems. Rude or out of control "guests".
5. Require additional parking?	X		Adhere to parking laws & codes. i.e.: curbs wheels, etc.
6. Limit the number of guests?	X		Residential zoning - Not A Hotel
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		
8. Require a business license?	X		Must adhere to all codes and applicable laws, + A/RBNB
9. Require performance standards to be met or permit may be revoked?	X		Monitor all activity to insure public safety, No afterhours drunkenness, loud behaviour, parking compliance on vehicles. Adhere to garbage pickup schedule. Proper permits & prior notification.
10. Allow special events at rental?	X		To cover any of all additional impact costs & liability coverage. Make it unattractive to break or skirt the rules and existing laws.
11. Require a Transient Occupancy Tax on all short-term rentals?	X		Need some clarification! way too vague. ?
12. Require a ministerial permit to operate?	?		
13. Prohibit all Short Term Rentals?	X		

Name and address: Christopher Trailors

3 Kerr Avenue Kensington CA 94707

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		
2. Prohibit rental of Accessory Dwelling Units?		X	
3. Restrict rentals to 90 days per year? More or less?		X	
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		
5. Require additional parking?		X	- in driveway or 1 car
6. Limit the number of guests?	X		- have had huge families in street
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		
8. Require a business license?	X		
9. Require performance standards to be met or permit may be revoked?	X		
10. Allow special events at rental?		X	
11. Require a Transient Occupancy Tax on all short-term rentals?	X		
12. Require a ministerial permit to operate?	X		
13. Prohibit all Short Term Rentals?	X		

Name and address:

Tony Travlos, 3 KERR AVE, KENSINGTON 94707

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

COMMENTS

YES NO

1.	Require owner occupancy (e.g., hosted rental)?	Yes	
2.	Prohibit rental of Accessory Dwelling Units?	No	
3.	Restrict rentals to 90 days per year? More or less?	No	
4.	Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	YES	
5.	Require additional parking?	No	- restrict to 1 car.
6.	Limit the number of guests?	Yes	
7.	Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	Yes	
8.	Require a business license?	Yes	
9.	Require performance standards to be met or permit may be revoked?	Yes	
10.	Allow special events at rental?	No	
11.	Require a Transient Occupancy Tax on all short-term rentals?	Yes	
12.	Require a ministerial permit to operate?	Yes	
13.	Prohibit all Short Term Rentals?	No	

Name and address: *Neaen Travler*

3 Kerr Ave, Kensington, 94707

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

COMMENTS

YES NO

1. Require owner occupancy (e.g., hosted rental)?

X

2. Prohibit rental of Accessory Dwelling Units?

X

3. Restrict rentals to 90 days per year? More or less?

X

4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?

X

5. Require additional parking?

X

But put Cap - 1 car is okay but not 4

6. Limit the number of guests?

X

7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?

X

8. Require a business license?

X

9. Require performance standards to be met or permit may be revoked?

X

10. Allow special events at rental?

X

11. Require a Transient Occupancy Tax on all short-term rentals?

X

12. Require a ministerial permit to operate?

X

13. Prohibit all Short Term Rentals?

X

Name and address:

Cathy Travlos
3 Ken Ave. Kensington 94707

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		
2. Prohibit rental of Accessory Dwelling Units?		X	I understand there are people who do this to stay in their homes
3. Restrict rentals to 90 days per year? More or less?		X	
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		
5. Require additional parking?		X	1 extra car is fine, we've had H at house in our neighborhood - not OK
6. Limit the number of guests?	X		
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		
8. Require a business license?	X		
9. Require performance standards to be met or permit may be revoked?	X		
10. Allow special events at rental?		X	
11. Require a Transient Occupancy Tax on all short-term rentals?	X		
12. Require a ministerial permit to operate?	X		
13. Prohibit all Short Term Rentals?		X	

Name and address: Rudi Schmid 16 Edwin Drive, Kensington - Member of KPOA
510-201-9162

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

YES NO COMMENTS

1. Require owner occupancy (e.g., hosted rental)? ☒ NO Only with provided permits - restrictions - Owner Occupied
2. Prohibit rental of Accessory Dwelling Units? ☒ NO Only Owner Occupied
Definitely Always
3. Restrict rentals to 90 days per year? More or less? ☒ NO
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)? ☒ NO
5. Require additional parking? ☒ NO Curb wheel regulation. No parking on wrong side of road-use driveway Always, with Neighbor notification
6. Limit the number of guests? ☒ NO
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)? ☒ NO
8. Require a business license? ☒ NO Accountability
Garbage, noise ordinance
Notification + special use permit
9. Require performance standards to be met or permit may be revoked? ☒ NO
10. Allow special events at rental? ☒ NO Tax to ensure proper rules & regulations to Kensington
11. Require a Transient Occupancy Tax on all short-term rentals? ☒ NO
12. Require a ministerial permit to operate? ☒ NO
13. Prohibit all Short Term Rentals? ☒ NO Provided Owner is on-site

Name and address: RAY BARRAZA 248 AMHERST K. 94708
raybarraza@gmail.com

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		No ABSENTEE LANDLORDS!
2. Prohibit rental of Accessory Dwelling Units?			
3. Restrict rentals to 90 days per year? More or less?	X		
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		
5. Require additional parking?	X		
6. Limit the number of guests?	X		
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		OR ALTERNATE DISCRETIONARY PERMIT!
8. Require a business license?	X		
9. Require performance standards to be met or permit may be revoked?	X		
10. Allow special events at rental?		X	
11. Require a Transient Occupancy Tax on all short-term rentals?	X		
12. Require a ministerial permit to operate?	X		
13. Prohibit all Short Term Rentals?			

Name and address:

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		
2. Prohibit rental of Accessory Dwelling Units?		X	
3. Restrict rentals to 90 days per year? More or less?		X	
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		What happens if someone wants to rent out their whole house occasionally?
5. Require additional parking?	X		
6. Limit the number of guests?	X		
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		
8. Require a business license?	X		
9. Require performance standards to be met or permit may be revoked?	X		How will you create/enforce these standards? Worried about unfriendly neighbors gauging the system by calling the police daily to generate bad stats on a property. ⁺
10. Allow special events at rental?		X	
11. Require a Transient Occupancy Tax on all short-term rentals?		X	
12. Require a ministerial permit to operate?		X	
13. Prohibit all Short Term Rentals?		X	

Name and address:

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		Should be principal residence
2. Prohibit rental of Accessory Dwelling Units?		X	
3. Restrict rentals to 90 days per year? More or less?		X	No restrictions on number of days
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		Owner should not be required to always be home during rental. This could be problematic for owners who want to rent out their home on occasion.
5. Require additional parking?	X		
6. Limit the number of guests?	X		
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		
8. Require a business license?	X		
9. Require performance standards to be met or permit may be revoked?	X		How will you come up with enforceable standards? Will there be an appeal board for complaints? If someone doesn't like the owner they could constantly call the police to rack up number of calls. Seems problematic to get fair standards. ⁺
10. Allow special events at rental?		X	Definitely not
11. Require a Transient Occupancy Tax on all short-term rentals?	X		This will also require a whole new process to enforce/collect. Is it worth it?
12. Require a ministerial permit to operate?		X	
13. Prohibit all Short Term Rentals?		X	Property owners should have the right to generate income from their investment

Name and address: *Randy Weiss 149 Purdue Ave Kensington 94708*

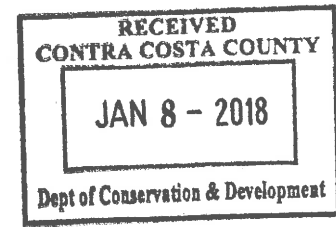
Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

YES NO COMMENTS

- | | | | |
|---|-------------------------------------|--|--|
| 1. Require owner occupancy (e.g., hosted rental)? | <input checked="" type="checkbox"/> | | |
| 2. Prohibit rental of Accessory Dwelling Units? | <input checked="" type="checkbox"/> | | |
| 3. Restrict rentals to 90 days per year? More or less? | <input checked="" type="checkbox"/> | | <i>Depends on type of rental. If stand alone house, yes. If a room in a house, no.</i> |
| 4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)? | <input checked="" type="checkbox"/> | | |
| 5. Require additional parking? | <input checked="" type="checkbox"/> | | |
| 6. Limit the number of guests? | <input checked="" type="checkbox"/> | | |
| 7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)? | <input checked="" type="checkbox"/> | | |
| 8. Require a business license? | <input checked="" type="checkbox"/> | | |
| 9. Require performance standards to be met or permit may be revoked? | <input checked="" type="checkbox"/> | | |
| 10. Allow special events at rental? | <input checked="" type="checkbox"/> | | |
| 11. Require a Transient Occupancy Tax on all short-term rentals? | <input checked="" type="checkbox"/> | | |
| 12. Require a ministerial permit to operate? | <input checked="" type="checkbox"/> | | |
| 13. Prohibit all Short Term Rentals? | <input checked="" type="checkbox"/> | | |

Leslie Reckler
33 Edwin Drive
Kensington, CA 94707
510-393-1874
lesmac@sbcglobal.net



1. **Require owner occupancy (e.g., hosted rental)?** Yes. We'll get better compliance to rules and regulations. A prime concern is compliance with environmental and safety regulations. If there is a "Spare the Air" Day, an owner is more likely to inform the tenant not to burn wood. If there is an earthquake, an owner will know where the gas shut-off valve is. If there is a high fire advisory, an owner is more likely to ensure cars are parked off the road. The owner is more likely to ensure water usage is monitored and the trash and recycling rules are adhered to. If the house is not owner-occupied, there is no incentive to ensure compliance. I'd also like "short-term rental" defined. Is that one night, two, five, two weeks?
2. **Prohibit rental of Accessory Dwelling Units?** No, but a balance must be struck so that both owner and neighbor rights are exercised/protected.
3. **Restrict rentals to 90 days per year? More or less?** Not sure. I'd be open to it if critical rules and regulations were developed and enforced.
4. **Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?** Yes. Absolutely.
5. **Require additional parking?** Yes. We literally cannot park any more cars on our streets now. This is a safety hazard for emergency crews to get through in the event of wildfire or similar emergencies.
6. **Limit the number of guests?** Yes. Absolutely.
7. **Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?** Yes.
8. **Require a business license?** Yes.
9. **Require performance standards to be met or permit may be revoked?** Yes.
10. **Allow special events at rental?** Not sure. I'd need to know more about that. Certainly, we don't want someone renting a property to host a series of Coachella-type concerts, but I'm not opposed to special events. How are special events defined?
11. **Require a Transient Occupancy Tax on all short-term rentals?** Yes. Absolutely.
12. **Require a ministerial permit to operate?** Yes.
13. **Prohibit all Short-Term Rentals?** No.

Francisco Avila

From: Kate Rauch
Sent: Monday, December 18, 2017 11:06 AM
To: Francisco Avila; Aruna Bhat
Subject: FW: Short-term rental discussion

FYI

On 12/15/17, 12:28 AM, "Matthew Freedman" <freedman.matthew@gmail.com> wrote:

Kate,

I am a new homeowner in Kensington and was unable to attend the December 5th community meeting on short-term rental regulation. I would like the opportunity to weigh in on this issue before the staff develops a specific proposal for consideration by the Contra Costa County Board of Supervisors.

My wife and I have spent our entire careers in non-profit organizations. She works in development at the National MS Society and I am an attorney for The Utility Reform Network, a consumer advocacy group in San Francisco. We stretched all the way to our limit to purchase a single-family home in Kensington and are thrilled to live here. The ability to dedicate a portion of our home for short-term rentals will allow us to afford to stay in this community.

While I do not oppose reasonable regulation of short-term rental activity, I urge the Board not to adopt prohibitive restrictions that would adversely affect homeowners who live in their homes. Reasonable restrictions include taxes, registration, and limits on the number of days a property can be rented without the host being present. Any regulations should be designed to prevent investors from acquiring homes for the primary purpose of using the property as a short-term rental with no intention of actually inhabiting the premises.

If the Board wants to adopt restrictions, it should consider San Francisco's limit of 90 days per year for unhosted rentals. This would permit homeowners to rent their entire premises when away on extended vacations while ensuring that properties are not being dedicated to short-term rental usage. There should be no limit on the number of days that a portion of a home can be rented when the host is present. San Francisco does not have any such limits and makes a major distinction between unhosted and hosted short-term rentals. Also, the board should not add onerous and unnecessary parking requirements. For example, my property has no off-street parking (not even for me) but plenty of available on-street parking. Since the County doesn't limit the number of cars I am allowed to own and park on the street, there should not be a requirement that I have an off-street parking space for any guests coming to visit.

Please let me know how I can provide comments that will be considered by staff and the board. I would like to be kept appraised of next steps, draft proposals, and timelines for action by the Board.

Thanks very much for your consideration of my views.

Matthew Freedman
633 Coventry Road
Kensington
415-412-7886

Francisco Avila

From: Kate Rauch
Sent: Tuesday, January 02, 2018 2:59 PM
To: Aruna Bhat; Francisco Avila
Subject: Fwd: Airbnb regulations

This is from a Kens resident. Not a KMAC member.
Kate

Sent from my iPhone

Begin forwarded message:

From: Cathy Travlos <ctravlos@gmail.com>
Date: December 29, 2017 at 11:26:21 AM PST
To: <kate.rauch@bos.cccounty.us>
Subject: Airbnb regulations

Below are my comments from the meeting with the KMAC. The property across the street from us has been rented continuously since September. It brings an extra set of cars - last week the group had 3 cars, Thanksgiving there were at least 6 - and except for once, they don't park in the driveway. They mostly don't curb their wheels. It brings noise late at night and early in the morning. There is trash. There is a constant influx of people who have no reason to care about the neighborhood.

Having listened to the other comments at the meeting, it's clear that there's a difference between someone renting out their in-law unit or room and someone renting out their entire house. The impact on our neighborhood has been huge. We feel like we're living across the street from a frat house. I'd be happier if the owner was on site and if there were some restrictions on parking. One extra car is one thing. Four is too much!

I think some kind of licensing would be helpful. There's actually concern in our situation that remodeling was done without permits. We've all been in this house many times and know that a wall was removed and haven't been able to find a permit except for some minor electrical and plumbing work.

Thanks for your time in helping sort all of this out. Here are my remarks.

Cathy Travlos (3 Kerr Ave, Kensington)

I'm a life-long resident of Kensington and live in a neighborhood where we know each other - we have each other's cell phone numbers and front door keys and alarm codes and we look out for each other. We have

long-term renters nextdoor and they are great neighbors. We have an airbnb across the street from us and they are not.

We've had a constant stream of strangers, often with multiple vehicles, moving in and moving out every 2 or 3 days since September. When there are issues there's really no way to deal with it. The owner (who has never lived in the house) lives in Singapore. His daughter, who manages the airbnb, lives in NY. There's a property manager who's somewhere else. The people who are staying in the house have no connection to the community and don't care about their impact.

- traffic/parking - there are 2 or 3 or more extra cars on our street. They almost never park in the driveway but park on the street, which is steep, and almost none of them understand about curbing their wheels. They frequently block people's driveways and stop in the middle of the street.
- Noise - we've had several times when a group of very drunk people were staggering around in the street, laughing and yelling. We didn't want to be "those neighbors" who always call the cops, but in hindsight we should have. There was a car parked in front of the house late at night with the music up so loud that the driver didn't hear my son yelling at him until he knocked on the car window. Then he noticed all the neighbors standing on their front porches in their pajamas yelling at him.
- Trash - we now have litter in front of this house. Food wrappers. Receipts. Cigarette butts. I'm tired of doing trash cleanup every morning before I go to work but I'm more tired of looking at it.

We would love to see some regulations and expectations around parking (like requiring these people to use the driveway or garage instead of the street?) and noise (telling renters quiet time is 10pm clearly means nothing) and how often you can rent (this house has been rented continuously since Sept with mostly 2-3 day stays. We feel like we live across from a hotel.

822-4.404 In-Lieu Fee.

- (a) The amount of a fee that is paid in lieu of some or all inclusionary units will be established in the community development department's fee schedule adopted by the board of supervisors.
- (b) Fee amounts in the fee schedule for for-sale units will be calculated to be equivalent to the difference between the affordable sales price for a targeted household and the median price, as determined by the County, of all single-family home sales in the County within the previous 12 months. Fee amounts in the fee schedule for rental units will be calculated to be equivalent to the difference over a 55-year period between the average rent, as determined by the County, of a two-bedroom, one-and-a-half-bathroom apartment in the County and the annual ^{\$1,506} affordable rent for a targeted household. Fee amounts will be calculated annually.
- (c) All fee revenues will be deposited in a restricted fund earmarked to provide housing opportunities for extremely low, very low, lower, and moderate income households.
- (d) Funds will be appropriated for expenditures authorized by law that make housing units affordable to extremely low, very low, lower, and moderate income households and for costs associated with administering the restricted fund.
- (e) In-lieu fees shall be paid before the first building permit is issued for any portion of the residential development. (Ord. 2006-43 § 2.)

822-4.406 Alternative Methods of Compliance. A developer may submit a proposal for complying with this chapter by proposing one or more of the following compliance alternatives:

- (a) **Off-Site Development.** Some or all of the required inclusionary units may be constructed off-site, or an existing off-site development may be acquired and rehabilitated to provide some or all of the required inclusionary units, if the County determines that the combination of location, unit size, unit type, pricing, and timing of availability of the proposed off-site inclusionary units would provide equivalent or greater benefit than would result from providing those inclusionary units on-site, or if the County determines that on-site construction of those inclusionary units would be infeasible. Any off-site inclusionary units must be constructed or rehabilitated prior to or concurrently with construction of the on-site residential development. The off-site development location must be appropriately zoned and all required entitlements issued for the off-site development alternative before building permits are issued for the on-site residential development. The off-site development location should be within a reasonable geographic distance of the on-site residential development, such as within the same school district or identified community, unless otherwise directed by the board of supervisors.

Name and address: **PATRICK PATARA**, 15 ARDMONT, KENNINGTON, CA 94707
KMAC Member

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		
2. Prohibit rental of Accessory Dwelling Units?		X	BUT THE DESIGNATION SHOULD NOT BE BOTH
3. Restrict rentals to 90 days per year? More or less?	X		
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		NOTIFICATION TO NEIGHBORS THAT THEY ARE APPLYING FOR SHORT TERM RENTAL FOR THE CONCERNING THE PROPERTY AND THE ADDITION
5. Require additional parking?		X	
6. Limit the number of guests?	X		LIMIT GUESTS PER BED OR SIZE OF UNIT
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		X	
8. Require a business license?	X		
9. Require performance standards to be met or permit may be revoked?	X		BUT PERFORMANCE STANDARDS WOULD NEED TO BE WRITTEN UP.
10. Allow special events at rental?		X	
11. Require a Transient Occupancy Tax on all short-term rentals?	X		
12. Require a ministerial permit to operate?	X		
13. Prohibit all Short Term Rentals?		X	

Name and address: CHRIS BEYDON (KMAC) 220 STANFORD AVE
KENSINGTON, CA. 94708

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Prohibit rental of Accessory Dwelling Units?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Restrict rentals to 90 days per year? More or less?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NOT IF OWNER OCCUPIED.
5. Require additional parking?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Limit the number of guests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOULD BE ALIGNED WITH ADDITIONAL COUNTS
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Require a business license?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Require performance standards to be met or permit may be revoked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Allow special events at rental?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Require a Transient Occupancy Tax on all short-term rentals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Require a ministerial permit to operate?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13. Prohibit all Short Term Rentals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Julie McCarter KMAC member

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

YES NO COMMENTS

1. Require owner occupancy (e.g., hosted rental)?

X

should not be limited to shared rooms only. people may need a whole ~~house~~ home.

2. Prohibit rental of Accessory Dwelling Units?

X

3. Restrict rentals to 90 days per year? More or less?

X

4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?

X

this should be done regionally. all owners want to think this way, so if it needs to be mandated, so be it.

5. Require additional parking?

X

MANDATORY - biggest issue in Kensington

6. Limit the number of guests?

X

can vary house as many as there are beds.

7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?

X

8. Require a business license?

X

Planning/Marketing income or profit - must be licensed.

9. Require performance standards to be met or permit may be revoked?

X

10. Allow special events at rental?

X

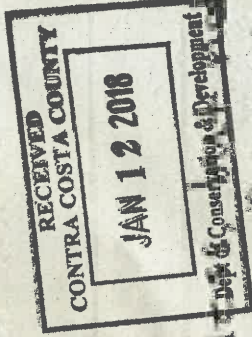
11. Require a Transient Occupancy Tax on all short-term rentals?

X

same as B&B.

12. Require a ministerial permit to operate?

X



Name and address: Lloyd Cowell 107 Arlington Ave Kensington KMAC number.

Contra Costa County Short-Term Rental Regulation Questionnaire

(only applies to unincorporated communities)

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		Seems to be the best way to regulate
2. Prohibit rental of Accessory Dwelling Units?		X	Not reasonable if owner-occupied
3. Restrict rentals to 90 days per year? More or less?		X	No reason to restrict rentals if well-run
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		owner-occupied is best. this would be a second choice
5. Require additional parking?	X		safety and community disruption
6. Limit the number of guests?	X		safety and community disruption
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		X	Can be regulated through requirements for minimal permitting process.
8. Require a business license?	X		maybe
9. Require performance standards to be met or permit may be revoked?	X		Must be consequences for not following the rules.
10. Allow special events at rental?		X	Large crowds cause the most problems
11. Require a Transient Occupancy Tax on all short-term rentals?	X		Oversight costs money
12. Require a ministerial permit to operate?	X		who is engaging in the activity?
13. Prohibit all Short Term Rentals?		X	Not reasonable

Melissa Holmes KMAC Member

Contra Costa County Short-Term Rental Regulation Questionnaire

		YES	NO	COMMENTS
1.	Require owner occupancy (e.g., hosted rental)?		x	
2.	Prohibit rental of Accessory Dwelling Units?		x	
3.	Restrict rentals to 90 days per year? More or less?		x	
4.	Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?		x	"Close proximity" is redundant. Require owner to be available by phone or proximate to unit, during rental
5.	Require additional parking?		x	No parking required, but notify any short-term tenants that Kensington does not allow on-street parking for short-term renters
6.	Limit the number of guests?	x		Two per bedroom
7.	Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	x		For any major exception, but parking on street parking should be prohibited for all short term renters. If a unit has off street parking that's fine, but it should not be required.
8.	Require a business license?		x	
9.	Require performance standards to be met or permit may be revoked?			Not sure what these are, and the burden of proof should be any anyone making an accusation of unmet standards
10.	Allow special events at rental?	x		Yes, but then the renter is responsible for hiring valet parking, or mandating guests take public transportation or taxi/uber /lyft, as no on-street parking will be allowed.
11.	Require a Transient Occupancy Tax on all short-term rentals?		x	
12.	Require a ministerial permit to operate?		x	
13.	Prohibit all Short Term Rentals?		x	

**Short-term Vacation Rentals, Contra Costa County
Kensington Municipal Advisory Council (KMAC) meeting**

CONTRA COSTA
COUNTY

Background: The Kensington Municipal Advisory Council (KMAC) held a special December 5 meeting to discuss potential regulation of short term rentals in unincorporated Contra Costa County.

2017 DEC 18 P 2: 11

DEPARTMENT OF
CONSERVATION
& DEVELOPMENT

About 25 members of the public attended, along with 5 KMAC members, Patrick Tahara (Chair), Chris Brydon, Julie McCarter, Jessica Marantz, and Lloyd Cowell. Melissa Homes-Snyder couldn't attend, but provided written input.

The Kensington Property Owner's Association (KPOA) submitted a survey it conducted on short term rentals and Accessory Dwelling Units (ADU's).

KPOA survey and KMAC County MAC surveys attached. (Not all submitted yet.)

Summary of public comments:

Owner-occupancy

A majority of people speaking at the meeting support allowing short-term rentals as long as the owner is on the property, or owner-occupied rentals. There was some talk of possible exceptions for owner-occupancy, for example if a host is on vacation for a short period of time and partners with a neighbor as co-host.

There was an openness to this, as long as it was only for limited time periods, with owner-occupancy a prevailing requirement.

Many expressed the feeling that owner-occupancy will mitigate many potential problems such as rowdy, unruly or disrespectful guests. Owner-occupancy builds in accountability.

A couple of people spoke about a current short-term rental in Kensington that's the source of lots of noise, congestion, and trash problems, and that the owner lives in Singapore, with his nearest relative (daughter) in New York. Overwhelming support for regulating to prevent this type of scenario.

Concern about parking

Many people expressed concern about parking and new demands for parking short-term rentals bring, especially in Kensington with narrow, steep, windy roads and existing parking issues. General support for parking requirements. But there was also sympathy for short-term rental situations with ample parking either because of location or because the home-owner doesn't utilize all of his/her space.

Discussion of using discretionary review for a parking requirement, and some support for this.

Registry/enforcement

Taxes/fees

Strong support for a short-term rental registry as a way for the County to tack and regulate. Many questions about how this will work, including how enforcement will work: how and by whom. In general, people felt any new policy must include enforcement or the policy is weak and rentals could get out of hand.

Overwhelming support for (TOT) taxes and County fees, with several people saying County revenues from short-term rentals should be used to fund regulation and enforcement, so the program doesn't draw from other funds.

Time limits

Mixed view on time limits, with some supporting something like 90 days a year, but others saying if there are no other problems and the owner is present, time limits matter less. Agreement that without time limits the community could start to feel like a hotel zone, with short-term rentals popping up all over the place, all the time. Most people want a policy that is the least disruptive to the community, while allowing property owners this right. People spoke of the sense of "permanence" as a positive community value.

Special events

Strong support for not allowing special events or parties.

Accessory Dwelling Units (ADU's)

Most of this KMAC discussion was general, and didn't specifically address ADU's. There was some interest in a second meeting to consider the discussion including more specifics. But the Kensington Property Owners (**KPOA**) presented the results of its survey on using ADU's for short-term rentals (previously submitted to Aruna Bhat and attached), which reflected a majority of respondents said they wouldn't want to live near an ADU used for short-term rentals and support a discretionary review process for rentals of less than 30 days (short term). The survey also found support for an off-street parking requirement.

One resident and KPOA member said she thinks short term rentals of any length shouldn't be allowed in ADU's, stating this isn't a benefit to the community and doesn't help the state with its goal of creating more housing.

Question about how the County will address existing, unpermitted illegal in-law units and ADU's used currently as short- or long-term rentals.

Request for more data

Many people said it would be helpful if the County could collect and compile data on the estimated number of current short-term rentals in CCC and specifically Kensington; policies and ordinances of other jurisdictions, including counties. People felt this information would make for a more informed discussion.

Some said the County should consider a short-term rental ordinance that differentiates between newly constructed AUD's, since the state's new law, in-

home/interior rental spaces, and already existing ADU's historically used as rentals.
Note: Berkeley and Santa Cruz make this distinction.

A few speakers (2-3) said they're against all short-term rentals under any circumstance

KMAC members are open to revisiting; believe this is an important issue to the community



**KENSINGTON SHORT-TERM RENTAL ACCESSORY DWELLING UNIT (ADU)
SURVEY RESULTS**

Kensington Property Owners Association

November 30, 2017

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Summary of Results and Recommendations Based on Them

Survey Questions and Aggregate Responses

Respondent Comments



KENSINGTON SHORT-TERM RENTAL ACCESSORY DWELLING UNIT (ADU) SURVEY RESULTS

The primary mission of the Kensington Property Owners Association (KPOA) is to educate and inform residents about important community issues. The KPOA Board conducted a survey of our membership from November 11-28, 2017, to determine their opinions on short-term rentals (less than 30 days) of ADUs in Kensington. Each member household could submit only one completed survey and once completed, the member was locked out of the survey. Of the 391 surveys sent out through email using Survey Monkey software, 159 to 169 answered the survey questions (response rate varied by question)—a 42% response rate. The questions and aggregate survey responses are attached to this report along with a digest of comments.

SURVEY VALIDITY

KPOA recognizes the importance of informational validity. Survey results from every ADU question have been subjected to statistics testing for validity relative to two recent U.S. Census demographic measures specific to Kensington (not just the KPOA membership), and they passed the tests.

SUMMARY CONCLUSIONS

The response rate to the survey indicates keen interest in ADU issues. A significant portion of respondents (71%) do not want to live near short-term rental ADUs and 25% don't care or aren't sure. 4% said they would prefer to live near a short-term rental ADU.

78% indicated that they would want a discretionary review and approval process versus a ministerial approval process for short-term rental ADUs. The survey described the ministerial process as approval by the County without neighbor notice or input, and the discretionary process as requiring neighbors to be notified and have an opportunity to request denial or other mitigations.

Parking is a concern in Kensington. Over 62% identified current on-street parking as difficult. Almost all (over 96%) said short-term rental ADUs were not an economic factor in their decision to purchase their Kensington property.

KPOA RECOMMENDATIONS

Based on the survey responses, KPOA recommends the following procedures and regulations pertaining to short-term rental ADUs:

1. In the event that the County proceeds with allowing ADU rentals of less than 30 days, the approval process for such units in Kensington should follow a discretionary process.
2. This process should afford neighbors ample notification and the opportunity to request denial or other mitigations.
3. All short-term ADU approval should conform to Kensington Zoning Ordinance standards and procedures as well as other procedures and standards specific to short-term rental ADUs.
4. All short-term rental ADU approvals should require off-street parking for the unit so as not to exacerbate existing parking problems.
5. The County should evaluate the impact to local jurisdictions (KPPCSD and KFPD) specifically on emergency response services when considering approval of short-term rental ADUs.
6. The County should consider the other problems identified by respondents in the survey and enact meaningful standards to address them and that are enforceable by the County.
7. The County should develop procedures to identify which County official is responsible for responding to issues related to and enforcement of short-term rental ADU procedures, and provide funding to support this function.

SPECIFIC SURVEY FINDINGS

Support for Short-term ADUs

The majority of respondents (71%) do not support short-term rental ADUs within 300 feet of where they live (Question 7). Those responding that they didn't care or weren't sure was 25%; 4% said they do support. When asked if they wanted to live in a residential neighborhood without a hotel-type operation, the percentage responding in agreement was 72%, while 16% disagreed, and 12% were neutral (Question 5).

Approval Process

Overwhelmingly, 78% of respondents would want discretionary approval processes for ADUs used for short-term rentals versus a ministerial approval process, which 22% supported.

Economics of ADUs

Over 96% said that the purchase of their Kensington property was not contingent on developing an ADU for short-term rental, while less than 4% of respondents indicated it was (Question 3).

Under 10% (16) of total respondents stated they currently rent out living space (short- or longer-term) on their Kensington property where they are also a resident (Question 9). Five respondents (3% of the total survey respondents) said that they have short-term

rentals, of which 3 respondents (19% of those who said they rent) indicated that short-term ADU rental income bridges the gap in financing their mortgage (Question 5).

Problems with Currently Operating Short-term Rental ADUs

43% of the respondents did not know whether there was an ADU operating in their neighborhood and 39% had not experienced a problem from short-term rentals ADUs (Question 4). Of those who identified problems (and these may not only be tied only to short-term rentals), 25% answered that street parking is a problem in their neighborhood from short-term rental ADUs (Question 4), and 64% of survey respondents perceived there would be on-street problems with short-term rentals (Question 5). Other responses on problems experienced with short-term ADUs:

Absentee landlord	11%
Unknown persons in neighborhood	21%
Noise from short-term rentals	10%

Perceptions and Experiences of the Benefits and Constraints of Short-term Rental ADUs

The statements regarding perspective and experience (Question #5) were responded to on a scale measuring agreement or disagreement with each of the statements. The number of responses ranged between 162 and 164 to each statement in Question 5.

Of the benefits identified with short-term rental ADUs:

23% agreed it provided or could provide additional income for their family

38% agreed it could help their guests stay in Kensington

14% agreed it helped or could help finance their mortgage

Of the problems or constraints identified with short-term rental ADUs:

64% agreed it creates on-street parking difficulty

58% agreed about increased unknown persons in the neighborhood

54% agreed it could add strain on emergency service response in a disaster

40% agreed about creation of noise from short-term renters

Demographic Data

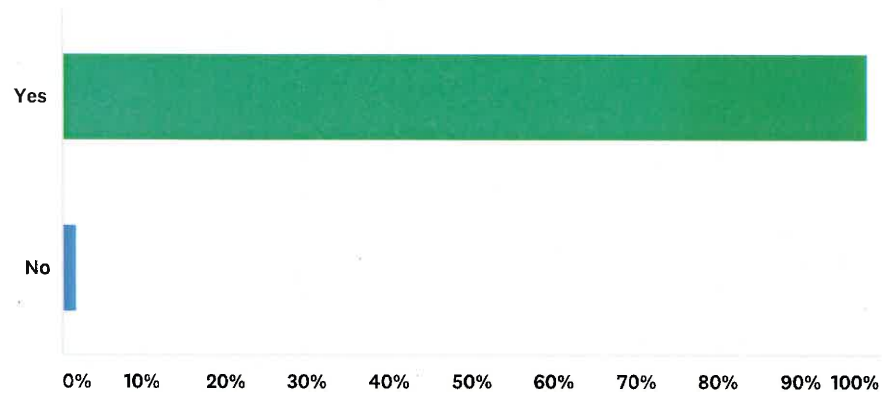
Households with someone over the age of 65 represented 66% of survey respondents and 41% of survey respondents had someone under the age of 18 years in the household. Some households have persons of both age categories (Questions 11 & 12).

For further information or to provide additional comments, please write us at kpoassoc@gmail.com.

KPOA ADU ISSUES

Q1 Do you currently reside in Kensington?

Answered: 176 Skipped: 0



ANSWER CHOICES

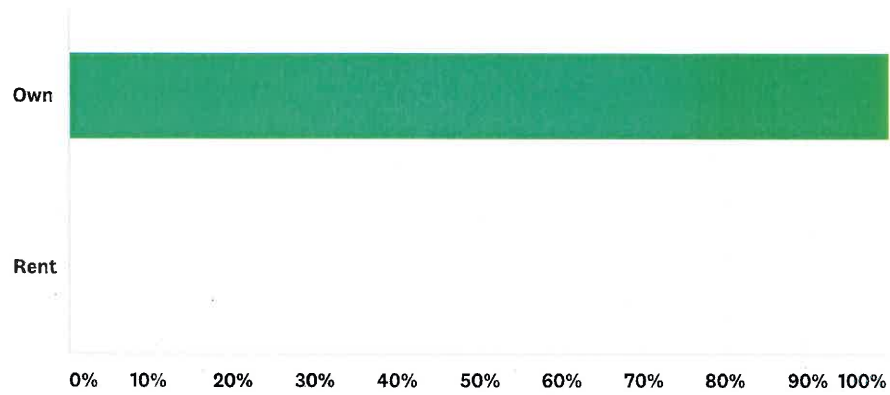
RESPONSES

Yes	98.30%	173
No	1.70%	3
TOTAL		176

KPOA ADU ISSUES

Q2 Do you own or rent your residence in Kensington?

Answered: 169 Skipped: 7



ANSWER CHOICES

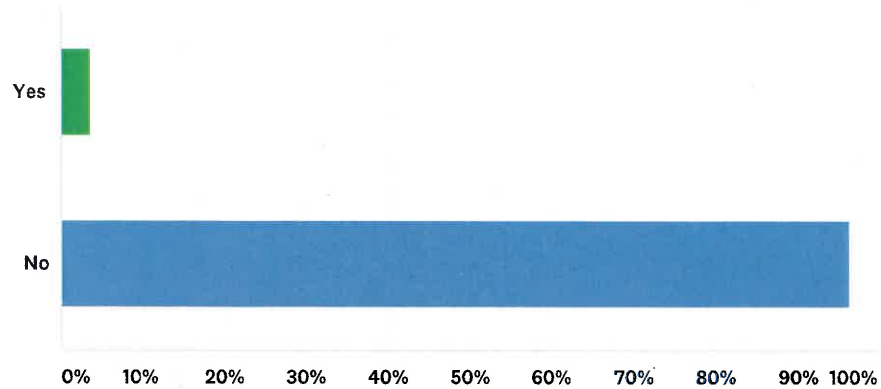
RESPONSES

Own	100.00%	169
Rent	0.00%	0
TOTAL		169

KPOA ADU ISSUES

Q3 Was your decision to purchase your property in Kensington partly contingent on having an Accessory Dwelling Unit for short-term rental?

Answered: 167 Skipped: 9



ANSWER CHOICES

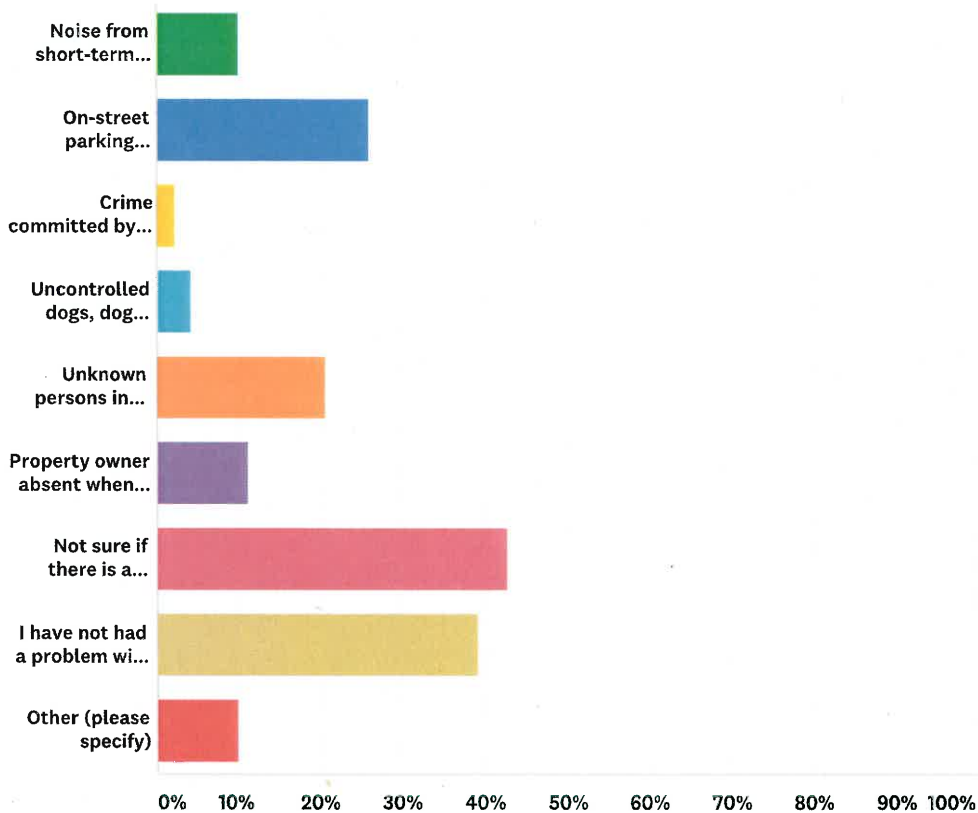
RESPONSES

Yes	3.59%	6
No	96.41%	161
TOTAL		167

KPOA ADU ISSUES

Q4 Have you experienced any of the following problems with a short-term rental Accessory Dwelling Unit in your Kensington neighborhood? Please check all that apply...

Answered: 169 Skipped: 7

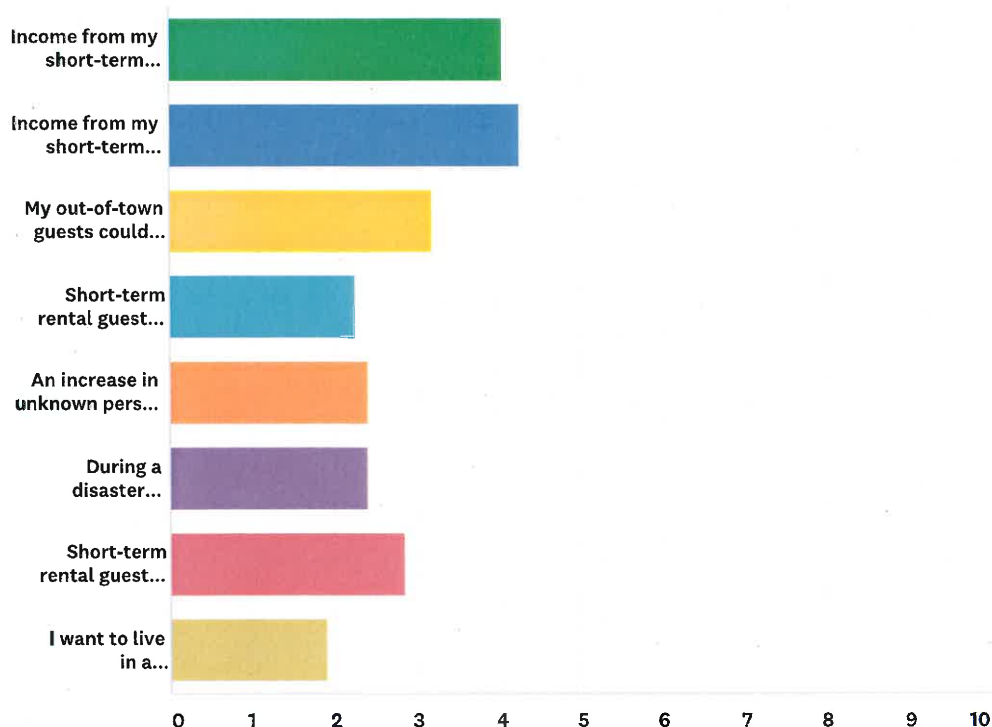


ANSWER CHOICES	RESPONSES	
Noise from short-term renters	10.06%	17
On-street parking congestion from short-term renters	26.04%	44
Crime committed by short-term renters	2.37%	4
Uncontrolled dogs, dog droppings, or other pet annoyances not attended to by short-term renters	4.14%	7
Unknown persons in neighborhood	20.71%	35
Property owner absent when Accessory Dwelling Unit rented for short-term	11.24%	19
Not sure if there is a short-term rental ADU in my neighborhood	42.60%	72
I have not had a problem with a short-term rental ADU in Kensington	39.05%	66
Other (please specify)	10.06%	17
Total Respondents: 169		

KPOA ADU ISSUES

Q5 Please respond to the following statements on a scale to represent your personal experience or your perspective on possible benefits/constraints with short-term Accessory Dwelling Unit rentals in Kensington.

Answered: 165 Skipped: 11



	STRONGLY AGREE	SOMEWHAT AGREE	NEUTRAL	SOMEWHAT DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL	WEIGHTED AVERAGE
Income from my short-term rental Accessory Dwelling Unit provides additional income.	14.20% 23	9.26% 15	5.56% 9	0.00% 0	1.23% 2	69.75% 113	162	4.03
Income from my short-term rental Accessory Dwelling Unit bridges the gap in financing my mortgage.	9.26% 15	4.94% 8	9.26% 15	1.85% 3	3.70% 6	70.99% 115	162	4.24
My out-of-town guests could stay nearby while visiting	20.37% 33	17.90% 29	17.28% 28	4.94% 8	8.64% 14	30.86% 50	162	3.17

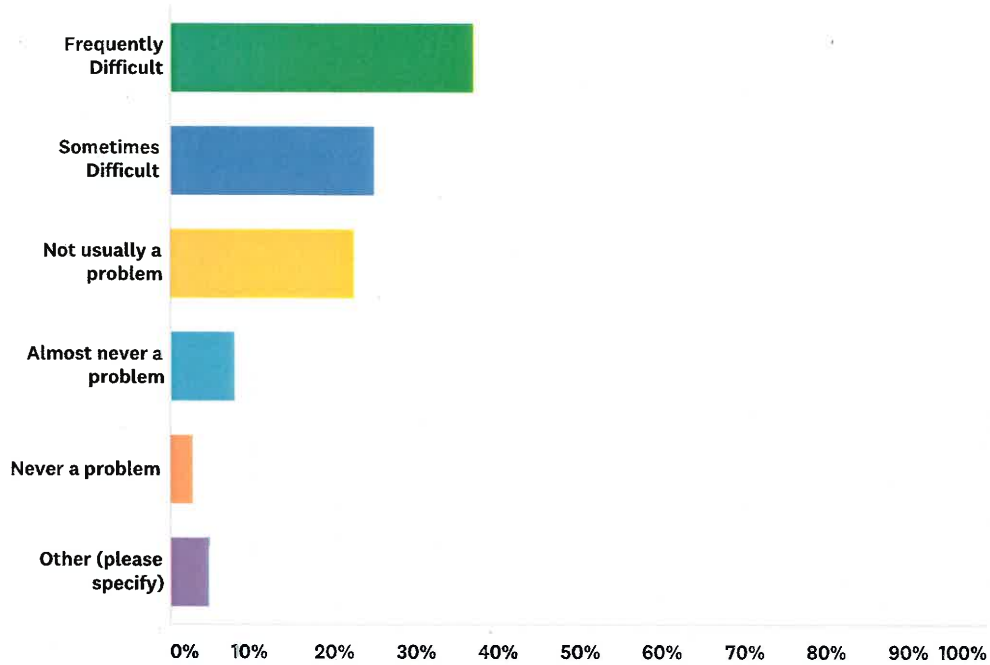
KPOA ADU ISSUES

Short-term rental guests use street parking, making it difficult to find parking for household members, workers, delivery vehicles, and guests	41.98% 68	22.22% 36	12.35% 20	9.26% 15	5.56% 9	8.64% 14	162	2.26
An increase in unknown persons in the neighborhood makes it difficult to know if they are here legitimately	32.52% 53	25.77% 42	14.72% 24	7.98% 13	14.11% 23	4.91% 8	163	2.41
During a disaster response, short-term rental guests add more strain on our minimally staffed emergency-response effort	32.32% 53	21.95% 36	20.73% 34	8.54% 14	13.41% 22	3.05% 5	164	2.41
Short-term rental guests create noise with late arrivals/departures, use of decks and patios	20.73% 34	19.51% 32	26.22% 43	10.37% 17	12.20% 20	10.98% 18	164	2.84
I want to live in a residential neighborhood and not have hotel-type businesses operating on my block	53.94% 89	18.18% 30	12.12% 20	7.27% 12	8.48% 14	0.00% 0	165	1.90

KPOA ADU ISSUES

Q6 Is on-street parking currently difficult to find on your block?

Answered: 165 Skipped: 11

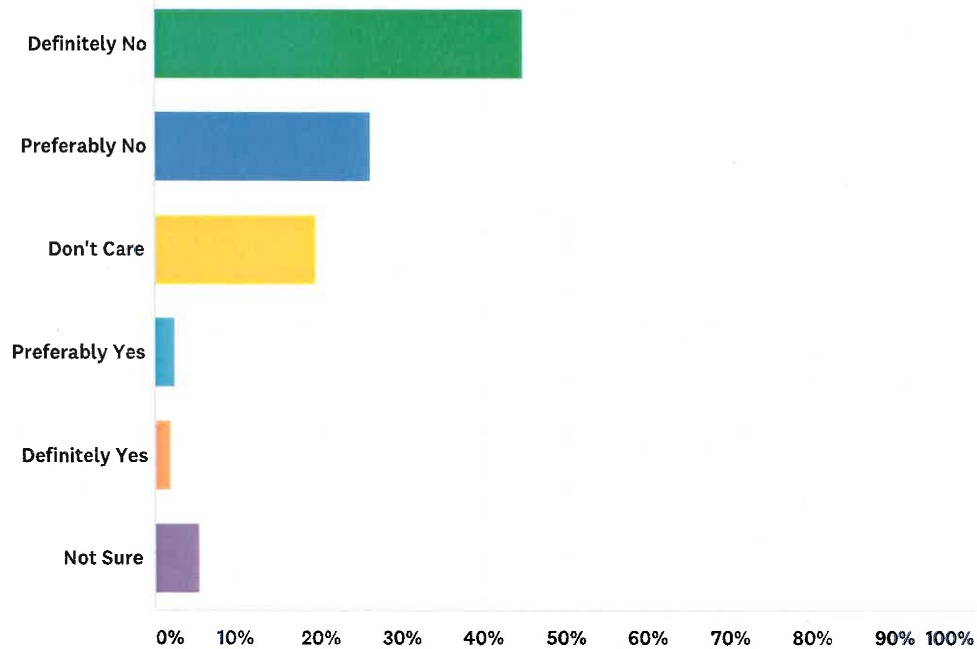


ANSWER CHOICES	RESPONSES	
Frequently Difficult	36.97%	61
Sometimes Difficult	24.85%	41
Not usually a problem	22.42%	37
Almost never a problem	7.88%	13
Never a problem	3.03%	5
Other (please specify)	4.85%	8
TOTAL		165

KPOA ADU ISSUES

Q7 Would you want to live within 300 feet of an Accessory Dwelling Unit that is rented for less than 30 days each month?

Answered: 165 Skipped: 11



ANSWER CHOICES

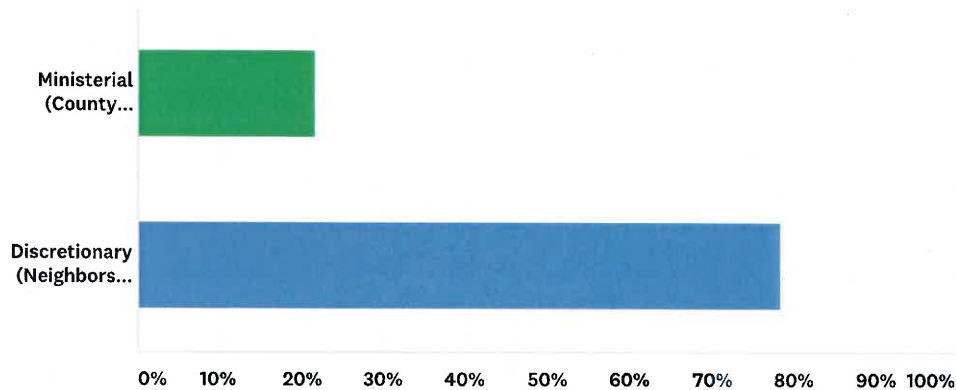
RESPONSES

Definitely No	44.85%	74
Preferably No	26.06%	43
Don't Care	19.39%	32
Preferably Yes	2.42%	4
Definitely Yes	1.82%	3
Not Sure	5.45%	9
TOTAL		165

KPOA ADU ISSUES

Q8 Approval Process: Do you think that ADUs developed and used for short-term rentals should be given “Ministerial” approval (approved by County without neighbor notice or input) or should ADUs have to go through a “Discretionary” approval review by the county (neighbors would be notified and have an opportunity to request denial or other mitigations)?

Answered: 162 Skipped: 14



ANSWER CHOICES

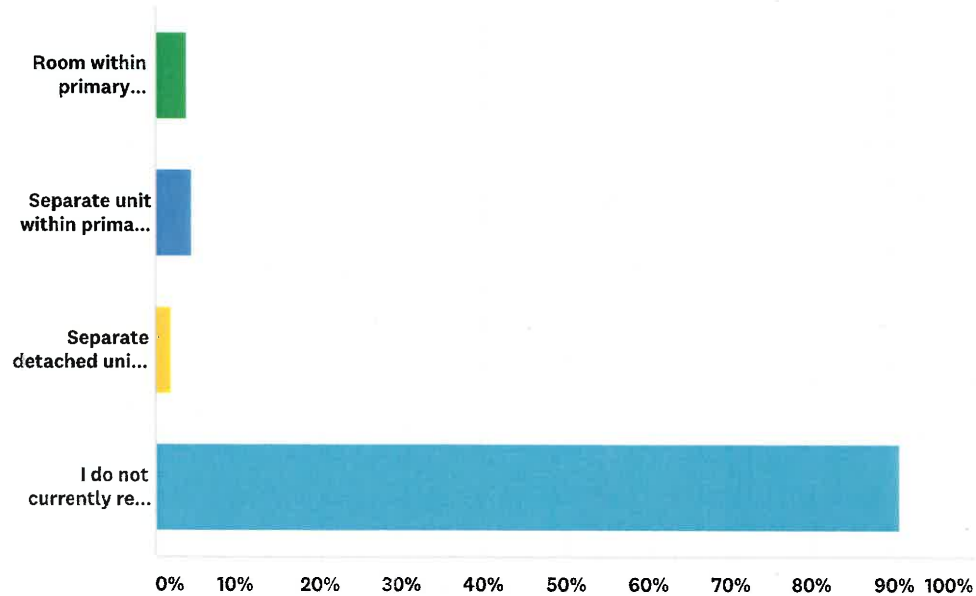
RESPONSES

Ministerial (County approval only)	21.60%	35
Discretionary (Neighbors notified)	78.40%	127
TOTAL		162

KPOA ADU ISSUES

Q9 Do you currently rent a living space to someone under any of the following at your Kensington residence? Please check all that apply.

Answered: 162 Skipped: 14



ANSWER CHOICES

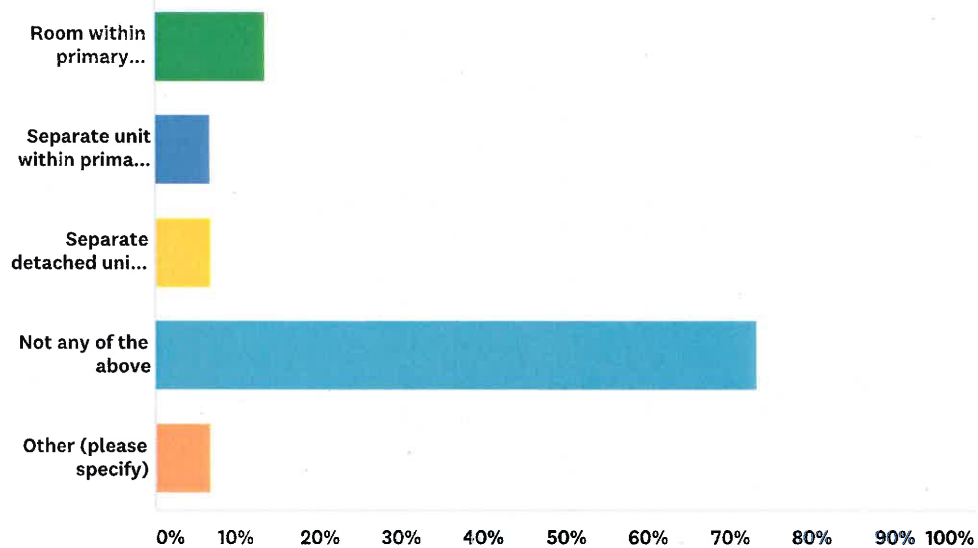
RESPONSES

Room within primary residence	3.70%	6
Separate unit within primary residence (such as downstairs unit)	4.32%	7
Separate detached unit on property	1.85%	3
I do not currently rent out any part of my property	90.74%	147
Total Respondents: 162		

KPOA ADU ISSUES

Q10 Do you rent the following for less than 30 days per month? Please check all that apply.

Answered: 15 Skipped: 161



ANSWER CHOICES

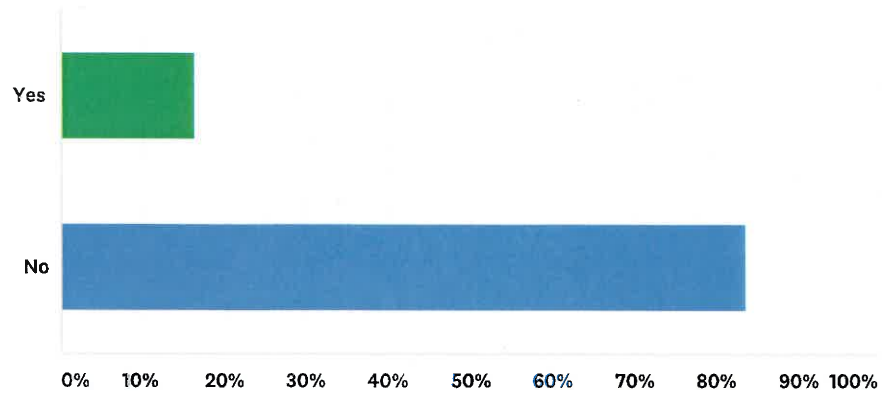
RESPONSES

Room within primary residence	13.33%	2
Separate unit within primary residence	6.67%	1
Separate detached unit on property	6.67%	1
Not any of the above	73.33%	11
Other (please specify)	6.67%	1
Total Respondents: 15		

KPOA ADU ISSUES

Q11 Are there children under the age of 18 living in the residence?

Answered: 159 Skipped: 17



ANSWER CHOICES

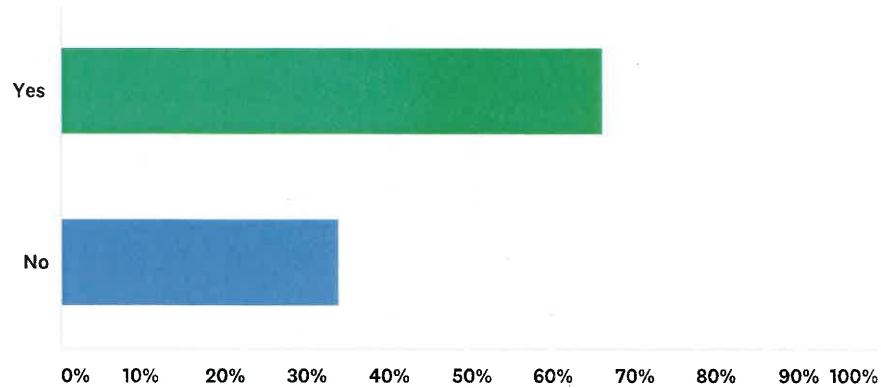
RESPONSES

Yes	16.35%	26
No	83.65%	133
TOTAL		159

KPOA ADU ISSUES

Q12 Does anyone over the age of 65 live in the residence?

Answered: 159 Skipped: 17



ANSWER CHOICES

RESPONSES

Yes	66.04%	105
No	33.96%	54
TOTAL		159

KPOA ADU ISSUES

Q13 You may leave a comment about the survey here if you like.

Answered: 32 Skipped: 144

Survey Comments

General Comments

I like the current flexibility in the event I want to travel or need additional income. Are there really that many problems?

This survey seems to be unabashedly biased toward an anti-Air B&B sentiment. It is very poorly designed and unscientific. Obviously, there are two camps on every issue, and a more realistic survey would explore the reasons behind pro or con in an effort to create policy based on real, not imagined problems.

People should be allowed to use their property any way they like. Most short term rentals are students and they are often more considerate than home owners. The last thing Kensington needs is a reputation for restricting lower income or fixed income homeowners from renting space to students or anyone else. The only one taking a chance is the homeowner. Neighbors should mind their own business. Are the cops now to be used for raiding homes for possible unapproved students who pay rent vs unpaid guests? How would that even work? Rules like that make us look weird and unwelcoming.

ADU is a good way to house our relatives, friends or other people that contribute to our community

I said "not applicable" to the benefits agree-disagrees because they referred to "my" rental ADU, and I don't have one. But it betrays a bias in the survey to assume that only the owners of rental ADUs could possibly see benefits (to others).

I have no way to know if ADU renters are around in my neighborhood.

I am glad to have students in the neighborhood. I have lots of short term renters around me and it's pleasant. Once there were musicians and that was extra nice. And it feels safer when there are more people.

No problems

They have been delightful.

Additional unwanted litter & refuse in street

Exterior lights left on overnight that intrude into our bedroom

Short term rental while the resident is present is a situation that we cannot support. I don't mind folks renting in the neighborhood but would prefer not to have something like air-bnb type rentals in my neighborhood.

We have a wing of our house that we may use for a caretaker to stay in when/if we need to have one. We are over 80 yrs old. But we won't have more than one person or charge rent.

I would like to know if my immediate neighbors are renting out their property so I would not be concerned if I see strangers on my street. The four houses around me already are rented out partially or the owners' adult children bring friends to stay frequently. Predominantly the problem is parking on the street since we could only park on one side of the street.

Short term units can be problematic in an area such as Kensington where there is one side of the street parking, Coventry, for example, and where houses are close together and noise carries far.

We feel that for the larger properties in Kensington it is their place in the community to provide more housing if they so choose. Short term or longer term.

There should be a difference between converting "in-law units" to short term versus long term rental. The latter does solve the housing problem in the Bay Area, the former just allows the home owner to make extra cash. I am against ADU for short-term rentals, but in favor of long-term rentals

I am strongly opposed to having ADUs unless off street parking is available and occupancy is for periods longer than 30 days.

Interesting questions, we've had NO problems in our neighborhood.

You misspelled may.

This seems to be rather heavily weighted against additional units. I am not in favor of them myself but I would like to see a more balanced survey.

Short term rentals are a very bad idea. More people, more crowding, more noise, less parking, more risk of crime.

thanks for taking the time to understand what would be best for our community

I have no problem with accessory units and long term rentals. This is important for easing the housing crisis, however, I do not agree with short term rentals of under 30 days as this invites instability with regards to traffic and parking. Waze [*sic*; Uber?] has already caused quite an increase in traffic and this can be awkward because new drivers do not understand the etiquette for narrow streets with parking on one side and they often do not pull over when there is a space between parked cars and there is nowhere for the driver on the side with no parking to go

since I am an occasional Airbnb renter I have mixed feelings. Most home owners have "rules" about noise, etc.

I'm glad you are doing this survey.

One question asks about "my guests", not about my "rental guests". Guests such as visiting family members, personal friends, and professional colleagues who I invite to stay in my home as "my guests" are not "rental guests", so my answer to that question is made with that qualifier in mind.

Depends on the location. Some streets are narrow and have parking issues, others do not, need to be context sensitive

It sounds like AirBnB. No!

I believe a very big issue for ADU short-term rentals is oversight and management with owner "on-site" verses absentee owner rental unit.

I am not opposed to ADUs that are occupied on a month-to-month (or longer) basis but can see that Airbnb type rentals can present different issues; neighbors should have some sort of local recourse to address such issues and not have to deal with the county to resolve.

Thank you for soliciting input from long-time Kensington residents! I really appreciate it, and hope that our voices are heard.

Already commented- too many cars no one uses garages and trucks all over the narrow streets during many remodeling!

Good survey. I like the subtle choices available, rather than just yes, no, maybe.

Short-term rentals in a residential neighborhood are a formula for trouble for a whole host of reasons. They benefit the landlord, of course, and put neighbors at risk.

Car accidents from people not familiar with our streets and hills.

Not certain there are, but parking is out of control on Amherst Ave

smoking

Both the house and a converted garage at the property right behind my own home are being rented via Airbnb. The garage conversion was made by a previous owner with the explicit agreement that they would not use it as a separate dwelling (accessory unit) but only as an extension of their home. When they moved and the new owner took over she immediately began renting it as a separate unit. I have complained to the county about that illegal use. They basically refuse to do anything about it. Given other experiences with the county's regulation of construction in Kensington, I feel that this survey you are conducting is largely a well meant waste of time. The county will not actually pay any attention to it, nor will it enforce regulations meant to protect the property rights of Kensington citizens. .

None

Noise from construction of an ADU

It's hard to tell if they are under 30 days but there are at least 2 houses recently sold that are renting out units that were not approved 2nd units

I now have neighbors renting from someone who just bought the house next to mine. Now have several people with multiple cars adding to congestion, not minding the no parking signs without being told several times.

Almost constant moving vans in and out of the neighborhood.

we have specific parking areas which we all know; short-term renters sometimes leave vehicles parked in someone's place for days

Not really an other, but I want to add that one renter had seven cars. Too many to add to our neighborhood congestion. There needs to be some sort of automobile regulation.

answers reflect perspective not experience. If neighbors have problems with rentals there should be a process for addressing them --parking, noise, etc.

We live on the Kensington side of Cerritos canyon, directly across from Berkeley. People in Berkeley rent out their places for short-term rentals, and in fact, there is at least one court case regarding access directly across from us. The short-term renters in Berkeley make a ton of noise, throw parties on the decks overlooking the canyon, and most horribly, throw fireworks and cigarettes into the canyon. They don't live there, they don't understand how truly fragile the canyon is, and how unimaginably flammable. I don't think these are appropriate places for short-term visitors unless they are guests of the owners. A loss of an owner's place would be unfortunate, but a loss of multiple homes and habitat is a disaster for everyone—and all for one person's profit.

A good survey! Thanks for the opportunity to weigh in on this subject. Very much in line with the KPOA vision when we incorporated it those many years ago.

Hi! There is a rental home (absentee landlord) on [REDACTED] and [REDACTED] that is using their in-law unit below the home as an AirBnB short term rental. Wonder how that problem will be handled?

Is on-street parking currently difficult to find on your block?

It's ALWAYS difficult. My house is on a cul-de-sac. There are construction vehicles CONSTANTLY at one house or another. And then a neighbor runs her business out of her house so four days a week we have another four cars cluttering the street, which is one-side parking only.

Problems on the weekends

ALWAYS difficult!

Renters flagrantly ignore the 72-hour rule. Parking for our friends, family, and service people (cleaners) is a constant problem.

Yes, it can be difficult, but that is because the notorious [REDACTED] family often has half a dozen or more cars parked at our end of the block, not because of short term rentals.

Never a problem

This is a constant problem especially with people who already have rental units on their property. So the answer is Frequently Difficult.

There has been a long-term construction going on in my neighborhood with often three trucks parked on the street. In addition, there are rental properties on the street with little garage space and often two or three different parties renting and parking on the street.

**MASTER ALAMO MAC
REVIEW 2017**

Contra Costa County Short-Term Rental Regulation Questionnaire

		YES	NO	COMMENTS
1.	Require owner occupancy (e.g., hosted rental)?	5	3	
2.	Prohibit rental of Accessory Dwelling Units?	3	5	
3.	Restrict rentals to 90 days per year? More or less?	5	3	
4.	Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	6	2	
5.	Require additional parking?	5	3	
6.	Limit the number of guests?	6	2	
7.	Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	4	4	
8.	Require a business license?	6	2	
9.	Require performance standards to be met or permit may be revoked?	6	2	
10.	Allow special events at rental?	0	8	
11.	Require a Transient Occupancy Tax on all short-term rentals?	5	3	
12.	Require a ministerial permit to operate?	6	2	
13.	Prohibit all Short Term Rentals?	2	6	

Jill Windpear

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?		N	Owner required to manage the rental, but need not be present.
2. Prohibit rental of Accessory Dwelling Units?		N	Unless prohibited by the local Home Owner/Property Owner Assn CC&R's or other restriction.
3. Restrict rentals to 90 days per year? More or less?	Y		Maximum of a total of 90 non-consecutive days per year. Also restrict the number of short term rentals per year. Ex: 90 one day rentals may be excessive.
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	Y		Require reasonable notification to the immediate neighbors of the property owner's intent to use his/her property for short term rentals, and potentially prior to each short term rental occurring. If owner not occupying the property, then he/she should provide contact information to their neighbors as well.
5. Require additional parking?		N	Parking must be in conformance with local ordinances and local HOA CC&R's.
6. Limit the number of guests?	Y		Reasonable based on number of bedrooms in the property
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		N	
8. Require a business license?	Y		Short term rentals should be treated as a business, registered as such, revenue be reported and local business tax assessed.
9. Require performance standards to be met or permit may be revoked?	Y		Yes...but needs to be reasonable and uniform through-out Alamo based on intended use, number of guests per property bedroom, compliance with local codes, ordinances and community association rules, parking, nuisance, etc.
10. Allow special events at rental?		N	Restrict to rentals as a residence only.
11. Require a Transient Occupancy Tax on all short-term rentals?	Y		See #8 above
12. Require a ministerial permit to operate?	Y		Subject to basic requirements for intended use of the property See #9 above.
13. Prohibit all Short Term Rentals?		N	Unless prohibited by the local Home Owner/Property Owner Assn CC&R's or other restriction.

SANJIV BHANDARI

11/17/17

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THIS SHOULD BE "MUST"
2. Prohibit rental of Accessory Dwelling Units?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Restrict rentals to 90 days per year? More or less?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Require additional parking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Limit the number of guests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Require a business license?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Require performance standards to be met or permit may be revoked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Allow special events at rental?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Require a Transient Occupancy Tax on all short-term rentals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TAX SHOULD BE KEPT SEPARATE FOR ENFORCEMENT PURPOSES.
12. Require a ministerial permit to operate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Prohibit all Short Term Rentals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

D. Barclay ✓

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?		X	At the 11/7 MAC meeting, 7 members of the public commented on the proposed ordinance for short term rentals. Four speakers were opposed to a new county ordinance and three speakers were for short term rental regulation. I personally am opposed to any new ordinance governing the use of a private residence in Alamo.
2. Prohibit rental of Accessory Dwelling Units?		X	
3. Restrict rentals to 90 days per year? More or less?		X	
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?		X	
5. Require additional parking?		X	
6. Limit the number of guests?		X	
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		X	
8. Require a business license?		X	
9. Require performance standards to be met or permit may be revoked?		X	
10. Allow special events at rental?		X	
11. Require a Transient Occupancy Tax on all short-term rentals?		X	
12. Require a ministerial permit to operate?		X	
13. Prohibit all Short Term Rentals?		X	

am



Contra Costa County Short-Term Rental Regulation Questionnaire

		YES	NO	COMMENTS
1.	Require owner occupancy (e.g., hosted rental)?	YES		
2.	Prohibit rental of Accessory Dwelling Units?	YES		
3.	Restrict rentals to 90 days per year? More or less?	YES		
4.	Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	YES		
5.	Require additional parking?	YES		
6.	Limit the number of guests?	YES		
7.	Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	YES		
8.	Require a business license?	YES		
9.	Require performance standards to be met or permit may be revoked?	YES		
10.	Allow special events at rental?		NO	
11.	Require a Transient Occupancy Tax on all short-term rentals?		NO	
12.	Require a ministerial permit to operate?	YES		
13.	Prohibit all Short Term Rentals?	YES		This is a difficult issue but I find myself sympathizing with neighbors who did not buy property in a neighborhood where "bed and breakfast" type businesses were originally contemplated. We have zoning ordinances that designate areas for that type of business in place for a reason – so that we all know what to expect of our neighbors property uses.

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?			
2. Prohibit rental of Accessory Dwelling Units?			
3. Restrict rentals to 90 days per year? More or less?	X		zero days per year.
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?			
5. Require additional parking?			
6. Limit the number of guests?			
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?			
8. Require a business license?			
9. Require performance standards to be met or permit may be revoked?			
10. Allow special events at rental?			
11. Require a Transient Occupancy Tax on all short-term rentals?			
12. Require a ministerial permit to operate?			
13. Prohibit all Short Term Rentals?	X		→ SEE BACK FOR COMMENTS →

QUESTION 13. # :

We do not feel short-term rentals belong in Alamo.

We just moved into our "zoned" residential neighborhood for that very reason, it's strictly residential. We take this matter very seriously having a 5yr. old little daughter, and take comfort knowing who are neighbors are. We do not like the idea of anyone on any block being able to open up an Air Bn B. Alamo is a quiet, safe city and feel opening up the doors for transient passers by will bring more harm than good. KEEP ALAMO SAFE.

Contra Costa County Short-Term Rental Regulation Questionnaire

		YES	NO	COMMENTS
1.	Require owner occupancy (e.g., hosted rental)?		X	No objection, provided that negative impact concerns addressed below are mitigated.
2.	Prohibit rental of Accessory Dwelling Units?		X	No objection, provided that negative impact concerns addressed below are mitigated. Discovery Bay has very few accessory dwelling units.
3.	Restrict rentals to 90 days per year? More or less?	X		Short-term rentals cause negative impacts to neighbors that include large party crowds, loud music, drunken arguments, vandalism, trash, increased traffic, reduced parking, and watersport congestion/hazards. Surrounding property owners need a break from these negative impacts by reducing the number of rental days per year.
4.	Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		Neighbors should be able to contact owners directly for an immediate response to a nonemergency issue. This is preferential to neighbors contacting the renters directly or waiting for a delayed police response. Neighbors would be able to provide owner contact info directly to police if needed.
5.	Require additional parking?			Parking should be limited to no more than one vehicle per bedroom.
6.	Limit the number of guests?	X		All overnight guests should be named on the rental agreement. Visitors not on the rental agreement should be kept to a limit to avoid large party attendees.
7.	Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		Exceptions should be considered on a case by case basis. Prior complaints should also be taken into consideration when evaluating exceptions.
8.	Require a business license?	X		The property owner is engaged in a business and should be charged for a business license the same as any other business. This system will also identify owners of short-term rentals.
9.	Require performance standards to be met or permit may be revoked?	X		Short-term property rentals that generate frequent complaints and/or fail to adhere to reasonable performance standards should have permits revoked/denied.
10.	Allow special events at rental?		X	Special events increase the likelihood and degree of negative impacts, which are further exacerbated with short-term rentals on the waterfront.
11.	Require a Transient Occupancy Tax on all short-term rentals?	X		The Transient Occupancy Tax is a method for generating revenue in exchange for the negative impacts short-term rentals generate. A portion of this revenue should be directly spent in the communities suffering these impacts.
12.	Require a ministerial permit to operate?			We have no preference on this question.
13.	Prohibit all Short Term Rentals?	Depends		If the negative impacts caused by short-term rentals are not mitigated, taxed and licensed as described above, then short-term rentals should be prohibited.



Contra Costa Centre Area Municipal Advisory Council Minutes of Tuesday, October 17, 2017

The meeting was called to order by John Vallor, Chair at 5:00 P.M.

Board Members present: Lynette Busby, Marylee Martinez, Jeffrey Peckham, and 3 positions remain unfilled.

NOTE: The Contra Costa Centre Area Municipal Advisory Council is referred to as the 'MAC' in the minutes. Unless otherwise needed to clarify sources of comments other than the MAC, MAC members' comments and questions are referred to by first name.

1. Approval of the minutes of the meeting of July 18, 2017

On motion by Marylee Martinez, second by Lynette Busby and carried unanimously to approve the minutes of the July 18, 2017 meeting, as submitted.

2. Public Comment

The Board introduced and welcomed the new minute-taker Anita Tucci-Smith.

3. California Highway Patrol (CHP) Update

CHP Officer Matt Joyner reported that there had been ten traffic collisions along the area of Treat Boulevard with some injury and some property damage but nothing too significant, five DUI arrests, and two warrant arrests. In other matters, he reported that the new HOV lane on I-680 had become operational, CHP Officers were on 12-hour shifts until further notice due to the wildfires in the North Bay, and he had been working on parking complaints in the area to ensure compliance with the speed limits.

4. Contra Costa County Sheriff Update

Lia Bristol presented a report provided by the Sheriff's Office that there had been an influx in vehicle burglaries although crime was up all over the County and burglaries came in waves; the Sheriff's Office had reached out to local businesses to remind tenants and residents to keep valuables out of sight; and information had been shared with the graveyard Deputy who had tried to increase patrols.

Marylee noted that Deputy Kim Bierwith had been parking in the driveway in the morning to keep an eye on morning traffic, which had been most helpful.

5. Temporary Parking on Block D – Update

Lia advised that Maureen Toms from the County Conservation & Development Department, as well as Jeff White from Avalon, had reported on the continuation of the use of Block D for temporary parking, which would be reduced by half when construction started. She noted that the JPA was to consider two additional one-year extensions of the Block D parking to April 2020. An update would be provided at the next meeting.

6. Avalon and Block C – Update

Lia also advised that Maureen Toms had also reported that Avalon expected to close on legal documents by mid-November and to pull permits at that time, with work to start by December 2017.

7. Traffic Discussion

Marylee noted a discrepancy in signage around the Cherry Lane, Walden, and Walnut areas that identified either a 3-ton or 5-ton gross weight limit, and questioned the difference and whether that weight limit was regulated by City of Walnut Creek or County ordinance. She added that there was no signage to warn truck drivers about the tonnage limit on Cherry Lane and the sign itself was at the immediate turn into Cherry Lane. She questioned whether truckers were aware of that issue and sought a way to increase signage on Treat Boulevard with a tonnage limit and requested that the sign on Cherry Lane be moved down to make it more visible to truckers. She added that those living on Walnut in the City of Walnut Creek had become active and had been working with the City Traffic Engineer to address traffic calming and traffic volumes since a recent Walnut Creek traffic study had found that the vast majority of traffic was from out of the area.

Lia reported that the County Public Works Department (PWD) had indicated a 5-ton gross weight limit for Cherry Lane at Las Juntas and Walnut at Oak Road, and a 3-ton limit at Walnut and Oak Road, with tonnage signs on Cherry Lane. The PWD would replace the erroneous limit sign at an appropriate place, and would place two advance signs approaching Cherry Lane. She would follow up on the appropriate placement of the sign on Cherry Lane.

8. Potential Short-Term Rental Ordinance for Contra Costa County: County Requesting Input from MAC Members – Discussion and Questionnaire

The MAC briefly discussed the best way to submit comments to the Board of Supervisors and had determined that each member would fill out the questionnaire for submittal to the Board.

Each of the thirteen items on the questionnaire were discussed, with comments from the MAC, as follows:

1. Require owner occupancy (e.g., hosted rental)?

The MAC was split on the requirement for owner occupancy although suggested it was reasonable to require contact information.

2. Prohibit rental of Accessory Dwelling Units (ADUs)?

The MAC was split on the prohibition of ADUs.

3. Restrict rentals to 90 days per year? More or less?

Marylee suggested the intent of ADUs was to deal with the housing shortage and would take away from permanent housing; Jeffrey did not think the restriction was reasonable; and John suggested ADUs would impact the hotel market.

4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?

The MAC supported notification to neighbors with owner information.

5. Require additional parking?

The MAC supported the requirement for additional parking.

6. Limit the number of guests?

The MAC supported a limit on parking and suggested no more than two people per bedroom.

7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?

The MAC supported the requirement for a discretionary Land Use Permit for all exceptions, with a clarification of the term “discretionary.”

8. Require a business license?

The MAC supported a requirement for a business license, to be placed on all ads placed for the rental.

9. Require performance standards to be met or permit may be revoked?

The MAC requested a clarification of “performance standards” and asked if that referred to behavioral standards.

10. Allow special events at rental?

The MAC was split on whether to allow special events.

11. Require a Transient Occupancy Tax on all short-term rentals?

The MAC supported the requirement for a Transient Occupancy Tax consistent with all hotels.

12. Require a ministerial permit to operate?

The MAC requested a clarification of the term “ministerial.”

13. Prohibit all Short Term Rentals?

Marylee noted a concern for the term and allowing tenants legal right, and suggested it be less than 30 days. Lia explained the discussion was that the County would not allow short term rentals at all in unincorporated areas.

PUBLIC COMMENT

Fred Nelson, 160 Greenwood Circle, Walnut Creek, offered comments on the short term rental proposal in light of his negative experience with an Airbnb rental in his neighborhood. Given his experience, he emphasized that if ADUs were allowed, there would have to be regulations to protect the neighbors, a business license, notification to neighbors, adequate parking, check-in and check-out regulations, an on-site owner, compliance with all regulations of the jurisdiction in which it was located, no special events, and there should be significant fines for violators.

MAC members agreed to fill out the questionnaire and submit it to the County.

9. Agenda Items for Next Meeting

The MAC recommended that the next meeting agenda include an *Annual Report*, *Election of Officers*, *Update on Traffic*, and any *Other Issues* that may have arisen prior to that time.

10. Councilmember Comments

Marylee thanked the County for striping Cherry Lane, for responding to the concerns related to gross tonnage, and for the removal of the pine tree on Seven Hills Ranch Road.

11. Adjournment

On motion by Jeffrey, seconded by Lynette and carried unanimously to adjourn the meeting at 6:02 P.M. to the next meeting scheduled for January 16, 2018.

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?			No - unreasonable
2. Prohibit rental of Accessory Dwelling Units?			Marylee concerned that ADUs are being used to address housing shortage
3. Restrict rentals to 90 days per year? More or less?			Marylee - takes away from housing (shortage). also hotel (shortage) - business
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?			Yes
5. Require additional parking?			Yes
6. Limit the number of guests?			Marylee - 2 ppl per bedroom
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?			* need clarification from DCP
8. Require a business license?			Yes - to be placed on all ads for rental
9. Require performance standards to be met or permit may be revoked?			Yes
10. Allow special events at rental?			No, depends on event
11. Require a Transient Occupancy Tax on all short-term rentals?			all hotels pay - yes
12. Require a ministerial permit to operate?			* need clarification
13. Prohibit all Short Term Rentals?			No

Mary Lee Mortuary

renters cannot rent out house

Contra Costa County Short-Term Rental Regulation Questionnaire

	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?	X		
2. Prohibit rental of Accessory Dwelling Units?	X		
3. Restrict rentals to 90 days per year? More or less?	Less		
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		
5. Require additional parking?	X		
6. Limit the number of guests?	X		
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		X	No more than 2/ bedroom → definition
8. Require a business license?	X		Must be listed in any ads.
9. Require performance standards to be met or permit may be revoked?	X		
10. Allow special events at rental?		X	
11. Require a Transient Occupancy Tax on all short-term rentals?	X		
12. Require a ministerial permit to operate?			→ definition
13. Prohibit all Short Term Rentals?	X		fewer than 30 consecutive days

14. owner must provide notification of primary residence - i.e. utilities, property tax exemption, etc.

X Contra Costa County Short-Term Rental Regulation Questionnaire			
	YES	NO	COMMENTS
1. Require owner occupancy (e.g., hosted rental)?		x	Many rentals are entire homes and never occupied by the owner.
2. Prohibit rental of Accessory Dwelling Units?		x	Should zoning be used to control this?
3. Restrict rentals to 90 days per year? More or less?		x	I would support a limit of 6 months, but many Band B rentals are used virtually every week for short term visitor rentals. 2 – 3 days per week seems reasonable.
4. Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	x		Renter owner should be available to contact at all times the rental is in use by a tenant.
5. Require additional parking?	x		
6. Limit the number of guests?	x		Limit should be based on how many the property can support (nr of beds or bedrooms) just like any hotel type listing.
7. Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?		x	Do not allow exceptions
8. Require a business license?	x		A business license is useful as a means to identify renters and enforce performance standards.
9. Require performance standards to be met or permit may be revoked?	x		Violations can be used to determine if the license to rent should be revoked.
10. Allow special events at rental?	x		Subject to limitations imposed above
11. Require a Transient Occupancy Tax on all short-term rentals?		x	I don't see how this helps improve the neighborhood experience of having a rental.
12. Require a ministerial permit to operate?		x	This sounds meaningless to me
13. Prohibit all Short Term Rentals?		x	These rentals fill a need and provide a cost effective alternative to hotel rooms.

Question	Answer	Comment
Require owner occupancy	No	Seems unnecessary if other rules are applies
Prohibit rental of Accessory Dwelling Units	Yes	If units meet livability requirements
Restrict rentals to 90 days per year	No	Seems unnecessary. Perhaps limit rentals to one group for more than two weeks
Notification to neighbors	No	Not sure this really does anything unless neighbors can have a voice.
Require additional parking	Yes	Community shouldn't be burdened with a parking problem
Limit the number of guests	Yes	To a reasonable degree
Require a discretionary land use permit	Not sure what that means	
Require a business license	Yes	No different than a hotel
Require performance standards to be met	Yes	Some enforcement tools will be needed to ensure compliance
Allow special events	No	Rental homes should not be used as event venues.
Require a transient occupancy tax	Yes	Same as hotels
Require a ministerial permit to operate	Not sure what that means	
Prohibit short term rentals	No	Seems unnecessary if other rules are followed.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Smokefree Multi-Unit Residences and Hotels/Motels Ordinance

RECOMMENDATION(S):

CONSIDER introducing Ordinance No. 2018-07 to prohibit smoking in all dwelling units in any multi-unit residence and to prohibit smoking in all guest rooms in any hotel or motel; WAIVE reading; and FIX March 13, 2018 for adoption. DIRECT the Health Services Department to report back to Family and Human Services Committee on the implementation of the ordinance as part of its regular Annual Report on the Secondhand Smoke Protections Ordinance.

FISCAL IMPACT:

Minimal fiscal impacts to the County are expected. Should the Board adopt the ordinance, a portion of the Prop 99/Prop 56 funding that Contra Costa Health Services receives for its Tobacco Prevention Program can be utilized to implement the ordinance. Implementation of this ordinance will have no impact on the General Fund.

BACKGROUND:

At the April 2015 Family and Human Services Committee Meeting, Public Health presented its annual report on implementation of the County's Secondhand Smoke Ordinance and discussed challenges to protecting residents, workers and visitors from secondhand smoke and electronic smoking devices. Of specific concern were issues for residents living in multi-unit housing. The Committee directed staff to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Dan Peddycord,
925-313-6712

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Denise Dennis

BACKGROUND: (CONT'D)

work with County Counsel to draft an ordinance that would create 100% Smokefree Multi-unit housing for the unincorporated communities.

Staff presented a draft ordinance and report to the Family and Human Services Committee on November 13, 2017. The Committee accepted the report and recommendations, and directed staff to broaden the ordinance to include 100% smokefree hotels/motels and take the revised ordinance to the full Board of Supervisors early in the new year. Staff was also directed to conduct outreach to the California Apartment Association, hotels in the unincorporated county, and home owner associations that may be affected.

The draft ordinance, titled "Smokefree Multi-Unit Residences", as well as the red-lined version of the relevant sections of Chapter 445, are attached to this report for review and consideration.

The definition of "multi-unit residence" in the ordinance is unchanged and means a building containing two or more dwelling units, including but not limited to apartments, condominiums, senior housing, nursing homes and single room occupancy hotels.

The attached draft ordinance revises the County Code to:

- Prohibit smoking in all dwelling units in multi-unit residences.
- Require every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence to include terms that prohibit smoking in the dwelling unit.
- Prohibit smoking in all guest rooms in hotels and motels.

In order to provide for sufficient notification to landlords and owners, staff proposes that the requirement to modify leases and other rental agreements will go into effect on July 1, 2018. Beginning July 1, 2018, every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence must include terms that prohibit smoking in the dwelling unit. After July 1, 2018, smoking will only be allowed in a dwelling unit (1) that is subject to a lease or other rental agreement that authorizes smoking and only until that agreement is modified as required by the ordinance, or (2) that is owner-occupied and only until July 1, 2019. Staff will develop an implementation plan that will provide outreach and education to landlords and occupants in anticipation that all multi-unit housing residences will be smoke-free by July 1, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

Residents of multi-unit housing residences will not be protected from secondhand smoke exposure to the fullest extent possible. Visitors and workers will not be protected from secondhand smoke exposure in hotels and motels to the fullest extent possible.

CHILDREN'S IMPACT STATEMENT:

While the vast majority of Contra Costans do not smoke, many people are exposed to secondhand smoke where they live, especially children, the elderly and persons with vulnerable illness who spend much of their time at home. Secondhand smoke and the harmful chemicals contained in the smoke are associated with causation of sudden infant death syndrome, respiratory infections, ear infections and asthma attacks in infants and children. The proposed ordinance supports the following two children's outcomes: Children and Youth Healthy and Preparing for Productive Adulthood, and Communities that are Safe

and Provide a High Quality of Life for Children and Families.

ATTACHMENTS

Ordinance Redline

Ordinance

landlords brochure

secondhand smoke brochure

Smokefree Multi-unit Residences and Hotels Ordinance and Staff Report

Chapter 445-2

GENERAL PROVISIONS

445-2.002 Title.

This division is known as the secondhand smoke and tobacco product control ordinance of Contra Costa County.

(Ords. 2006-66 § 4, 98-43 § 2, 91-44 § 2)

445-2.004 Purpose.

The purposes of this division are to protect the public health, safety and welfare against the health hazards and harmful effects of the use of addictive tobacco products; and further to maintain a balance between the desires of persons who smoke and the need of nonsmokers to breathe smoke-free air, while recognizing that where these conflict, the need to breathe smoke-free air shall have priority.

(Ords. 2006-66 § 4, 98-43 § 2, 91-44 § 2)

445-2.006 Definitions.

For the purposes of this division, the following words and phrases have the following meanings:

- (a) "Characterizing flavor" means a distinguishable taste or aroma imparted by a tobacco product or any byproduct produced by the tobacco product that is perceivable by an ordinary consumer by either the sense of taste or smell, other than the taste or aroma of tobacco. A "characterizing flavor" includes, but is not limited to, a taste or aroma relating to a fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, menthol, mint, wintergreen, herb, or spice.
- (b) "Cigar" means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than three pounds per thousand.
- (c) "Constituent" means any ingredient, substance, chemical, or compound, other than tobacco, water, or reconstituted tobacco sheet, that is added by the manufacturer to a tobacco product during the processing, manufacture, or packing of the tobacco product.
- (d) "Consumer" means a person who purchases a tobacco product for consumption and not for sale to another.
- (e) "Electronic smoking device" means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances. An "electronic smoking device" includes a device that is manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, a vape pen, or a vapor pen.

- (f) "Enclosed" means all space between a floor and ceiling where the space is closed in on all sides by solid walls or windows that extend from the floor to the ceiling. An enclosed space may have openings for ingress and egress, such as doorways or passageways. An enclosed space includes all areas within that space, such as hallways and areas screened by partitions that do not extend to the ceiling or are not solid.
- (g) "Flavored tobacco product" means any tobacco product, other than cigarettes as defined by federal law, that contains a constituent that imparts a characterizing flavor. A tobacco product whose labeling or packaging contains text or an image indicating that the product imparts a characterizing flavor is presumed to be a flavored tobacco product.
- (h) "Little cigar" means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than three pounds per thousand. "Little cigar" includes, but is not limited to, any tobacco product known or labeled as "small cigar" or "little cigar."
- (i) "Package" or "packaging" means a pack, box, carton, or container of any kind, or any wrapping, in which a tobacco product is sold or offered for sale to a consumer.
- (j) "Menthol cigarettes" means cigarettes as defined by federal law, that have a characterizing flavor of menthol, mint, or wintergreen, including cigarettes advertised, labeled, or described by the manufacturer as possessing a menthol characterizing flavor.
- (k) "Multi-unit residence" means a building that contains two or more dwelling units, including but not limited to apartments, condominiums, senior citizen housing, nursing homes, and single room occupancy hotels. A primary residence with an attached or detached accessory dwelling unit permitted pursuant to Chapter 82-24 is not a multi-unit residence for purposes of this division.
- (l) "Multi-unit residence common area" means any indoor or outdoor area of a multi-unit residence accessible to and usable by residents of different dwelling units, including but not limited to halls, lobbies, laundry rooms, common cooking areas, stairwells, outdoor eating areas, play areas, swimming pools, and carports.
- (m) "Place of employment" means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; hotels and motels, including all guest rooms at least eighty percent of the guest rooms in any hotel and motel; vehicles used for business purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children or patients are present and during business hours. The places specified in subdivisions (e)(1), (2), (6), and (7) of Labor Code

section 6404.5 are places of employment for the purposes of this division and are regulated as specified in this division. The places specified in subdivisions (e)(3), (4), and (5) of Labor Code section 6404.5 are not places of employment for the purposes of this division.

- (n) "Public place" means any area to which the public is invited or in which the public is permitted. A private residence is not a public place.
- (o) "Self-service display" means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer. A vending machine is a form of self-service display.
- (p) "Service area" means any area designed to be or regularly used by one or more persons to receive or wait to receive a service, enter a public place, or make a transaction, whether or not the service involves the exchange of money. "Service areas" include but are not limited to automatic teller machine waiting areas, bank teller windows, ticket lines, bus stops and taxi stands.
- (q) "Smoke" means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, or vaporization when the apparent or usual purpose of the combustion, electrical ignition, or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco or nicotine or illegal substances, and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term "smoke" includes, but is not limited to, tobacco smoke, electronic smoking device vapors, marijuana smoke, and smoke from any illegal substance.
- (r) "Smoking" means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic smoking device, or any plant product intended for human inhalation.
- (s) "Tobacco paraphernalia" means any item designed or marketed for the consumption, use, or preparation of tobacco products.
- (t) "Tobacco product" means any of the following:
 - (1) Any product containing, made from, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.
 - (2) Any electronic smoking device.
 - (3) Any component, part, or accessory of a tobacco product, whether or not it is sold separately.

- (4) "Tobacco product" does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for that approved purpose.
- (u) "Tobacco retailer" means any individual or entity who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco, tobacco products, or tobacco paraphernalia. "Tobacco retailing" means the doing of any of these things. This definition is without regard to the quantity of tobacco products or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange.

(Ords. No. 2018-07 § 2, 2017-01 § 2, 2013-10 § 2, 2010-10 § 2, 2006-66 § 4, 98-43 § 2, 91-44 § 2)

~~(Ord. No. 2017-01, § II, 7-18-17; Ord. No. 2013-10, § II, 4-9-13; Ord. No. 2010-10, § II, 10-12-10; Ord. No. 2006-66 § 4; Ord. No. 98-43 § 2; Ord. No. 91-44 § 2)~~

Chapter 445-4 SECONDHAND SMOKE

445-4.002 County facilities.

- (a) Smoking is prohibited in all buildings, vehicles, and other enclosed areas occupied by county employees, owned or leased by the county, or otherwise operated by the county.
- (b) Smoking is prohibited in all outdoor areas owned or leased by the county, including parking lots, the grounds of the county's hospital and health clinics, and the grounds of all other buildings owned or leased by the county.
- (c) Smoking is prohibited on the grounds of the county's jails and county juvenile system facilities to the extent allowed by law.

(Ords. 2014-06, § II, 6-17-14, 2006-66 § 5, 91-44 § 2)

445-4.004 Prohibition of smoking.

Smoking is prohibited in the following places within the unincorporated area of Contra Costa County:

- (a) Enclosed places of employment.
- (b) Enclosed public places.
- (c) Service areas.

- (d) All areas within twenty feet of doors, windows, air ducts and ventilation systems of enclosed places of employment, except while passing on the way to another destination.
- (e) All areas within twenty feet of doors, windows, air ducts and ventilation systems of enclosed public places, except while passing on the way to another destination.
- (f) The following outdoor areas:
 - (1) Outdoor dining areas at bars and restaurants.
 - (2) Outdoor lounges and outdoor dining areas at places of employment.
 - (3) Public trails and public parks.
 - (4) Public event venues.
- (g) All multi-unit residence common areas, except that a landlord may designate a portion of an outdoor common area as a smoking area. A designated smoking area of an outdoor common area of a multi-unit residence must not overlap with any area where smoking is otherwise prohibited by local, state, or federal law; must be located at least twenty-five feet in all directions from non-smoking areas; must not include areas used primarily by children; must be no more than twenty-five percent of the total outdoor common area; must have a clearly marked perimeter; and must be identified by conspicuous signs.
- (h) All areas within twenty feet of doors, windows, air ducts and ventilation systems of multi-unit residences, except while passing on the way to another destination.
- (i) All outdoor balconies, porches, decks, patios, and carports of multi-unit residences.
- (j) All dwelling units in any ~~new~~ multi-unit residence, except as otherwise provided in Section 445-4.006 that receives a building permit on or after January 1, 2011.

(Ords. 2018-07 § 2, 2010-10 § 3, 2006-66 § 5, 91-44 § 2).

~~(Ords. 2010-10, § III, 10-12-10, 2006-66 § 5, 91-44 § 2)~~

445-4.006 Exceptions.

- (a) Smoking is permitted at any location within the county unless otherwise prohibited by this code or by state or federal law.
- (b) ~~Smoking is permitted in up to twenty percent of guest rooms in any hotel or motel, as long as the hotel or motel permanently designates at least eighty percent of its guest rooms as nonsmoking rooms, appropriately signs nonsmoking rooms, and permanently removes ashtrays from these rooms. Smoking rooms shall be segregated from nonsmoking rooms on separate floors, wings or portions of either. Smoking rooms and nonsmoking rooms shall not be interspersed. Nothing in this division requires a hotel or motel to provide smoking rooms~~

~~and the owner or operator of a hotel or motel may choose to prohibit smoking throughout the property.~~

~~(e) — If a dwelling unit in a multi-unit residence is subject to a lease or other rental agreement and smoking is authorized under the lease or rental agreement, smoking is permitted in the dwelling unit until the lease or rental agreement is modified to prohibit smoking in accordance with Section 445-4.014.~~

~~(ec) If a dwelling unit in a multi-unit residence is owner-occupied, smoking is permitted in the owner-occupied dwelling unit until July 1, 2019.~~

~~(Ords. 2018-07 § 3, 2010-10 § 4, 2006-66 § 5, 91-44 § 2).~~

~~(Ords. 2010-10, § IV, 10-12-10, 2006-66 § 5, 91-44 § 2)~~

445-4.008 Posting requirements.

~~(a) — "Smoking" or "No Smoking" signs, whichever are appropriate, with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it), shall be conspicuously posted in every building or other place where smoking is regulated by this division by the owner, operator, manager or other person having control of the building or other place. This section does not require the posting of "No Smoking" signs inside or on the doorway of any dwelling unit in a multi-unit residence.~~

~~(b) — Every hotel or motel regulated by this division shall post at its entrance a sign clearly stating that nonsmoking rooms are available, and every patron shall be asked as to his or her preference.~~

~~(Ords. 2018-07 § 4, 2006-66 § 5, 91-44 § 2)~~

445-4.010 Ashtray placement.

No ashtray or other receptacle used for disposing of smoking materials may be placed at any location where smoking is prohibited by this division or otherwise prohibited by law.

(Ord. No. 2009-26, § II, 10-20-09)

445-4.012 Disclosure of ~~non-smoking~~ complaint policy residential units.

In a multi-unit residence where units are rented or leased to tenants, the owner and manager of the residence shall ~~do all of the following~~:

~~(a) — Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; and (2) a floor plan of the residence that identifies the location of all~~

~~designated non-smoking units, any units where smoking is permitted, and any designated outdoor smoking areas.~~

~~(b) — Disclose whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, shall provide a copy the terms of that policy:~~

~~(c) — Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints in effect at a multi-unit residence, to each tenant along with every new lease or rental agreement for the occupancy of a unit in thea multi-unit residence.~~

(Ord. ~~No. 2018-07 § 5~~ 2009-26, § III, 10-20-09)

445-4.014 Required lease terms.

(a) Commencing ~~July 1, 2018~~January 1, 2011, every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include the terms specified in subsection (b) of this section on the earliest possible date allowed by law after providing any required legal notice.

(b) Required Terms.

(1) ~~For any multi-unit residence where the landlord has designated separate smoking and non-smoking dwelling units, a~~ A clause stating that smoking is prohibited in all dwelling units ~~that have been designated as non-smoking units~~ must be included in the written agreements specified in subsection (a) of this section.

~~(2) — For any multi-unit residence where the landlord has prohibited smoking in all dwelling units, a clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.~~

~~(3) — For any new multi-unit residence that receives a building permit on or after January 1, 2011, a clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.~~

~~(2)(4)~~ A clause stating that it is a material breach of the lease or rental agreement to: (i) violate any law regarding smoking while on the premises; (ii) smoke in ~~a non-smoking~~any dwelling unit; or (iii) smoke in any multi-unit residence common area where smoking is prohibited, must be included in the written agreements specified in subsection (a) of this section.

(c) The California Apartment Association's Form 34.0, revised ~~January 2010~~December 2016 and as amended from time to time, may be used to comply with this section.

(d) A landlord's failure to enforce any smoking regulation of a lease or agreement on one or more occasions does not constitute a waiver of the lease or agreement provisions required by

this section and does not prevent future enforcement of the lease or agreement provisions required by this section.

- (e) A landlord is not liable under this chapter to any person for a tenant's breach of smoking regulations if:
 - (1) The landlord has fully complied with all provisions of this chapter, and
 - (2) Upon receiving a signed written complaint regarding prohibited smoking, the landlord provides a warning to the offending tenant, stating that the tenant may be evicted if another complaint is received. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict the tenant, but is not liable for the failure to do so.

~~(Ords. 2018-07 § 4, 2010-10 § 5).~~

~~(Ord. No. 2010-10, § V, 10-12-10)~~

Chapter 445-8 ENFORCEMENT

445-8.002 Compliance.

- (a) A person may not smoke in any place where smoking is prohibited by this division.
- (b) A person who owns, manages, operates or otherwise controls the use of any place where smoking is prohibited by this division may not knowingly or intentionally permit smoking in those places. For purposes of this subsection, a person has acted knowingly or intentionally if he or she has not taken the following actions to prevent smoking by another person: (1) requested that a person who is smoking refrain from smoking; and (2) requested that a person who is smoking leave the place if the person refuses to stop smoking after being asked to stop. This section does not require physically ejecting a person from a place or taking steps to prevent smoking under circumstances that would involve risk of physical harm.
- (c) The presence or absence of the signs required by Section 445-4.008 is not a defense to the violation of any other provision of this division.

(Ords. 2006-66 § 7, 91-44 § 2)

(Ord. No. 2009-26, § IV, 10-20-09)

445-8.004 Remedies.

The county may seek compliance with this division by any remedy allowed under this code, including but not limited to administrative fines (Chapter 14-12), infraction citations (Section 14-8.008), and any other remedy allowed by law.

(Ords. 2006-66 § 7, 2003-01 § 4, 98-43 § 2, 91-44 § 2)

ORDINANCE NO. 2018-07 REDLINE VERSION

445-8.006 Initiation of enforcement.

Any person may initiate enforcement of this division by notifying the director of health services or his or her designee of any violation.

(Ords. 2006-66 § 7, 91-44 § 2)

445-8.008 Liability.

For purposes of determining liability of persons, firms, corporations, or controlling franchises with business operations in multiple locations, each individual business location shall be deemed a separate entity.

(Ords. 2006-66 § 7, 2003-01 § 4, 98-43 § 2).

445-8.010 No retaliation.

No person shall retaliate against any employee or applicant for employment because the employee or applicant exercises any rights afforded by this division.

(Ords. 2006-66 § 7, 91-44 § 2)

445-8.012 Other applicable laws.

This division shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws.

(Ords. 2006-66 § 7, 91-44 § 2)

ORDINANCE NO. 2018-07

SMOKEFREE MULTI-UNIT RESIDENCES

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. SUMMARY. This ordinance amends Division 445 of the County Ordinance Code to prohibit smoking in all dwelling units in any multi-unit residence and to require that the prohibition be included in the terms of any new lease or rental agreement, and to prohibit smoking in all guest rooms in any hotel or motel.

SECTION II. Section 445-4.004 of the County Ordinance Code is amended to read:

445-4.004 Prohibition of Smoking. Smoking is prohibited in the following places within the unincorporated area of Contra Costa County:

- (a) Enclosed places of employment.
- (b) Enclosed public places.
- (c) Service areas.
- (d) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed places of employment, except while passing on the way to another destination.
- (e) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed public places, except while passing on the way to another destination.
- (f) The following outdoor areas:
 - (1) Outdoor dining areas at bars and restaurants.
 - (2) Outdoor lounges and outdoor dining areas at places of employment.
 - (3) Public trails and public parks.
 - (4) Public event venues.
- (g) All multi-unit residence common areas, except that a landlord may designate a portion of an outdoor common area as a smoking area. A designated smoking area of an outdoor common area of a multi-unit residence must not overlap with any area where smoking is otherwise prohibited by local, state, or federal law; must be located at least twenty-five

feet in all directions from non-smoking areas; must not include areas used primarily by children; must be no more than twenty-five percent of the total outdoor common area; must have a clearly marked perimeter; and must be identified by conspicuous signs.

- (h) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of multi-unit residences, except while passing on the way to another destination.
- (i) All outdoor balconies, porches, decks, patios, and carports of multi-unit residences.
- (j) All dwelling units in any multi-unit residence, except as otherwise provided in Section 445-4.006. (Ords. 2018-07 § 2, 2010-10 § 3, 2006-66 § 5, 91-44 § 2).

SECTION III. Section 445-4.006 of the County Ordinance Code is amended to read:

445-4.006 Exceptions.

- (a) Smoking is permitted at any location within the county unless otherwise prohibited by this code or by state or federal law.
- (b) If a dwelling unit in a multi-unit residence is subject to a lease or other rental agreement and smoking is authorized under the lease or rental agreement, smoking is permitted in the dwelling unit until the lease or rental agreement is modified to prohibit smoking in accordance with Section 445-4.014.
- (c) If a dwelling unit in a multi-unit residence is owner-occupied, smoking is permitted in the owner-occupied dwelling unit until July 1, 2019. (Ords. 2018-07 § 3, 2010-10 § 4, 2006-66 § 5, 91-44 § 2).

SECTION IV. Section 445-4.008 of the County Ordinance Code is amended to read:

445-4.008 Posting requirements. "Smoking" or "No Smoking" signs, whichever are appropriate, with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it), shall be conspicuously posted in every building or other place where smoking is regulated by this division by the owner, operator, manager or other person having control of the building or other place. This section does not require the posting of "No Smoking" signs inside or on the doorway of any dwelling unit in a multi-unit residence. (Ords. 2018-07 § 4, 2006-66 § 5, 91-44 § 2).

SECTION V. Section 445-4.012 of the County Ordinance Code is amended to read:

445-4.012 Disclosure of smoking complaint policy. In a multi-unit residence where units are rented or leased to tenants, the owner and manager of the residence shall disclose whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, shall

provide a copy of that policy to each tenant along with every new lease or rental agreement for the occupancy of a unit in the multi-unit residence. (Ords. 2018-07 § 5, 2009-26, § III, 10-20-09)

SECTION VI. Section 445-4.014 of the County Ordinance Code is amended to read:

445-4.014 Required lease terms.

- (a) Commencing July 1, 2018, every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include the terms specified in subsection (b) of this section on the earliest possible date allowed by law after providing any required legal notice.
- (b) Required Terms.
 - (1) A clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.
 - (2) A clause stating that it is a material breach of the lease or rental agreement to: (i) violate any law regarding smoking while on the premises; (ii) smoke in any dwelling unit; or (iii) smoke in any multi-unit residence common area where smoking is prohibited, must be included in the written agreements specified in subsection (a) of this section.
- (c) The California Apartment Association's Form 34.0, revised December 2016 and as amended from time to time, may be used to comply with this section.
- (d) A landlord's failure to enforce any smoking regulation of a lease or rental agreement on one or more occasions does not constitute a waiver of the lease or rental agreement provisions required by this section and does not prevent future enforcement of the lease or rental agreement provisions required by this section.
- (e) A landlord is not liable under this chapter to any person for a tenant's breach of smoking regulations if:
 - (1) The landlord has fully complied with all provisions of this chapter; and
 - (2) Upon receiving a signed, written complaint regarding prohibited smoking, the landlord provides a warning to the offending tenant, stating that the tenant may be evicted if another complaint is received. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict the tenant, but is not liable for the failure to do so. (Ords. 2018-07 § 6, 2010-10 § 5).

SECTION VII. Subsection (m) of Section 445-2.006 of the County Ordinance Code is amended to read:

- (m) “Place of employment” means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; hotels and motels, including all guest rooms; vehicles used for business purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children, or patients are present and during business hours. The places specified in subdivisions (e)(1), (2), (6), and (7) of Labor Code section 6404.5 are places of employment for the purposes of this division and are regulated as specified in this division. The places specified in subdivisions (e)(3), (4), and (5) of Labor Code section 6404.5 are not places of employment for the purposes of this division.

(Ords. 2018-07 § 7, 2017-01 § 2, 2013-10 § 2, 4-9-13, 2010-10 § 2, 10-12-10, 2006-66 § 4, 98-43 § 2, 91-44 § 2)

SECTION VIII. EFFECTIVE DATE. This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the Contra Costa Times, 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

Board Chair

By: _____
Deputy

[SEAL]

KCK:

H:\Client Matters\2018\HS\Ordinance No. 2018-07 Smokefree Multi-unit Residences.wpd

Landlord Liability

- Landlords are not liable for a tenant's breach of the smoking regulations if (1) the landlord has fully complied with all provisions of the law; and (2) upon receiving a signed written complaint regarding prohibited smoking, the landlord provides warning to the offending tenant. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict but is not liable for the failure to do so.

Penalties for Non-compliance with the Ordinance

Failure to comply with the ordinance can result in administrative fines of \$100 for the first violation, \$200 for the second violation within a year and \$500 for each additional violation within a year. Landlords who fail to comply with this ordinance may be subject to other legal claims by tenants.



Why is this Ordinance Important?

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children. The U.S. Surgeon General has declared that there is no safe level of exposure to secondhand smoke. Secondhand smoke causes as many as 53,000 deaths each year in the United States, approximately 6,000 of which occur in California.

Secondhand smoke has been shown to move through light fixtures, through ceiling crawl spaces, and into and out of doorways and windows. This ordinance helps to protect people who live in multi-unit housing in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

For more information or to order signage (available as supplies last) for your multi-unit housing residence, contact the Tobacco Prevention Project or visit our website.



Tobacco Prevention Project
Community Wellness and Prevention Programs
Contra Costa Public Health
597 Center Avenue, Suite 125 Martinez, CA 94553
888-877-4202 Complaint line 925-313-6214 Office
925-313-6864 Fax
<http://www.cchealth.org/tobacco>

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office:
1-800-709-8348

**For Property Managers,
Developers and Landlords
in unincorporated
Contra Costa**

**Information on
Contra Costa County's**

Secondhand Smoke Protections Ordinance



**This is a
smoke-free building**

New Law in Effect

In March 2013, the Contra Costa County Board of Supervisors amended the County's Secondhand Smoke Protections Ordinance to include more protections for residents of multi-unit housing in unincorporated Contra Costa.

Smoking of any tobacco product or other plant (including the use of a hookah pipe, medical marijuana or Electronic Nicotine Delivery System (ENDS) such as an e-cigarette) is prohibited in the following areas of multi-unit housing with 2 or more units:

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.



Landlord Responsibilities

Under the law, the Owner and Manager of a multi-unit housing building must:

- Post "No smoking" signs with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it). The sign must be visibly posted in every building or other place where smoking is prohibited by law;
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited;
- Not knowingly allow smoking in smoking prohibited areas; and
- Comply with lease/rental agreement requirements outlined in the next section.

Lease/Rental Agreement Requirements

Under the law, the Owner and Manager of a multi-unit housing building must:

- Maintain and keep on file at the premises: (1) a list of all designated nonsmoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas; and
- With every new lease or rental agreement for the occupancy of a unit in a multi-unit residence, include:
 - ◊ A copy of the list of nonsmoking units;
 - ◊ A copy of the floor plan;
 - ◊ Information indicating whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, the terms of the policy; and
 - ◊ A clause stating it is a material breach of the lease to a) violate any law regarding smoking while on the premises; b) smoke in a non-smoking unit; or c) smoke in any multi-unit residence common area where smoking is prohibited. (The California Apartment Association's form 34.0 may be used for this purpose).

Under certain conditions, landlords may designate a common outdoor area of a multi-unit housing residence as a smoking area. For more information contact the Tobacco Prevention Project at 888-877-4202.

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children.

Why is this Ordinance Important?

There is no safe level of exposure to secondhand smoke. This ordinance helps to protect everyone who lives and works in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

Secondhand smoke causes as many as 53,000 deaths each year in the United States, approximately 6,000 of which occur in California. Health impacts of Secondhand Smoke (SHS) in California each year include:

- Over 400 lung cancer deaths
- Over 3,600 cardiac deaths
- About 31,000 episodes of asthma
- About 1,600 cases of low birth weights in newborns
- Over 4,700 cases of premature births

**If you or someone you know would like to quit smoking, call
1-800-NO BUTTS
for free cessation services and more information.**

Who do I call to make a complaint?

Any person may call the Contra Costa Health Services Tobacco Prevention Project at 888-877-4202.

What happens after a complaint is made?

A warning letter will be sent to the business owner about a possible violation of the ordinance. Failure to comply with the ordinance may result in fines.

Are there other remedies under the law?

Under the Americans with Disabilities Act, violators may be sued for \$50,000 for the first violation and \$100,000 for the second violation, plus attorney's fees, if a member of the public experiences damage to their health due to secondhand smoke exposure.

For more information or to order signage for your business, contact the Tobacco Prevention Project or visit our website.


CONTRA COSTA
HEALTH SERVICES
Contra Costa Public Health
Tobacco Prevention Project
597 Center Ave, Suite 125
Martinez, CA 94553
888-877-4202 Complaint line
925-313-6214 Office
925-313-6864 Fax

<http://www.cchealth.org/topics/tobacco>

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office: 1-800-709-8348.

April 2015

A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance



About the Ordinance

New laws in Contra Costa County reduce secondhand smoke exposure among residents, visitors and workers in all unincorporated communities of Contra Costa County (County Ordinance Code Chapter 445-4).

Where Smoking is Prohibited

Smoking of any tobacco product or plant (including the use of a hookah pipe, medical marijuana or electronic smoking device such as an e-cigarette) is prohibited in the following areas:

Indoor Areas

All workplaces and indoor areas open to the public, including tobacco shops, owner- or volunteer-operated businesses and hotel lobbies.

Outdoor Areas

- All areas within 20 feet of the doors, operable windows, air ducts, and ventilation systems of any enclosed worksite or enclosed places open to the public, except while passing on the way to another destination;
- Outdoor dining areas at bars and restaurants and outdoor lounges and dining areas at places of employment;
- Public parks and on public trails;
- Outdoor public service areas (e.g., ATMs, ticket lines, and bus stops); and
- Outdoor public events (e.g., fairs, festivals, concerts, and farmers' markets).

County Owned or Leased Properties

- Smoking is prohibited on the campus of County-owned or leased properties.



Multi-Unit Housing (two or more units)

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems of multi-unit housing residences, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that received a building permit after January 1, 2011.

Multi-unit Housing Landlord Requirements

Under the law, landlords are required to:

- Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas;
- Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints to each prospective tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit residence; and
- Include lease terms with a clause stating it is a material breach of the lease to smoke in a non-smoking unit or in any indoor or outdoor common area where smoking is prohibited.

Landlord, Owner and Manager Requirements

In every building or other place where smoking is prohibited by law, the owner, operator or manager must:

- Post “No smoking” signs with letters of not less than one inch in height, or the use of the international “No Smoking” symbol (consisting of a burning cigarette in a red circle with a red bar across it), visibly in every building or other place where smoking is regulated by the owner, operator, manager or other person having control of the building or other place.
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited; and
- Not knowingly allow smoking in smoking prohibited areas. The owner, operator or manager must request that the person stop smoking and if the person fails to stop, ask them to leave the premises.





To: Contra Costa Board of Supervisors
From: Daniel Peddycord, RN, MPA/HA, Director, Public Health
Re: Smokefree Multi-unit Residences and Hotels Ordinance and Staff Report
Date: 2/27/18

I. Background

At the April 2015 Family and Human Services Committee Meeting, Public Health presented its annual report on implementation of the County's Secondhand Smoke Ordinance and discussed challenges to protecting residents, workers and visitors from secondhand smoke and electronic smoking devices. Of specific concern were issues for residents living in multi-unit housing. The Committee directed staff to work with County Counsel to draft an ordinance that would create 100% Smokefree Multi-unit housing for the unincorporated communities.

Staff presented a draft ordinance and report to the Family and Human Services Committee on November 13, 2017. The Committee accepted the report and recommendations, and directed staff to broaden the ordinance to include 100% smokefree hotels and take the revised ordinance to the full Board of Supervisors early in the new year. Staff was also directed to conduct outreach to the California Apartment Association, hotels in the unincorporated county, and home owner associations that may be affected.

Addressing Secondhand Smoke in Contra Costa County. The Board of Supervisors adopted a comprehensive Secondhand Smoke Protections Ordinance in 2006. This decision came on the heels of the California Air Resources Board report designating secondhand smoke as a toxic air contaminant based on a review of the research linking secondhand smoke with numerous adverse health effects. The same year, the US Surgeon General reported that there is no safe level of exposure to secondhand smoke. The World Health Organization issued a similar statement in 2007 and added that there is indisputable evidence that implementing 100% smoke-free environments is the only effective way to protect the population from the harmful effects of secondhand smoke. WHO went on to say that ventilation and smoking areas, whether separately ventilated from non-smoking areas or not, do not reduce exposure to a safe level of risk and are not recommended. Air filtration companies agree that ventilation systems do not eliminate health risks caused by secondhand smoke, and in 2015, the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) updated its ventilation standards and re-confirmed its 2006 position that acceptable indoor air quality is based on an environment that is completely free from secondhand tobacco smoke, secondhand marijuana smoke, and emissions from electronic smoking devices.

Secondhand smoke and the harmful chemicals contained in the smoke are associated with causation of sudden infant death syndrome, respiratory infections, ear infections and asthma attacks in infants and children. They also have a strong relationship with heart disease, stroke, and lung cancer in adult nonsmokers. The Board strengthened the County's secondhand smoke protections in October 2009, October 2010, April 2013, June 2014 and July 2017 in response to community complaints regarding drifting smoke and the need for additional policies to protect public health. These amendments to the county code included expanding secondhand smoke protections to make all County-owned outdoor

properties 100% smoke-free, and inclusion of electronic smoking devices in the definition of “secondhand smoke.”

While the vast majority of Contra Costans do not smoke, many people are exposed to secondhand smoke where they live, especially children, the elderly and persons with vulnerable illness who spend much of their time at home. Research also shows that lower-income populations and communities of color have markedly higher rates of exposure to and therefore greater health risks from secondhand smoke.¹ There are approximately 10,000 individual multi-unit housing units in the unincorporated county alone (California Department of Finance). Secondhand smoke can and does transfer between units, through wall cracks and under doors, with 65% of air in apartments coming from other units.^{2,3,4} The majority of the 120 secondhand smoke complaints received by the Public Health Department’s Tobacco Prevention Program over the last three years continue to be from multi-family housing residents, with 96 complaints regarding unit-to-unit and outside-to-unit drifting smoke. For residents of the unincorporated county, staff follows up with landlords and property owners regarding compliance with the County’s current laws. However, since the County’s current ordinance does not include protections that address unit-to-unit drifting smoke, many of these residents are still exposed to secondhand smoke in their homes.

An increasing number of communities in California have moved to address the issue of drifting secondhand smoke between in multi-unit residences as an air quality and health issue. At least 90 communities statewide, including 27 jurisdictions in the Bay Area, have adopted 100% smokefree multi-unit housing laws, including Danville, El Cerrito, Richmond and Walnut Creek in Contra Costa, and the Counties of Sonoma, San Mateo and Santa Clara. Unit-to-unit drifting smoke exposure would be alleviated with a similar provision in the County’s ordinance.

II. Provisions of the Ordinance

The draft ordinance, titled Smokefree Multi-Unit Residences, as well as the red-lined version of the relevant sections of Chapter 445, are attached to this report for review and consideration.

The definition of “multi-unit residence” in the ordinance is unchanged and means a building containing two or more dwelling units, including but not limited to apartments, condominiums, senior housing, nursing homes and single room occupancy hotels.

The attached draft ordinance revises the County Code to:

- Prohibit smoking in all dwelling units in multi-unit residences.
- Require every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence to include terms that expressly prohibit smoking in the dwelling unit.
- Prohibit smoking in all hotel and motel guest rooms.

In order to provide for sufficient notification to landlords and owners, staff proposes that the requirement to modify leases and other rental agreements will go into effect on July 1, 2018. Beginning July 1, 2018, every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence must include terms that prohibit smoking in the dwelling unit. After July 1, 2018, smoking will only be allowed in a dwelling unit (1) that is subject to a lease or other rental agreement that authorizes smoking and only until that agreement is modified as required by the ordinance, or (2) that is owner-occupied and only until July 1, 2019. Staff will develop an implementation plan that will provide outreach and education to landlords and occupants in anticipation that all multi-



unit housing residences will be smoke-free by July 1, 2019, one year from the effective date of the ordinance.

III. Outreach and Implementation Considerations

In response to 11/13/17 Family and Human Services direction, outreach was conducted and information obtained from the following organizations:

- The California Apartment Association was consulted for feedback on the ordinance, and is supportive of smokefree multi-unit housing. The Association requested one modification to the ordinance, to explicitly exempt the signage posting requirements for individual units. This modification is included in the draft ordinance.
- Staff was asked to contact Home Owner Associations (HOAs) in the unincorporated county to get input on the proposed smokefree multi-unit residences ordinance. In the course of trying to identify these organizations, it was found that many HOAs represent single-family home owners, which are not covered under the draft ordinance. However, staff was able to make contact with representatives from three HOAs in the unincorporated county, as well as one property management company with close to 200 complexes in the East Bay. A brief interview with these representatives was conducted, with 2 representatives expressing concern and 2 representatives conveying enthusiastic support for smokefree multi-unit residences.
- Hotels located in the unincorporated county were identified and contacted about their existing smoking policies. There are 4 hotels (Burlington Hotel in Port Costa; Crown Plaza in Concord; Embassy Suites and The Renaissance Hotel in Walnut Creek) each have their own smoke-free rooms policy, and do not allow smoking anywhere inside the hotel.

If adopted, the Smokefree Multi-Unit Residences ordinance will be implemented through the Public Health Department's Tobacco Prevention Program. Compliance with the new smokefree multi-unit housing law will be achieved through educational efforts with owners, property managers and residents of multi-unit housing, and community groups. Educational efforts would include updating the County's brochures on Secondhand Smoke laws; an educational mailing to multi-unit housing managers, owners and associations; presentations to the Municipal Advisory Committees and community groups; and collaborations with the California Apartment Association to provide technical assistance to landlords in implementing the new law.

Outreach and education efforts to the community will include information on how to make a complaint about drifting smoke in multi-unit residences, and an educational approach will be employed to address non-compliance. This approach will include working with owners/managers to assure that requirements of owners/managers under the ordinance are met, and providing technical assistance to owners/managers on compliance issues. If the owner/manager has implemented the required lease terms and signage, staff will also correspond with the tenant to educate the tenant on the law. The Tobacco Prevention Program has utilized a similar approach for addressing violations of other multi-unit residence smoking restrictions under the County's ordinance, such as no smoking in common areas or near doors and windows of these buildings.

IV. Fiscal Impact. Minimal fiscal impacts to the County are expected. Should the Board adopt the ordinance, a portion of the Prop 99/Prop 56 funding received for Public Health's Tobacco Prevention Program can be utilized to implement the ordinance over the next year.



Attachments:

1. Ordinance No. 2018-07 Draft Smokefree Multi-Unit Residences
2. Chapter 445-2 Smokefree Multi-Unit Residences Redline Version
3. Brochures titled “A Guide to Contra Costa County’s Secondhand Smoke Protections Ordinance” and “For Property Managers, Developers and Landlords in unincorporated Contra Costa.”

¹ Chambers C, Sung H, Max W. Home Exposure to Secondhand Smoke among People Living in Multiunit Housing and Single Family Housing: A Study of California Adults, 2003 – 2012. *J Urban Heal*. 2014. doi:10.1007/s11524-014-9919-y

² Centers for Disease Control and Prevention (CDC). Secondhand Smoke: An Unequal Danger. *CDC Vital Signs*. 2015. Available at: www.cdc.gov/vitalsigns/pdf/2015-02-vitalsigns.pdf.

³ Snyder K, Vick JH, King BA. Smoke-free multiunit housing: a review of the scientific literature. *Tob Control*. 2015;0:1–12. doi:10.1136/tobaccocontrol-2014-051849.

⁴ Martínez-Sánchez JM, Sureda X, Fu M, et al. Secondhand smoke exposure at home: Assessment by biomarkers and airborne markers. *Environ Res*. 2014;133:111–116. doi:10.1016/j.envres.2014.05.013.





**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: Consider approving an energy services contract with ENGIE Services U.S. Inc. to install solar array on the new parking lot at 651 Pine Street, Martine

RECOMMENDATION(S):

OPEN the public hearing on the Energy Services Contract with ENGIE Services U.S. Inc.

RECEIVE testimony, and CLOSE the public hearing.

FIND that the anticipated cost to Contra Costa County for electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the County of electrical or other energy that would have been consumed by the County in the absence of those purchases.

FIND that the project services to be performed under the Energy Services Contract are statutorily exempt from California Environmental Quality Act pursuant to Public Resources Code Section 21080.35, and

APPROVE and AUTHORIZE the County Administrator, or designee, to execute an Energy Services Contract with ENGIE Services U.S. Inc., a Delaware corporation, in an amount not to exceed \$2,000,000, for the installation of solar panels over the 651 Pine Street parking lot, for the term February 27, 2018 through February 26, 2028.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Eric Angstadt
925.335.1009

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

By: , Deputy

cc: Robert Campbell, County Auditor-Controller

FISCAL IMPACT:

100% General Fund.

BACKGROUND:

As part of the new administration building project the County will be rebuilding the parking lot behind the existing building at 651 Pine Street. This new, expanded, parking lot will provide off street parking for the employees of the new admin building. The parking lot lends itself to a large solar collector array that would be able to provide power to the new admin building. The most efficient time to install such an array would be at the same time the new parking lot is constructed.

Procuring this solar array now will result in both overall energy savings both immediately by offsetting utility costs at 651 Pine Street and in the future for the new admin building when constructed, but also save time, money and inconvenience by installing the system while the new parking lot is under construction. The current estimate for electrical use of the new admin building is approximately \$130,000 per year. This system would generate enough power to offset that electrical cost giving an approximate payback time of 15 years. The solar panels have a 25 year manufacturer warranty, and with proper maintenance and cleaning, can be expected to last longer than the warranty period.

The proposed contract with ENGIE Services U.S. Inc. is for the installation of a 448Kw photovoltaic solar array over the parking lot behind 651 Pine Street in Martinez. The contract is not a power purchase agreement, and does not contain an energy savings guarantee or solar PV system performance guarantee. Under the contract the County waives any such guarantee to the fullest extent permitted by applicable law.

Under the contract, the County agrees to indemnify and defend ENGIE against losses caused by (1) County owned or generated hazardous substances, except for liabilities due to the negligence or willful misconduct of ENGIE or its subcontractors, and (2) County's negligence or willful misconduct in its performance of its obligations under the contract.

CONSEQUENCE OF NEGATIVE ACTION:

Not approving the contract would delay the savings achievable by using the parking lot as solar field and increase the cost of installing a solar array in the future.

ATTACHMENTS

Solar Pro Cost Sheet

County of Contra Costa

ECM Cost	\$ -
Self Generation Cost	\$ 1,883,660
Total Project Fee	\$ 1,883,660
Construction Period Savings	\$ -
Customer Buydown	\$ 1,883,660
Cash Contribution to Project	\$ 1,883,660
Net Cost of Project	\$ -
Construction Period Interest	\$ -
Financing Fees	\$ -
Total Financing Costs	\$ -
Total Amount Financed	\$ -

Self Generation Savings					
Year	Avoided kWh	Avoided Rate (\$/ kWh)	Self Generation Savings	O&M & M&V Cost	Net Self Generation Savings
1	685,664	\$ 0.173	\$ 118,620	(\$11,831)	\$ 106,789
2	682,236	\$ 0.181	\$ 123,338	(\$12,186)	\$ 111,152
3	678,825	\$ 0.189	\$ 128,244	(\$12,552)	\$ 115,692
4	675,430	\$ 0.197	\$ 133,345	(\$12,928)	\$ 120,416
5	672,053	\$ 0.206	\$ 138,648	(\$13,316)	\$ 125,332
6	668,693	\$ 0.216	\$ 144,163	(\$13,716)	\$ 130,447
7	665,349	\$ 0.225	\$ 149,897	(\$14,127)	\$ 135,770
8	662,023	\$ 0.235	\$ 155,859	(\$14,551)	\$ 141,308
9	658,713	\$ 0.246	\$ 162,059	(\$14,988)	\$ 147,071
10	655,419	\$ 0.257	\$ 168,505	(\$15,437)	\$ 153,067
11	652,142	\$ 0.269	\$ 175,207	\$0	\$ 175,207
12	648,881	\$ 0.281	\$ 182,176	\$0	\$ 182,176
13	645,637	\$ 0.293	\$ 189,422	\$0	\$ 189,422
14	642,409	\$ 0.307	\$ 196,956	\$0	\$ 196,956
15	639,197	\$ 0.320	\$ 204,790	\$0	\$ 204,790
16	636,001	\$ 0.335	\$ 212,935	\$0	\$ 212,935
17	632,821	\$ 0.350	\$ 221,405	\$0	\$ 221,405
18	629,657	\$ 0.366	\$ 230,211	\$0	\$ 230,211
19	626,508	\$ 0.382	\$ 239,368	\$0	\$ 239,368
20	623,376	\$ 0.399	\$ 248,889	\$0	\$ 248,889
21	620,259	\$ 0.417	\$ 258,788	\$0	\$ 258,788
22	617,158	\$ 0.436	\$ 269,082	\$0	\$ 269,082
23	614,072	\$ 0.456	\$ 279,784	\$0	\$ 279,784
24	611,001	\$ 0.476	\$ 290,913	\$0	\$ 290,913
25	607,946	\$ 0.498	\$ 302,484	\$0	\$ 302,484
26	604,907	\$ 0.520	\$ 314,515	\$0	\$ 314,515
27	601,882	\$ 0.543	\$ 327,025	\$0	\$ 327,025
28	598,873	\$ 0.568	\$ 340,033	\$0	\$ 340,033
29	595,878	\$ 0.593	\$ 353,557	\$0	\$ 353,557
30	592,899	\$ 0.620	\$ 367,620	\$0	\$ 367,620
Totals	19,145,907		\$ 6,627,839	\$ (135,633)	\$ 6,492,206



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: Property Tax Administrative Cost Recovery

RECOMMENDATION(S):

- OPEN a public hearing, previously fixed for February 27, 2018 at 9:30 a.m., on implementation of the property tax cost recovery provisions of Revenue and Taxation Code section 95.3;
- RECEIVE testimony and CLOSE the public hearing;
- ADOPT the report of the Auditor-Controller filed on February 6, 2018 of the 2016-2017 fiscal year property tax-related costs of the Assessor, Tax Collector, Auditor, and Assessment Appeals Board, including the proposed charges against each local jurisdiction excepting school entities, for the local jurisdiction's proportionate share of such administrative costs; and
- ADOPT Resolution No. 2018/52 regarding the implementation of the property tax administrative cost recovery provisions of Revenue and Taxation Code section 95.3 for fiscal year 2017-2018.

FISCAL IMPACT:

The fiscal year 2016-2017 net cost of property tax administration was \$15,809,688.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

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

By: , Deputy

cc: Robert Campbell, County Auditor-Controller, Russell Watts, County Treasurer-Tax Collector, Gus Kramer, County Assessor

FISCAL IMPACT: (CONT'D)

> This amounts to approximately 0.81% of all 2016-2017 property taxes levied countywide. This cost is allocated to each taxing entity in the County based on net revenues of each entity as a percentage of total revenues. School districts, community college districts, and the County Office of Education are exempt from cost recovery. As a result, the County absorbs the schools' share, which this year amounts to \$7,636,925. The net recovery to the County is \$6,275,084.

Total cost of property tax administration	\$15,809,688
Exempt School share	-\$7,636,925
County share	<u>-\$1,897,679</u>
Net recovery to the County	\$6,275,084

BACKGROUND:

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

CONSEQUENCE OF NEGATIVE ACTION:

The County would not recover \$6,275,084 in property tax administrative costs.

ATTACHMENTS

Resolution No. 2018/52
2017-18 PTAF Report

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

Adopted this Resolution on 02/27/2018 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2018/52

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

A public hearing having been held during the Board of Supervisors' meeting of February 27, 2018, on implementation of the property tax cost recovery provisions of Revenue and Taxation Code section 95.3, as provided in Board of Supervisors' Resolution 97/129, the Board of Supervisors, and the Auditor-Controller, hereby make the following findings and determination.

A. PROPERTY TAX ADMINISTRATIVE RECOVERY

1. On February 6, 2018, the Auditor-Controller filed with the Clerk of the Board of Supervisors a report of the 2016-2017 fiscal year property tax-related costs of the Assessor, Tax Collector, Auditor and Assessment Appeals Board, including the applicable administrative overhead costs permitted by federal circular A-87 standards, proportionally attributable to each local jurisdiction and Educational Revenue Augmentation Fund (ERAF) in Contra Costa County, in the ratio of property tax revenue received by each local jurisdiction and ERAF divided by the total property tax revenue received by all local jurisdictions and ERAFs in the county for the current fiscal year. The report included proposed charges against each local jurisdiction excepting school entities, for the local jurisdiction's proportionate share of such administrative costs.
2. On February 27, 2018, at the Board of Supervisors' meeting, a public hearing was held on the Auditor-Controller's report, notice of which was given as required by law and by Board of Supervisors' Resolution No. 97/129.
3. The report of the Auditor-Controller filed on February 6, 2018, is hereby adopted, and the Board of Supervisors and the Auditor-Controller find that amounts expressed in said report do not exceed the actual amount of 2016-2017 fiscal year property tax administrative costs proportionally attributable to local jurisdictions.
4. The additional revenue received by Contra Costa County on account of its 2016-2017 fiscal year property tax administrative costs pursuant to Revenue and Taxation Code section 95.3 shall be used only to fund the actual costs of assessing, equalizing, collecting, and allocating property taxes. An equivalent amount of the revenues budgeted to finance assessing, equalizing, collecting and allocating property taxes in fiscal year 2017-2018 may be reallocated to finance other County services. In the event that the actual 2017-2018 costs for assessing, collecting, equalizing and allocating property taxes plus allowable overhead costs are less than the amounts determined in the February 6, 2018 report by the Auditor-Controller, the difference shall be proportionally allocated to the respective local jurisdictions which paid property tax administration charges.

B. FINDINGS AND DETERMINATION

1. No written objections were received by February 27, 2018 for the public hearing on the Auditor-Controller's report filed on February 6, 2018.
2. The property tax administrative costs proportionately attributable to each local jurisdiction for the 2016-2017 fiscal year are as set forth in the Auditor-Controller's report filed on February 6, 2018, attached hereto as Exhibit A.
3. The amounts expressed in the Auditor-Controller's report are correct.
4. Notice as required by law was given of the public hearing on February 27, 2018.
5. The grounds stated herein to support findings are not exclusive and any findings may be supported on any lawful ground, whether or not expressed herein.

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

So found and determined:

Robert Campbell Contra Costa County Auditor-Controller

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

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

ATTESTED: February 27, 2018

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

By: , Deputy

cc: Robert Campbell, County Auditor-Controller, Russell Watts, County Treasurer-Tax Collector, Gus Kramer, County Assessor

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller

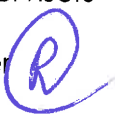
625 Court Street
Martinez, California 94553-1282
Phone (925) 335-8600
Fax (925) 646-2649



Elizabeth A. Verigin
Assistant Auditor-Controller

Harjit S. Nahal
Assistant Auditor-Controller

January 23, 2018

TO: Contra Costa County Board of Supervisors
FROM: Robert Campbell, Auditor-Controller 
SUBJECT: **2017-2018 Property Tax Administration Charges**

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

The following attachments comprise the 2017-18 Property Tax Administration report of the Auditor-Controller pursuant to the County Board of Supervisors' Resolution No. 97/129.

Attachment I summarizes the direct and overhead costs of the Assessor, Tax Collector, Assessment Appeals Board, and Auditor-Controller for the 2016-17 fiscal year. Also included are all offsetting revenues received by the County for providing property tax related services. The 2016-17 net cost of property tax administration was \$15,809,688. This amounts to approximately .81% of all 2016-17 property taxes levied countywide.

Attachment II allocates the \$15,809,688 net cost to each incorporated city and to each local jurisdiction receiving property tax revenues during the 2017-18 fiscal year. This cost allocation to each entity is based on the net revenues of each entity as a percentage of total revenues. School districts, community college districts, and the County Office of Education are exempt from those provisions authorizing County recovery of their proportionate share of property tax administrative costs. As a result, the County absorbs the Schools' share, which, this year, amounts to \$7,636,925.

CONTRA COSTA COUNTY

AUDITOR-CONTROLLER'S REPORT

on

2017-2018 Property Tax Administration Charges

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8	Federal A-87 Overhead Allocation
9	Revenue Offsets
10	Allocation of Cost to Taxing Agencies

CONTRA COSTA COUNTY**2017-2018 Property Tax Administration Charges****SUMMARY CALCULATIONS**

NOTE: Per Revenue and Taxation Code Section 95.3, the property tax administration fee to be charged in the 2017-18 Fiscal Year shall be based on the 2016-17 property tax related costs of the Assessor, Tax Collector, Auditor and Assessment Appeals Board including applicable overhead costs as permitted by Federal Circular A-87 standards.

Property Tax Related Cost:

Assessor	\$ 15,302,418	
Tax Collector	3,501,503	
Auditor-Controller	1,636,719	
Assessment Appeals Board	<u>79,143</u>	
Total		\$20,519,783

Overhead Cost per Circular A-87:

Assessor	\$ 1,651,729	
Tax Collector	436,852	
Auditor-Controller	<u>133,013</u>	
Total		\$2,221,594

Less: Fees Received for Property Tax Related Services:

County General	\$ 3,337,388	
Assessor	398,011	
Tax Collector	2,231,266	
Auditor-Controller	<u>965,024</u>	
Total		<u>\$6,931,689</u>

**Net Property Tax Administration Cost,
2017-2018 Fiscal Year**

\$15,809,688

CONTRA COSTA COUNTY
2017-2018 Property Tax Administration Charges
ASSESSOR'S DEPARTMENT

<u>DIRECT AND INDIRECT DEPARTMENTAL COST</u>	<u>ACTUAL 2016-2017</u>
Salaries & Employee Benefits	\$ 12,847,304
Services & Supplies	2,636,669
Capital Assets	7,394
Other Charges	1,280
	<hr/>
Gross Cost	\$ 15,492,647
Less:	
* Intrafund Transfers	(190,229)
Capital Assets	0
	<hr/>
TOTAL ASSESSOR COST	\$ 15,302,418
LESS: ASSESSOR REVENUE OFFSETS	<hr/> (398,011)
NET ASSESSOR DEPARTMENT COST	\$ 14,904,407
	<hr/> <hr/>

CONTRA COSTA COUNTY

2017-2018 Property Tax Administration Charges

TREASURER-TAX COLLECTOR'S DEPARTMENT

<u>DIRECT AND INDIRECT DEPARTMENTAL COST</u>	<u>ACTUAL 2016-2017</u>
Salaries & Employee Benefits	\$ 3,427,568
Services & Supplies	1,491,396
Other Charges	5,928
Capital Assets	24,119
Gross Cost	\$ 4,949,011
Less:	
* Capital Assets	(24,119)
Intrafund transfers	(1,577)
Treasury Function Costs	(1,279,457)
Business License Program	(142,355)
TOTAL TAX COLLECTOR COST	\$ 3,501,503
 LESS: TAX COLLECTOR REVENUE OFFSETS	 \$ (2,231,266)
 NET TAX COLLECTOR COST	 \$ 1,270,237

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

CONTRA COSTA COUNTY**2017-2018 Property Tax Administration Charges****AUDITOR-CONTROLLER'S DEPARTMENT**

PROPERTY TAX FUNCTION - DIRECT AND INDIRECT DEPARTMENTAL COSTS	ACTUAL 2016-2017
Salaries & Employee Benefits	\$ 847,731
Information Technology Costs	450,985
Other Services and Supplies	106,641
Accounts Payable - Supplemental & Other Tax Refunds	6,061
Department Overhead Allocation	<u>225,301</u>
GROSS PROPERTY TAX FUNCTION COSTS	\$ 1,636,719
LESS: TOTAL PROPERTY TAX FUNCTION REVENUE OFFSETS	\$ <u>(965,024)</u>
NET AUDITOR-CONTROLLER COST	\$ <u>671,695</u>

CONTRA COSTA COUNTY
2017-2018 Property Tax Administration Charges
ASSESSMENT APPEALS BOARD

<u>DIRECT AND INDIRECT COSTS</u>	<u>ACTUAL</u> <u>2016-2017</u>
Clerk of the Board	\$ 58,986
Assessment Appeals Board - allowances and postage	14,416
County Counsel	<u>5,741</u>
TOTAL ASSESSMENT APPEALS BOARD COSTS	\$ <u>79,143</u>

CONTRA COSTA COUNTY
2017-2018 Property Tax Administration Charges
FEDERAL A-87 OVERHEAD ALLOCATION

<u>Department</u>	A-87 Plan 2016-2017 <u>Actual</u>	Percent Property Tax <u>Related</u>	Net to <u>Allocate</u>
Assessor	\$ 1,651,729	100%	\$ 1,651,729
Tax Collector	615,285	71%	436,852
Auditor-Controller(Tax Division)	<u>133,013</u>	100%	<u>133,013</u>
TOTALS	\$ <u>2,400,027</u>		\$ <u>2,221,594</u>

CONTRA COSTA COUNTY
2017-2018 Property Tax Administration Charges

REVENUE OFFSETS

County General

0005	9608	Supplemental Tax Administration Fees	\$	<u>3,337,388</u>	
					\$ 3,337,388

Assessor

0016	1600	Administration	877,958	
		1600 Excludable revenues (Direct credits and non-property tax related revenues)	(730,000)	
0016	1605	Drafting	4,840	
	1610	Appraisal	0	
	1647	Roll Maintenance	<u>245,213</u>	
				\$ 398,011

Tax Collector

0015		Tax Collector Revenue	3,102,351	
		Excludable revenues (Direct credits and non-property tax related revenues)	<u>(871,085)</u>	
				\$ 2,231,266

Auditor-Controller

0010	1004	Tax & Cost Accounting Division Revenue	1,164,609	
		Excludable revenues (Direct credits and non-property tax related revenues)	<u>(199,585)</u>	
				\$ 965,024

TOTAL REVENUE OFFSETS	\$	<u><u>6,931,689</u></u>
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CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

						15,809,688
Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	to Allocate
GENERAL COUNTY JURISDICTION						(6)
1003	County General	228,122,888	6,469,137	234,934,341	0.1200327888132	1,897,679
COUNTY GOVERNED SPECIAL DISTRICTS						
1206	County Library	25,801,159	414,969	26,251,249	0.0134123032397	212,044
2020	Contra Costa Fire	106,115,278	1,183,743	107,387,191	0.0548663254581	867,419
2028	Crockett Carquinez Fire	513,117	9,331	522,448	0.0002669296633	4,220
3060	East Contra Costa Fire	12,674,201	94,318	12,768,519	0.0065236988445	103,138
2401	Service Area L-100	859,745	16,254	909,588	0.0004647271284	7,347
2470	Service Area M-1	54,086	1,177	55,263	0.0000282348250	446
2475	Service Area M-29	73,814	682	74,497	0.0000380617998	602
2488	Service Area M-16 Clyde	27,698	255	27,954	0.0000142820643	226
2489	Service Area M-17 Montalvi	176,936	1,909	178,845	0.0000913757183	1,445
2492	Service Area M-20 Rodeo	11,623	129	11,753	0.0000060047576	95
2494	Svc Area RD4Bethel Isle	6,490	385	6,875	0.0000035126301	56
2496	Svc Area M23 Blackhawk	2,176,476	18,162	2,194,638	0.0011212856102	17,727
2505	Flood Control CCC Water	3,214,911	52,464	3,271,496	0.0016714745562	26,425
2520	Flood Control Zone 3B	5,381,705	61,591	5,443,297	0.0027810922170	43,968
2521	Flood Cont Z1 Marsh Crk	1,958,016	16,951	1,974,967	0.0010090510894	15,953
2527	Flood Control Zone 7	60,266	1,138	63,903	0.0000326491992	516
2530	Flood Control Zone 8	18,454	423	18,877	0.0000096448419	152
2531	Flood Control Zone 8A	24,127	365	24,492	0.0000125134361	198
2550	Flood Cont Drainage 290	1,983	24	2,007	0.0000010253205	16
2551	Flood Cont Drainage 300	4,580	86	4,667	0.0000023842160	38
2552	Flood Cont Drainage A13	334,568	2,723	337,291	0.0001723288356	2,724
2554	Flood Cont Drainage 10	356,350	2,802	359,152	0.0001834979528	2,901

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
2563	Flood Cont Drainage 127	13,314	210	13,524	0.0000069095059	109
2583	Flood Cont Drainage 16	81,125	699	81,825	0.0000418058922	661
2652	S/A Pl 2 Danville	415	91	505	0.0000002582039	4
2653	S/A Pl-2 Zone A	145,918	1,200	147,118	0.0000751657462	1,188
2655	S/A Pl 5 Round Hill	253,041	2,436	255,477	0.0001305285123	2,064
2656	S/A Police-6	4,063,286	1,099,664	5,162,949	0.0026378571151	41,704
2657	S/A Pl-2 Zone B	195,465	1,934	197,399	0.0001008553437	1,594
2702	S/A Lib-2 El Sobrante	109,930	2,058	111,987	0.0000572165341	905
2710	S/A Lib-10 Pinole	1,191	17	1,209	0.0000006174731	10
2712	S/A Lib-12 Moraga	10,239	314	10,553	0.0000053916580	85
2713	S/A Lib-13 Ygnacio	142,527	1,441	143,969	0.0000735566019	1,163
2751	Svc Area R-4 Moraga	29,900	1,002	30,902	0.0000157886312	250
2758	Svc Area R-7 Zone A	1,130,558	10,639	1,141,197	0.0005830609782	9,218
2825	Co Co Co Water Agency	610,442	18,927	630,430	0.0003220996387	5,092
						<u>1,371,703</u>

AUTONOMOUS SPECIAL DISTRICTS

3005	San Ramon Valley Fire	66,892,925	919,338	68,159,837	0.0348242629961	550,561
3007	Kensington Fire	3,807,135	26,343	3,833,478	0.0019586028106	30,965
3011	Rodeo-Hercules Fire	3,058,694	60,078	3,118,771	0.0015934444513	25,192
3074	Moraga-Orinda Fire District	22,694,141	186,312	22,880,453	0.0116900942447	184,817
3102	Co Co Resource Cons	261,043	4,474	266,502	0.0001361611920	2,153
3255	Kensington Community Svc	1,713,781	12,599	1,726,381	0.0008820433205	13,945
3260	Diablo Community Svc	436,241	3,076	439,316	0.0002244557986	3,549
3301	CCC Mosquito Abate Dst1	4,939,431	88,391	5,029,677	0.0025697656773	40,627
3406	Central CC Sanitary	16,343,558	264,842	16,650,478	0.0085070719226	134,494

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
3409	Mt View Sanitary	375,918	9,161	385,078	0.0001967444731	3,110
3411	Ironhouse Sanitary	270,511	5,142	275,653	0.0001408366824	2,227
3414	Rodeo Sanitary	251,141	4,755	255,896	0.0001307424450	2,067
3416	West Co Wastewater	1,130,223	16,647	1,152,817	0.0005889976709	9,312
3418	Stiege Sanitary	432,065	5,015	437,080	0.0002233132320	3,531
3422	Byron Sanitary	38,585	749	39,334	0.0000200964989	318
3240	Crockett-Valona Sanitary	330,235	8,997	339,232	0.0001733205426	2,740
3430	Twn of Discovery Bay (Comm	626,508	5,673	632,181	0.0003229943526	5,106
3480	Delta Diablo Z1 W Pittsburg	339,962	12,397	434,890	0.0002221944999	3,513
3481	Delta Diablo Z2 Pittsburg	481,503	5,416	486,984	0.0002488099775	3,934
3482	Delta Diablo Z3 Antioch	1,181,279	15,741	1,197,020	0.0006115822048	9,669
3515	Los Medanos Healthcare	769,701	95,057	866,906	0.0004531386169	7,164
3520	Mt Diablo Healthcare	279,304	1,996	281,300	0.0001437221472	2,272
3525	West CCC Healthcare	3,552,932	53,797	3,606,730	0.0018427524333	29,133
3601	Alamo-Lafayette Cemetery	315,989	3,435	319,423	0.0001631998957	2,580
3603	B B K Union Cemetery	580,119	6,584	586,703	0.000297588650	4,739
3700	Ambrose Rec & Park	464,818	14,751	548,579	0.0002802801968	4,431
3715	Green Valley Rec & Park	55,370	439	55,809	0.0000285141453	451
3735	Pleasant Hill Rec & Park	3,319,568	43,831	3,364,384	0.0017189327833	27,176
3740	Rolling-Willart Rec&Park	30,065	359	30,424	0.0000155442987	246
3770	Bethel Isle Muni Imp	451,983	7,632	459,615	0.0002348267506	3,713
3803	Co Co Co Water	2,753,034	87,457	2,846,130	0.0014541464318	22,990
3830	Castle Rock Co Water	14,247	121	14,369	0.0000073412441	116
4001	East Bay Muni Utility	14,368,695	198,232	14,622,903	0.0074711419352	118,116
4002	EBMUD Special District 1	404,220	3,735	407,955	0.0002084327162	3,295
4007	A-C Transit Spec Dist 1	8,706,545	121,025	8,827,569	0.0045101868785	71,305

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
4009	BART	11,588,416	185,676	11,793,042	0.0060253080382	95,258
4010	Bay Area Air Management	3,377,829	54,127	3,431,956	0.0017534570355	27,722
4025	Dublin San Ramon Svcs	674,164	2,275	676,439	0.0003456065630	5,464
4026	East Bay Regional Park	49,509,222	829,964	50,384,706	0.0257425829289	406,982
4110	Reclamation Dist 800 Exp	869,567	9,026	878,592	0.0004488908487	7,097
4111	Discovery Bay Recl/Dmg	49,077	502	49,579	0.0000253308393	400
4180	East Co Co Irrigation	3,112,667	28,245	3,140,912	0.0016047567234	25,371
4181	Byron-Bethany Irrigation	329,719	11,079	340,798	0.0001741208282	2,753
<u>CITIES & CITY SPECIAL DISTRICTS</u>						<u>1,900,604</u>
4201	City of Clayton	938,611	14,351	1,015,624	0.0005189032201	8,204
4202	City of Concord	14,372,974	215,461	14,588,435	0.0074535317445	117,838
4203	City of Brentwood	10,244,255	68,985	10,337,973	0.0052818831260	83,505
4204	City of San Pablo	338,560	12,442	351,002	0.0001793342209	2,835
4205	City of El Cerrito	7,655,774	84,267	7,740,041	0.0039545460624	62,520
4206	City of Walnut Creek	15,833,199	213,619	16,046,817	0.0081986490862	129,618
4207	City of Pleasant Hill	2,990,355	25,283	3,015,638	0.0015407515620	24,359
4208	City of Martinez	8,398,970	125,208	8,524,178	0.0043551778008	68,854
4209	City of Antioch	10,880,259	147,949	11,028,208	0.0056345381654	89,080
4210	City of Pittsburg	3,686,500	57,196	3,743,696	0.0019127312832	30,240
4211	City of Hercules	1,201,751	33,313	1,235,065	0.0006310198869	9,976
4212	City of Pinole	2,289,906	29,374	2,319,280	0.0011849679669	18,734

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
4213	Richmond Tax District 1	24,897,283	487,410	25,384,694	0.0129695623215	205,045
4214	City of Lafayette	4,679,823	31,062	4,710,884	0.0024068877228	38,052
4215	Town of Moraga	2,133,291	25,069	2,158,360	0.0011027505510	17,434
4216	Town of Danville	9,404,158	85,609	9,489,767	0.0048485171865	76,654
4217	City of San Ramon	15,175,067	312,228	15,487,295	0.0079127775738	125,099
4218	City of Orinda	4,816,823	51,718	4,868,541	0.0024874377800	39,326
4219	City of Oakley	2,475,192	16,504	2,530,822	0.0012930489691	20,443
4227	Richmond Tax District 3	9,115,760	111,836	9,227,597	0.0047145690266	74,536
4230	Richmond Sewer 1	221,637	4,064	225,701	0.0001153152033	1,823
4231	Brentwood Rec & Park Dist	2,066,827	12,924	2,079,751	0.0010625877129	16,799
4232	San Ramon M-29	3,094,506	10,231	3,104,737	0.0015862739263	25,078
4240	Pleasant Hill Lgt Dist 1	506,916	4,650	511,565	0.0002613691921	4,132
4241	Svc Area R-8 Walnut Creek	640,771	6,739	647,510	0.0003308261315	5,230
4248	Clayton Light Mice 1	35,889	408	36,297	0.0000185449915	293
4252	Martinez Pine Ridge Mice	7,006	81	7,087	0.0000036207357	57
4253	Martinez Parking Dist 1	55,315	606	55,921	0.0000285712509	452
4263	Lafayette Core Area Mtc	64,300	2,587	66,887	0.0000341737198	540
4264	Lafayette St Lt Mice Z1	9,313	74	9,387	0.0000047962363	76
4271	Concord Vly Terr StLtmic	3,057	39	3,096	0.0000015819940	25
4272	Concord Kirkwood Mice 1	57,118	526	57,644	0.0000294514700	466
4274	Concord Blhn Terr StLt	819	15	833	0.0000004256019	7
4275	Pl Hill-Diablo Vista Wtr	203,359	1,660	205,019	0.0001047482469	1,656
4280	Antioch Parking Mice 1A	37,302	415	37,717	0.0000192703965	305
4285	Moraga St Lt Mice 1	162,231	1,236	163,468	0.0000835189196	1,320
4294	Oakley Police Services	431,836	1,798	433,635	0.0002215528399	3,503
						<u>1,304,114</u>

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
REDEVELOPMENT SUCCESSOR AGENCIES						
4701	Antioch	4,701,491	139,049	4,840,540	.0024731316973	39,099
4702	Antioch Project 2	1,042,813	5,908	1,048,721	.0005358130818	8,471
4703	Antioch Project 3	64,273	418	50,524	.0000258137103	408
4704	Antioch Project 4	564,817	9,205	520,150	.0002657553584	4,202
4705	Antioch Project 4, Amnd 1	508,724	3,728	489,148	.0002499156403	3,951
4706	Brentwood Project	2,780,436	25,239	2,805,676	.0014334774260	22,663
4707	Brentwood Amendment 1	736,680	10,301	746,980	.0003816476413	6,034
4708	North Brentwood	4,213,036	19,664	4,205,878	.0021488697815	33,973
4709	North Brtwd Amnd 2	290,683	1,166	291,849	.0001491115010	2,357
4710	Central Concord	15,522,555	841,452	16,364,008	.0083607082495	132,180
4711	Concord Commerce	639,229	9,713	648,941	.0003315573814	5,242
4712	Cent Concord RDA Amnd	984,339	2,030	986,369	.0005039564584	7,967
4714	Clayton	6,960,022	38,019	6,878,668	.0035144531332	55,562
4716	Hercules Dynamite	7,644,707	63,278	7,707,985	.0039381680895	62,261
4717	Hercules RDA Proj 2	5,490,187	23,644	5,513,831	.0028171294685	44,538
4718	Hercules Merged Dyn & Pro	0	0	0	.0000000000000	0
4720	El Cerrito	7,045,111	75,663	7,120,774	.0036381499477	57,518
4721	El Cerrito Area II	1,825	89	1,914	.0000009777691	15
4725	Pinole Vista	7,121,397	82,379	7,203,776	.0036805571321	58,188
4726	Pinole Vista 81	4,506,441	41,780	4,548,222	.0023237800892	36,738
4728	Oakley RDA Proj 2	163,622	652	164,273	.0000839306449	1,327
4730	Pittsburg Marina	0	1,351	1,351	.0000006903559	11
4731	Pittsburg Riverside	469,053	6,752	475,806	.0002430988255	3,843
4732	Pittsburg Neighborhood I	1,357,796	11,945	1,369,741	.0006998289381	11,064
4733	Pittsburg Neighborhood II	600,358	6,943	607,301	.0003102827968	4,905

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
4734	Pittsburg/Los Medanos I	26,280,224	397,379	26,677,602	.0136301359392	215,488
4735	Pittsburg/Los Medanos II	3,882,471	68,500	3,950,970	.0020186320596	31,914
4736	Pittsburg/Los Medanos III	13,312,968	57,455	13,370,423	.0068312239986	108,000
4737	Richmond 8A RDA 2000 Amn	1,476,553	5,925	1,482,478	.0007574287087	11,975
4738	Richmond 10A RDA 2000 Amr	915,687	2,884	918,571	.0004693166308	7,420
4739	Richmond 1A RDA 2000 Amn	170,197	556	170,752	.0000872409147	1,379
4740	Richmond 1A	509,583	11,048	520,631	.0002660009834	4,205
4741	Richmond 8A	738,036	9,209	747,246	.0003817831579	6,036
4742	Richmond 10A	904,226	21,948	926,175	.0004732017424	7,481
4743	Richmond 10B	94,267	2,963	97,230	.0000496770018	785
4744	Richmond 11A	13,873,194	83,048	13,956,242	.0071305310769	112,731
4745	Richmond 12A	102,096	1,610	103,705	.0000529851359	838
4746	Richmond 8A Henley	51,430	692	52,123	.0000266305088	421
4747	Richmond 1B	130,822	867	131,689	.0000672827067	1,064
4748	Richmond 1C-Potrero	1,201,497	7,901	1,209,398	.0006179064921	9,769
4749	Richmond 3A	1,092,731	6,525	1,099,257	.0005616328312	8,879
4750	Walnut Creek-So Broadway	1,562,630	11,576	1,574,207	.0008042945438	12,716
4751	Walnut Creek-Mt Diablo	0	14,008	14,008	.0000071568630	113
4752	Richmond 6A RDA 2000 Amn	71,144	188	71,332	.0000364447771	576
4753	Richmond 10B RDA 2000 Amr	17,277	129	17,407	.0000088933646	141
4754	Richmond 6-A Amend 1	181,535	1,114	182,649	.0000933189331	1,475
4755	Richmond 6-A	584,972	3,984	588,956	.0003009098004	4,757
4756	Danville Downtown	3,796,659	32,848	3,477,180	.0017765627492	28,087
4757	Richmond 11A RDA 2000 Amr	235,510	963	236,473	.0001208190288	1,910
4758	Richmond 10B RDA 2006 Amr	3,319,849	10,845	3,330,694	.0017017200938	26,904
4760	San Pablo-So Entrance	447,711	7,333	455,044	.0002324912611	3,676

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
4761	San Pablo-El Portal	2,953,535	45,796	2,999,332	.0015324202049	24,227
4762	San Pablo-El Portal 79	3,787,834	50,483	3,838,317	.0019610750531	31,004
4763	San Pablo-Oak Park	1,033,569	10,629	1,044,198	.0005335021523	8,435
4764	San Pablo-Sheffield	443,703	4,928	448,631	.0002292148961	3,624
4765	San Pablo-Bayview	2,240,820	21,253	2,262,073	.0011557393911	18,272
4766	San Pablo-El Portal 80	1,507,334	24,518	1,531,852	.0007826546611	12,374
4767	San Pablo-Oak Park 79	57,225	581	57,806	.0000295343106	467
4768	San Pablo-Bayview 80	138,029	793	138,822	.0000709270674	1,121
4769	San Pablo-Legacy RDA	1,936,656	7,660	1,944,316	.0009933909139	15,705
4770	Pleasant Hill Commons	3,578,477	27,274	3,605,751	.0018422525128	29,125
4771	Pleasant Hill Commons 1A	125,372	1,110	126,483	.0000646225885	1,022
4772	Pisnt Hill Schoolyrd Anx	1,123,977	8,156	1,132,133	.0005784301678	9,145
4773	Pisnt Hill Comm 2001 Amnc	990,320	3,534	993,854	.0005077804741	8,028
4774	Pleasant Hill Commons 200	0	0	0	.0000000000000	0
4775	Lafayette RDA	7,465,204	20,792	7,485,996	.0038247495102	60,468
4777	San Ramon	11,528,415	58,365	10,575,396	.0054031873097	85,423
4780	CoCoCo Pleasant Hill BART	8,674,329	55,689	8,730,018	.0044603459682	70,517
4781	CoCoCo West Pittsburg	3,909,115	23,934	3,067,576	.0015672878928	24,778
4782	CoCoCo North Richmond	2,680,075	14,629	2,356,060	.0012037597278	19,031
4783	CoCoCo PI H/BART Amnd	974,112	7,421	970,617	.0004959081615	7,840
4784	Oakley	4,038,338	22,665	3,964,467	.0020255279750	32,023
4785	Rodeo	2,735,675	13,371	2,479,019	.0012665816074	20,024
4786	CoCoCo Montalvin	586,411	2,057	588,468	.0003006604150	4,753
Sub-Total: Recoverable Cost						6,275,084
						1,698,663

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
SCHOOL DISTRICTS - EXEMPT FROM COST ALLOCATION						
4016	Ed Phys Handic'd Elem	5,491	1,125	6,616	.0000033802556	53
4018	Livermore Jt Unified	262,887	53,521	316,408	.0001616592556	2,556
4020	Chablt-Las Positas Com Col	308,975	7,807	316,782	.0001618505187	2,559
4022	Dev Ctr Handi'd Minor	983	201	1,184	.0000006051088	10
4029	Trainable M.R. Alameda	2,477	507	2,984	.0000015247709	24
5001	Acalanes Union Hi Gen	43,426,784	452,807	43,879,591	.0224189859193	354,437
5101	Canyon Elementary Gen	72,771	1,170	73,940	.0000377776054	597
5201	Lafayette Elementary Gen	16,479,563	156,827	16,636,390	.0084998739304	134,380
5301	Moraga Elementary Gen	8,164,792	83,532	8,248,324	.0042142383468	66,626
5401	Orinda Elementary Gen	10,484,100	128,485	10,612,584	.0054221877000	85,723
5501	Walnut Creek General	21,289,974	221,750	21,511,724	.0109907824552	173,761
6001	Liberty Union Hi Gen	27,355,360	257,000	27,612,361	.0141077233267	223,039
6101	Brentwood Elem Gen	15,004,574	120,771	15,135,320	.0077329461966	122,255
6201	Byron Elementary Gen	4,391,293	51,376	4,448,513	.0022728368678	35,933
6301	Knightsen Elementary Gen	1,720,664	22,178	1,747,011	.0008925840514	14,111
6401	Oakley Elementary Gen	11,329,944	108,211	11,438,155	.0058439888858	92,392
6901	County Schools Gen	29,271,738	474,636	29,825,657	.0152385417033	240,917
6999	ERAF K - 12	234,586,905	0	234,586,905	.1198552768008	1,894,875
7101	Antioch Unified Gen	31,142,954	830,731	32,042,809	.0163713305881	258,826
7201	John Swett General	6,546,489	149,134	6,817,403	.0034831514870	55,068
7401	Martinez Unified Gen	17,692,693	267,926	17,960,619	.0091764499075	145,077
7501	Mt Diablo Unified Gen	111,181,550	1,512,227	113,046,316	.0577576891319	913,131
7601	Pittsburg Unified Gen	5,121,714	1,158,741	6,296,597	.0032170609239	50,861
7701	West Co Co Unified Gen	67,482,555	949,128	68,572,492	.0350350970697	553,894

CONTRA COSTA COUNTY
2017-2018 ADMINISTRATIVE COST ALLOCATION

ATTACHMENT II

Fund No	Jurisdiction	Adjusted 2017-2018 AB 8 Allocation	2017-2018 Unitary Allocation	Net Revenue	2017-2018 Adj Allocation Factors	15,809,688 to Allocate
		(1)	(2)	(4)	(5)	(6)
7801	San Ramon Valley Unit	150,063,038	1,945,220	152,776,076	.0780564407382	1,234,048
7901	Co Co Comm College Gen	84,985,375	1,348,791	86,616,868	.0442543403103	699,647
7999	ERAF Community College	<u>34,927,289</u>	<u>0</u>	<u>34,927,289</u>	<u>.0178450707473</u>	<u>282,125</u>
TOTALS		1,929,238,986	28,012,387	1,957,251,373	1.000000000000	<u>15,809,688</u>

Sub-Total: Exempt School Share	7,636,925
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**Contra
Costa
County**

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: February 27, 2018

Subject: HEARING TO CONSIDER ADOPTION OF PROPOSED SPECIAL TAX ORDINANCE AND AUTHORIZE
ELECTION TO OBTAIN VOTER APPROVAL

RECOMMENDATION(S):

1. OPEN a hearing on the adoption of an ordinance authorizing an increased special tax for extended police protection services in County Service Area (CSA) P-5, and a resolution directing the ordinance to be presented to the CSA P-5 voters for approval at the June 5, 2018, primary election; RECEIVE oral and written comments received; and CLOSE the hearing.
2. ADOPT Ordinance No. 2018-08, attached hereto, authorizing an increased special tax to fund extended police protection services in CSA P-5.
3. ADOPT Resolution No. 2018/47, attached hereto, directing Ordinance No. 2018-08 to be presented to CSA P-5 voters for approval at the June 5, 2018, primary election.

FISCAL IMPACT:

The approximate \$6,000 cost of the election will be paid from ad valorem property tax revenues previously allocated to CSA P-5. If approved by the voters, the parcel tax is expected to generate approximately \$596,820 annually to support extended police protection services in the defined area.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Jen Quallick, (925)
957-8860

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

By: , Deputy

cc:

BACKGROUND:

The CSA P-5 Citizens Advisory Committee is proposing that a special tax measure be submitted to the voters of CSA P-5 as part of the scheduled June 5, 2018, primary election. The purpose of the tax is to generate revenue for police protection services. Under the proposal, a special tax of \$812 per parcel would be imposed on taxable parcels in CSA P-5 in Fiscal Year 2018-2019. In subsequent years, the tax rate would be adjusted annually based on changes in the Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose urban area. The current tax rate is a maximum of \$732 per parcel for parcels used for commercial recreational purposes, and a maximum of \$330 per parcel for all other parcels.

Currently, CSA P-5 reserve funds are being used to supplement \$242,850 in annual special tax revenues to pay for two resident deputy sheriffs and maintenance of one patrol car. The Citizens Advisory Committee determined that a total of \$550,000 is needed to continue funding this existing level of service without use of CSA P-5 reserve funds. The proposed tax of \$812 per parcel would generate an estimated \$596,820 in the first year.

Proposed Ordinance No. 2018-08 would increase the CSA P-5 special tax to \$812 per parcel for all parcels in the first year, and provide for tax rate adjustments in each subsequent year based on changes in the applicable CPI. If adopted by the Board, Ordinance No. 2018-08 would become effective only if it is presented to the voters of CSA P-5 at an election, and receives the approval of two-thirds of the voters voting on the measure.

Resolution No. 2018/47 would direct Ordinance No. 2018-08 to be presented to the CSA P-5 voters for approval at the June 5, 2018, primary election, and provides appropriate ballot language. The resolution also directs the County Clerk, Elections Division, to conduct the election.

CONSEQUENCE OF NEGATIVE ACTION:

The proposed tax measure could not be submitted to CSA P-5 voters for consideration on June 5, 2018, if the Board does not take the recommended actions before the March 9, 2018, deadline to place measures on the primary election ballot.

ATTACHMENTS

Resolution No. 2018/47

Ordinance No. 2018-08

Proof of Publication

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

Adopted this Resolution on 02/27/2018 by the following vote:

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



Resolution No. 2018/47

**IN THE MATTER OF AUTHORIZING AN INCREASED SPECIAL TAX FOR POLICE PROTECTION SERVICES
IN COUNTY SERVICE AREA P-5 (ROUND HILL)**

WHEREAS, this Board recognizes the need for increased police protection services in County Service Area P-5 and the difficulty of funding the current or increased level of services with revenues now available; and

WHEREAS, Government Code sections 25215.2, 50077 and 53978 establish procedures for voter authorization of a increased special property tax in order to provide additional funding for police protection,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Ordinance No. 2018-08, adopted this date, is to be presented for approval of the voters of County Service Area P-5 at the election to be held on June 5, 2018, according to the following ballot proposition:

"Shall County of Contra Costa Ordinance No. 2018-08 be approved to authorize an increase in the special tax on property located in County Service Area P-5 from a maximum of \$732 per parcel for parcels used for recreational purposes, and a maximum of \$330 per parcel for all other parcels, to an initial amount of \$812 per parcel for all parcels, with annual CPI adjustments, to provide additional funding for police protection services?"

2. The Contra Costa County Registrar of Voters is designated as the Election Official for this election, and the County Clerk, Elections Division, is hereby authorized and directed to provide all notices and take all other actions necessary to holding the election described in this resolution including, but not limited to, providing notices of times within which arguments for and against are to be submitted.

3. The County Administrator, or his designee, shall serve as the Eligible Filer for purposes of filing necessary documents with the Elections Official to facilitate listing of the above ballot proposition.

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

ATTESTED: February 27, 2018

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

Contact: Jen Quallick, (925) 957-8860

By: , Deputy

cc:

ORDINANCE NO. 2018-08
(Uncodified)

(An Ordinance of the Board of Supervisors of Contra Costa County)
Authorizing a Special Tax for Police Protection Services in County Service Area P-5

The Contra Costa County Board of Supervisors ORDAINS as follows:

ARTICLE I. PURPOSE AND INTENT. It is the purpose and intent of this Ordinance to authorize the levy of a tax on parcels of real property on the secured property tax roll of Contra Costa County that are within Contra Costa County Service Area No. P-5 in order to augment funding for police protection.

This tax is a special tax within the meaning of Section 4 of Article XIII A of the California Constitution. Because the burden of this tax falls upon property, this tax also is a property tax, but this tax is not determined according to nor in any manner based upon the value of property; this tax is levied on a parcel basis. Insofar as not inconsistent with this Ordinance or with legislation authorizing special taxes and insofar as applicable to a property tax that is not based on value, such provisions of the California Revenue and Taxation Code and of Article XIII of the California Constitution as relate to ad valorem property taxes are intended to apply to the collection and administration of this tax (Article IV of this Ordinance), as authorized by law.

The revenues raised by this tax are to be used solely for the purposes of obtaining, furnishing, operating, and maintaining police protection equipment or apparatus, for paying the salaries and benefits of police protection personnel, and for such other police protection service expenses as are deemed necessary.

ARTICLE II. DEFINITIONS. The following definitions shall apply throughout this Ordinance.

1. “Parcel” means the land and any improvements thereon, designated by an assessor's parcel map and parcel number and carried on the secured property tax roll of Contra Costa County. For the purposes of this Ordinance, parcel does not include any land or improvements outside the boundaries of County Service Area P-5 nor any land or improvements owned by any governmental agency.
2. “Fiscal year” means the period of July 1 through the following June 30.
3. “Contra Costa County Service Area P-5” (hereinafter called “Service Area”) means that portion of the unincorporated area of Contra Costa County located within the Service Area’s boundaries.
4. “Consumer Price Index” means the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose Area (1982-84=100) as published by the U.S. Department of Labor, Bureau of Labor Statistics. If the Consumer Price Index is discontinued or revised, such other government index or computation with which it is replaced

shall be used in order to obtain substantially the same result as would be obtained if the Consumer Price Index had not been discontinued or revised.

5. "Constant first year dollars" means an actual dollar amount which, in years subsequent to the first fiscal year the tax is levied, shall have the same purchasing power as the base amount in first fiscal year dollars as measured by the Consumer Price Index. The base amount shall be the amount of tax per parcel as specified in Article III.1.A. herein. The adjustment from actual to constant dollars shall be made by use of the Consumer Price Index, as specified in Article III.1.B. herein.

ARTICLE III. AMOUNT AND LEVY OF TAXES.

1. The tax per year on each parcel in the Service Area shall not exceed the amount applicable to the parcel as specified below.

A. For First Fiscal Year:

The tax per year for the first fiscal year (July 1, 2018, through June 30, 2019) shall be \$812.

B. For Subsequent Fiscal Years:

In order to keep the tax on each parcel in constant first year dollars for each fiscal year subsequent to the first fiscal year, the tax per year shall be adjusted as set forth below to reflect any increase in the Consumer Price Index beyond the first fiscal year a tax is levied.

In July of each subsequent fiscal year, the Board of Supervisors of Contra Costa County shall determine the amount of taxes to be levied upon the parcels in the Service Area for the then-current fiscal year as set forth below.

Tax Per Parcel For Then Current Fiscal Year	=	Tax Per Parcel For Previous Fiscal Year	X	(Consumer Price Index for April of Immediately <u>Preceding Fiscal Year</u>) (Consumer Price Index For the first Fiscal Year Of Levy)
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In no event shall the tax per parcel for any fiscal year be less than the amount established for the first fiscal year.

2. The taxes levied on each parcel pursuant to this Article shall be a charge upon the parcel and shall be due and collectible as set forth in Article IV, below. A complete listing of the amount of taxes on each parcel shall be maintained by the Sheriff-Coroner of the County of Contra Costa at Martinez, California, and be available for public inspection during the remainder of the fiscal year for which such taxes are levied.

ARTICLE IV. COLLECTION AND ADMINISTRATION.

1. Taxes as Liens Against the Property.

The amount of taxes for each parcel each year shall constitute a lien on such property in accordance with Revenue and Taxation Code section 2187, and shall have the same effect as an ad valorem real property tax lien until fully paid.

2. Collection.

The taxes on each parcel shall be billed on the secured roll tax bills for ad valorem property taxes and shall be due the County of Contra Costa. Insofar as feasible and insofar as not inconsistent with this Ordinance, the taxes are to be collected in the same manner in which the County collects secured roll ad valorem property taxes. Insofar as feasible and insofar as not inconsistent with this Ordinance, the times and procedure regarding exemptions, due dates, installment payments, corrections, cancellations, refunds, late payments, penalties, liens, and collections for secured roll ad valorem property taxes shall be applicable to the collection of this tax. Notwithstanding anything to the contrary in the foregoing, as to this tax: (1) the secured roll tax bills shall be the only notices required for this tax, and (2) the homeowners and veterans exemptions shall not be applicable because such exemptions are determined by dollar amount of value.

3. Costs of Administration by the County.

The reasonable costs incurred by the County officers collecting and administering this tax shall be deducted from the collected taxes.

ARTICLE V. ACCOUNTABILITY MEASURES.

1. Account.

Upon the levy and collection of the tax authorized by this Ordinance, an account shall be created into which the proceeds of the tax will be deposited. The proceeds of the tax authorized by this Ordinance shall be applied only to the specific purposes identified in this Ordinance.

2. Annual Report.

An annual report that complies with the requirements of Government Code section 50075.3 shall be filed with the Board of Supervisors of Contra Costa County no later than January 1 of each fiscal year in which the tax is levied.

ARTICLE V. SEVERABILITY CLAUSE.

If any article, section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The voters within the Service Area hereby declare that they would have adopted

the remainder of this Ordinance, including each article, section, subsection, sentence, phrase or clause, irrespective of the invalidity of any other article, section, subsection, sentence, phrase or clause.

ARTICLE VI. EFFECTIVE DATE.

This Ordinance shall take effect immediately upon its confirmation by two-thirds of the voters voting within the Service Area in an election to be held on June 5, 2018, so that taxes shall first be collected hereunder for the tax year beginning July 1, 2018. This Ordinance supercedes Ordinance 2000-38 in its entirety to allow the leveraging of the increased amount of taxes commencing July 1, 2018.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors, County of Contra Costa, State of California, on _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

By: _____
Deputy

Chair of the Board of Supervisors

[SEAL]

LW/

H:\Ordinances\Ord.2018-08.docx

Contra Costa Times

175 Lennon Lane, Suite 100
Walnut Creek, CA 94598
925-943-8019

2004197

CLERK OF THE BOARD OF SUPERVISORS
STEPHANIE MELLO
651 PINE ST., 1ST FL.
MARTINEZ, CA 94553-1275

PROOF OF PUBLICATION

FILE NO. 2896

In the matter of

Contra Costa Times

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Contra Costa Times, a newspaper published in the English language in the City of Walnut Creek, County of Contra Costa, State of California.

I declare that the Contra Costa Times is a newspaper of general circulation as defined by the laws of the State of California as determined by court decree dated October 22, 1934, Case Number 19764. Said decree states that the Contra Costa Times is adjudged to be a newspaper of general circulation for the City of Walnut Creek, County of Contra Costa and State of California. Said order has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

02/16/2018, 02/22/2018

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 22th day of February, 2018.



Signature

Legal No.

0006105503

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on February 27, 2018, at 9:30 a.m. in the Contra Costa County Board of Supervisors Chambers, 651 Pine Street, 1st Floor, Martinez, CA, a public hearing will be held regarding the adoption of an ordinance authorizing an increased special tax to fund extended police protection services in County Service Area (CSA) P-5, located in the Round Hill area of Supervisorial District II, and a resolution directing the presentation of the ordinance to CSA P-5 voters for approval at the primary election to be held on June 5, 2018. Documents related to the proposed special tax increase are on file in the Office of the Clerk of the Board of Supervisors at 651 Pine Street, 1st Floor, Martinez, CA.

Dated: February 7, 2018

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

June McHuen, Deputy Clerk

CCT# 6105503
Feb. 16, 22, 2018



**Contra
Costa
County**

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: February 27, 2018

Subject: On-Call Contract with Nichols Consulting Engineers, CHTD. for Pavement Engineering and Pavement Management Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an on-call contract with Nichols Consulting Engineers, CHTD. d/b/a NCE effective March 1, 2018 to March 1, 2020, in an amount not to exceed \$150,000, to provide on-call pavement engineering and pavement management services.

FISCAL IMPACT:

This contract will be funded by 100% local road funds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Chris Lau,
925-313-7002

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

By: , Deputy

cc:

BACKGROUND:

The Public Works Department manages over 660 miles of roads throughout unincorporated Contra Costa County. As part of this responsibility, contract services are required to augment staff and provide pavement engineering and pavement management services on an on-call basis. After a solicitation process, Nichols Consulting Engineers, CHTD. d/b/a NCE has been selected to provide these services. The proposed services include, but are not limited to: determining the performance status of the entire County roadway network, identifying feasible pavement preventative maintenance measures and rehabilitation alternatives, determining a preventative maintenance and rehabilitation program for the roadway network, preparing a multi-year pavement preventative maintenance and rehabilitation plan, performing pavement condition surveys, rating and analysis to update pavement condition indices, review and prepare construction and planning cost estimates for pavement related construction projects, and many other pavement related technical services.

CONSEQUENCE OF NEGATIVE ACTION:

The Public Works Department will be unable to provide pavement engineering and pavement management of the County road network in a timely manner.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Contract Amendment with Hanna Engineering, Inc., Clayton area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Contract Amendment No. 1 to the Consulting Services Agreement (CSA) with Hanna Engineering, Inc., effective January 2, 2018, to increase the payment limit by \$30,400 to a new payment limit of \$281,400, for design services for the Morgan Territory Road Slide Repair Project, Clayton area. County Project No. 0672-6U6203 (District III)

FISCAL IMPACT:

This project, including the CSA, is funded by 100% Local Road Funds. County staff is still actively pursuing reimbursement through the Federal Emergency Management Agency (FEMA) as a result of the State and Federal emergency declaration.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Kevin Emigh,
925.313.2233

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

By: , Deputy

cc:

BACKGROUND:

The project consists of repairing a portion of Morgan Territory Road by installing a stich pile retaining wall and soldier pile wall and reconstructing the roadway, as well as work to replace a Contra Costa Water District waterline, on Morgan Territory Road approximately 1 mile south of Marsh Creek Road in the Clayton area.

Hanna was selected to provide construction management services for the Project because they were determined to be the best fit of the County's list of pre-qualified construction management consultants to provide these services as determined by County staff in charge of the Project. The County needed to act quickly to get a construction management consultant in place due to the emergency situation that the slide created. The emergency situation is well documented in other documents, such as the County Board Order approving the emergency on March 7, 2017. The emergency situation did not allow the County the option to go through the typical, longer consultant selection process, which includes completing a Request for Proposal solicitation and reviewing and evaluating submitted technical proposals. Hanna was already pre-qualified to provide construction management services as a result of a previous Request for Qualifications process. Public Works has successfully negotiated with Hanna to provide the construction management services.

Proposed Amendment No. 1 will amend the payment limits in order to provide additional construction management services that are needed to successfully complete the project. County initiated additional work caused by a need to extend the construction duration by approximately 2 months requiring additional consultant management services.

CONSEQUENCE OF NEGATIVE ACTION:

The project completion would be delayed and FEMA funds would be in jeopardy.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Contract Amendment with Mark Thomas & Company, Inc., Clayton area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Contract Amendment No. 3 to the Consulting Services Agreement (CSA) with Mark Thomas & Company, Inc., effective January 2, 2018, to increase the payment limit by \$15,000 to a new payment limit of \$425,000, 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) (District III)

FISCAL IMPACT:

This project, including the CSA, is funded by 88.53% Federal Highway Bridge Program Funds and 11.47% Local Road Funds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Kevin Emigh,
925.313.2233

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

By: , Deputy

cc:

BACKGROUND:

The consulting services consist 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. 3 will amend the payment limit of the agreement in order for the consultant to provide additional professional engineering services that are required to complete plans, specifications, and permits.

CONSEQUENCE OF NEGATIVE ACTION:

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



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Approve the Stormwater Management Facilities Operation and Maintenance Agreement for land use permit LP09-02026, Alamo area.

RECOMMENDATION(S):

ADOPT Resolution No. 2018/65 approving the Stormwater Management Facilities Operation and Maintenance Agreement for LP09-02026, for a project being developed by San Ramon Valley Fire Protection District, as recommended by the Public Works Director, Alamo area. (District II)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Stormwater Management Facilities Operation and Maintenance Agreement is required in conjunction with Condition of Approval No. 44, and to comply with the County's National Pollutant Discharge Elimination (NPDES) permit and Stormwater Management Discharge Control Ordinance.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Kara Schuh-Garibay -
(925)313-2179

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

By: , Deputy

cc: Jocelyn LaRocque, Kara Schuh-Garibay, Cece Sellgren, Watershed Program, Flood Control, San Ramon Valley Fire Protection District

CONSEQUENCE OF NEGATIVE ACTION:

The agreement will not be recorded and the County may not be in full compliance with its National Pollutant Discharge Elimination System (NPDES) permit and Stormwater Management Discharge Control Ordinance.

ATTACHMENTS

Resolution No. 2018/65

Covenant Running with the Land, Stormwater Management Facilities Operation and Maintenance Agreement, and Right of Entry

Recorded at the request of: kara Schuh-Garibay

Return To: Simone Saleh (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 02/27/2018 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐

Resolution No. 2018/65

IN THE MATTER OF approving the Stormwater Management Facilities Operation and Maintenance Agreement for land use permit LP09-02026 (APN 193-130-025), Alamo area. (District II)

WHEREAS the Public Works Director has recommended that he be authorized to execute the Stormwater Management Facilities Operation and Maintenance Agreement with San Ramon Valley Fire Protection District, as required by the Conditions of Approval for land use permit LP09-02026. This agreement would ensure the operation and maintenance of the stormwater facilities in accordance with the approved Stormwater Control Plan and approved Operation and Maintenance Plan for land use permit LP09-02026, which is located at 2100 Stone Valley Road in the Alamo area.

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

Contact: Kara Schuh-Garibay - (925)313-2179

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

ATTESTED: February 27, 2018

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

By: , Deputy

cc: Jocelyn LaRocque, Kara Schuh-Garibay, Cece Sellgren, Watershed Program, Flood Control, San Ramon Valley Fire Protection District

**Recording Requested By:
COUNTY OF CONTRA COSTA**

**When Recorded, Return To:
COUNTY OF CONTRA COSTA
Contra Costa County Public Works Department
Attn: Engineering Services Division
255 Glacier Drive
Martinez, CA 94553**

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

Document Title

COUNTY OF CONTRA COSTA

**COVENANT RUNNING WITH THE LAND,
STORMWATER MANAGEMENT FACILITIES OPERATION
AND MAINTENANCE AGREEMENT, AND RIGHT OF ENTRY**

PROJECT: LP09-2026

PROPERTY OWNER(S): San Ramon Valley Fire Protection District

ASSESSOR'S PARCEL NUMBER: 193-130-025

**COVENANT RUNNING WITH THE LAND,
STORMWATER MANAGEMENT FACILITIES
OPERATION AND MAINTENANCE AGREEMENT,
AND RIGHT OF ENTRY**

This Covenant Running with the Land, Stormwater Management Facilities Operation and Maintenance Agreement, and Right of Entry ("Agreement") is made and entered into this _____ day of _____, 20_____, by and between the San Ramon Valley Fire Protection District and the County of Contra Costa, a political subdivision of the State of California.

DEFINITIONS

The following terms used in this Agreement have the meanings specified below:

County: The term "**County**" means the County of Contra Costa and its authorized officers, agents, and employees.

County Engineer: The term "**County Engineer**" means the Public Works Director for the County or his/her designee.

Maintain: The terms "**maintain**," "**maintained**," or "**maintenance**" mean taking all actions reasonably necessary to keep the Stormwater Facilities in first-class operation, condition, and repair, as described in the Stormwater Control Plan and the Operation and Maintenance Plan, which actions include but are not limited to annual inspection and reporting, painting, cleaning, refinishing, repairing, replacing, and reconstructing the Stormwater Facilities, the payment of any applicable County fees, and in the case of landscaping, plant replacement, mulch replacement, irrigating, trimming, mowing, and fertilizing the landscaping.

NPDES Permit: The term "**NPDES Permit**" means the National Pollutant Discharge Elimination System (NPDES) Permit No. CAS612008 issued to the County and other co-permittees by the San Francisco Regional Water Quality Control Board, as amended, and as may be superseded by subsequent NPDES permits that are issued from time to time.

Operation and Maintenance Plan: The term "**Operation and Maintenance Plan**" means the Stormwater Control Operation and Maintenance Plan for the Property prepared by BKF Engineers, and deemed consistent with the Ordinance by the County, which may only be modified when, upon written application for such changes, the County Engineer, in his/her sole discretion, provides written consent to such changes. The Operation and Maintenance Plan and any approved changes are on file at the County Public Works Department.

Ordinance: The term "**Ordinance**" means Division 1014 of Title 10 of the Contra Costa County Code (Stormwater Management and Discharge Control), as may be amended from time to time.

Project: The term "**Project**" means LP09-2026, which is being developed on the Property by the Property Owner.

Property: The term "**Property**" means that real property described in Exhibit A attached to this Agreement.

Property Owner: The terms "**Property Owner**" and "**Property Owners**" mean the San Ramon Valley Fire Protection District, and all heirs, successors, executors, administrators, and assigns of any interest in the Property, it being the intent of the parties that the obligations under this Agreement, as provided in Civil Code Section 1468, run with the Property.

Stormwater Control Plan: The term "**Stormwater Control Plan**" means the Stormwater Control Plan prepared by BKF Engineers, and deemed consistent with the Ordinance by the County, which may only be modified when, upon written application for such changes, the County Engineer, in his/her sole discretion, provides written consent to such changes. The Stormwater Control Plan and any approved changes are on file at the County Public Works Department.

Stormwater Facilities: The term "**Stormwater Facilities**" means the permanent stormwater management facilities and appurtenant design features located and constructed on the Property, as described in the Stormwater Control Plan and/or the Operation and Maintenance Plan.

RECITALS

This Agreement is made and entered into with reference to the following facts:

- A. The Property Owner is the owner of the Property and intends to develop the Property with impervious surfaces.
- B. The County is the owner of Miranda Avenue and associated storm drains that are in the vicinity of the Property, and the County is required to ensure that stormwater runoff from the Property meets the requirements of the NPDES Permit.
- C. To meet its obligations under the NPDES Permit, the County has required the Property Owner to construct the Stormwater Facilities.
- D. To meet its obligations under the NPDES Permit, the County has approved the Property Owner's Operation and Maintenance Plan and the Stormwater Control Plan for the Stormwater Facilities.
- E. To meet the County's obligations under the NPDES Permit, the County's Ordinance requires proper operation and maintenance in perpetuity of the Stormwater Facilities constructed on the Property.

- F. The Operation and Maintenance Plan and/or the Stormwater Control Plan include an annual inspection and reporting requirement and a continuing maintenance requirement for the Stormwater Facilities constructed on the Property.

AGREEMENT

NOW, THEREFORE, in consideration of the above premises, the sufficiency of which is acknowledged, the mutual covenants contained in this Agreement, and the following terms and conditions, the County and the Property Owner agree as follows:

SECTION 1

Responsibility for Operation and Maintenance: The Property Owner represents and warrants that the Stormwater Facilities have been designed and installed in strict accordance with the Stormwater Control Plan, the Operation and Maintenance Plan, and the Ordinance. No portion of the Stormwater Facilities may be altered in any manner that is inconsistent with the Stormwater Control Plan or the Operation and Maintenance Plan without the prior, written consent of the County Engineer. The Property Owner shall continuously maintain the Stormwater Facilities in first-class operating condition, in strict accordance with the Stormwater Control Plan, the Operation and Maintenance Plan, and the Ordinance, and in compliance with all applicable federal, state, and local laws and regulations, as they may be amended from time to time.

The Property Owner shall engage a licensed landscape contractor or other licensed professional acceptable to the County Engineer to undertake the following maintenance activities on the Property, unless the Property Owner receives prior, written approval of an alternative method from the County Engineer:

1. Diagnosis and correction of the Stormwater Facilities malfunctions that cannot be corrected through routine maintenance,
2. Application of fertilizer and/or pest control products within, under, or above the Stormwater Facilities,
3. Repair of private drainage system (including rain gutters, downspouts, area drains, risers, inlets, outlets, overflows, clean-outs, connectors, earthen and concrete conveyance swales, check dam/retaining walls, and catch basins),
4. Maintenance of irrigation system that may affect stormwater reaching the Stormwater Facilities,
5. Modification of site topography through yard and driveway grading that may affect stormwater reaching the Stormwater Facilities,
6. Subdrain cleaning/replacement (including perforated drain pipe), and
7. Replacement of engineered soil and mulch.

The County Engineer may, at any time, revoke approval of an alternate method for the maintenance of the Stormwater Facilities and require the Property Owner to hire a licensed landscape contractor or other licensed professional acceptable to the County Engineer to undertake any of the activities mentioned in this section.

If a dispute should arise between the Property Owner with respect to the necessity for maintenance, the standard of maintenance, the contractor(s) to be engaged to perform any repair or maintenance work, or any other matters pertaining to the operation or maintenance of the Stormwater Facilities, the dispute may be submitted to the County Engineer, in which case the decision of the County Engineer shall be final.

The County recognizes that the Operation and Maintenance Plan may provide for the allocation of Property Owner responsibilities for the maintenance of Stormwater Facilities located on various Lots. However, regardless of the allocation of maintenance responsibilities, the Property Owner of each Lot is responsible for compliance with all of the obligations contained in this Agreement, and all Property Owners will be jointly and severally liable for failure to comply with the terms and conditions set forth in this Agreement and in the Ordinance.

The County may require the Property Owner to amend the Stormwater Control Plan and/or the Operation and Maintenance Plan whenever the County deems amendments necessary to maintain compliance with the NPDES Permit. In that case, the Property Owner shall have the amendments prepared by a licensed engineer and promptly submit the amendments to the County Engineer for review and approval. All amendments proposed by the Property Owner are subject to the prior, written approval of the County Engineer. Whenever the Property Owner requests amendments to the Stormwater Control Plan and/or the Operation and Maintenance Plan, the Property Owner shall pay the County in advance for all staff time spent reviewing and taking action with respect to such request, whether or not the County Engineer approves the proposed amendments. All approved amendments to the Stormwater Control Plan and the Operation and Maintenance Plan will be kept on file at the County Public Works Department. The Property Owner shall promptly comply with all requirements of the Stormwater Control Plan and the Operation and Maintenance Plan, including any approved amendments.

SECTION 2

Inspection by Property Owner: The Property Owner shall inspect, at least annually, the Stormwater Facilities in accordance with this Agreement, including the requirements of the Operation and Maintenance Plan, the Stormwater Control Plan, and the Ordinance. The annual inspection shall include completion of the reporting form(s) required by the County, which form(s) will be provided annually to the Property Owner by the County. The Property Owner or a licensed landscape contractor or other licensed professional acceptable to the County Engineer must submit the reporting form(s) to the County Engineer no later than the deadline indicated on the form(s). Upon review, the County may require additional information from either the Property Owner or an appropriately-licensed contractor.

SECTION 3

Right of Entry and Stormwater Facilities Inspection by the County: The Property Owner hereby grants permission to the County and its contractors and other agencies with an interest in the Stormwater Facilities, such as the Contra Costa County Flood Control and Water Conservation District, the Contra Costa Mosquito and Vector Control District, and the Regional Water Quality Control Board, to enter upon the Property at any reasonable time to inspect, assess, or observe the Stormwater Facilities for the purpose of ensuring that the Stormwater Facilities are being properly maintained and are continuing to perform in an adequate manner to protect water quality and the public health and safety. This includes the right to enter upon the Property whenever the County or other agency has a reasonable basis to believe that a violation of this Agreement, the Operation and Maintenance Plan, the Stormwater Control Plan, the Ordinance, or the NPDES Permit has occurred or is threatening to occur. It also includes the right for the County and its contractors to enter upon the Property to perform any maintenance or other obligations required of the Property Owner under this Agreement or to abate any nuisance in connection with the Stormwater Facilities. The County and the other agencies shall endeavor to provide reasonable notice to the Property Owner before entering the Property.

SECTION 4

Failure to Perform Required Stormwater Facilities Repairs or Maintenance by the Property Owner: If the Property Owner fails to maintain the Stormwater Facilities in good working order and in accordance with the approved Operation and Maintenance Plan, the Stormwater Control Plan, and the Ordinance, the County, with prior notice, may enter the Property to return the Stormwater Facilities to good working order. The County is under no obligation to maintain or repair the Stormwater Facilities, and this Agreement may not be construed to impose any such obligation on the County. If the County, under this section, performs any work to return Stormwater Facilities to good working order, the Property Owner shall reimburse the County for all the costs incurred by the County, including administrative costs. The County will provide the Property Owner with an itemized invoice of the County's costs and the Property Owner will have 30 days to pay the invoice. If the Property Owner fails to pay the invoice within 30 days, the County may secure a lien against the Property in the amount of such costs. In addition, the County may make the cost of abatement of the nuisance caused by the failure to maintain the Stormwater Facilities a special assessment against the Property, which assessment may be collected on the tax roll in accordance with applicable law. This section does not prevent the County from pursuing other remedies against the Property or the Property Owner, including but not limited to those in the Ordinance and the nuisance abatement procedures in Division 14 of Title 1 (or successor provisions) of the Contra Costa County Ordinance Code.

If the Property Owner fails to maintain the Stormwater Facilities in accordance with this Agreement, the Operation and Maintenance Plan, the Stormwater Control Plan, or the Ordinance, the Property Owner shall be responsible for: (a) the costs of any code enforcement or nuisance abatement actions commenced by the County; and (b) the payment of, or reimbursement to the County for, any fines or penalties that may be levied against the County by the Regional Water Quality Control Board or any other regulatory agency, to the extent that the fines or penalties result from the Property Owner's failure to properly maintain the Stormwater Facilities. The County may recover such costs, fines, or penalties from the Property Owner in the same manner as provided in the preceding paragraph.

SECTION 5

Indemnity: The Property Owner agrees to defend, indemnify, save, and hold harmless the County and its governing board from any and all demands, losses, claims, costs, suits, liabilities, and expenses for any property damage, personal injury, or death arising directly or indirectly from or connected with the design, construction, use, operation or maintenance of the Stormwater Facilities by the Property Owner or the presence or existence of the Stormwater Facilities on the Property, except for claims, costs, or liabilities resulting from the sole negligence or sole willful misconduct of the County. The Property Owner's obligations under this section shall include the payment of penalties, fines, attorneys' fees, experts' fees, costs, and litigation expenses, as well as liability for the release or existence of any hazardous materials on, under, or in the Property. If any action or proceeding is brought against any of the indemnitees, the Property Owner shall reimburse the indemnitees for any expenditures, including reasonable attorneys' fees and costs, incurred by the indemnitees and, if requested by any of the indemnitees, shall defend the action or proceeding at the Property Owner's sole expense with counsel reasonably acceptable to the indemnitees.

SECTION 6

Covenant Running with the Land: The covenants of the Property Owner set forth above shall run with the land, and the burdens of the covenants shall be binding upon each and every part of the Property and the Lots and upon the Property Owner and the Property Owner's successors and assigns in ownership (on any interest in the Property) for the benefit of Miranda Avenue and associated storm drain(s) and each and every part thereof. Said covenants shall inure to the benefit of and be enforceable by the County and its successors and assigns in ownership of each and every part of the above referenced road(s) and storm drains.

SECTION 7

Severability: Invalidity of any one of the provisions of this Agreement shall in no way affect any other provisions and all other provisions shall remain in full force and effect.

SECTION 8

No Dedication for Public Use: The provisions of this Agreement shall not be construed to constitute a dedication for public use, either express or implied, and any actions by the County to enforce this Agreement, including without limitation code enforcement or nuisance abatement actions, shall not be deemed to involve the exercise by the County of dominion or control over the Stormwater Facilities or the Property.

SECTION 9

Notices: All notices required by this Agreement or by law shall be in writing and shall be delivered in person or sent by certified mail, postage pre-paid.

Notices required to be given to the County shall be addressed as follows:

Contra Costa County Public Works Department
Attention: County Watershed Program
255 Glacier Drive
Martinez, CA 94553

Notices required to be given to the Property Owner, including any heirs, successors, or assigns, will be sent to the mailing address for the Property Owner that is on file with the Contra Costa County Assessor. The Property Owner may request in writing that notices be sent to an additional address.

Any party may change its address or contact person by notice in writing to the other party and thereafter notices shall be addressed and transmitted to the new address and/or new contact person.

SECTION 10

Effective Date and Modification: This Agreement is effective upon the date stated at the beginning of this Agreement. This Agreement shall not be modified except by written instrument executed by the County and the Property Owner at the time of modification. Such modifications shall be effective upon the date of execution and shall be recorded.

County of Contra Costa

By: _____
Brian M. Balbas, Interim Public Works Director

RECOMMENDED FOR APPROVAL:

Brian M. Balbas, Interim Public Works Director

By: _____
Deputy Public Works Director

APPROVED AS TO FORM:

Sharon L. Anderson
County Counsel

By: _____
Deputy County Counsel

Attachments: Exhibit A (Legal Description)
Exhibit B (Plat Map)

H:\Public Works\WatershedProgram\OMAgreement\LP09-2026.docx

San Ramon Valley Fire Protection District

By: _____
Donald R. Parker
President, Board of Directors



ENGINEERS
SURVEYORS
PLANNERS

EXHIBIT "A"
Property Description
Lands of San Ramon Valley Fire Protection District

Real property in the unincorporated area of Alamo, County of Contra Costa, State of California, described as follows:

A portion of Lot G, as shown on the map of the division survey of the A.W. Stone Ranch, filed March 9, 1892, in Map Book F, at Page 141, of Contra Costa County Records, described as follows:

Beginning in the center line of Green Valley Road, at the southwest corner of the parcel of land described in the deed to Edward McConnell Griffith, recorded January 19, 1940, in Book 527, at Page 161, of Contra Costa County Official Records; Thence from said Point of Beginning South $81^{\circ}28'40''$ West, along the center line of Green Valley Road, 178.70 feet to the intersection thereof with the center line of Miranda Avenue; Thence North $27^{\circ}07'45''$ West along said center line of Miranda Avenue, 342.47 feet to a point in the center of a creek, also being the south line of a 7.89 acre parcel of land described in the deed to Louis M. Sovey, et ux, recorded December 31, 1941, in Book 635, at Page 495 of Contra Costa County Official Records; Thence South $77^{\circ}29'10''$ East, along the center of said creek, being along the south line of said Sovey parcel, 306.26 feet to the northwest corner of said Griffith parcel; thence South $9^{\circ}05'20''$ East, along the west line of the Griffith Parcel 214.6 feet to the **Point of Beginning**.

Excepting therefrom:

The interest conveyed to Contra Costa County for public roads in the deed recorded November 9, 1911, in Book 169 of deeds, at Page 492, over that portion of the premises described as follows:

Beginning at the intersection of the easterly line of an avenue with the northerly line of Alamo and Green Valley Road, the S.W. corner of Lot G as shown on said map mentioned herein above; Thence running along the southerly line of Lot G, North 79° East, 16 feet to a station; Thence North 8° West parallel with said avenue 20.14 chains, more or less, to station in line between Lots H and G of said map mentioned herein above; Thence South 58° West, 16 feet to a station at the N.W. corner of said Lot G; Thence South 28° East, along the easterly line of said avenue 20.14 chains to the **Point of Beginning**.

Also excepting therefrom:


That portion conveyed to Contra Costa County in the deed recorded August 7, 1980, in Book 9945, at Page 355, of Contra Costa County Official Records.

This description is for an agreement only and cannot be used for any purpose that would violate the Subdivision Map Act.



A plat showing the above described property is attached hereto and made a part hereof as Exhibit "B".

This description has been prepared by me or under my supervision for BKF Engineers

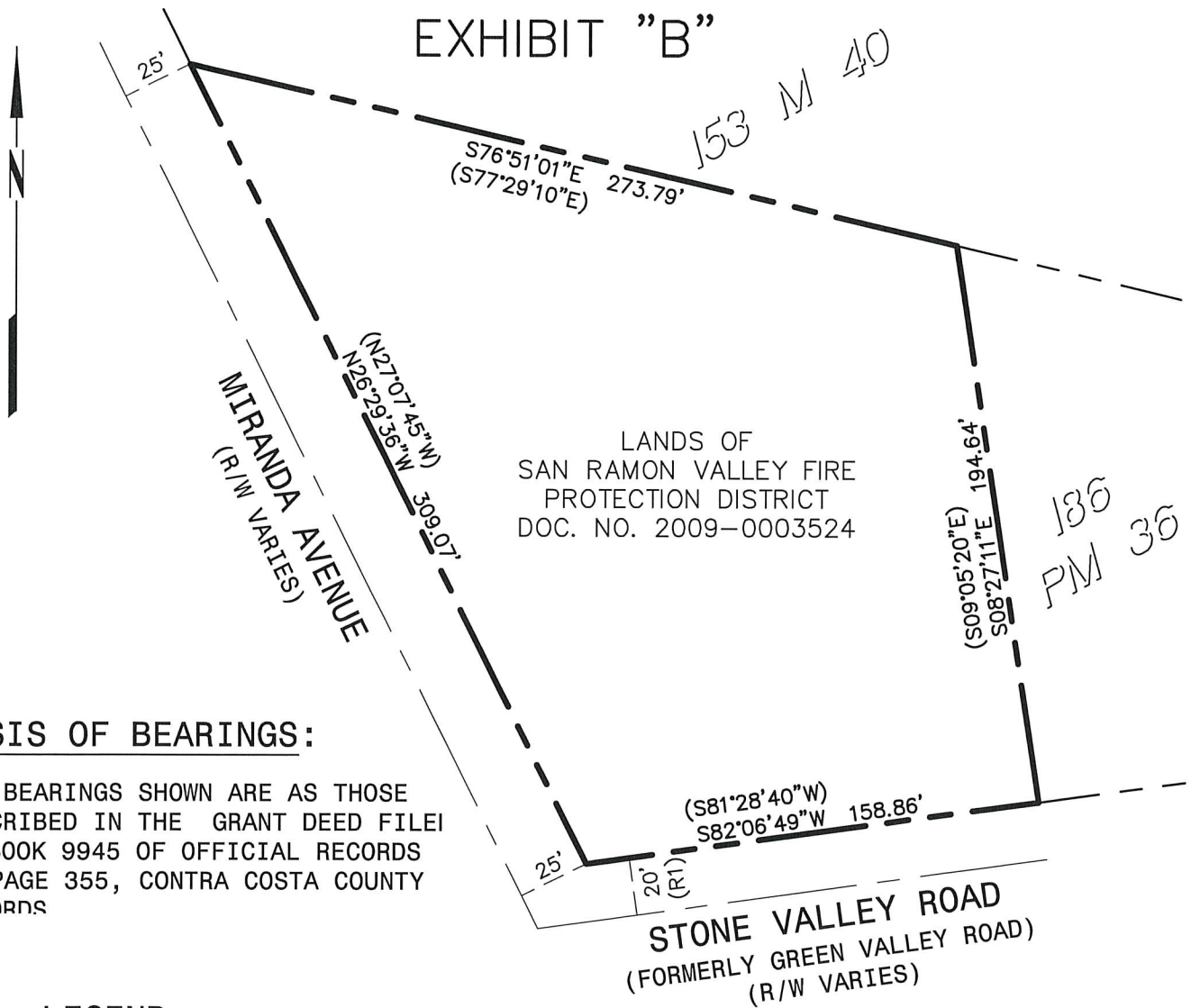


Barry T. Williams P.L.S. No. 6711
License Expires: 06/30/2018



Dated: 7-21-17

EXHIBIT "B"



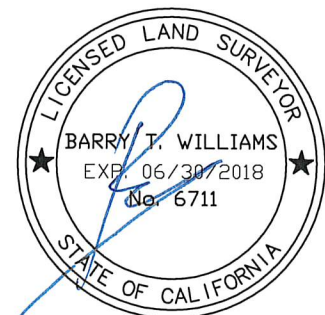
BASIS OF BEARINGS:

THE BEARINGS SHOWN ARE AS THOSE DESCRIBED IN THE GRANT DEED FILE IN BOOK 9945 OF OFFICIAL RECORDS AT PAGE 355, CONTRA COSTA COUNTY RECORDS

LEGEND

---	PROPERTY LINE
---	DEDICATION LINE
---	ROAD CENTERLINE
POB	POINT OF BEGINNING
DOC	DOCUMENT
NO	NUMBER
R1	COUNTY SURVEY FILE PA 4331-1
	3909 O.R. 96, DATED JULY 14, 1961,
	ON FILE AT THE CONTRA COSTA COUNTY
	DEPARTMENT OF PUBLIC WORKS
()	RECORD BEARINGS PER 2009-0003524

60 0 60
scale 1" = 60' feet



1646 N. CALIFORNIA BLVD
SUITE 400
WALNUT CREEK, CA 94596
PH: 925-940-2200
FAX: 925-940-2299

Subject PLAT TO ACCOMPANY
LANDS OF SAN RAMON VALLEY FPD
Job No. 125092
By RGM Date 07/20/17 Chkd. BTW
SHEET 3 OF 3



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Accept an offer of Dedication for Roadway Purposes for land use permit LP09-02026, Alamo area.

RECOMMENDATION(S):

ADOPT Resolution No. 2018/66 accepting an Offer of Dedication for Roadway Purposes for land use permit LP09-02026, for a project being developed by San Ramon Valley Fire Protection District, as recommended by the Public Works Director, Alamo area. (District II)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Offer of Dedication for Roadway Purposes is required per Condition of Approval No. 53.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Kara Schuh-Garibay,
(925) 313-2179

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

By: , Deputy

cc: Jocelyn LaRocque, Ruben Hernandez - DCD, Kara Schuh-Garibay, San Ramon Valley Fire Protection District

CONSEQUENCE OF NEGATIVE ACTION:

The Offer of Dedication for Roadway Purposes will not be recorded.

ATTACHMENTS

Resolution No. 2018/66

Offer of Dedication for Roadway Purposes

Recorded at the request of: Kara Schuh-Garibay

Return To: Simone Saleh (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 02/27/2018 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐

Resolution No. 2018/66

IN THE MATTER OF accepting an Offer of Dedication for Roadway Purposes for land use permit LP09-02026, for a project being developed by San Ramon Valley Fire Protection District, as recommended by the Public Works Director, Alamo area. (District II)

NOW, THEREFORE, BE IT RESOLVED that the following instrument is hereby ACCEPTED FOR RECORDING ONLY:

INSTRUMENT: Offer of Dedication for Roadway Purposes

REFERENCE: LP09-02026, Miranda Avenue, APN 193-130-025

GRANTOR: San Ramon Valley Fire Protection District

AREA: Alamo

DISTRICT: II

I hereby certify that this 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: Kara Schuh-Garibay, (925) 313-2179

ATTESTED: February 27, 2018

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

By: , Deputy

cc: Jocelyn LaRocque, Ruben Hernandez - DCD , Kara Schuh-Garibay, San Ramon Valley Fire Protection District

Recorded at the request of:

Contra Costa County
Board of Supervisors

Return to:

Public Works Department
Engineering Services Division
Records Section

Area: Alamo

Road: Miranda Avenue

Co. Road No.: 4234B

Development No.: LP09-2026

APN: 193-130-025

OFFER OF DEDICATION - ROAD PURPOSES

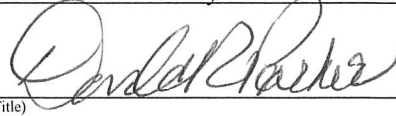
San Ramon Valley Fire Protection District, the undersigned, being the present title owner of record of the herein described parcel of land, do hereby make an irrevocable offer of dedication to **Contra Costa County**, a political subdivision of the State of California and its successors or assigns, for street, highway landscaping and other public purposes, including maintenance thereof, the fee title to real property situated in the County of Contra Costa, State of California, as described in Exhibit "A" (written description) and as shown on Exhibit "B" (plat map) attached hereto.

It is understood and agreed that **Contra Costa County** and its successors or assigns shall incur no liability with respect to such offer of dedication, and shall not assume any responsibility for the offered parcel of land or any improvements thereon or therein, until such offer has been accepted by appropriate action of the Board of Supervisors, or of the local governing bodies of its successors or assigns.

The provisions hereof shall inure to the benefit of **Contra Costa County** and its successors or assigns and will be binding upon the title owner of record and that owner's heirs, successors or assigns.


The undersigned executed this instrument on 1-17-18
(Date)

San Ramon Valley Fire Protection District

(Signature) 
(Print Name & Title)

Donald R. Parker
President, Board of Directors

Attest:

By: 
Susan F. Brooks, District Clerk



ENGINEERS
SURVEYORS
PLANNERS

EXHIBIT "A"
DESCRIPTION FOR:
5' ROADWAY DEDICATION

All that real property situate in the unincorporated area of Alamo, County of Contra Costa, State of California, described as follows:

Being a portion of the lands described in that certain Grant Deed recorded January 9, 2009, as Document Number 2009-0003524-00, Official Records of Contra Costa County and more particularly as follows:


Beginning at a point on the northerly line of the above said lands, also being a point on the northeasterly right of way line of Miranda Avenue, as said northeasterly line is described in the Grant Deed to Contra Costa County recorded August 7, 1980, in Book 9945 at Page 355, Official Records of Contra Costa County; Thence along the northerly line of said lands South $76^{\circ}51'01''$ East 6.49 feet; Thence leaving said line and running parallel with and 5.00 feet perpendicular to said right of way line South $26^{\circ}29'36''$ East 306.61 feet to the southerly line of said lands also being the northerly right of way line of Stone Valley Road, as said road is shown on that certain map titled, "A Precise Section of the Streets and Highway Plan, Contra Costa County Department of Public Works, Stone Valley Road, Road No. 4331," Contra Costa County Department of Public Works records; Thence along the last described line South $82^{\circ}06'49''$ West 5.28 feet to the intersection of said northeasterly right of way line of Miranda Road with the said northerly right of way line of Stone Valley Road, thence along the northeasterly right of way line of Miranda Road North $26^{\circ}29'36''$ West 309.07 feet to the **Point of Beginning**.

Containing 1539 square feet, more or less

The basis of bearings for this description are as those described in that certain document recorded August 7 1980, in Book 9945 of Official Records at Page 355, Contra Costa County Records.

A plat showing the above described dedication is attached hereto and made a part hereof as Exhibit "B".

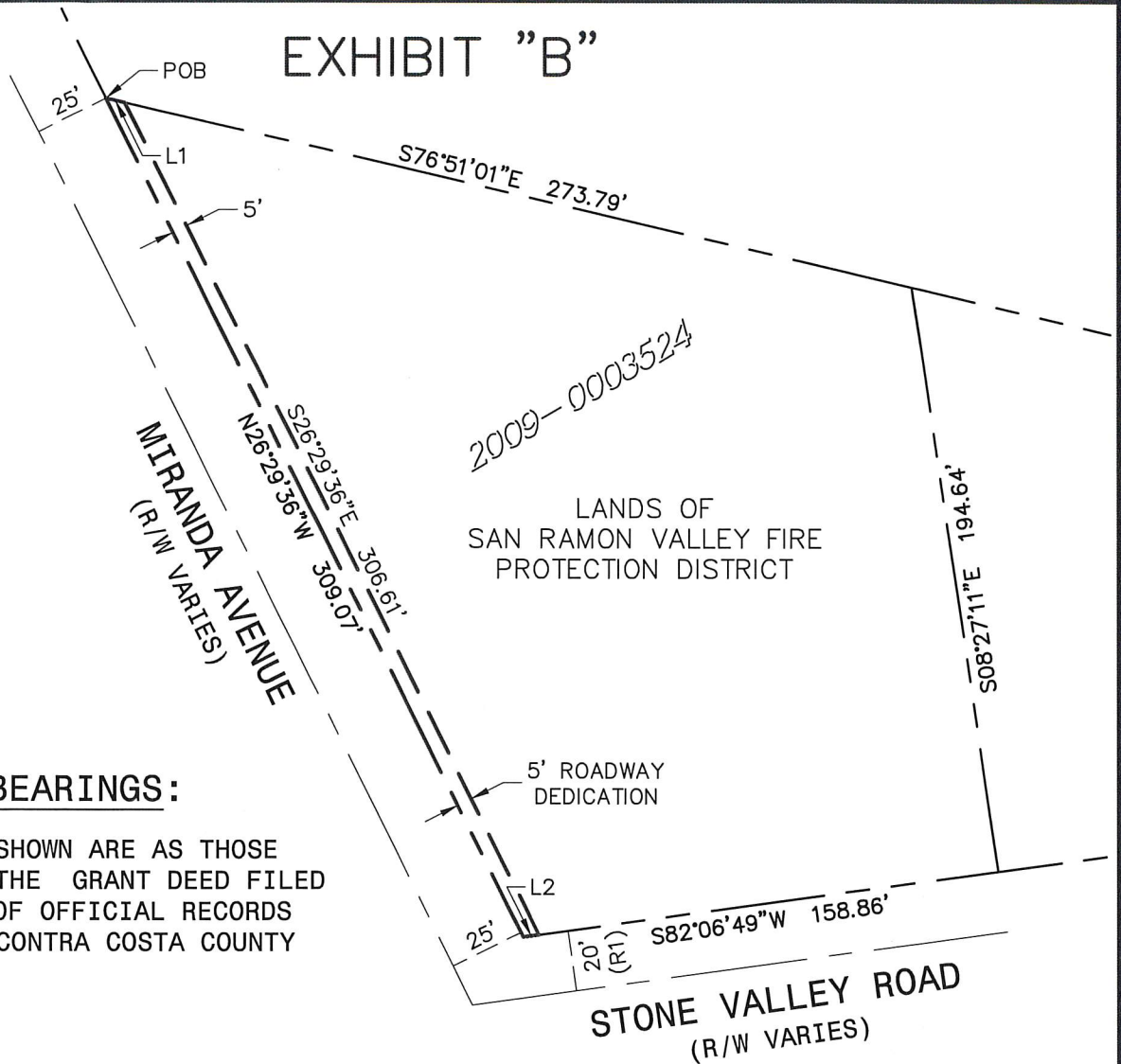
This description has been prepared by me or under my supervision for BKF Engineers


Barry T. Williams P.L.S. No. 6711
License Expires: 06/30/2018

Dated: 7-14-17



EXHIBIT "B"

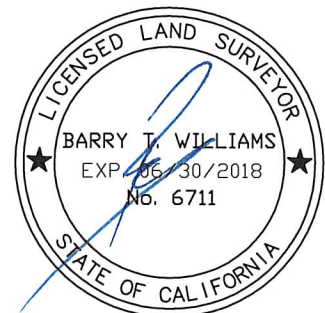
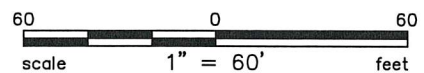


BASIS OF BEARINGS:

THE BEARINGS SHOWN ARE AS THOSE DESCRIBED IN THE GRANT DEED FILED IN BOOK 9945 OF OFFICIAL RECORDS AT PAGE 355, CONTRA COSTA COUNTY RECORDS.

LEGEND

	PROPERTY LINE
	DEDICATION LINE
	ROAD CENTERLINE
	POINT OF BEGINNING
POB	
L1	S76°51'01"E 6.49'
L2	S82°06'49"W 5.28'
R1	COUNTY SURVEY FILE PA 4331-1 3909 O.R. 96, DATED JULY 14, 1961, ON FILE AT THE CONTRA COSTA COUNTY DEPARTMENT OF PUBLIC WORKS



1646 N. CALIFORNIA BLVD
SUITE 400
WALNUT CREEK, CA 94596
PH: 925-940-2200
FAX: 925-940-2299

Subject PLAT TO ACCOMPANY
5' ROADWAY DEDICATION

Job No. 125092

By RGM Date 04/25/17 Chkd. BTW

SHEET 2 OF 2



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Approve and Authorize the Public Works Director, or designee, to partially close a portion of Parker Ave. between San Pablo Ave. & 6th St., Rodeo area

RECOMMENDATION(S):

ADOPT Resolution No. 2018/67 approving and authorizing the Public Works Director, or designee, to partially close a portion of Parker Avenue between San Pablo Avenue and 6th Street on March 10, 2018 from 9:00 AM through 9:20 AM, for the purpose of Little League Opening Day Parade, Rodeo area. (District V)

FISCAL IMPACT:

No fiscal impact

BACKGROUND:

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

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will be unable to close the road for planned activities.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Bob Hendry (925)
674-7744

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

By: , Deputy

cc: Jocelyn LaRocque, Bob Hendry, CHP, Sheriff- Patrol Div. Commander

ATTACHMENTS

Resolution No.
2018/67

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

Adopted this Resolution on 02/27/2018 by the following vote:

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



Resolution No. 2018/67

IN THE MATTER OF approving and authorizing the Public Works Director, or designee, to partially close a portion of Parker Avenue between San Pablo Avenue and 6th Street, on March 12, 2018 from 9:00 AM through 9:20 AM, for the purpose of Little League Opening Day Parade, Rodeo area. (District V)

RC18-1

NOW, THEREFORE, BE IT RESOLVED IT IS BY THE BOARD RESOLVED that permission is granted to Rodeo Baseball Association to partially close Parker Avenue between San Pablo Avenue and 6th Street, except for emergency traffic, on March 12, 2018 for the period of 9:00 AM through 9:20 AM, subject to the following conditions:

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

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

Contact: Bob Hendry (925) 674-7744

ATTESTED: February 27, 2018

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

By: , Deputy

cc: Jocelyn LaRocque, Bob Hendry, CHP, Sheriff- Patrol Div. Commander



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: APPROVE the sale of a portion of District property to Cheston and Priscilla Henley, and FIND that the project is Exempt from CEQA, Walnut Creek area.

RECOMMENDATION(S):

As the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE the sale of a portion of District property, near Pine Creek Road, to Cheston Jared Henley and Priscilla Lynn Henley (Grantee), in accordance with the Purchase and Sale Agreement and pursuant to Government Code section 25526.5 and Section 31 of the Flood Control District Act.

DETERMINE that the property to be conveyed to the Grantee is no longer necessary for District or other public purposes, and that the estimated value of the property does not exceed \$25,000, and

FIND that the project is exempt from the requirements of the California Environmental Quality Act (CEQA) as a Class 12 Categorical Exemption under Section 15312 of the State CEQA Guidelines.

DIRECT the Director of the Department of Conservation and Development (DCD) to file a Notice

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Carmen Pina-Delgado,
925. 313-2012

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

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

of Exemption with the County Clerk, and

AUTHORIZE the Chief Engineer to arrange for payment of a \$25.00 fee to the Department of Conservation and Development for processing, and a \$50.00 fee to the County Clerk for filing the Notice of Exemption. (Project No. WL83PV [FS 17-00171] [DCD-CP#17-44]).

AUTHORIZE the Chief Engineer, or designee, to execute the Purchase and Sale Agreement on behalf of the District, and

AUTHORIZE the Chair, Board of Supervisors, to execute a Grant Deed on behalf of the District in consideration for the payment received in full in the amount of \$6,000.

DIRECT the Real Estate Division of the Public Works Department to cause said Grant Deed and a certified copy of this Board Order to be recorded on behalf of the grantee in the office of the County Clerk-Recorder.

FISCAL IMPACT:

No fiscal impact. Staff costs for processing this transaction will be reimbursed by the Grantee.

BACKGROUND:

On August 14, 1979, the District accepted a grant deed [Book 9484 of Deeds, Page 837] in connection to the Pine Creek Detention Basin Project in unincorporated Contra Costa County.

The adjacent property owner at 190 Pine Creek Road has requested the District convey a 1,788 sq. ft. portion of real property to help meet the minimum setback requirements on a building structure constructed on the north side of the property next to the Detention Basin.

The District has reviewed the request and staff concluded that fee title to the property is not required on the portion described as Exhibit "A" attached to the Grant Deed. District agrees to sell said portion providing that an easement for flood control purposes is reserved as part of the sale.

CONSEQUENCE OF NEGATIVE ACTION:

The District would retain fee title to the property and would be responsible for all maintenance of the property.

ATTACHMENTS

Pine Creek Basin Land Sale

Purchase and Sale Agreement

CEQA

Recorded at the request of:
Contra Costa County Flood Control
and Water Conservation District

Return to:
Cheston & Priscilla Henley
190 Pine Creek Road
Walnut Creek, CA 94598

Portion of Assessor's Parcel No. 138-142-006

GRANT DEED

CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a flood control district, organized under the laws of the State of California, does hereby GRANT to **Cheston Jared Henley and Priscilla Lynn Henley**, husband and wife, as Joint Tenants

The following described real property in the unincorporated area of the County of Contra Costa, State of California,

**FOR DESCRIPTION AND PLAT MAP SEE EXHIBITS "A" and "B" ATTACHED
HERETO AND MADE A PART HEREOF**

Excepting and reserving therefrom to the Grantor, or its successors and assigns, a perpetual easement for flood control purposes including but not limited to, the purposes of 1) construction, modification, inspection, maintenance, or removal of flood control facilities (weather covered or open), protection works, and appurtenant structures, and 2) installation, maintenance, or removal of any embankments, fencing, landscaping, or other improvements. Said easement shall be such as will provide for accomplishing said purposes in, over, under and across the real property described as "Exhibit A", and said easement shall include the right of ingress and egress in, over, and across the property described as Exhibit "A."

CONTRA COSTA COUNTY FLOOD CONTROL AND WATER
CONSERVATION DISTRICT

Dated _____

By _____
Karen Mitchoff
Chair, Board of Supervisors

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

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

On _____ before me, _____ Clerk of the Board of Supervisors, Contra Costa County, personally appeared _____, 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: _____
Deputy Clerk

**EXHIBIT A
TRANSFER PARCEL**

FCPID 5175

REAL PROPERTY SITUATED IN THE UNINCORPORATED AREA OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, BEING DESCRIBED AS FOLLOWS:

BEING A PORTION OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN THAT CERTAIN INDIVIDUAL GRANT DEED TO CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT (CCCFC&WCD) RECORDED ON AUGUST 14, 1979, IN BOOK 9484, AT PAGE 837, OFFICIAL RECORDS, CONTRA COSTA COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:


COMMENCING AT THE NORTHEASTERLY CORNER OF PARCEL A AS SHOWN ON PARCEL MAP "M.S. 18-70," FILED ON MAY 18, 1970, IN BOOK 12 OF PARCEL MAPS, AT PAGE 43, OFFICIAL RECORDS OF CONTRA COSTA COUNTY; THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 43' 00" WEST, 58.00 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING ALONG SAID NORTH LINE, NORTH 88° 43' 00" WEST, 99.24 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT; THENCE WESTERLY ALONG SAID CURVE HAVING A RADIUS OF 477.68 FEET, THROUGH A CENTRAL ANGLE OF 12° 39' 25", AN ARC LENGTH OF 105.52 FEET; THENCE LEAVING SAID NORTH LINE AND CROSSING THROUGH THE ABOVE MENTIONED TO(CCCFC&WCD) PARCEL THE FOLLOWING TWO (2) COURSES:

- 1) SOUTH 89° 59' 25" EAST, 124.92 FEET, AND
- 2) SOUTH 78° 23' 55" EAST, 80.31 FEET TO THE **TRUE POINT OF BEGINNING**.

RESERVING THEREFROM TO THE GRANTOR A PERPETUAL EASEMENT FOR FLOOD CONTROL PURPOSES.

CONTAINING AN AREA OF 1,788 SQUARE FEET, MORE OR LESS.

ATTACHED HERETO IS A PLAT ENTITLED EXHIBIT "B" AND BY THIS REFERENCE MADE A PART OF.



VINCENT J. D'ALO
LS 4210



1/10/18

DATE

EXHIBIT B

WOLPE

APN: 138-150-022

P.O.C.

P.O.B.

S78°23'55"E
80.31'

58.00'

84.14'
S16°56'00"E

N88°43'00"W
157.24'(T)

TRANSFER AREA
1,788± SQ.FT.

JOHNSTON LAURIE TRUST
MESSICK LAWRENCE

APN: 138-015-014

PARCEL A
12 PM 43

S89°59'25"E
124.93'

FCPID
5175

L=202.82'(T)
R=477.68'
D=24°19'40"

L=97.30'

N34°26'00"E
145.03'

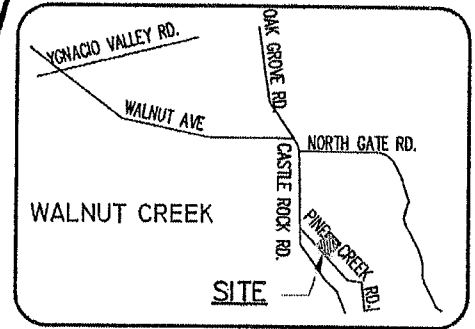
HENLEY
DOC. No. 2008-065686

APN: 138-150-013

N46°04'00"W
156.93'

PINE CREEK ROAD

CCCFC & WCD
DRAWING No. FA-20092



VICINITY MAP

LEGEND

- BOUNDARY LINE
- ADJACENT LOT LINE
- NEW LOT LINE
- TRANSFER AREA

(T) TOTAL
SQ.FT. SQUARE FEET
P.O.B. POINT OF BEGINNING
P.O.C. POINT OF COMMENCEMENT

CCCFC&WCD CONTRA COSTA COUNTY
FLOOD CONTROL & WATER
CONSERVATION DISTRICT



(IN FEET)
1 inch = 60 ft.

EASEMENT RESERVED BY CONTRA COSTA COUNTY FLOOD CONTROL & CONSERVATION DISTRICT



ALIQUOT

Planners
Civil Engineers
Surveyors

Allquot Associates, Inc.
1390 S. Main St. - Ste. 310
Walnut Creek, CA 94596
Telephone: (925) 476-2300
Fax: (925) 476-2350

Subject TRANSFER AREA

Job No. 213126 Scale 1" = 60'

By MM Date 7/27/2017 Chkd. VLD

SHEET 1 OF 1

**PURCHASE AND SALE AGREEMENT BETWEEN
THE *FLOOD CONTROL DISTRICT*
AND
GRANTEE NAMED HEREIN**

This Agreement is entered into by and between Contra Costa County Flood Control and Water Conservation District, a flood control district, organized under the laws of the State of California (hereinafter "District") and Cheston Jared Henley and Priscilla Lynn Henley, husband and wife, as Joint Tenants (hereinafter "Grantee").

RECITALS

- A. District is the owner of approximately 19.67 acres of real property located in unincorporated Contra Costa County, California for the Pine Creek Basin and identified as Assessor's Parcel Number 138-142-006. A portion of the Pine Creek Basin consisting of 1,788 square feet, described on Exhibit "A" attached hereto and incorporated herein by reference will be sold to the property owner of 190 Pine Creek Road to meet minimum setback requirements. The real property that will be sold, including improvements thereon, if any, are collectively referred to herein as the "Property".
- B. District agrees to convey the Property to the Grantee, and Grantee agrees to purchase the Property from the District, in accordance with and subject to the terms and conditions of this Agreement.
- C. The District has prepared an Initial Study of Environmental Significance and determined that this transaction is categorically exempt from environmental review under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15312.

AGREEMENT

NOW THEREFORE, in consideration of the agreements herein contained and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. **Effective Date.** It is understood that this Agreement is subject to approval by the District's Governing Board. This Agreement will be submitted to the Grantee first for approval, and thereafter to the District. This Agreement is effective on the date approved by the District's Governing Board ("Effective Date"). Upon approval of this Agreement by the Board of Supervisors, the District will issue a CEQA Notice of Exemption and will cause that notice to be filed with the County Clerk-Recorder.
2. **Purchase and Sale.** Subject to the terms and conditions in this Agreement, District agrees to sell and Grantee agrees to purchase the Property.
3. **Purchase Price.** The purchase price for the Property shall be Six Thousand and 00/100 Dollars (\$6,000) ("Purchase Price"). The Purchase Price shall be delivered to the Public Works Department, Real Estate Division, 255 Glacier Drive, Martinez, CA 94553, payable to the Contra Costa County Flood Control and Water Conservation District.
4. **Delivery of Executed Grant Deed.** Within two County business days after receiving payment of the Purchase Price, the County will cause an executed Grant Deed to be recorded in the Office of the Clerk-Recorder, conveying title of the Property to Grantee in fee simple absolute.

5. **Title; Grant Deed.** The right, title and interest in the Property to be conveyed by District pursuant to this Agreement shall not exceed that vested in the District. The Property shall be conveyed to Grantee subject to all title exceptions, restrictions, easements, liens, and reservations, whether or not of record. The sale of the Property under this Agreement is subject to the approval from the governing board of the Contra Costa County Flood Control and Water Conservation District. The Grantee may not take possession of the Property until a deed from the District has been recorded. Upon approval by the Board of Supervisors, this Agreement shall constitute a binding obligation of both parties, and the District shall convey title to the Property to the Grantee by Grant Deed, as provided in paragraph 4, above. It is understood that Grantee acquires no right, title, interest, or equity in or to the Property until the Grant Deed is recorded.
6. **Condition of the Property.** Neither the District, nor its agents or employees, have made any warranty, guarantee, or representation concerning any matter or thing affecting or relating to the Property, nor does it assume any responsibility for the conformance to codes or permit regulations of the city or County within which the Property is located. Grantee shall take title to the Property in its "AS-IS" condition and acknowledges that District is not providing any ingress/egress across their remainder property in order for Grantee to access the Property being conveyed. The District has not made, and does not make, any representation as to the physical condition of the Property. The parties intend that the sale of the Property to Grantee is not to be considered a division of land for purposes of computing the number of parcels, pursuant to Government Code section 66428, subdivision (a)(2).
7. **Indemnification.** Grantee shall defend, indemnify, protect, save, and hold harmless the District, its officers, agents, and employees, from any and all claims, costs and liability for any damages, sickness, death or injury to persons or property, including without limitation all consequential damages, from any cause whatsoever, from or connected with the present or future condition of the Property or use of the Property, or any representations, misrepresentations or non-representations regarding its condition or use, and will make good to and reimburse District for any expenditures, including reasonable attorneys' fees that District may make by reason of such matters and, if requested by District, will defend any such suits at the Grantee's sole expense.
8. **Transaction Costs.** All escrow fees, recording fees, documentary transfer taxes or other real estate transaction taxes or fees, by whatever name known, including broker's commission, if any, and personal property sales taxes where applicable, will be paid solely by the Grantee. The Grantee shall reimburse the District for all of its costs reasonably required to consummate this transaction, including Real Estate staff time spent processing and consummating this transaction, recording fees, and fees to process and file the CEQA Notice of Exemption ("Transaction Costs"). After the Grant Deed is recorded as provided in paragraph 4, above, the District will mail the Grantee an invoice for the Transaction Costs. Within 30 days after the date the invoice is mailed, the Grantee shall remit payment to the District in the amount of the Transaction Costs.
9. **Survival.** All of the terms, provisions, representations, warranties, and covenants of the parties under this Agreement shall survive and remain fully enforceable after the conveyance of the Property to the Grantee, and after any assignment, expiration, or termination of this Agreement, and shall not merge in the deed or other documents following the delivery and recordation of said deed or other documents.
10. **Assignment and Successors.** This Agreement shall inure to the benefit of and shall be binding upon the parties to this Agreement and their respective heirs, successors, and assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective heirs, successors, and assigns, any rights or remedies under or by reason of this Agreement.
11. **Notices.** All notices (including requests, demands, approvals or other communications) under this Agreement shall be in writing. The place for delivery of all notices given under this Agreement shall be as follows:

a. Notice shall be sufficiently given for all purposes as follows:

- (1) When delivered by first class mail, postage prepaid, notice shall be deemed delivered three (3) business days after deposit in the United States Mail.
- (2) When mailed by certified mail with return receipt requested, notice is effective on receipt if delivery is confirmed by a return receipt.
- (3) When delivered by overnight delivery by a nationally recognized overnight courier, notice shall be deemed delivered one (1) business day after deposit with that courier.
- (4) When personally delivered to the recipient, notice shall be deemed delivered on the date personally delivered.

b. The place for delivery of all notices given under this Agreement shall be as follows:

Grantee: Cheston J. and Priscilla L. Henley
190 Pine Creek Road
Walnut Creek, CA 94598
Telephone: 925-567-6898 (Cell) or 925-672-2629 (Office)

County: Real Estate Division
Public Works Department
255 Glacier Drive
Martinez, CA 94553
Telephone: 925-313-2012
Attn: Carmen Piña-Delgado

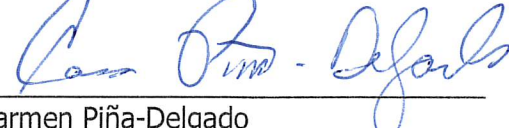
or to such other addresses as County and Grantee may respectively designate by written notice to the other.

12. **Entire Agreement.** The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the District of all further obligation or claims on this account, or on account of the location, grade or construction of the proposed improvement. District has no other right or claim to compensation arising out of or connected with the acquisition of the Property by the Grantee, except as specifically set forth in this Agreement, including but not limited to all claims for compensation for improvements pertaining to realty, all claims for compensation for fixtures, equipment or machinery, attorneys' fees, costs or damages of every kind and nature by reason of Grantee's acquisition of the Property and agrees never to assert such a claim.
13. **Construction.** The section headings and captions of this Agreement are, and the arrangement of this instrument is, for the sole convenience of the parties to this Agreement. The section headings, captions and arrangement of this instrument do not in any way affect, limit, amplify or modify the terms and provisions of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared it. The parties to this Agreement and their counsel have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this Agreement. The Recitals are and shall be enforceable as a part of this Agreement.
14. **Further Assurances.** Whenever requested to do so by the other party, each party shall execute, acknowledge and deliver all further conveyances, assignments, confirmations, satisfactions, releases, powers of attorney, instruments of further assurance, approvals, consents and all further instruments and documents as may be necessary, expedient, or proper in order to complete all conveyances, transfers, sales, and assignments under this Agreement, and do all other acts and to execute, acknowledge, and deliver all documents as requested in order to carry out the intent and purpose of this Agreement.

15. **Waiver.** A waiver or breach of any covenant or provision in this Agreement shall not be deemed a waiver of any other covenant or provision in this Agreement; and no waiver shall be valid unless in writing and executed by the waiving party.
16. **Severability.** If any term or provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected.
17. **Governing Law.** This Agreement shall be governed and construed in accordance with California law.

FLOOD CONTROL DISTRICT

RECOMMENDED FOR APPROVAL:

By 
Carmen Piña-Delgado
Supervising Real Property Agent

By 
Karen A. Laws
Principal Real Property Agent

APPROVED:

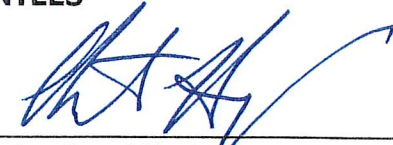
By _____
Brian M. Balbas
Chief Engineer

APPROVED AS TO FORM:
County Counsel

By 
Deputy County Counsel

Date _____
(Date of Board Approval)

GRANTEES

By 
Cheston Jared Henley

By 
Priscilla Lynn Henley

Date: 1/30/2018
(Date Signed by Grantee)

NO OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED

Exhibit A & B - Legal Description & Plat Map

\\PW-DATA\grpdata\realprop\Flood Control\Pine Creek Basin Land Sale\AG.12b Purchase & Sale Ag Pine Creek Basin Land Sale.doc

(FORM APPROVED BY COUNTY COUNSEL 6/99)

**EXHIBIT A
TRANSFER PARCEL**

FCPID 5175

REAL PROPERTY SITUATED IN THE UNINCORPORATED AREA OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, BEING DESCRIBED AS FOLLOWS:

BEING A PORTION OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN THAT CERTAIN INDIVIDUAL GRANT DEED TO CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT (CCCFC&WCD) RECORDED ON AUGUST 14, 1979, IN BOOK 9484, AT PAGE 837, OFFICIAL RECORDS, CONTRA COSTA COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEASTERLY CORNER OF PARCEL A AS SHOWN ON PARCEL MAP "M.S. 18-70," FILED ON MAY 18, 1970, IN BOOK 12 OF PARCEL MAPS, AT PAGE 43, OFFICIAL RECORDS OF CONTRA COSTA COUNTY; THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 43' 00" WEST, 58.00 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING ALONG SAID NORTH LINE, NORTH 88° 43' 00" WEST, 99.24 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT; THENCE WESTERLY ALONG SAID CURVE HAVING A RADIUS OF 477.68 FEET, THROUGH A CENTRAL ANGLE OF 12° 39' 25", AN ARC LENGTH OF 105.52 FEET; THENCE LEAVING SAID NORTH LINE AND CROSSING THROUGH THE ABOVE MENTIONED TO(CCCFC&WCD) PARCEL THE FOLLOWING TWO (2) COURSES:

- 1) SOUTH 89° 59' 25" EAST, 124.92 FEET, AND
- 2) SOUTH 78° 23' 55" EAST, 80.31 FEET TO THE **TRUE POINT OF BEGINNING**.

RESERVING THEREFROM TO THE GRANTOR A PERPETUAL EASEMENT FOR FLOOD CONTROL PURPOSES.

CONTAINING AN AREA OF 1,788 SQUARE FEET, MORE OR LESS.

ATTACHED HERETO IS A PLAT ENTITLED EXHIBIT "B" AND BY THIS REFERENCE MADE A PART OF.



VINCENT J. D'ALO
LS 4210



1/10/18

DATE

EXHIBIT B

WOLPE

APN: 138-150-022

P.O.C.

P.O.B.

S78°23'55"E
80.31'

58.00'

84.14'
S16°56'00"E

N88°43'00"W
157.24'(T)

FCPID
5175

S89°59'25"E
124.93'

TRANSFER AREA
1,788± SQ.FT.

PARCEL A
12 PM 43

L=202.82'(T)
R=477.68'
D=24°19'40"

L=97.30'

N34°26'00"E
145.03'

HENLEY
DOC. No. 2008-065686

APN: 138-150-013

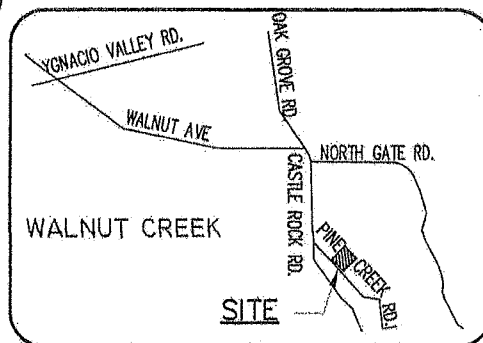
N46°04'00"W
156.93'

PINE CREEK ROAD

CCCFC & WCD
DRAWING No. FA-20092

JOHNSTON LAURIE TRUST
MESSICK LAWRENCE

APN: 138-015-014



VICINITY MAP

LEGEND

	BOUNDARY LINE
	ADJACENT LOT LINE
	NEW LOT LINE
	TRANSFER AREA

(T)	TOTAL
SQ.FT.	SQUARE FEET
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT

CCCFC&WCD
CONTRA COSTA COUNTY
FLOOD CONTROL & WATER
CONSERVATION DISTRICT



(IN FEET)
1 inch = 60 ft.

EASEMENT RESERVED BY CONTRA COSTA COUNTY FLOOD CONTROL & CONSERVATION DISTRICT



ALIQOT

Planners
Civil Engineers
Surveyors

Aliquot Associates, Inc.
1390 S. Main St. - Ste. 310
Walnut Creek, CA 94596
Telephone: (925) 476-2300
Fax: (925) 476-2350

Subject TRANSFER AREA

Job No. 213126 Scale 1" = 60'

By MM Date 7/27/2017 Chkd. VLD

SHEET 1 OF 1

PUBLIC WORKS DEPARTMENT
INITIAL STUDY OF
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: FS 17-00171 (WL83PV)
CP# 17-44

PROJECT NAME: Pine Creek Basin Land Sale

PREPARED BY: Matt Kawashima MB

DATE: December 13, 2017

APPROVED BY: MC Co

DATE: 1-3-18

RECOMMENDATIONS:

☒ Categorical Exemption: Section 15312 (Class 12)

☐ 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 sale of surplus government property, which is not in an area of statewide, regional, or areawide concern pursuant to Section 15206(b)(4) of the CEQA guidelines.

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

USGS Quad Sheet: Walnut Creek	Base Map Sheet #: N-16	Parcel #: 138-142-006
-------------------------------	------------------------	-----------------------

GENERAL CONSIDERATIONS:

- Location:** The project site (APN 138-142-006) is located immediately north of the parcel at 190 Pine Creek Road in unincorporated Contra Costa County, just outside the City of Walnut Creek city limits (Figures 1-3).
- Project Description:** The Project consists of the sale of land of a portion of the Pine Creek Basin, APN 138-142-006, to the property owner of 190 Pine Creek Road, APN 138-150-013. The Flood Control District (District) will grant land to the applicant for a negotiated sum, so that the applicant can meet the Contra Costa County's Department of Conservation and Development's (DCD) minimum setback requirements to the property line for an existing building structure. The District will retain an easement over the land for future staging, access, and repairs to the Pine Creek Basin and the applicant will be unable to fence, construct, or develop on the new land.
- 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, Walnut Creek.

FIGURE 1: LOCATION MAP

CONTRA COSTA COUNTY CALIFORNIA

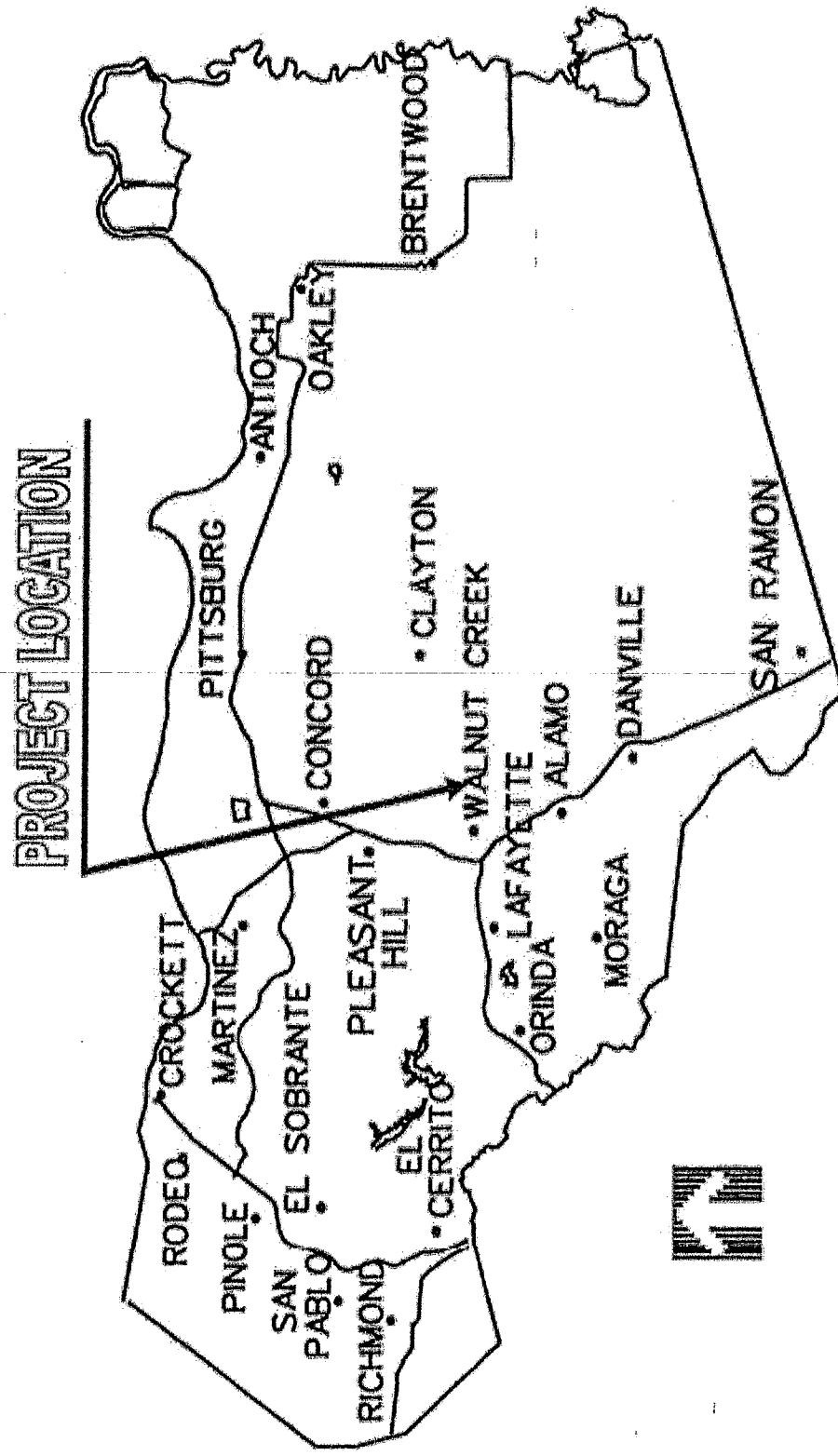
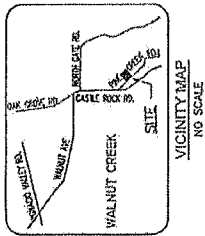


FIGURE 2: VICINITY MAP



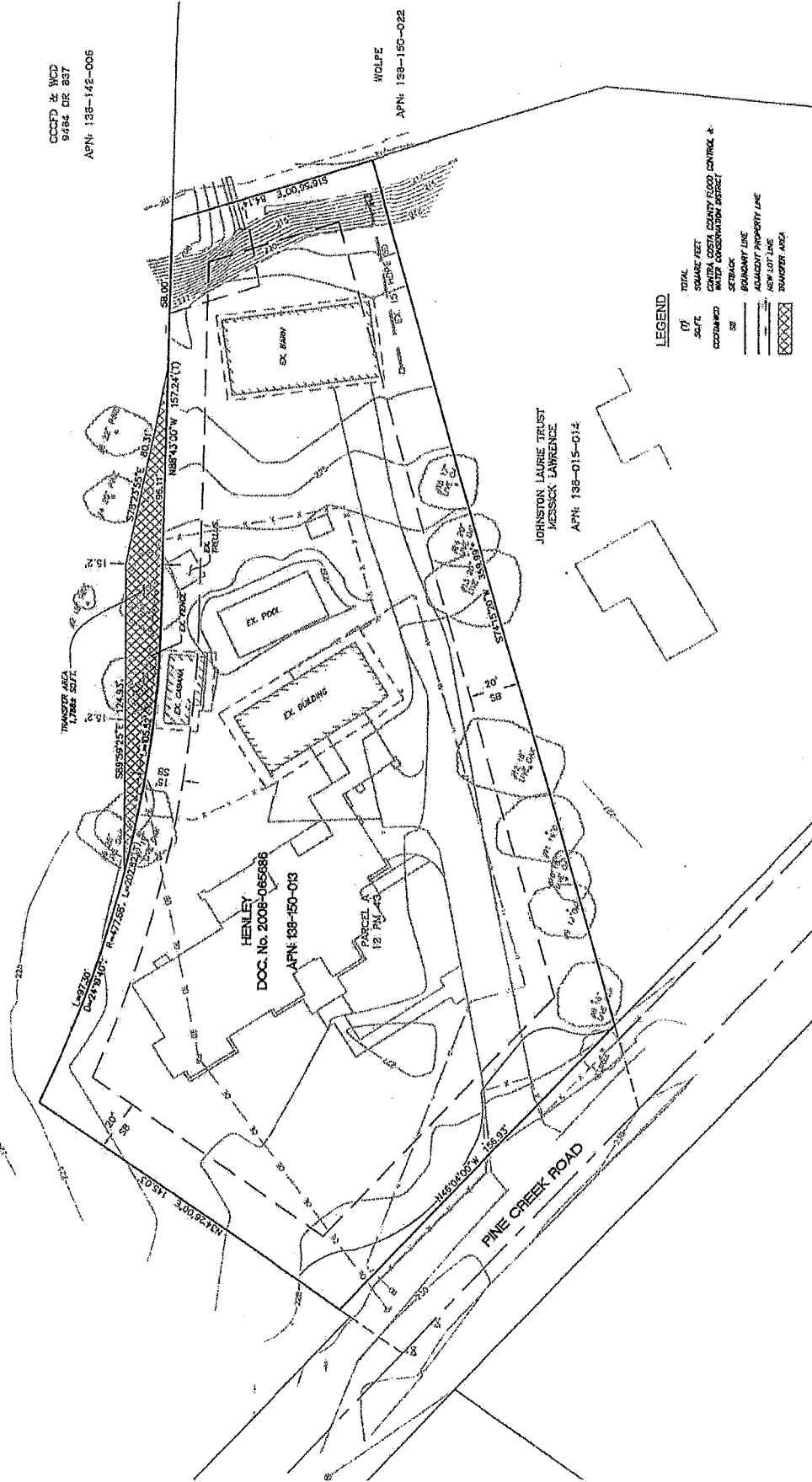
□ Approximate Project Boundaries

FIGURE 3: SITE PLAN



CCCFD & WCD
9484 DR 837
APN: 138-142-006

CCCFD & WCD
9484 DR 837
APN: 138-142-006



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: Pine Creek Basin Land Sale
Proj. No. FS 17-00171 (WL83PV) CP#17-44

Project Applicant: Contra Costa County Public Works Department

Project Location – **Specific:** 190 Pine Creek Road

Project Location: Unincorporated Walnut Creek

Project Location – County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project: The Project consists of the sale of land of a portion of the Pine Creek Basin, APN 138-142-006, to the property owner of 190 Pine Creek Road, APN 138-150-013. The Flood Control District (District) will grant land to the applicant for a negotiated sum, so that the applicant can meet the Contra Costa County's Department of Conservation and Development's (DCD) minimum setback requirements to the property line for an existing building structure. The District will retain an easement over the land for future staging, access, and repairs to the Pine Creek Basin and the applicant will be unable to fence, construct, or develop on the new land.

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: 15312 (Class 12)
☐ 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 sale of surplus government property, which is not in an area of statewide, regional, or areawide concern pursuant to Section 15206(b)(4) of the CEQA guidelines.

Lead Agency Contact Person: Matt Kawashima - Public Works Dept. Area Code/Telephone/Extension: (925) 313-2161

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: Matt Kawashima
Environmental Services Division
Phone: (925) 313-2161

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: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: ADOPT Resolution to Vacate a Flood Control and Water Conservation District Easement, Drainage Area 56 Line AA, along Hillcrest Avenue, on a po

RECOMMENDATION(S):

ADOPT Resolution No. 2018/71 vacating a Contra Costa County Flood Control and Water Conservation District (District) easement in connection with Drainage Area 56 Line AA, located along Hillcrest Avenue and identified on a portion of Assessor's Parcel Number (APN) 052-140-002, pursuant to Section 31 of the Flood Control Act, Antioch area. (Project No.: (FS 17-00172)

FISCAL IMPACT:

100% Applicant Funds.

BACKGROUND:

The District obtained an easement along Hillcrest Avenue for the construction of Drainage Area 56 (DA 56) Line AA identified on Flood Control Right-of-Way Drawings ED-10117 and ED-10118. This line identified as easement

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Stacey Sinclair, 925.
313-2130

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

parcel number 1281 was later rerouted along the road right-of-way of Hillcrest Avenue, and is now the City of Antioch's responsibility.

The District has determined that the easement is no longer needed, and intends to vacate any and all rights, title, interest, obligation and responsibility of the easement encumbering a portion of the Assessor's Parcel Number 052-140-002 which recorded on February 11, 1985, Book 12180 Page 610 of Official Records in the Office of the County Clerk-Recorder.

CONSEQUENCE OF NEGATIVE ACTION:

The District may be responsible for the maintenance of an area that is no longer required for the purpose for which it was intended.

ATTACHMENTS

Resolution No. 2018/71

Recorded at the request of: Stacey Sinclair, Public Works Real Estate
Return To: Daphne Wakefield, Real Estate 925. 313-2220

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

Adopted this Resolution on 02/27/2018 by the following vote:

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

Resolution No. 2018/71

IN THE MATTER OF: Vacating a Contra Costa County Flood Control and Water Conservation District (District) easement in connection with Drainage Area 56 (DA 56) Line AA located along Hillcrest Avenue and identified on a portion of Assessor's Parcel Number (APN) 052-140-002, Antioch area, District III. (Project No.: (WL83PV [FS 17-00172])

WHEREAS, District accepted a Grant of Easement located along Hillcrest Avenue for the construction of DA 56 Line AA and identified on Flood Control Right-of-Way Drawings ED-10117 and ED-10118. This line identified as easement parcel number 1281 was later rerouted along the road right-of-way of Hillcrest Avenue and is now the City of Antioch's responsibility. The Easement to be vacated encumbers a portion of APN 052-140-002, which recorded on February 11, 1985, Book 12180 Page 610 of Official Records in the Office of the County Clerk-Recorder.

WHEREAS, there is no possibility that vacating this easement may have a significant adverse effect on the environment.

WHEREAS, this activity has been found to conform to the General Plan of the City of Antioch.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, as the Governing Board of the Contra Costa County Flood Control and Water Conservation District that: The easement described above, which the Board finds, is no longer required for Flood Control purposes, is hereby ORDERED VACATED pursuant to Section 31 of the Flood Control Act.

On February 6, 2018, the BOARD found that the activity is not subject to the California Environmental Quality Act (CEQA), pursuant to Article 5, Section 15061(b)(3) of the CEQA Guidelines.

The Board DIRECTS the Real Estate Division of the Public Works Department to cause a certified copy of the Resolution to be recorded in the office of the County Clerk-Recorder.

From and after the date of this Resolution is recorded, the easement described above, is vacated and no longer a public service easement.

Contact: Stacey Sinclair, 925. 313-2130

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

ATTESTED: February 27, 2018

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: February 27, 2018

Subject: Acceptance of Federal Aviation Administration Grant Funding to Design a General Aviation Terminal at Buchanan Field

RECOMMENDATION(S):

AUTHORIZE the Director of Airports, or designee, to submit an Airport Improvement Program (AIP) grant application to both the Federal Aviation Administration (FAA) and the California Department of Transportation-Division of Aeronautics (Caltrans) for a total of approximately \$300,000 and \$15,000, respectively, to be used for the design a new general aviation terminal for Buchanan Field, Pacheco area (District IV).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Beth Lee, (925)
681-4200

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

By: , Deputy

cc:

RECOMMENDATION(S): (CONTD)

APPROVE and **AUTHORIZE** the Chair of the Board of Supervisors to sign a Statement of Acceptance with the Federal Aviation Administration for grant funds to be used for the design of a new general aviation terminal for Buchanan Field in the total amount of approximately \$300,000.

APPROVE and **AUTHORIZE** the Director of Airports, or designee, to sign an acceptance of funds under the California Aid to Airports Program Grant Agreement-Federal AIP Matching Funds grant program to be used for the design of a general aviation terminal for Buchanan Field Airport in the total amount of approximately \$15,000.

FISCAL IMPACT:

There will be no direct costs to the County's General Fund. This Board action will authorize (i) submitting grant applications to the FAA and Caltrans and, (ii) accepting the grants. The total cost of the project that is eligible for grants is estimated to be \$333,333, of which about 90% (or \$300,000.00) will be from the FAA, approximately 4.5% of the FAA grant amount (or \$15,000.00) will be from Caltrans, and about 5.5% (or \$18,333) will be from the Airport Enterprise Fund. The Airport Enterprise Fund will also fund the remaining estimated project cost of \$619,167 (total design cost of \$952,500) to design the non-grant eligible project related components (Airports' administrative office space).

BACKGROUND:

The Buchanan Field Airport Master Plan adopted by the Board of Supervisors on October 28, 2008, identifies a new general aviation terminal (Terminal) on the capital improvement list. The Terminal will replace the existing terminal building at the north end of John Glenn Drive. The Terminal would include space for the Airports Division Administrative staff, Airport Rescue and Fire Fighting (ARFF) staff and equipment, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space. The Airports Division currently rents office space from one of the airport businesses and moving those functions into the Terminal will allow for expansion, while resulting in a long-term savings to the Airport Enterprise Fund.

The first critical step in this process is to design the facility in order to refine project costs and undertake the environmental review process. The FAA will consider funding a portion of the project related to the ARFF function, since Buchanan Field Airport has an active Part 139 certificate. The estimated total project design cost is \$952,500, of which approximately 35%, or \$333,333, is related to the ARFF function. Grant applications will be submitted to the FAA and Caltrans for funding the ARFF eligible component. The Airport Enterprise Fund will pay the grant match and all non-grant-eligible costs, including the design of the Airport's administrative office space.

Airport staff will undertake a selection process to retain an architect for this project. The architectural design contract will be forwarded to the Board of Supervisors for its consideration. The building design will be discussed with stakeholders, the Aviation Advisory Committee, and the Airport Committee throughout the process.

Upon completion of the design process, Airport staff will forward a second FAA and Caltrans grant application approval request to the Board of Supervisors, while applications will seek funds for the construction of the ARFF related Terminal components.

This FAA grant funding request is consistent with the Buchanan Field Airport Master Plan adopted by the Board of Supervisors on October 28, 2008, plus governing FAA grant assurances and policies.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not receive the FAA and Caltrans Grant funding necessary to design the ARFF related components of the Terminal, which will result in increased costs to the Airports Division to complete the design. The Airports Division will also continue to rent office/ARFF space at \$7,000 per month.



Contra
Costa
County

To: Board of Supervisors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: February 27, 2018

Subject: Firehouse Subs Public Safety Foundation Grant

RECOMMENDATION(S):

Acting as the Governing Board of the Contra Costa County Fire Protection District, APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from Firehouse Subs Public Safety Foundation, in an amount not to exceed \$35,000, for the purchase of helicopter equipment.

FISCAL IMPACT:

100% Grant funded

BACKGROUND:

A portion of purchases made in 2018 at all United States Firehouse Subs locations goes to the Firehouse Subs Public Safety Foundation. The Foundation was founded in 2005 in the aftermath of Hurricane Katrina. Firehouse Subs co-founders, Chris Sorensen and Robin Sorensen, traveled to Mississippi where they fed first responders as well as survivors. Since the Foundation started, it has granted over \$31 million to provide life-saving equipment, prevention education, scholarships and continued education, disaster relief and military support.

The Contra Costa County Fire Protection District (District) partners with the Office of the Sheriff to provide helicopter rescue and firefighting support. This

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Lewis Broschard, Deputy Chief
925-941-300 ext 1101

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

funding will allow the District to purchase helicopter equipment (Bambi bucket, helicopter attachment bars, and helmets) to support the program.

1. Bambi Bucket: The Bambi Bucket is a water carrying and dropping device that attaches to the bottom of the helicopter. It is used to collect water from remote waterways, rivers or lakes and drop it on wildland fires. This device allows the Sheriff's helicopter to become a force multiplier to the fire crews on the ground. The Office of the Sheriff has their pilot and helicopters carded for aerial firefighting by CALFire and USFS. The Air Unit currently has only one Bambi Bucket for one helicopter for aerial firefighting. We would like to obtain a second Bambi Bucket for the second helicopter to increase the mission profile of the air unit and allow both helicopters to perform aerial water drops on wildland fires.

2. Spotter bar: This allows the rescuer to stand on the skid facing out from the helicopter and still be connected by their safety harness. This gives the rescuer a much greater field of view outside of the aircraft and greatly increases the chances of the rescuer locating the victim. This bar will allow the rescuer to do their job more safely and efficiently while greatly increasing the effectiveness of the rescuer position.

3. Helicopter helmet: As our helicopter program is expanding, we are bringing on more rescue personnel. One of the largest expenses in outfitting our rescuers is the helmet. One unique feature of the helmet we have chosen is the active noise canceling hearing protection and the Bluetooth connectivity. The active noise reduction is vital in preserving the hearing of the rescuers and making communication between the crew clear. This assures the safest and most reliable communications between crews during rescue operations.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to take advantage of this funding opportunity.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by Lanita Pace and Keith A. Hinton, and Tiana Washington.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

**Lanita Pace and Keith A. Hinton: Reimbursement claim for Disabled Veteran
Property Tax Exemption in an unknown amount**

Tiana Washington: Personal injury claim for termination in an amount to be decided

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

Contact: Scott Selby
925.335.1400

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: ACCEPT Board members meeting reports for November 2017

RECOMMENDATION(S):

ACCEPT Board members meeting reports for November 2017.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

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

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: **02/27/2018** ☒ 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: February 27, 2018

Contact: Joellen Bergamini
925.335.1906

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

By: , Deputy

cc:

ATTACHMENTS

District II January 2018 Report

District III January 2018 report

District I January 2018 Report

District IV January 2018 Report

Supervisor Candace Andersen – Monthly Meeting Report *January 2018*

Date	Meeting	Location
8	Annual Head Start Meeting	Danville
8	SWAT	Orinda
9	Board of Supervisors	Martinez
10	CCCERA	Concord
10	LAFCO	Martinez
11	CCCTA MP&L	Lafayette
11	East Bay EDA	Oakland
16	Board of Supervisors	Martinez
16	Traffix	Danville
18	CCCTA	Concord
18	ABAG	San Francisco
19	Mental Health Advisory	San Ramon
22	TVTC	Livermore
23	Board of Supervisors	Martinez
24	CCCERA	Concord
25	CCCSWA	Walnut Creek
29	Walnut Creek State of the City	Walnut Creek
30	Board of Supervisors retreat	Pleasant Hill
30	Traffix	Danville

Supervisor Diane Burgis - January 2018 AB1234 F

(Government Code Section 53232.3(d) requires that members legislative
attended for which there has been expense reimbursement (mileage,

Date	Meeting Name	Location
3-Jan	Meeting with Department of Conservation and Development and Delta Protection Commission	Brentwood
4-Jan	Meeting with Antioch Unified School District	Brentwood
5-Jan	Phone Meeting with Delta Counties Coalition	Brentwood
5-Jan	Family Justice Center Meeting	Concord
5-Jan	Meeting with Antioch City Manager, Ron Bernal	Brentwood
8-Jan	Groundbreaking and Tour for New Contra Costa County Administration Building	Martinez
8-Jan	Meeting with Mayor Bob Taylor, City of Brentwood	Brentwood
9-Jan	Board of Supervisors Meeting	Martinez
9-Jan	Annual Board of Supervisors Reorg Luncheon	Pleasant Hill
10-Jan	Airport Committee Meeting	Concord
10-Jan	Adapting to Rising Tides Program of the Bay Conservation Meeting	Oakley
10-Jan	Mental Health Commission Meeting	Concord
11-Jan	Meeting with Tony Semenza, Contra Costa CAER	Brentwood
11-Jan	Meeting with Shirliz Transitional Inc.	Brentwood
11-Jan	Meeting with Brentwood Agricultural Land Trust	Brentwood
11-Jan	Meeting with Mayor Sean Wright, City of Antioch	Brentwood
11-Jan	Chief Hansen Swearing-In Ceremony, City of Brentwood	Brentwood
11-Jan	State Route 4 Bypass Authority Meeting	Antioch
11-Jan	Transplan Meeting	Antioch
12-Jan	Meeting with Oakley City Manager, Bryan Montgomery	Brentwood
12-Jan	Meeting with John Kopchik, Department of Conservation and Development	Brentwood
12-Jan	Meeting with Kristin Connelly, East Bay Leadership Council	Brentwood
12-Jan	Meeting with Justice for Kristi	Brentwood
15-Jan	NAACP, Martin Luther King Jr. Breakfast	Pittsburg
15-Jan	Antioch MLK Community Celebration	Antioch
16-Jan	Board of Supervisors Meeting	Martinez
16-Jan	Contra Costa County Fire Protection District Meeting	Martinez
17-Jan	Meeting with Chief Jeff Carmen	Brentwood
17-Jan	Meeting with Employment & Human Services	Brentwood
17-Jan	Constituent Meeting	Brentwood

17-Jan	Meeting with Children and Family Services	Brentwood
17-Jan	CCTA Authority Board Meeting	Walnut Creek
18-Jan	Tour of Contra Costa Regional Medical Center	Martinez
18-Jan	East Bay Leadership Council Dinner	Diablo
19-Jan	Phone Meeting with Delta Counties Coalition	Brentwood
19-Jan	San Ramon Valley Fire Protection District Academy Graduation	San Ramon
22-Jan	Constituent Meeting	Brentwood
22-Jan	Meeting with Health, Housing and Homeless Services	Brentwood
22-Jan	Constituent Meeting	Brentwood
22-Jan	Meeting with John Kopchik, Department of Conservation and Development	Brentwood
23-Jan	Board of Supervisors Meeting	Martinez
23-Jan	Antioch City Council Meeting	Antioch
24-Jan	Delta 6 Meeting	Antioch
24-Jan	Meeting with JOhn Kopchik, Department of Conservation and Development	Brentwood
25-Jan	Tour of Korova Edibles	Oakland
25-Jan	Tour of Green Remedy	Richmond
25-Jan	Meeting with Brentwood City Manager, Gus Vina	Brentwood
26-Jan	Phone Meeting with Delta Counties Coalition	Brentwood
26-Jan	Meeting with Head Start Program, Camilla Rand	Brentwood
26-Jan	Opportunity Junction Graduation	Antioch
27-Jan	East County March for Equality & Unification	Antioch
27-Jan	Discovery Bay State of the Town Gala	Discovery Bay
30-Jan	Board of Supervisors Retreat	Pleasant Hill
31-Jan	EHSD East Bay Visitation Center Event	Antioch
31-Jan	Phone Meeting with Committee Member, Ron Reagan	Brentwood
31-Jan	Phone Meeting with Department of Conservation and Development	Brentwood
31-Jan	District 3 All MAC Meeting	Bethel Island

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

Report

bodies report on meetings
meals, lodging, etc).

Purpose

Business Meeting

Business Meeting

Business Meeting

Business Meeting

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Community Outreach

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Supervisor John Gioia**January – 2018 Monthly Meeting Statement**

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

Supervisor Gioia did not seek reimbursement from the County for any meetings that he attended in his capacity as a County Supervisor during month of January, 2018.

**Supervisor Karen Mitchoff
January 2018**

DATE	MEETING NAME	LOCATION	PURPOSE
1/3/2018	CCTA Planning Committee	Walnut Creek	Decisions on agenda items
1/8/2018	Groundbreaking for County Building	Martinez	Community Outreach
1/9/2018	Board of Supervisors Meeting	Martinez	Decisions on agenda items
1/10/2018	Walnut Creek Oversight Board Meeting	Walnut Creek	Decisions on agenda items
1/10/2018	Airport Committee	Concord	Decisions on agenda items
1/12/2018	MTC/ABAG Legislation Committee	San Francisco	Decisions on agenda items
1/17/2018	BAAQMD Board Retreat	San Ramon	Decisions on agenda items
1/17/2018	CCTA Authority Board Meeting	Walnut Creek	Decisions on agenda items
1/23/2018	Board of Supervisors Meeting BAAQMD Budget and Finance	Martinez	Decisions on agenda items
1/24/2018	Committee	San Francisco	Decisions on agenda items
1/24/2018	Pleasant Hill State of the City	Pleasant Hill	Community Outreach
1/24/2018	Concord Oversight Board Meeting	Concord	Decisions on agenda items
1/25/2018	BAAQMD Mobile Source Committee	San Francisco	Decisions on agenda items
1/26/2018	Clayton Oversight Meeting	Clayton	Decisions on agenda items
1/29/2018	Walnut Creek State of the City	Walnut Creek	Community Outreach
1/30/2018	Board of Supervisors Retreat Meeting	Pleasant Hill	Decisions on agenda items
1/31/2018	CCCSWA Standing Personal Committee	Walnut Creek	Decisions on agenda items
1/31/2018	Walnut Creek Intermediate Town Hall	Walnut Creek	Community Outreach



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: Recognizing the Winners of the Contra Costa County Poetry Out Loud 2018 Competition

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Kristen Lackey, (925)
335-1043

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2018/46

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

In the matter of:

Resolution No. 2018/46

Recognizing Gwen Stevens, Emma Lubinger, and Katelyn Downing for placing First, Second, and Third in the Contra Costa County “Poetry Out Loud” 2018 Competition.

WHEREAS, the members of the Board of Supervisors of Contra Costa County are pleased to extend congratulations to Gwen Stevens, Emma Lubinger and Katelyn Downing for placing first, second, and third in the Contra Costa County “Poetry Out Loud” 2018 Competition; and

WHEREAS, Gwen Stevens, a junior at Independence High in Brentwood, was awarded First Place, Emma Lubinger, a junior at Pinole Valley High in Pinole, was awarded Second Place, and Katelyn Downing, a junior at College Park High in Pleasant Hill, was awarded Third Place in the Contra Costa County “Poetry Out Loud” Competition on February 10, 2018, a competition which emphasizes language skills and public speaking; and

WHEREAS, over 2,000 students countywide memorized a poem for this year’s program, a program started by the National Endowment for the Arts (NEA) and run by the California Arts Council in the State and locally by the Arts and Culture Commission of Contra Costa County (AC5), to engage high school students in the presentation of poetry through memorization and performance; and

WHEREAS, this is Contra Costa County’s eleventh year participating in the “Poetry Out Loud” competition; and

WHEREAS, students performed their recitations in front of an audience of over one hundred at the Campbell Theater in Martinez; and

WHEREAS, the pool of finalists included students from ten county high schools, including: Antioch High in Antioch, College Park High in Pleasant Hill, Deer Valley High in Antioch, El Cerrito High in El Cerrito, Independence High in Brentwood, John F. Kennedy High in Richmond, Las Lomas High in Walnut Creek, Monte Vista High in Danville, Mt. McKinley High in Martinez, and Pinole Valley High in Pinole; and

WHEREAS, Ms. Stevens, Ms. Lubinger, and Ms. Downing gave extraordinary recitations along with a very competitive group of finalists; and

WHEREAS, the “Poetry Out Loud” program seeks to foster the next generation of literary readers by recognizing the latest trends in poetry: recitation and performance; and

WHEREAS, to excel as Ms. Stevens, Ms. Lubinger, and Ms. Downing have done, a young person must demonstrate, in addition to a great deal of natural ability, an outstanding spirit of dedication, enthusiasm and hard work.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County, California does hereby recognize Gwen Stevens, Emma Lubinger and Katelyn Downing for placing First, Second, and Third in the Contra Costa County “Poetry Out Loud” 2018 Competition and extend this expression of our pride in their accomplishments.

KAREN MITCHOFF
Chair, District IV Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

FEDERAL D. GLOVER
District V Supervisor

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

ATTESTED: February 27, 2018

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Recognizing February as American Heart Month

RECOMMENDATION(S):

ADOPT Resolution No. 2018/73 recognizing February as American Heart Association Month.

BACKGROUND:

February is American Heart Month. This resolution encourages all residents of Contra Costa County to learn the risks of cardiovascular disease, to stay fit through exercise and good nutrition, to know the signs of Stroke, Heart Attack and Sudden Cardiac Arrest, to learn critical lifesaving skills such as CPR and AED use, to call 9-1-1, to "Act in Time" when a cardiovascular emergency occurs and encourage all communities to become HeartSafe Communities.

Heart disease is the leading cause of death in the United States, killing more than 600,000 Americans each year. And it's why the entire month of February is dedicated to raising awareness of heart health. These community education efforts are part of the Contra

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Dan Peddycord,
925-313-6712

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Rachel Morris

BACKGROUND: (CONT'D)

Costa Emergency Medical Services Cardiac Arrest, Stroke and STEMI Systems of Care Program initiatives. You should also know:

- Cardiovascular disease kills more people each year than cancer, lower respiratory diseases and accidents.
- Cigarette smokers are two to three times more likely to die from coronary heart disease than nonsmokers.
- Heart disease is the number one killer in women age 20 and over, killing approximately one woman every minute.
- Heart disease killed 633,842 people in 2015.

During the month of February, Contra Costa Emergency Medical Services and our EMS System Fire, Ambulance and Hospital partners are helping spread the word about living a heart healthy lifestyle. Join the effort by doing the following:

- Display table tents with heart facts and heart health information in your café, lobbies and office.
- Post flyers around your hospital or workplace to promote Heart Awareness month.
- Pass out red dress pins from AHA to friends, associates, patients and visitors.
- Host a heart health booth in your hospital or workplace on National Wear Red Day displaying heart health information.

ATTACHMENTS

Resolution No. 2018/73

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

In the matter of:

Resolution No. 2018/73

Recognizing February as American Heart Month.

WHEREAS, the month of February has been proclaimed by the President as “American Heart Month”; and

WHEREAS, over 400,000 Americans die from heart disease each year, more than breast cancer, lung cancer, prostate cancer and AIDS combined; and

WHEREAS, over 92% of those suffering sudden cardiac arrest die before reaching the hospital; and

WHEREAS, chances of survival are increased dramatically if cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) resources are available and utilized within the first three to seven minutes after sudden cardiac arrest; and

WHEREAS, the goal of American Heart Month is to raise awareness of heart disease, prevention and treatment; and

WHEREAS, it is appropriate to increase awareness of how to prevent cardiovascular disease and the appropriate intervention should an individual suffer from cardiovascular disease; and

WHEREAS, it is appropriate to increase awareness of the value of CPR training and encourage placement of AEDs in public places; and

WHEREAS, the American Heart Association and the Contra Costa County Emergency Medical Services Agency advocate the “Chain of Survival,” which represents the five crucial links of the emergency treatment of sudden cardiac arrest. The links are:

Early Access to Care * Early CPR * Early Defibrillation * Effective Advanced Life Support * Integrated Post Cardiac Arrest Care; and

WHEREAS, Contra Costa County Emergency Medical Services is committed to strengthening the links in the chain of survival in the County; and supports widespread CPR training, and public access defibrillation (PAD) and HeartSafe Community programs; and

WHEREAS, Contra Costa County communities are working to make where their citizens live, work, shop and play HeartSafe.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors designates February as American Heart Month, encouraging all residents of Contra Costa County to learn the risks of cardiovascular disease, to stay fit through exercise and good nutrition, to know the signs of Stroke, Heart Attack and Sudden Cardiac Arrest, to learn critical lifesaving skills such as CPR and AED use, to call 9-1-1, to Act in Time when a cardiovascular emergency occurs and encouraging each community to become a HeartSafe Community.

KAREN MITCHOFF
Chair, District IV Supervisor

JOHN GIOIA

CANDACE ANDERSEN

District I Supervisor

District II Supervisor

DIANE BURGIS
District III Supervisor

FEDERAL D. GLOVER
District V Supervisor

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

ATTESTED: February 27, 2018

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors

From: Karen Mitchoff, District IV Supervisor

Date: February 27, 2018

Subject: ADOPT Resolution recognizing the Sanford Institute of Philanthropy's third anniversary and launch of its first Fundraising Academy Program.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Lisa Chow, (925)
521-7100

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

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2018/75

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

In the matter of:

Resolution No. 2018/75

Recognizing the Sanford Institute of Philanthropy at John F. Kennedy University's third anniversary and the launch of its first Fundraising Academy Program.

WHEREAS, the Sanford Institute of Philanthropy was founded in 2014 by entrepreneur and philanthropist T. Denny Sanford in San Diego, California; and

WHEREAS, in 2015, the Sanford Institute of Philanthropy opened its doors at John F. Kennedy University in Pleasant Hill, California; and

WHEREAS, an esteemed Advisory Council representing nonprofits, institutional funders, corporations, and academia guides the work of the Sanford Institute of Philanthropy; and

WHEREAS, in 2017, the work of the Institute reached hundreds of nonprofits that are in the business of helping tens of thousands of recipients in the region. Over 350 Nonprofit Organizations received training through seminars, webinars, and a philanthropy summit; and

WHEREAS, participants learn about Cause Selling, Board Development, the Power of Analytics, Major Gifts, Nonprofit Marketing, and Stewardship; and

WHEREAS, the Sanford Institute of Philanthropy continues to develop fundraising skills and networking opportunities for nonprofits throughout the year; and

WHEREAS, in 2018, The Sanford Institute of Philanthropy goes beyond traditional training programs with the introduction of The Fundraising Academy; and

WHEREAS, the Fundraising Academy prepares the development professional for the 21st century, using "state of the art" processes and methods, and explores the most challenging issues facing the fundraising community; and

WHEREAS, with access to the John F. Kennedy University faculty from the fields of law, psychology and professional development, the Fundraising Academy goes beyond traditional training programing, to render some of the most encompassing curriculums available; and

WHEREAS, by bringing together the diverse leadership of the region's wide range of causes, the Sanford Institute of Philanthropy remains at the forefront of service and nonprofit sustainability.

Now, Therefore, Be It Resolved that the Contra Costa County Board of Supervisors does hereby recognize the Sanford Institute of Philanthropy at John F. Kennedy University's third anniversary and the launch of its first Fundraising Academy Program.

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

FEDERAL D. GLOVER
District V Supervisor

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action taken
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the date
shown.

ATTESTED: February 27, 2018

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: February 27, 2018

Subject: Resolution recognizing James Phillip Wright as the 2018 William Mott Environmental Award Winner

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

Contact: Lauri
957-8860

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2018/84

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

In the matter of:

Resolution No. 2018/84

recognizing James Phillip Wright as the 2018 William Mott Environmental Award Winner.

For the past five years, James Wright has self-funded and dedicated an enormous amount of expertise embodied in The Old Yellow House toward educating Orinda citizens about the historical and environmental value of sustainable energy systems and “green architecture”; and

Whereas, Mr. Wright’s dynamic exhibits at the Wagner Ranch Wildlife and Olive Festivals fascinated parents and children with the historical odyssey of the Old Yellow House. Following these successful outreach efforts and a presentation to the Orinda Historical Society, James worked closely with the Contra Costa Historical Society and Orinda Historical Society to conduct an evening public presentation at the Orinda Theatre in 2015; and

Whereas, His passion for the history of this area is quite evident. He wrote an inspiring piece for the event program that captured how redoing this house changed him and his goals. His efforts to educate the Lamorinda public about the value of preserving history and engaging in sustainable practices are inspiring youth and adults alike to become more involved with local history and conservation; and

Whereas, Mr. Wright has held numerous presentations to promote sustainable energy practices and conservation for educational purposes, as well as fundraising efforts for nonprofits to promote conservation of historical sites; and

Whereas, James Wright is passionate about preserving history, educating the public, and actively participating in the Lamorinda community and throughout Contra Costa County to involve the community in conservation efforts.

that the Board of Supervisors of Contra Costa County does hereby honor **James Phillip Wright** for his commitment to the environment, Orinda and Contra Costa County.

KAREN MITCHOFF
Chair, District IV Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

FEDERAL D. GLOVER
District V Supervisor

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the date
shown.

ATTESTED: February 27, 2018

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: February 27, 2018

Subject: Resolution recognizing Janet Riley as 2018 Orinda Citizen of the Year.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

Contact: Lauri
957-8860

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2018/85

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

In the matter of:

Resolution No. 2018/85

recognizing Janet Riley as the 2018 Orinda Citizen of the Year.

Janet Riley is deeply connected to the Orinda community and has spent the last 28 years volunteering in several significant capacities to make it a better place. She is a devoted volunteer, mother, daughter, wife and friend. Janet gives her time, energy and intellect and has done so in a most positive and professional manner for decades; and

Whereas, Janet's volunteer work is with the Orinda schools, her church and the Orinda Garden Club, Janet was Sleepy Hollow Parents Club co-President, 1997-98, she was Co-President again at Orinda Intermediate School 2005-06, she helped spearhead building a new and improved Lunch program, brought the after-school sports program under the auspices of the parents' club, created a new Theater Arts program among many other accomplishments. Janet continued as Co-President of OIS 2006-07. During this time, she consistently worked on each Parcel Tax/Bond measure that the School districts developed; and

Whereas, Janet was president of the Educational Foundation of Orinda board of directors for the 2007-2008 and 2008-2009 school years, leading all activities of this non-profit organization that raises funds to supplement the five OUSD schools and Miramonte with programs including music, art, public speaking, drama, elementary school class size reduction, counseling, technology, etc. In Janet's two years as president, EFO raised nearly \$3 million, and she oversaw a board of 40 volunteers and over 100 volunteers; and

Whereas, The Orinda Garden Club has also benefitted from Janet's many talents she has been passionate about focusing the Club on what it can do for the community. Janet has served in many capacities but none so impactful as President when she over saw the installation of the new planters on Orinda Way, created two new annual scholarships for UC botanical students, promoted 5K donation to Save the Redwoods and activated Orinda Garden Club in a Save the Bay Restoration project; and

Whereas, Janet is an animal lover, a nature lover and enjoys our regional parks on a regular basis with her dogs. She is the first person to help a friend or stranger in an emergency and does so with grace and efficiency.

that the Board of Supervisors of Contra Costa County does hereby honor Janet Riley for her passion and dedication to Orinda and it's citizens.

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS
District III Supervisor

FEDERAL D. GLOVER
District V Supervisor

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

ATTESTED: February 27, 2018

David J. Twa,

By: _____, Deputy



**Contra
Costa
County**

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: February 27, 2018

Subject: Appointment to the Contra Costa County Library Commission

RECOMMENDATION(S):

REASSIGN the following person from the District II Alternate seat to the District II seat of the Contra Costa County Library Commission for a one year term with an expiration date of June 30, 2019, as recommended by Supervisor Andersen:

Cindy Wright
Danville, CA 94526

DECLARE a vacancy in the District II Alternate seat on the Contra Costa County Library Commission effectively immediately, and DIRECT the Clerk of the Board to post the vacancy.

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:

- 18 members representing the cities/towns in Contra Costa County - these Commissioners are appointed by

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

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 District II seat will remain vacant.



Contra Costa County

To: Board of Supervisors
 From: Karen Mitchoff, District IV Supervisor
 Date: February 27, 2018

Subject: REAPPOINT Lauren Babb to the District IV Seat on the Contra Costa Commission for Women

RECOMMENDATION(S):

Reappoint the following individual to the District IV seat on the Contra Costa Commission for Women to a three-year term expiring on February 28, 2021:

Lauren Babb
 Concord

FISCAL IMPACT:

None.

BACKGROUND:

The Contra Costa Commission for Women identifies major economic, educational and social concerns of women in Contra Costa County, to reach and inform all women on a variety of issues.

CONSEQUENCE OF NEGATIVE ACTION:

The Commission Seat will remain vacant

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Colleen Isenberg,
 925-521-7100

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: February 27, 2018

Subject: Appointment to the Contra Costa County Aviation Advisory Committee

RECOMMENDATION(S):

REAPPOINT the following person to the District II seat on the Contra Costa County Aviation Advisory Committee for a three-year term with an expiration date of March 1, 2021, as recommended by Supervisor Candace Andersen:

Roger Bass
Walnut Creek, CA 94595

FISCAL IMPACT:

None.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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, Aviation Advisory Committee, Appointee

BACKGROUND: (CONT'D)

The Aviation Advisory Committee (AAC) was established by the Board of Supervisors to provide advice and recommendations to the Board of Supervisors on the aviation issues related to the economic viability and security of airports in Contra Costa County. The AAC is mandated to cooperate with local, state, and national aviation interests for the safe and orderly operation of airports; advance and promote the interests of aviation; and protect the general welfare of the people living and working near the airport and the County in general. The AAC may initiate discussions, observations, or investigations and may hear comments on airport and aviation matters from the public or other agencies in order to formulate recommendations to the Board. In conjunction with all of the above, the Aviation Advisory Committee provides a forum for the Director of Airports regarding policy matters at and around the airport.

The AAC is composed of 11 members who must be County residents: one appointed by each Supervisor; one from and nominated to the Board by the City of Concord; one from and nominated to the Board by the City of Pleasant Hill; one from and nominated to the Board by Diablo Valley College; one from and nominated to the Board by the Contra Costa County Airports Business Association; and two at large to represent the general community, to be nominated to the Internal Operations Committee by the Aviation Advisory Committee. At least one of the above shall be a member of the Airport Land Use Commission.

Terms for AAC seats are three years ending each March 1.

Supervisor Andersen is pleased with Roger Bass' work on the AAC and would like him to continue for another term.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will become vacant.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: February 27, 2018

Subject: DECLARE Vacant Community No. 2 Seat on the Affordable Housing Finance Committee

RECOMMENDATION(S):

DECLARE a vacancy in Community No. 2 seat on the Affordable Housing Finance Committee and DIRECT the Clerk of the Board to post the vacancy.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Affordable Housing Finance Committee advises the Board of Supervisors on the annual allocation of approximately \$1.5 million in HOME Investment Partnership Act (HOME) and \$1.8 million in Community Development Block Grant (CDBG) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. The Committee consists of nine members, including:

- three city representatives (one each from East, Central and West County)
- three county representatives; and
- three community representatives.

The three city representatives are nominated by the cities in each subregion of the County and approved by the Board of Supervisors. Nominations for county and community representatives are solicited by the Department of Conservation and Development. All county and community representative appointments to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Kara Douglas
925-674-7880

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

By: , Deputy

cc:

the AHFC are reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years.

Bijal Patel was appointed to Community No. 2 seat in 2016 to fill a term that ends on June 30, 2018. She attended the 2017 meeting, but is now unreachable. Declaring this seat vacant will allow staff to recruit for a new member.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Affordable Housing Finance Committee will have a seat filled with an inactive member.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Appointment to the Emergency Medical Care Committee

RECOMMENDATION(S):

APPOINT Ara Gregorian to the Emergency Medical Care Committee (EMCC) B4 – California Highway Patrol seat, as recommended by the Health Services Director, with a term expiration date of September 30, 2018: California Highway Patrol Authorized Representative: Ara Gregorian, Martinez, CA 94553.

FISCAL IMPACT:

None.

BACKGROUND:

The EMCC is a multidisciplinary committee appointed by the County Board of Supervisors, to provide advice and recommendations on EMS-related matters to the Board, Health Services Director and its EMS Agency. Membership consists of consumer representatives, and representatives of EMS-related organizations and groups.

In September 2016, the EMCC two-year membership began a new term. The former B4 seat was vacant due to the California Highway Patrol (CHP) declining to nominate a candidate based on staffing. CHP nominated Brian Goldhammer in July 2017 who was appointed to the Committee in August 2017, but he resigned his seat in October 2017 because he was reassigned. CHP then nominated Ara Gregorian in December 2017.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Patricia Frost,
925-646-4690

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

By: , Deputy

cc: Rachel Morris, Tasha Scott, Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this appointment is not approved, the position will remain unfilled.

ATTACHMENTS

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:

Emergency Medical Care Committee

B4 - California Highway Patrol

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Gregorian	Ara	Arsen
	(Last Name)	(First Name)	(Middle Name)
2. Address:	[REDACTED]	Martinez	CA 94553
	(No.)	(Street)	(City) (State) (Zip Code)
3. Phones:	[REDACTED]	[REDACTED]	[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 Graduate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley College	General	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	1987
B) California State University, Hayward	Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BS	1989
C) Golden Gate University	Law	Yes No <input type="checkbox"/> <input type="checkbox"/>			JD	1994
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) <u>From</u> <u>To</u> <div>09/01/15</div> <div>Present</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>2</div> <div>4</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Lieutenant, California Highway Patrol</div> Employer's Name and Address <div>California Highway Patrol 5001 Blum Road Martinez CA 94553</div></p>	<p>Duties Performed <div>Filed Operations Officer for Contra Costa CHP Office.</div></p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>05/01/06</div> <div>08/31/15</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>9</div> <div>3</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Sergeant, California Highway Patrol</div> Employer's Name and Address <div>California Highway Patrol San Francisco Area</div></p>	<p>Duties Performed <div>Filed shift supervisor.</div></p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>01/27/2000</div> <div>04/30/2006</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>5</div> <div>3</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Officer, California Highway Patrol</div> Employer's Name and Address <div>California Highway Patrol Marin Area</div></p>	<p>Duties Performed <div>Road patrol.</div></p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div></div> <div></div> Total: <u>Yrs.</u> <u>Mos.</u> <div></div> <div></div> Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title <div></div> Employer's Name and Address <div></div></p>	<p>Duties Performed <div></div></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: _____

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.



**Contra
Costa
County**

To: Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: February 27, 2018

Subject: RECOMMENDATION FOR APPOINTMENT TO THE AFFORDABLE HOUSING FINANCE COMMITTEE

RECOMMENDATION(S):

APPOINT Natacha (Paige) Simmons to the County Representative 1 seat on the Affordable Housing Finance Committee to a term expiring on June 30, 2020.

FISCAL IMPACT:

None.

BACKGROUND:

The Affordable Housing Finance Committee advises the Board of Supervisors on the annual allocation of approximately \$1.5 million in HOME Investment Partnership Act (HOME) and \$1.8 million in Community Development Block Grant (CDBG) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Committee is composed of nine members, including:

- three city representatives (one each from East, Central and West County)
- three county representatives; and
- three community representatives.

The three city representatives are nominated by the cities in each subregion of the County and approved by the Board of Supervisors. Nominations for county and community representatives are solicited by the Department of Conservation and Development. All county and community representative appointments to the AHFC are reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years. A current AHFC roster is attached.

There were five applicants for the vacant County Representative seat: two were interviewed and the AHFC recommended one of them and the IOC concurs with the recommendations, one did not come to the scheduled interview; one has withdrawn his application; and the fifth did not respond to the interview invitation.

With the appointment of Ms. Simmons, there will remain one vacancy for a Community representative. A recommendation for a re-appointment to the East County seat is going to the Board of Supervisors in February.

ATTACHMENTS

AHFC Member Roster_Jan 2018

Candidate Application_Yasaman Lee_AHFC

Candidate Application_Iman Novin_AHFC

Candidate Application_Natacha Simmons_AHFC

Candidate Application_Matthew Trujillo_AHFC

Candidate Application_Merry Walernsa_AHFC

**CONTRA COSTA CONSORTIUM
AFFORDABLE HOUSING FINANCE COMMITTEE**

CITY REPRESENTATIVES

East County Representative (City 1)

Eric C. Brown

1104 Teal Court

Brentwood, CA 94513

Email: b4uceb@yahoo.com

Term expires June 30, 2020

West County Representative (City 2)

Lisa Motoyama

7305 Rockway Avenue

El Cerrito, CA 94530

(510) 526-2778

Email: lmotoyama@gmail.com

Term expires June 30, 2018

Central County Representative (City 3)

Calvin S. Robie

Senior Vice President

Bank of Walnut Creek (retired)

119 Belle Avenue

Pleasant Hill, California 94523

Phone: (925) 938-6192

Email: calrobie0825@gmail.com

Term expires June 30, 2019

COUNTY REPRESENTATIVES

Vacant

Term expires June 30, 2020

Willie J. Robinson
William J. Robinson,
Construction Management
701 Pebble Court (home address)
El Sobrante, CA 94803
Phone: (510) 758-7572
Email: williejrobinson@gmail.com

Term expires June 30, 2018

Tom Shepard (County 3)
1637 Del Monte Way (home address)
Moraga, CA 94556
Phone: (925) 822-7679
Email: tshephard@fpacific.com

Term expires June 30, 2019

COMMUNITY REPRESENTATIVES

Dan Bundy (Community 1)
Harmony Homes Associated
144 Mayhew Way
Walnut Creek, CA 94597
Phone: (925) 256-6303
Email: danbundy@fastermac.net

Term expires June 30, 2020

Declare Vacant (Community 2)

Term expires June 30, 2018

Lisa Caronna (Community 3)
14 Anson Way
Kensington, CA 94707
Phone: 510-524-7514
Email: lisacaronna@comcast.net

Term expires June 30, 2019

COMMITTEE STAFF

Kara Douglas

Assistant Deputy Director

Phone: (925) 674-7880

Email: kara.douglas@dcd.cccounty.us

Gabriel Lemus

CDBG Program Manager

Phone: (925) 674-7882

Email: Gabriel.lemus@dcd.cccounty.us

Kristin Sherk

Housing Planner

Phone: (925) 674-7887

Email: Kristin.sherk@dcd.cccounty.us

Contra Costa County Department of Conservation and Development

30 Muir Road

Martinez, CA 94553

Fax (925) 674-7258

Application Form

Profile

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Yasaman

First Name

Lee

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Orinda

City

CA

State

94563

Postal Code

Primary Phone

Employer

Job Title

Currently not working

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Bachelor of Arts

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

UC Berkeley

Name of College Attended

Economics and Legal Studies

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

1997

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

CA Real Estate Broker

Course Studied

Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

School year 2012 to 2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Co-President (2014 to 2016)

Position Title

Employer's Name and Address

Glorietta Elementary School c/o Cheryl McNair 15 Martha Road Orinda, CA 94563

Duties Performed

Fundraise and manage a \$1 million plus dollar budget. Ran numerous programs throughout campus. Lunch service, Before and After School Care, After School Enrichment etc.

2nd

2017 to current

Dates (Month, Day, Year) From - To

3

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Committee: Member: Facilities
taskforce for the OUSD

Position Title

Employer's Name and Address

Volunteer position for the Orinda Union School District Member of the Facilities Taskforce for potential of Bond to improve all six school district sites.

Duties Performed

Attend meeting facilitated by LPA, consulting firm. Attend meetings with stakeholders Work with committee members in developing best vision for plan

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Contra Costa Council on Homelessness: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Iman

First Name

Novin

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Walnut Creek

City

CA

State

94597

Postal Code

Primary Phone

Novin Development Corp.

Employer

President

Job Title

Multifamily Affordable & Market
Rate Development

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

B.S.

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

University of California San Diego

Name of College Attended

Structural Engineering and Urban
Planning

Course of Study / Major

Dont remember (was a double
major)

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

B.S. and a B.A.

Degree Type

2007

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

5/1/2013 - 11/17/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

President

Position Title

Employer's Name and Address

Novin Development Corp. (NDC) 1990 N California Blvd, Ste 800 Walnut Creek, CA 94597

Duties Performed

Lead the Consulting, Brokerage and New Development divisions of NDC.

2nd

2/1/2014 -11/17/2017

Dates (Month, Day, Year) From - To

4

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Commissioner

Position Title

Employer's Name and Address

City of Walnut Creek Planning Commission

Duties Performed

3rd

6/1/2013-11/31/2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Director of Acquisition

Position Title

Employer's Name and Address

MidPen Housing 303 Vintage Park Drive Foster City, CA

Duties Performed

Lead acquisitions team in Bay Area for this large non-profit affordable housing developer

Final Questions

How did you learn about this vacancy?

☒ Other

Awareness Month Planning Sub-Committee

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

CITY 1

Seat Name (if applicable)

This application is used for all boards and commissions

NATACHA

First Name

P

Middle Initial

SIMMONS

Last Name

Email Address

Home Address

Suite or Apt

DISCOVERY BAY

City

CA

State

94505

Postal Code

Primary Phone

THE SIMMONS LAW FIRM

Employer

OWNER

Job Title

ATTORNEY

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

JURIS DOCTOR

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

ADELPHI UNIVERSITY

Name of College Attended

BUSINESS/MARKETING

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

BS

Degree Type

2004

Date Degree Awarded

College/ University B

CASE WESTERN SCHOOL OF
LAW

Name of College Attended

LAW

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

JURIS DOCTOR

Degree Type

MAY 2010

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

7/1/2017- PRESENT

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

OWNER

Position Title

Employer's Name and Address

THE SIMMONS LAW FIRM 4900 HOPYARD ROAD, SUITE 100 PLEASANTON CA 94505

Duties Performed

REAL ESTATE AND BUSINESS LAW ATTORNEY FOR ALL BAY AREA COUNTIES

2nd

1/15/17-7/1/17

Dates (Month, Day, Year) From - To

65

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

SENIOR ASSOCIATE

Position Title

Employer's Name and Address

LEWIS BRISBOIS BISGAARD SMITH 333 BUSH STREET SAN FRANCISCO, CA

Duties Performed

INSURANCE DEFENSE ATTORNEY FOR ALL BAY AREA COUNTIES

3rd

08/1/2016 - 1/14/2017

Dates (Month, Day, Year) From - To

45

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

ATTORNEY

Position Title

Employer's Name and Address

KIMBALL TIREY & ST JOHN LLP 2300 CLAYTON ROAD CONCORD CA

Duties Performed

LANDLORD TENANT LAW ATTORNEY FOR ALL BAY AREA COUNTIES

Final Questions

How did you learn about this vacancy?

☒ Other

COLLEAGUE

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Resource Conservation District: Submitted

Economic Opportunity Council: Submitted

Fish & Wildlife Committee: Submitted

Alcohol and Other Drugs Advisory Board: Submitted

Arts & Culture Commission: Submitted

Assessment Appeals Board: Submitted

North Richmond Municipal Advisory Council: Submitted

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Planning Commission: Submitted

Contra Costa County Transportation Authority Citizens Advisory Committee (BOS Appointee): Submitted

Countywide Bicycle Advisory Committee (BoS Appointments Only): Submitted

Contra Costa Transportation Authority - Bicycle and Pedestrian Adv. Committee (BOS Appointees): Submitted

Sustainability Commission: Submitted

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Matthew

First Name

Trujillo

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

San Pablo

City

CA

State

94806

Postal Code

Primary Phone

State of California

Employer

Coastal Program Analyst

Job Title

Environmental Scientist/Social Worker/Teacher

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Master

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

University of California, Santa Cruz

Name of College Attended

Community Studies

Course of Study / Major

206

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Bachelor

Degree Type

6/2002

Date Degree Awarded

College/ University B

University of California, Davis

Name of College Attended

Education

Course of Study / Major

26

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Teacher Credential

Degree Type

06/2004

Date Degree Awarded

College/ University C

University of California, Santa
Barbara

Name of College Attended

Environmental Science and
Management

Course of Study / Major

88

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Master

Degree Type

06/2011

Date Degree Awarded

Other schools / training completed:

Business Management

Course Studied

N/A

Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

10/5/2015 - Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Coastal Program Analyst

Position Title

Employer's Name and Address

San Francisco Bay Conservation and Development Commission 455 Golden Gate Avenue, Suite 10600
San Francisco, California 94102

Duties Performed

Analysis and application of state statutes, policies and regulations for the purpose of regulating development in and around the San Francisco Bay and Suisun Marsh. Engagement of stakeholders from the private and public sectors and NGOs. Planning for adaptation to sea level rise.

2nd

03/21/2012 - 10/04/2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Technical Associate

Position Title

Employer's Name and Address

SCS Global Services 2000 Powell Street, Suite 600 Emeryville, CA 94608

Duties Performed

Administered environmental certification programs for sustainable supply chain processes. Supervised global network of supply chain auditors. Engaged with stakeholders from the private sector.

3rd

10/31/2006 - 08/21/2009

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Human Services Social Worker

Position Title

Employer's Name and Address

Sacramento County Department of Health and Human Services 7001-A East Parkway Sacramento, CA 95823

Duties Performed

Administered welfare assistance programs for elderly and disabled adults. Engaged with low income and disadvantaged community members, policy makers and human service agencies.

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Homeless: Behavioral Health

Seat Name (if applicable)

This application is used for all boards and commissions

Merry

First Name

F

Middle Initial

Walernsa

Last Name

Email Address

Home Address

Suite or Apt

El Cerrito

City

CA

State

94530

Postal Code

Primary Phone

Contra Costa County

Employer

Coordinator of Family Services

Job Title

Providing services through the
Wraparound Program

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Masters Degree /rehab Counseling

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

NIU

Name of College Attended

Rehabilitation Counseling

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Masters of Arts

Degree Type

May 2007

Date Degree Awarded

College/ University B

Southern California U

Name of College Attended

Family Counseling

Course of Study / Major

finished my program

Units Completed

Type of Units Completed

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

College/ University C

JFK College

Name of College Attended

Pharmaceutical

Course of Study / Major

6 credits

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

Other schools / training completed:

School of the Art Institute

Course Studied

6 years

Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

11-1-17 to present

Dates (Month, Day, Year) From - To

40 hours

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Coordinator for Family Services

Position Title

Employer's Name and Address

Merry Frances Walensa 5523 Zara Ave El Cerrito, Ca 94530

Duties Performed

I provide services to our Family Partners staff who are going out into the field to work with families who have a child that requires more health, safety and better Living Experience, in order to grow and complete education. I hire and fire and train the Family Partners. I gather resources and attend many meetings that involve our work here. So I do go to many Health Services meetings all week. I follow and lead the Family Partners. I am ready to meet with anyone who needs my services or experiences.

2nd

9-1-2010 -10-31-17

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Analyst Counselor for Vocational
Services Mental Health

Position Title

Employer's Name and Address

Merry Frances Walensa 5523 Zara Ave El Cerrito, CA 94530

Duties Performed

As an Analyst for Contra Costa County Vocational Services, I performed intake, counseling, referral and resources for the consumers. I also represented the consumer with his doctor or therapist, and with partners. I also referred and represented our consumers to our contracted partner, the Department of Rehabilitation of California for 7 years.

3rd

9-1-2007 - 8-21-2010

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Senior Rehabilitation Counselor

Position Title

Employer's Name and Address

My primary client was the high schools and I worked within the Transition Program. I helped the schools' counseling team to move students from the IDEA program, where they aged out of services, into the Adult Program at Department of Rehabilitation. Our goals were to train, educate, employ, help and guide students through their years following high school experiences. The students were transitioning into the California Adult Services for people with disabilities under the ADA. '

Duties Performed

I collaborated with school officials, teachers, counselors to help students to move through the system without being left behind. I began working with some students at the age of seventeen, so they could transition into Services at the Department of Rehabilitation, I did intake notes, wrote Plans for Education or Employment. I stayed with the student as they moved through the system to gain the skills and ability to be independent as they could become. I helped them build their own ideas of what they could possibly do for a job, while educating them about the Occupational Outlook Handbook (OOH), the guide to most jobs in the United States. By providing the information to the student from resources such as OOH, we were able to guide the students into the "best fit" occupational training, and job development. We used California and Federal dollars to provide them with what they needed to become successfully employed, or as independent as possible in their life style. We closed cases successfully while following the client, reviewing their goals and their ability to follow through. Also, I went out into the community and gave training, information and contact information to community services and our partners.

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: February 27, 2018

Subject: RECOMMENDATIONS FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

RECOMMENDATION(S):

APPOINT to the Hazardous Materials Commission the following individuals to three year terms ending on December 31, 2021:

<u>Action</u>	<u>Seat</u>	<u>Nominee</u>
Appoint	Business #2	Jack Bean
Reappoint	Environmental #1	Ralph Sattler
Appoint	Environmental #1 Alternate	Lisa Park
Reappoint	Environmental Engineer	George Smith
Reappoint	Environmental Engineer Alternate	Ron Chinn

FISCAL IMPACT:

No fiscal impact.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
(925) 335-1077

By: , Deputy

cc:

BACKGROUND:

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would delegate the screening and nomination of Hazardous Materials Commission candidates to the Commission, for review by the IOC.

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 Business #2 seat and alternate expired on December 31, 2017. The bylaws of the Commission provide that Business #2 seat and alternate be nominated by the Industrial Association, screened by the Internal Operation Committee and appointed by the Board of Supervisors. The Industrial Association has nominated Jack Bean for this seat. He previously served as the alternate for this seat. His letter of support and application are attached. This term expires on December 31, 2021. The Industrial Association will be meeting soon to nominate an alternate for this seat.

The Environmental #1 seat and alternate expired on December 31, 2017. The bylaws of the Commission provide that Environmental #1 seat and alternate be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat and therefore, which environmental organization is represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. The Hazardous Materials Commission advertised for these open seats (see attached), and received two applications. The Commission determined one of the applicants was not eligible and they interviewed the other one. On January 25, 2018 they voted unanimously to recommend that Ralph Sattler be reappointed to the seat and nominated Lisa Park for the alternate seat. Their applications and letters of support are attached. These terms expire on December 31, 2021.

The Environmental Engineer and alternate seat expired on December 31, 2017. The bylaws of the Commission provide that one representative of environmental engineering firms located in Contra Costa County, nominated by such firms, be screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Hazardous Materials Commission advertised for these open seats (see attached) did not receive any new applications. The Hazardous Materials Commission is recommending the reappointment of George Smith to the Environmental Engineer seat and Ron Chinn as his alternate. Their applications are attached. These terms expire on December 31, 2021.

The Internal Operations Committee reviewed and approved the Hazardous Materials Commission nominations on February 12, 2018.

ATTACHMENTS

HazMat Commission Media Release

Candidate Application_Jack Bean_HazMat

Jack Bean Letter of Recommendation

Candidate Application_Lisa Park_HazMat

Lisa Park Letter of Recommendation

Candidate Application_Ralph Sattler_HazMat

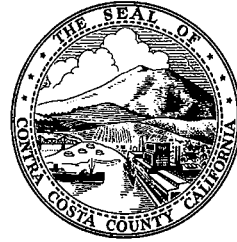
Ralph Sattler Letter of Recommendation

Candidate Application_Ron Chinn_HazMat

Candidate Application_George Smith_HazMat

Candidate Application_David Wyatt_HazMat

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



FOR IMMEDIATE RELEASE
October 23, 2017

CONTACT: Michael Kent
PHONE: (925) 313-6587

HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an Environmental Seat and an Environmental Seat alternate.

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

Applicants for the **Environmental Seat** must:

- be nominated by an environmental organization ;
- have demonstrated knowledge of hazardous materials issues;
- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy.
- live or work in Contra Costa County, and can commit to attending the monthly Commission and a monthly Committee meeting;

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine St. 1st Fl., Martinez CA 94553.

You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentCenter/Home/View/6433>

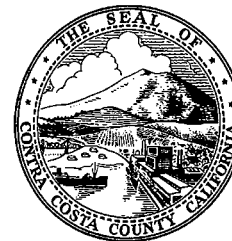
Filing Date: Applications must be received by November 17, 2017 and mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on December 8, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.

Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



FOR IMMEDIATE RELEASE
October 23, 2017

CONTACT: Michael Kent
PHONE: (925) 313-6587

HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an Environmental Engineer Seat and an Environmental Engineer Seat alternate.

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

Applicants for the **Environmental Engineer Seat** must:

- be nominated by an environmental engineering firm organization ;
- have demonstrated knowledge of hazardous materials issues;
- live or work in Contra Costa County, and can commit to attending the monthly Commission and a monthly Committee meeting;

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine St. 1st Fl., Martinez CA 94553.

You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentCenter/Home/View/6433>

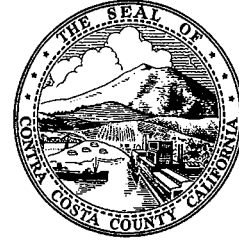
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Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



October 23, 2017

Dear Colleague:

The Contra Costa Hazardous Materials Commission is seeking applicants to fill 4 seats - an Environmental Seat and an Environmental seat alternate, and an Environmental Engineer Seat and an Environmental Seat alternate. **Applications must be received by November 17th, 2017.**

Appointed by the Board of Supervisors to advise them on hazardous materials issues, including industrial safety, the 13-member Commission is comprised of representatives of industry, labor, environmental groups, civic groups, the public, engineers/industrial hygienists, and elected officials. Members serve four-year terms, and must live or work in Contra Costa County.

I hope your organization will take up this rare opportunity and nominate an applicant. The Commission offers a chance for direct participation in creating county policy on vital issues of great public concern.

Enclosed you will find flyers for posting and/or distribution.

The Commission would also like to extend an invitation to any interested party to attend Commission meetings which are generally held the 4th Thursday of every month from 4:00 to 6:00 at the County Connection, 2477 Arnold Industrial Way, in Concord.

Applications may be obtained from the Clerk of the Board located at 651 Pine Street, 1st Floor, Martinez CA 94553. You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentCenter/Home/View/6433>

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on December 8th, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.

Should you have further questions, please do not hesitate to call me. I can be reached directly at (925) 313-6587.

Sincerely,

A handwritten signature in cursive script that reads "Michael Kent".

Michael Kent
Executive Assistant to the Hazardous Materials Commission
Enclosure

Members: *Members: George Smith - Chair, Rick Alcaraz, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol, Matthew Buell*
597 Center Avenue, Suite 200, Martinez CA 94553 (925) 313-6712 Fax (925) 313-6721

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Seat**.

You may apply if you ...

- are nominated by an environmental organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy.
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting;

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1st Floor, Martinez CA 94553.

You may also download an application from the County's website:

<http://www.co.contra-costa.ca.us/DocumentCenter/View/6433>

Filing Date: Applications must be received by November 17, 2017 and mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on December 8, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.

Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Seat Alternate**.

You may apply if you ...

- are nominated by an environmental organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy.
- can commit to attendance at monthly Commission meetings and a monthly Committee meeting, in the event the seat holder is unavailable

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1st Floor, Martinez CA 94553.

You may also download an application from the County's website:

<http://www.co.contra-costa.ca.us/DocumentCenter/View/6433>

Filing Date: Applications must be received by November 17, 2017 and mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on December 8, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.

Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Engineer Seat**.

You may apply if you ...

- are nominated by an environmental engineering organization or firm;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting;

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

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DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

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You may apply if you ...

- are nominated by an environmental engineering firm or organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- can commit to attendance at monthly Commission meetings and a monthly Committee meeting, in the event the seat holder is unavailable

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597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721



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:

HAZ MATERIALS COMMISSION
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Business Seat
PRINT EXACT SEAT NAME (if applicable)

1. Name: Bean Jack R
(Last Name) (First Name) (Middle Name)

2. Address: Pleasant Hill Ca 94523
(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 AN Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>University of Calif. Medical</u>	<u>Law Enforcement</u>	Yes No <input checked="" type="checkbox"/>	<u>8</u>			
B) <u>SIERRA College</u>	<u>LAW CRIMINOLOGY</u>	Yes No <input checked="" type="checkbox"/>	<u>62</u>		<u>AN</u>	<u>~1967</u>
C) <u>Contra Costa College</u>	<u>Business</u>	Yes No <input checked="" type="checkbox"/>	<u>9</u>		<u>AN</u>	<u>~1970</u>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<u>EDR TRAINING CARB FBI TRAINING</u>	<u>LAW ENFORCEMENT AN QUALITY</u>		Yes No <input checked="" type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>2014</u> To <u>Present</u> Total: Yrs. <u>3+</u> Mos. <u> </u> Hrs. per week <u> </u> Volunteer <input type="checkbox"/> <u>Varies</u></p>	<p>Title <u>Executive Director</u> Employer's Name and Address <u>INDUSTRIAL ASSOCIATION</u> <u>of Contra Costa County</u></p>	<p>Duties Performed <u>TEX Director</u> <u>responsible of,</u> <u>ENTIRE ASSOCIATION,</u> <u>scheduling Forums,</u> <u>represented COS AT</u> <u>meetings. TAKING POSITIONS</u> <u>of bills, regulations</u> <u>etc.</u></p>
<p>B) Dates (Month, Day, Year) From <u>2007</u> To <u>2014</u> Total: Yrs. <u>7</u> Mos. <u> </u> Hrs. per week <u>60</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Managerial</u> <u>Director of Government</u> <u>Affairs</u> Employer's Name and Address <u>Tesoro Refining</u> <u>San Antonio Texas</u></p>	<p>Duties Performed <u>managed all</u> <u>Government affairs</u> <u>for Tesoro Refining</u> <u>in California</u> <u>operations.</u> <u>Sacramento Office</u></p>
<p>C) Dates (Month, Day, Year) From <u>1970</u> To <u>2007</u> Total: Yrs. <u>37</u> Mos. <u> </u> Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Chief of Enforcement</u> <u>Division</u> Employer's Name and Address <u>Bay Area Air</u> <u>Quality Management</u> <u>District</u></p>	<p>Duties Performed <u>manage the</u> <u>inspection section</u> <u>of the enforcement</u> <u>division. supervise</u> <u>a staff of 75</u> <u>Air quality managers,</u> <u>supervisors, inspectors</u> <u>ent. AQ regulation</u></p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> Volunteer <input type="checkbox"/></p>	<p>Title <u> </u> Employer's Name and Address <u> </u></p>	<p>Duties Performed <u> </u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Curt Menden

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:

1-30-2018

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.



February 1, 2018

Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 110
Martinez, CA 94553

Michael,

This is to inform you that the Industrial Association of Contra Costa County is recommending our Executive Director Jack Bean continue on the Hazardous Materials Commission as the primary Commissioner representing a Business seat. We will be recommending an alternate after our Board meeting on February 12, 2018.

Thank you,

Industrial Association of Contra Costa County

Cc: Executive Director Jack Bean



Contra
Costa
County

RECEIVED

NOV 13 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only

Date Received:

Print Form

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
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

ENVIRONMENTAL SEAT ALTERNATE
PRINT EXACT SEAT NAME (if applicable)

1. Name: PARK LISA CHASE
(Last Name) (First Name) (Middle Name)

2. Address: RICHMOND CA 94804
(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 12TH GRADE; COLLEGE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>MERRITT COLLEGE</u>	<u>EARLY CHILDHOOD ED.</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<u>MANY</u>		<u>AA</u>	<u>2012</u>
B) <u>UC BERKELEY</u>	<u>FORESTRY</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<u>MANY</u>		<u>BS</u>	<u>1989</u>
C) <u>REED COLLEGE</u>	<u>ANCIENT GREEK</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<u>MANY</u>		<u>BA</u>	<u>1983</u>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<u>NEW COLLEGE OF CALIFORNIA</u>	<u>TEACHERS EDUCATION</u>	<u>MANY</u>	<input checked="" type="radio"/> Yes <input type="radio"/> 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>4-11-16</u> To <u>PRESENT</u> Total: Yrs. <u>1</u> Mos. <u>7</u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>ENVIRONMENTAL HEALTH SPECIALIST</u> Employer's Name and Address <u>ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH</u> <u>1131 HARBOR BAY PARKWAY</u> <u>ALAMEDA, CA 94502</u></p>	<p>Duties Performed <u>RESTAURANT & POOL INSPECTIONS.</u> <u>KNOW ABOUT ALL ASPECTS OF ENVIRONMENTAL HEALTH, INCLUDING HAZMAT.</u></p>
<p>B) Dates (Month, Day, Year) From <u>4-15-13</u> To <u>4-8-16</u> Total: Yrs. <u>3</u> Mos. <u>0</u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>INFANT TODDLER TEACHER</u> Employer's Name and Address <u>C5 CHILDREN'S SCHOOL</u> <u>455 GOLDEN GATE AVENUE</u> <u>SAN FRANCISCO, CA 94102</u></p>	<p>Duties Performed <u>CARE AND DEVELOPMENT OF INFANTS & TODDLERS</u></p>
<p>C) Dates (Month, Day, Year) From <u>8-2003</u> To <u>4-2011</u> Total: Yrs. <u>7</u> Mos. <u>7</u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>DUCK'S NEST PRESCHOOL</u> Employer's Name and Address <u>250 41ST STREET</u> <u>OAKLAND, CA 94611</u></p>	<p>Duties Performed <u>PRESCHOOL TEACHER</u></p>
<p>D) Dates (Month, Day, Year) From <u>1-2017</u> To <u>PRESENT</u> Total: Yrs. <u>0</u> Mos. <u>10</u> Hrs. per week <u>0</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <u>SIERRA CLUB VOLUNTEER</u> Employer's Name and Address <u>SIERRA CLUB BAY CHAPTER</u> <u>2530 SAN PABLO AVE #1</u> <u>BERKELEY, CA 94702</u></p>	<p>Duties Performed <u>OFFICE WORK.</u> <u>ATTEND WEST CONTRA COSTA COUNTY GROUP MEETINGS.</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other WCCC GROUP OF

THE
BAY CHAPTER
OF THE
SIERRA CLUB

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: 11.10.17

Important Information

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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



SIERRA
CLUB
FOUNDED 1892

San Francisco Bay Chapter

Serving the counties of Alameda, Contra Costa, Marin, and San Francisco

12/19/17

To The Contra Costa County Hazardous Materials Commission:

The Sierra Club Bay Chapter and the Chapter's West Contra Costa County Group nominate Lisa Park to represent the Sierra Club in the position of Environmental Seat Alternate. Lisa has been a longtime Sierra Club member and has been an active volunteer for the last year. We would like her to be a voice in the Commission for the Club's goals and to inform us of the Commission's activities.

Thank you,

Minda Berbeco
Director, San Francisco Bay Chair

Gabriel Quinto
Chair, West Contra Costra Group



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:

Contra Costa Hazardous Materials Commission

Environmental Seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Sattler Ralph James
(Last Name) (First Name) (Middle Name)

2. **Address:** Martinez CA 94555-1973
(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 AA Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Seattle University, LA City College, University Montana,	Photography	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	
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 checked="" type="checkbox"/> <input type="checkbox"/>			
US Air Force - Survival Training						

THIS FORM IS A PUBLIC DOCUMENT

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<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 40px; height: 20px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 5px;">retired [Communities for a Safe Environment, CAER, CERT, ECO Services & Shell CAP</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 40px; height: 20px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 40px; height: 20px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div><div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 40px; height: 20px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>

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: _____

2/5/18

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.

Michael Kent

December 25, 2017

Contra Costa County Hazard Materials Commission

597 Center Ave., Suite 200

Martinez, California 94553

Communities for a safe environment nominate Ralph Sattler to represent us as a Commissioner on the Contra Costa Hazard Materials Commission. Ralph has served as a commissioner for over 10 years.

Ralph is also active as a member of the SHELL and ECO Services CAPS. He is a member of the Board of Directors of CAER.

sincerely,



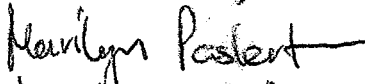
Martinez, CA 94553



Martinez, CA



Martinez, CA



Martinez, CA



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

Environmental Engineer, Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Chinn, Ronald D.
(Last Name) (First Name) (Middle Name)

2. **Address:** 1243 Oak Knoll Drive, Concord, CA 94521
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** (925) 429-5555 (925) 429-5555 (925) 348-0656
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** Ron.Chinn@innovex.net

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Arizona	Civil Engineering; Minor in Env. Eng & Hydrology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	8		BSCE	1992
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) <u>From</u> <u>To</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">06/2005</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Present</div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">12</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">6</div> Hrs. per week <div style="border: 1px solid black; padding: 2px; display: inline-block;">40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div style="border: 1px solid black; padding: 2px;">President & CEO</div> Employer's Name and Address INNOVEX Environmental Management 2300 Clayton Road Suite 1435 Concord, CA 94520</p>	<p>Duties Performed Started an environmental engineering company primarily focused on the site investigation and remediation of petroleum hydrocarbons. Involved in policymaking at SWRCB with respect to the UST Program and UST Cleanup Fund. Expanded services to include asbestos and solvents. Client base includes private companies, municipalities and federal govt.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">06/2003</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">09/2005</div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">2</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">3</div> Hrs. per week <div style="border: 1px solid black; padding: 2px; display: inline-block;">40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div style="border: 1px solid black; padding: 2px;">Principal Engineer</div> Employer's Name and Address URS Corporation (now AECOM) 1333 Broadway Suite 800 Oakland, CA 94612</p>	<p>Duties Performed Environmental Program Manager responsible for the site investigation and remediation of approximately 300 retail gasoline service stations and bulk fuel terminals for BP/ARCO in California, Oregon and Washington. Oversaw staff of approximately 30 engineers, geologists, and environmental scientists.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">09/2002</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">06/2003</div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">0</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">9</div> Hrs. per week <div style="border: 1px solid black; padding: 2px; display: inline-block;">40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div style="border: 1px solid black; padding: 2px;">Principal Engineer</div> Employer's Name and Address SLR International 800 S Claremont St San Mateo CA 94402</p>	<p>Duties Performed One of three principals tasked with establishing an office in California for SLR International. Performed engineering design, remediation, site investigation of petroleum and solvent based contaminants in soil and groundwater.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">03/1999</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">09/2002</div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">3</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">6</div> Hrs. per week <div style="border: 1px solid black; padding: 2px; display: inline-block;">40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div style="border: 1px solid black; padding: 2px;">Senior Engineer</div> Employer's Name and Address SECOR International 3017 Kilgore Rd Pamcho Cordova, CA 95670</p>	<p>Duties Performed Environmental Portfolio Manager responsible for the site investigation and remediation of approximately 90 retail gasoline service stations and bulk fuel terminals for Chevron. Oversaw staff of approximately 9 engineers, geologists, and environmental scientists.</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: February 1, 2018

Important Information

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2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
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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.



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

ENVIRONMENTAL ENGINEER

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: SMITH GEORGE BENJAMIN
(Last Name) (First Name) (Middle Name)

2. Address: WALNUT CREEK, CA 94596
(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 DEGREE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>UNIVERSITY OF ARKANSAS</u>	<u>CHEMICAL ENGINEERING</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<u>B.S.</u>	<u>1970</u>
B) <u>HARVARD UNIVERSITY</u>	<u>BUSINESS</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<u>MBA</u>	<u>1976</u>
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p>From <u>2/1/05</u> To <u>PRESENT</u></p> <p>Total: Yrs. <u>12</u> Mos. <u>9</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>FOUNDER & PRESIDENT</u></p> <p>Employer's Name and Address</p> <p><u>GBR SMITH GRAP</u> <u>2351 DAPPLE CREEK LANE</u> <u>WALNUT CREEK, CA</u> <u>94596</u></p>	<p>Duties Performed</p> <p><u>PRESIDENT / MANAGING</u> <u>DIRECTOR OF</u> <u>ENVIRONMENTAL</u> <u>CONSULTING</u> <u>COMPANY</u></p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>5/12/02</u> To <u>1/30/05</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>9</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>PRINCIPAL ENGINEER</u></p> <p>Employer's Name and Address</p> <p><u>ARCADIS</u> <u>RICHMOND, CA</u></p>	<p>Duties Performed</p> <p><u>PROGRAM MANAGER /</u> <u>CLIENT ACCOUNT</u> <u>MANAGER;</u> <u>ENVIRONMENTAL</u> <u>CONSULTING/ENGINEERING</u></p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>1/28/93</u> To <u>5/10/02</u></p> <p>Total: Yrs. <u>9</u> Mos. <u>4</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>PRINCIPAL ENGINEER</u></p> <p>Employer's Name and Address</p> <p><u>HARDING LAWSON</u> <u>ASSOCIATES</u> <u>NOVATO, CA</u></p>	<p>Duties Performed</p> <p><u>PROGRAM MANAGER /</u> <u>CLIENT ACCOUNT</u> <u>MANAGER;</u> <u>ENVIRONMENTAL</u> <u>CONSULTING/ENGINEERING</u></p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>2/87</u> To <u>6/92</u></p> <p>Total: Yrs. <u>5</u> Mos. <u>4</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>PROGRAM MANAGER</u></p> <p>Employer's Name and Address</p> <p><u>AWD TECHNOLOGIES</u> <u>SOUTH SAN FRANCISCO,</u> <u>CA</u></p>	<p>Duties Performed</p> <p><u>ENVIRONMENTAL</u> <u>ENGINEERING PROJECT</u> <u>MANAGEMENT AND</u> <u>BUSINESS DEVELOPMENT</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other INCUMBENT

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____

Date: 11/15/17

Important Information

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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra
Costa
County

For Office Use Only

Date Received:

RECEIVED
NOV 7 2017
By

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

Environmental Organization Seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Wyatt David Lewis
(Last Name) (First Name) (Middle Name)

2. Address: (No.) (Street) (Apt.) Oakley CA 94561
(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

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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:			
UC Davis Extension	Hazardous Materials Management	270	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p>From <u>10/2001</u> To <u>Present</u></p> <p>Total: Yrs. <u>16</u> Mos. <u> </u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>HHW Program Supervisor</p> <p>Employer's Name and Address</p> <p>Central Contra Costa Sanitary District 5019 Imhoff Place Martinez, CA 94553</p>	<p>Duties Performed</p> <p>Manage the planning, operation and budget of the household hazardous waste collection program in Martinez, 13 pharmaceutical collection sites in central CCC, as well as the residential recycled water fill station program.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>9/1988</u> To <u>10/2001</u></p> <p>Total: Yrs. <u>13</u> Mos. <u>1</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>EH&S Specialist</p> <p>Employer's Name and Address</p> <p>Dexter Hysol Aerospace Materials (NKA Henkel Aerospace Adhesives) 2850 Willow Pass Road Pittsburg, CA 94565</p>	<p>Duties Performed</p> <p>Managed and properly disposed of more than 1M pounds of hazardous wastes annually generated from the manufacturing of specialty industrial adhesives, and R&D and QC laboratories. NPDES and Stormwater monitoring, Leader/member of the on-site emergency response team.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p> </p> <p>Employer's Name and Address</p> <p> </p>	<p>Duties Performed</p> <p> </p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p> </p> <p>Employer's Name and Address</p> <p> </p>	<p>Duties Performed</p> <p> </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: _____

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.



**Contra
Costa
County**

To: Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: February 27, 2018

Subject: APPOINTMENT TO THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

RECOMMENDATION(S):

APPOINT Sandra Strobel (Knightsen) to the East Contra Costa Fire Protection District Board of Directors effective immediately and until such time that an elected successor assumes office.

FISCAL IMPACT:

None to the County.

BACKGROUND:

The East Contra Costa Fire Protection District ("District") is currently governed by a nine-member appointed Board of Directors. Four members of the Board of Directors were appointed by the Brentwood City Council, three members were appointed by the Oakley City Council, and two members were appointed by the Contra Costa County Board of Supervisors. California law allowed voters to change an appointed fire protection district

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR ☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

board of directors to a board of directors whose members are elected by the voters. The District Board of Directors adopted a resolution asking voters to decide whether to change the District governing board “from an appointed Board of Directors of nine members to a Board of Directors of nine members, elected at-large.” A majority of voters in the November 2016 election supported changing the governing board to an elected board. The District Board subsequently passed a resolution, attached hereto, establishing even-year elections and requesting to consolidate the first of these elections with the November 2018 general election.

Additionally, on November 6, 2017, the District Board of Directors adopted a resolution to conduct an all mail ballot election on March 6, 2018 to transition from a nine-person elected board to a five-person elected board and to designate the seats "at large" rather than representative of wards. Under either the prospective 9-member or 5-member elected board, the members of the District Board of Directors will be elected at the next general District election in November 2018, and the elected officers will likely take office on December 7, 2018.

The terms of office for the two Board of Supervisors-appointed Directors, Robert Kenny and Cheryl Morgan, expired on February 4, 2018.

On January 16, 2018, following a recruitment and interviews conducted by the Internal Operations Committee, the Board of Supervisors appointed Susanna Thompson (Clayton) and Mark Whitlock (Bethel Island) to the East Contra Costa Fire Protection District Board of Directors effective February 5, 2018 to fill the two Board of Supervisors-appointed Director seats. Shortly thereafter, Mr. Whitlock declined the appointment.

The Internal Operations, on February 12, considered the remaining candidates and selected Sandra Strobel to fill the remaining vacancy.

Name	Resident of	Current Employment	Education	Current Volunteering Work	Also Applied for
Anthony Bargiacchi	Brentwood	Engineer/Firefighter, Novato Fire Protection District; Adjunct Faculty, EMT-First Responder, Los Medanos College	BS, Columbia Southern Univ; criminal justice coursework at San Jose State Univ	Not specified	Not specified
Lito Calimlim	Clayton	Real Estate Broker	BA, Econ & Psychology, UCLA	Comstock Gardens HOA Board President	Not specified
Karin Schnaider	Brentwood	City of Tracy Finance Director	MPA, Public Policy Administration, CSU Long Beach.; BS, Accountancy, San Diego State Univ.	Not specified	Byron-Brentwood-Knightsen Union Cemetery District Board
Sandra Strobel	Knightsen	Real Estate Broker; Project Manager/Admin	GED, community college coursework, real estate license	Knightsen Neighborhood Watch Chairperson	Not specified
Stephen F. Smith	Brentwood	Retired. Formerly, IT programmer analyst for banking institutions.	MS, BS, UC Berkeley	ECCFPD Board member since 2011	Not specified

CONSEQUENCE OF NEGATIVE ACTION:

The terms of office of the current Board of Supervisors-appointed Directors, Robert Kenny and Cheryl Morgan, expired on February 4, 2018. Unless new directors are appointed by the County, the vacancies will not be filled until successors are elected in November 2018 and assume office.

ATTACHMENTS

ECCFPD Recruitment Media Release

ECCFPD Governance Resolution - Appointed to Elected_2009

ECCFPD Election Resolution to Reduce to 5 Members_Nov 2017

Candidate Application_Anthony Bargiacchi_ECCFPD Board of Directors

Candidate Application_Lito Calimlim_ECCFPD Board of Directors

Candidate Application_Karin Schnaider_ECCFPD Board of Directors

Candidate Application_Stephen F. Smith_ECCFPD Board of Directors

Candidate Application_Sandra Strobel_ECCFPD Board of Directors



Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • www.co.contra-costa.ca.us

Media Release

FOR IMMEDIATE RELEASE

Thursday, November 19, 2017

Contact: Julie DiMaggio Enea
Phone: (925) 335-1077
Email: julie.enea@cao.cccounty.us

DEADLINE EXTENDED TO DECEMBER 5, 2017

WOULD YOU LIKE TO SERVE ON THE BOARD OF DIRECTORS FOR THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT ?

The Contra Costa County Board of Supervisors is seeking individuals to serve on the East Contra Costa Fire Protection District's (ECCFPD) Board of Directors. The Board of Directors is composed of nine members; four appointed by the City of Brentwood, three appointed by the City of Oakley and two appointed by the Contra Costa County Board of Supervisors. Each Director appointed by the County Board of Supervisors must be a resident of the East Contra Costa Fire Protection District.

The ECCFPD covers over 250 square miles and over 100 miles of waterway. The District comprises two incorporated cities (Brentwood and Oakley) and five distinct unincorporated communities (Bethel Island, Byron, Discovery Bay, Knightsen, and Morgan Territory/Marsh Creek Corridor). The ECCFPD is responsible for providing first responder and emergency medical services as needed. The Board of Directors serves as the governing body of the ECCFPD and, among other things, is responsible for establishing an annual budget and making decisions impacting district operations.

The Board of Supervisors is seeking to fill two vacancies for a term commencing February 5, 2018. The ECCFPD intends to conduct an election on November 6, 2018, to determine the successors.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at www.co.contra-costa.ca.us. Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than Tuesday, December 5, 2017 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 11, 2017. For more information about the District, please contact Chief Brian Helmick at (925) 584-8468 or bhelmick@eccfpd.org.

###

To: East Contra Costa Fire Bd of Dir

From: David Twa, County Administrator

Date: October 29, 2009



**Contra
Costa
County**

Subject: ECCFPD Governance Resolution

RECOMMENDATION(S):

Acting in its capacity as the Board of Directors of the East Contra Costa Fire Protection District, ADOPT Resolution No. 2009/527 to change the governing structure of the East Contra Costa Fire Protection District from an appointed board of directors composed of the Contra Costa County Board of Supervisors to a board comprised of directors appointed by the cities of Brentwood and Oakley and the County of Contra Costa.

FISCAL IMPACT:

The East Contra Costa Fire Protection District is an independent special district and receives its share of ad-valorem property tax according to Proposition 13. A change to the governing structure of the fire district would not affect the amount of ad-valorem property tax the fire district receives.

BACKGROUND:

The Contra Costa County Board of Supervisors consented to a change in the governing structure of the East Contra Costa Fire Protection District from an appointed board of directors comprised of the Contra Costa County Board of Supervisors to a board composed of directors appointed by the cities of Brentwood and Oakley and the County of Contra Costa on October 27, 2009, Resolution 2009/940.

☒ APPROVE

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ OTHER

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/10/2009**

☒ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES	5	NOES	
ABSENT		ABSTAIN	
RECUSE			

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

ATTESTED: November 10, 2009

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

By: EMY L. SHARP, Deputy

Contact: Richard Seithel, 335-1024

cc:

BACKGROUND: (CONT'D)

As mentioned in the October 27 board order, changing the governing structure of the East Contra Costa Fire Protection District is a two-step process. The first step was accomplished when the Board of Supervisors, the City Council of Brentwood (Resolution 2009-211), and the City Council of Oakley (Resolution 142-09) consented to the change at their October 27 meetings. (Attached are copies of the signed resolutions.) The purpose of this board order is to fulfill the second-step of the process: the Board of Supervisors, acting in its capacity as the Board of Directors gives authority to the new Board of Directors appointed by the Cities of Brentwood and Oakley and the County. The new governing structure will take effect 90 days after the adoption of Resolution 2009/527. It is anticipated that the cities and the County will make their appointments within the month of December.

This change in the governing structure will not change the legal status of the East Contra Costa Fire Protection District. The District is an independent public agency under the Fire Protection District Law of 1987. A change in the governing structure will neither affect any conditions of employment of any fire district employee nor any of the District's assets, rights, or liabilities.

SIGNED RESOLUTION

Item No. C.28

Date: Nov. 10, 2009

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/10/2009 by the following vote:

AYES: ☒ 5
NOES: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2009/527

A RESOLUTION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS to change the governing structure of the East Contra Costa Fire Protection District from an appointed board of directors comprised of the Contra Costa County Board of Supervisors to a board comprised of directors appointed by the cities of Brentwood and Oakley and the County of Contra Costa.

Recitals

A. On June 4, 2002, pursuant to Resolution No. 2002/358, the Contra Costa County Board of Supervisors approved an application to the Local Area Formation Commission of Contra Costa County ("LAFCO") to consolidate the Oakley, Bethel Island, and East Diablo Fire Protection Districts into a single fire protection district called the "East Contra Costa Fire Protection District" and to dissolve the Oakley, Bethel Island, and East Diablo Fire Protection Districts, effective September 12, 2002.

B. On August 14, 2002, pursuant to Resolution No. 02-24, LAFCO approved Contra Costa County's application to consolidate the Oakley, Bethel Island, and East Diablo Fire Protection Districts into the East Contra Costa Fire Protection District (the "District").

C. The District is an independent public agency organized, existing, and exercising essential government functions pursuant to the Fire Protection District Law of 1987 (Health and Safety Code sections 13800 through 13970).

D. The District consists of unincorporated Contra Costa County territory and the territory of the cities of Brentwood and Oakley.

Contact: Richard Seithel, 335-1024

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

ATTESTED: November 10, 2009

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

By: , Deputy

cc:

RESOLUTION NO. 2009/527

E. In a fire protection district that contains unincorporated county territory and the territory of one or more cities, the Fire Protection District Law of 1987 authorizes two types of appointed boards of directors.

F. One type of appointed board of directors can be comprised of only a county board of supervisors. (Health and Saf. Code, § 13837(b).) Pursuant to LAFCO Resolution No. 02-24, the Contra Costa County Board of Supervisors is currently the appointed District Board of Directors.

G. Alternatively, an appointed board of directors can be comprised of directors appointed by a county board of supervisors and directors appointed by each city council located within district boundaries. (Health and Saf. Code, § 13837(a).) Under this structure, each entity's governing board appoints directors according to each entity's proportionate share of population. This type of appointed board requires each entity to appoint at least one director to the board. The governing board of each entity can appoint its own members as directors, as long as each appointed director lives within the boundaries of the fire protection district.

H. The city councils of Brentwood and Oakley, the Contra Costa County Board of Supervisors, and the District Board of Directors desire to change the District board governing structure and how District directors are appointed so as to provide proportional population representation for Brentwood, Oakley, and the County.

NOW, THEREFORE BE IT RESOLVED, the East Contra Costa Fire Protection District Board of Directors resolves as follows:

1. The Board of Directors of the East Contra Costa Fire Protection District will be comprised of nine directors.
2. The members of the Board of Directors of the East Contra Costa Fire Protection District will henceforth be appointed by the City Council of the City of Brentwood, the City Council of the City of Oakley, and the Board of Supervisors of the County of Contra Costa.
3. The Brentwood City Council will appoint four directors. The Oakley City Council will appoint three directors. The Contra Costa County Board of Supervisors will appoint two directors.
4. The Brentwood City Council, the Oakley City Council, and the Contra Costa County Board of Supervisors may appoint its own members as directors, provided the members are otherwise eligible to serve on the District Board of Directors.
5. Each director must be a resident of the District.
6. The term of office of each director will be four years or until his or her successor qualifies and takes office. Appointed directors will serve at the pleasure of their respective appointing authority and may be removed with or without cause upon a majority vote of the members of the appointing authority or if the director is no longer eligible to serve on the District Board of Directors.
7. Within 60 days after the initial appointment of all directors, the District Board of Directors will meet and elect its officers. The officers of the District board will be a president, a vice president and a secretary or clerk. The secretary or clerk may be a member of the District board, or the District board may employ a clerk to perform the duties of the secretary. The District board may create additional officers and elect directors to those positions, provided that no District director may hold more than one office.
8. Any subsequent vacancy on the District Board of Directors will be filled by the appointing authority within 90 days after the vacancy.
9. Because the number of directors is based on the number of people residing in each participating jurisdiction, the 2010 United States Census and each Census thereafter will be the basis for future population determinations. Within 180 days after the issuance of Census numbers, the District Board of Directors will consider the numbers and if necessary reconstitute director composition to account for proportional population changes.
10. This change in the District's governing structure does not change the legal status of the East Contra Costa Fire Protection District as an independent public agency organized, existing, and exercising essential government functions pursuant to the Fire Protection District Law of 1987. This change in the District's governing structure has no effect on any conditions of employment of any District employee and has no effect on any of the District's assets, rights or liabilities.
11. This change in the District's governing structure becomes effective 90 days after the date of adoption of this resolution. After that date, the Board of Supervisors will no longer be the District Board of Directors.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS AGENDA ITEM NO. D.2**

Meeting Date: November 6, 2017

Subject/Title: Adoption of Resolution Calling for All-Mail Ballot Special District Election on March 6, 2018 and Ordering a Question Relating to Reducing the Number of Directors of the East Contra Costa Fire Protection District be Submitted to the Voters

Submitted by: Brian Helmick, Fire Chief
Shayna van Hoften, Legal Counsel

RECOMMENDATION FOR ACTION

Adopt a resolution: (1) Calling an all-mail ballot Special District Election on Tuesday, March 6, 2018; and (2) Ordering that the question of reducing the number of Directors of the East Contra Costa Fire Protection District (District) from nine to five be submitted to the voters at that election.

PRIOR BOARD ACTION

At its June 6, 2016 regular meeting, the Board of Directors (Board) adopted Resolution 2016-16 calling for an election by registered voters in the District of whether to transition to a five-member elected (rather than nine-member appointed) Board, with Directors to be elected at-large rather than by voting division.

On July 11, 2016, the Board adopted Resolution 2016-19, repealing Resolution 2016-16, and calling for an election to change from a nine-member appointed Board to a nine-member elected Board, to be elected at large (Measure N). At that time, the Board expressed an interest in reconsidering the number of Directors in or around Spring 2017, and whether to change from at-large to division elections after the 2020 Census.

On November 8, 2016, the voters adopted Measure N to transition the District Board from nine appointed members to nine members elected at large. Under State law, following the passage of Measure N, and absent other action by the Board, the first election of Directors would have been held in November 2017. However, on February 6, 2017, the Board adopted Resolution 2017-03, seeking to establish even-year elections for District Directors and requesting that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election. The Board of Supervisors agreed to this request.

On October 2, 2017, the Board considered several questions regarding further restructuring of the Board. In particular, the Board considered 1) reducing the number of Directors; 2) transitioning the Board from being elected at large to elected by division; and 3) when and how to place these questions before the voters. The Board instructed Staff to prepare a resolution calling an all-mail ballot Special District Election on March 6, 2018, placing the question of whether to reduce the number of Directors to five Directors

before the voters. The Board decided against seeking voter authority to transition to election of Directors by division at this time.

SUBJECT BACKGROUND

When the District was formed via consolidation of the Bethel Island, East Diablo and Oakley Fire Districts in 2002, the Contra Costa County Board of Supervisors was seated as the Board of Directors of the new District. Through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board, with two members appointed by the Contra Costa County Board of Supervisors, four members appointed by the Brentwood City Council, and three members appointed by the Oakley City Council.

As discussed above, on November 8, 2016, the District's voters passed Measure N to transition the District leadership from an appointed Board to a Board elected at large. The first election of Directors is scheduled for November 6, 2018. The Board desires to place an additional question before the voters regarding a reduction in the number of Directors prior to the November 2018 election of Directors. The reduction in the number of Directors would take effect on December 7, 2018, the date upon which officials elected at the November 2018 election take office.

Consistent with the Board's direction at its October 2, 2017 meeting, Staff and Legal Counsel have prepared the attached resolution, which would accomplish the following:

1. Calling an all-mail ballot Special District Election on March 6, 2018; and
2. Asking the voters at that election whether, effective December 7, 2018, the number of Directors should be reduced to five members, elected at large, instead of the currently planned nine-members, elected at large.

Since the Board's October 2, 2017 meeting, the County Elections Department revised its deadlines for submitting arguments for and against the proposed initiative. The revisions moved the deadlines forward by a few days to account for holidays. A revised timeline is attached.

The District is required to reimburse the County for its actual costs for conducting the election. The County Elections Department estimates the cost of this all-mail ballot election to be \$225,000. However, this figure may change due to a variety of factors including increased costs, or other agencies deciding to hold an election on the same date. The full cost of the election may not be known until after the election is held.

Attachment: Resolution
 Revised Election Timeline

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
STATE OF CALIFORNIA**

* * *

RESOLUTION NO. 2017-__

**A RESOLUTION CALLING AN ALL-MAIL BALLOT SPECIAL DISTRICT ELECTION
ON TUESDAY, MARCH 6, 2018 AND ORDERING THAT A QUESTION
RELATING TO REDUCING THE NUMBER OF DIRECTORS BE
SUBMITTED TO THE VOTERS AT THAT ELECTION**

WHEREAS, by Resolution 02-24, the Contra Costa County Local Agency Formation Commission (LAFCO) consolidated the Bethel Island, East Diablo and Oakley Fire Districts in 2002, and approved the creation a new East Contra Costa Fire Protection District (District); and

WHEREAS, LAFCO Resolution 02-24 established that the Contra Costa County Board of Supervisors would sit as the District's Board of Directors (Board), and contemplated that the District would allow the electorate to determine transitioning to an independently-elected Board; and

WHEREAS, through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board appointed by the Contra Costa County Board of Supervisors and the City Councils of Brentwood and Oakley; and

WHEREAS, by Resolution 2016-19, the Board called an election for November 8, 2016 to place a question before the voters, pursuant to Section 13848 of the California Health and Safety Code, as to whether the Board should change from a nine-member appointed Board to a nine-member Board elected at large (Measure N); and

WHEREAS, the voters approved Measure N on November 8, 2016 by a majority vote, scheduling the election for the first elected Board for November 2017; and

WHEREAS, by a series of resolutions, the Board requested that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election, and the Contra Costa County Board of Supervisors approved this request; and

WHEREAS, officials elected at the November 6, 2018 election will take office on December 7, 2018 as prescribed by California Elections Code Section 10554; and

WHEREAS, the District desires to call a Special District Election for March 6, 2018, to be held and conducted by all-mail ballot as prescribed in Section 4000 *et seq.* of the California Elections Code; and

WHEREAS, the District's boundaries have not changed since its previous election

on November 8, 2016; and

WHEREAS, the District desires to submit to voters at the Special District Election a question regarding whether to reduce the number of Directors on the Board from nine members to five members, pursuant to Section 13845 of the California Health and Safety Code; and

WHEREAS, Section 13845 of the California Health and Safety Code requires majority approval by the voters to change the number of Directors on the Board.

NOW, THEREFORE BE IT RESOLVED that pursuant to its rights, powers and authority, the Board of Directors of the East Contra Costa Fire Protection District hereby:

1. Calls a Special District Election to be held on March 6, 2018;
2. Acknowledges that such election will be held and conducted by all-mail ballot as prescribed by section 4000 *et seq.* of the California Elections Code; and
3. Orders the following question to be submitted to the voters at the Special District Election:

NUMBER OF DIRECTORS OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT. Shall the number of Directors of the East Contra Costa Fire Protection District change from nine Directors to five Directors, effective December 7, 2018, with the first set of elected Directors (whether nine or five) elected, at large, on November 6, 2018 and taking office on December 7, 2018.

IT FURTHER RESOLVED that the ballots to be used at the election shall be in form and content as required by law.

BE IT FURTHER RESOLVED that the District Clerk / Fire Chief is authorized, instructed and directed to contract with the County of Contra Costa to procure and furnish any and all official ballots, notices, and other printed matter that may be necessary, and all supplies, equipment, personnel and paraphernalia that may be necessary, in order to properly and lawfully conduct the election, at costs to be reimbursed by the District.

BE IT FURTHER RESOLVED that in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding special district all-mail ballot elections.

BE IT FURTHER RESOLVED that the notice of the time and place of holding the election is given, and the District Clerk / Fire Chief is authorized, instructed and directed to give further or additional notice of the election in time, form and manner as required by law.

BE IT FURTHER RESOLVED that the County Election Department is authorized to canvass the returns of the Special District Election.

BE IT FURTHER RESOLVED that the County Elections Department is hereby authorized to transmit a copy of the measure to the Contra Costa County Counsel, who

shall prepare an impartial analysis for the measure pursuant to California Elections Code Section 9313.

BE IT FURTHER RESOLVED that the District Clerk / Fire Chief is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Contra Costa in the form of a "Notice to County Clerk of Measure Submitted to the Voters" and to take any other actions that may be necessary to give effect to this resolution, including making required non-substantive revisions to the form of the ordinance or ballot question.

BE IT FURTHER RESOLVED that the District Clerk / Fire Chief shall certify to the passage and adoption of this resolution and enter it into the official records of the District.

BE IT FURTHER RESOLVED that the Directors elected at the November 6, 2018 election shall serve a term of office of either four years or two years as determined pursuant to Elections Code Section 10505(c).

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 6th day of November, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joel Bryant
President, Board of Directors

ATTEST:

Brian Helmick, Clerk of the Board

REVISED ELECTION TIMELINE

* = Deadline extended one day due to weekend or holiday (Elec. Code §15.).

March 6, 2018 All Mail Ballot Election

<i>Election date minus # of days</i>	<i>03/06/2018 election schedule</i>	<i>Benchmark activity</i>
Prior to E-88	12/04/2017	Last regularly scheduled meeting for East Contra Costa Fire Protection District Board of Directors to adopt a resolution calling for a March 6, 2018 all-mail ballot election. (Elec. Code § 4108)
E-88	12/08/2017	Last day to place a measure on the ballot. Public examination period will commence on this date and continue for 10 days. (Elec. Code § 9380)
E-82	12/14/2017	Local measure letter assigned.
E-76	12/18/2017	Deadline for primary arguments. (Elec. Code § 9316)
E-71	12/22/2017	Deadline for rebuttal arguments. (Elec. Code § 9316)
E-40	01/25/2018	Estimated voter information guide mailing.
E-30	02/05/2018	Last day for the county elections official to have prepared a sufficient number of ballots for the voters of the district. (Elec. Code § 10526)
E-29-E-10	02/05/2018- 02/25/2018	Dates during which ballots will be mailed.
E	03/06/2018	ELECTION DAY (Elec. Code § 1500)

Application Form

Profile

Which Boards would you like to apply for?

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Anthony

First Name

Middle Initial

Bargiacchi

Last Name

Email Address

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

Primary Phone

Novato Fire Protection District

Employer

Engineer

Job Title

Firefighter

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Bachelors of Science

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Columbia Southern University

Name of College Attended

Environmental Management

Course of Study / Major

120

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelors of Science

Degree Type

12/31/2013

Date Degree Awarded

College/ University B

Shasta Community College

Name of College Attended

Fire Science

Course of Study / Major

50

Units Completed

Type of Units Completed

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

College/ University C

San Jose State University

Name of College Attended

Criminal Justice

Course of Study / Major

29

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

5/5/2003-Present

Dates (Month, Day, Year) From - To

56

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Engineer

Position Title

Employer's Name and Address

Novato Fire Protection District 95 Rowland Way Novato, Ca 94945

Duties Performed

Respond safely to emergency incidents with crew in a specialized fire apparatus, manage county hazmat response team for all trainings, use fiscal prudence when working with budget items for hazmat team, be able to provide for medical care for sick and injured residents

2nd

9/1/2009-Present

Dates (Month, Day, Year) From - To

10

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Adjunct Faculty

Position Title

Employer's Name and Address

Los Medanos College 2700 East Leland Rd. Pittsburg, Ca 94565

Duties Performed

Ensure all fire cadets are trained in life saving procedures, coordinate with multiple instructors training schedule and target objectives, use ethical standards when testing cadets to state requirements

3rd

2/3/2004-6/5/2009

Dates (Month, Day, Year) From - To

8

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Adjunct Faculty

Position Title

Employer's Name and Address

Napa Valley College 2277 Napa-Vallejo Hwy Napa, Ca 94558

Duties Performed

Lead and instruct up to 30 college students in Emergency Medical Technician Basic training, ensure all students were brought to highest state level proficiency, manage up to 6 skills instructor and regulate all required state mandated testing procedures

Final Questions

How did you learn about this vacancy?

☒ Newspaper Advertisement

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Lito

First Name

Middle Initial

Calimlim

Last Name

Email Address

Home Address

Suite or Apt

Clayton

City

CA

State

94517

Postal Code

Mobile:

Primary Phone

Town & Country Realty
Associates

Employer

Broker/Partner

Job Title

Real Estate Broker

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

College graduate

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

UCLA

Name of College Attended

Economics & Psychology

Course of Study / Major

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

6/83

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

2002 - present

Dates (Month, Day, Year) From - To

60-70

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Real Estate Agent/Broker

Position Title

Employer's Name and Address

1) Town & Country Realty Associates - current 1026 Oak St., Ste. 204, Clayton, CA 94517 2) Re/Max Town & Country 1026 Oak St., Ste. 204, Clayton, CA 94517 3) Keller Williams Realty Citrus Plaza, Walnut Creek, CA 94598 4) Prudential California Realty Contra Costa Blvd., Pleasant Hill, CA 94523

Duties Performed

Facilitate sales and purchases of residential properties 1-4 units, property management of residential properties 1-4 units throughout the Bay Area with most business conducted in Contra Costa County.

2nd

1994? - Present

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Comstock Gardens HOA - Board
President

Position Title

Employer's Name and Address

Comstock Gardens Condominium Complex Sierra Rd Concord, CA 94518

Duties Performed

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

3rd

1991? - Present

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Diablo Hills HOA - Board Treasurer

Position Title

Employer's Name and Address

Diablo Hills Condominium Complex Marchbanks Dr Walnut Creek, CA 94598

Duties Performed

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

Final Questions

How did you learn about this vacancy?

☒ Other

resident, Cheryl Morgan - Board
Member ECCFPD

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Byron-Brentwood-Knightsen Union Cemetery District: Submitted

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Karin

First Name

S

Middle Initial

Schnaider

Last Name

Email Address

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

Primary Phone

City of Tracy

Employer

Finance Director

Job Title

Finance Director for City of
Tracy

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Masters in Public Policy
Administration

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

San Diego State University

Name of College Attended

Accountancy

Course of Study / Major

150

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelors of Science

Degree Type

2001

Date Degree Awarded

College/ University B

Cal State University, Long Beach

Name of College Attended

Public Policy Adminstration

Course of Study / Major

40

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

Masters

Degree Type

2016

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

03/13/2017 to present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Finance Director

Position Title

Employer's Name and Address

City of Tracy 333 Civic Center Plaza Tracy, CA 94513

Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 22 employees in Finance Department, 550 employees citywide, \$65 million General Fund budget.

2nd

09/12/2014 to 03/10/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

Employer's Name and Address

City of Benicia 250 East L Street Benicia CA 94510

Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 10 employees in Finance Department, 270 employees citywide, \$35 million General Fund budget.

3rd

11/12/2006 to 09/01/2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

Employer's Name and Address

City of Sierra Madre 232 W Sierra Madre Blvd Sierra Madre CA 91024

Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 6 employees in Finance Department, 125 employees citywide, \$15million General Fund budget.

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD of DIRECTOR APPLICATION FORM**



Name of Body applying for East Contra Costa Fire Protection District

Application Form must be typed or hand printed

Name of Applicant: Stephen F. Smith _____

Home Address: _____

City: Brentwood _____ State: CA _____ ZIP: 94513-6917 _____

Home Phone _____ Work Phone _____

Signature: _____ Date: December 3, 2017 _____

Personal Experiences, Skills, and Interests

Education/Background: <See Attached Resume>

Occupation/Employer: <See Attached Resume>

Community Activities: <See Attached Resume>

Special Interests: I have been deeply involved in ECCFPD matters since 2006, the time of the first CityGate Report. I have attended every ECCFPD Board Meeting save two since it was constituted in 2010, and every Finance Committee save one. I have attended many BOS and LAFCO meetings when ECCFPD or Countywide Fire Issues were on the Agenda, and the County-wide Fire Workshops sponsored by LAFCO and/or BOS.

As a Director, I attended every Board Meeting without exception, and every Finance Committee Meeting, which I chaired. I also served as the Contra Costa Member on the CONFIRE/AMR Ambulance Contract Evaluation Panel

Information:

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members will be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings may be held in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resume.

Stephen F. Smith
Brentwood, CA 94513-6917

Summary

Retired Brentwood resident with recent experience in government service, especially in Fire and EMS matters, seeks reappointment as ECCFPD Director.

Relevant Skills

Fire Service Governance and Administration – EMS administration and protocols – Financial Analysis – Non profit organization, governance, and financial administration – Transportation planning

Government and Non Profit Experience

June, 2015 (Temporary Appointment)—Evaluator, EMS Countywide Ambulance Contract Proposals

January, 2011-December 2015—East Contra Costa Fire Protection District—Director
(Also Chair, Finance Committee)

January, 2014-Present—Founder and Treasurer, Citizens for 9-1-1 Fire and Emergency Medical Services

May, 2014-present—Brentwood Library Foundation—Treasurer, CFO, and Director

April, 2009-present—Cooking With Kids Foundation—Treasurer, CFO, and Director

April, 2009-present—Contra Costa Transportation Authority—Member, Citizens Advisory Committee (Committee Chair from May, 2013-April 2016)

October, 2006-present—Brentwood Advisory Neighborhood Committee—Member

Professional History

1972-2006—Bank Data Processing—Senior Analyst/Programmer/Software Engineer
Employee of, or staff of Contractor to, Wells Fargo Bank, Bank of America, Citicorp, Central Bank, Bank of the West. Heavy focus on support of financial reporting in latter stages of career.

1970-1972—National Real Estate Exchange—Director of Systems
In charge of all computer functions for entrepreneurial startup company.

1963-1970—University of California, Berkeley—Various Academic Staff Positions
Staff positions in computing in several departments, rising from entry-level to Associate Specialist (non-teaching equivalent to Assistant Professor.)

Stephen F. Smith
Brentwood, CA 94513-6917

Education

University of California, Berkeley—Bachelor of Science, 1964
Master of Science, 1966



Contra
Costa
County

RECEIVED

NOV 20 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:

East Contra Costa Fire Protection District - Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Strobel Sandra L.
(Last Name) (First Name) (Middle Name)

2. Address: Knightsen, CA Knightsen CA 94548
(No.) (Street) (Apt.) (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 Community College

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>American River</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
B) <u>Sacramento City</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<u>Real Estate Agent - licensed since 2007</u>			Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>Jan 1997</u> To <u>present</u></p> <p>Total: Yrs. <u>20</u> Mos. <u>10 months</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Project Mgr Title <u>L.D. Strobel Co. Inc.</u></p> <p>Employer's Name and Address <u>Betty Nelson</u> <u>PO Box 228</u> <u>Concord, CA</u> <u>94522</u></p>	<p>Duties Performed <u>Miscellaneous</u> <u>admin duties and</u> <u>special projects as</u> <u>requested by mgmt.</u></p>
<p>B) Dates (Month, Day, Year) From <u>August 2009</u> To <u>present</u></p> <p>Total: Yrs. <u>0</u> Mos. <u>3 months</u></p> <p>Hrs. per week <u>20+</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Sasville Properties</u></p> <p>Employer's Name and Address <u>Craig Sasville</u> <u>1555 Riverlake Rd</u> <u>Ste M</u> <u>Discovery Bay, CA</u> <u>94505</u></p>	<p>Duties Performed <u>Assist Buyers &</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within East Contra</u> <u>Costa County.</u></p>
<p>C) Dates (Month, Day, Year) From <u>August 2007</u> To <u>Aug 2009</u></p> <p>Total: Yrs. <u>2</u> Mos. <u></u></p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Keller Williams Realty</u></p> <p>Employer's Name and Address <u>4041 Lone Tree Way</u> <u>Antioch CA 94531</u></p> <p><u>- office closed -</u></p>	<p>Duties Performed <u>Assist Buyers &</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within Contra Costa</u> <u>County.</u></p>
<p>D) Dates (Month, Day, Year) From <u>Jan 2015</u> To <u>current</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>10 mos.</u></p> <p>Hrs. per week <u>varies.</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Volunteer Title <u>CERT</u></p> <p>Employer's Name and Address <u>Brentwood P.D.</u> <u>Todd Orlando</u> <u>9100 Brentwood Blvd</u> <u>Brentwood, CA 94513</u></p>	<p>Duties Performed <u>Learn & stay trained</u> <u>(through continuing</u> <u>education) for natural</u> <u>disasters & emergency</u> <u>situations incl First Aid,</u> <u>Fire Suppression & Search</u> <u>and rescue.</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☒ Other Email u social media

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: _____

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: 11/17/17

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.

Sandra Strobel
Knightsen, CA, 94548, phone:

Cal BRE #01828196

Mission Statement

To fairly, selflessly and equally serve the people & community within the East Contra Costa Fire Protection District to the best of my ability.

Experience

January 1997 – Present

L.D. Strobel Co., Inc., PO Box 228, Concord, CA 94522

Project Manager – responsible for miscellaneous administrative duties, contract administration and special projects as required by management.

August 2009 – Present

Sasville Properties, 1555 Riverlake Road, Suite M, Discovery Bay CA 94505

Realtor serving East Contra Costa County residents in buying, selling & renting homes. Handle all aspects of the purchase process, including, but not limited to: negotiate pricing; coordinate with Lenders, Title and all necessary vendors; draw up Real Estate contracts; work with utmost care, integrity and honesty at all times. Complete continuing education regularly, including ethics training, to keep license current and up-to-date on all current housing laws and regulations.

August 2007 – August 2009

Keller Williams Realty, Antioch, CA (office is now closed)

Realtor serving Contra Costa County residents in buying, selling & renting homes.

Memberships & Affiliations

National Association of Realtors

California Association of Realtors

Delta Association of Realtors

East Bay Regional Data MLS

Community Emergency Response Team (CERT)

Accolades, Achievements & Volunteer Opportunities

Discovery Bay Lakeshore Neighborhood Watch Block Captain 2007-2009

Women's Council of Realtors Board of Directors 2009, 2010 & 2011

Delta Association of Realtors By-Laws Committee 2010 & 2011

Delta Community Christian Food Bank 2010-2011

Delta Association of Realtors Technology Committee 2012

Delta Association of Realtors Ethics Committee 2013

Knightsen Neighborhood Watch Chairperson 2017

Women's Council of Realtors – Realtor Member of the Year 2009

Voted Discovery Bay's #1 Real Estate Agent in 2015 in the Delta Sun Times

Voted Discovery Bay's #1 Real Estate Agent in 2017 in the Delta Sun Times



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: February 27, 2018

Subject: REAPPOINTMENT TO THE AVIATION ADVISORY COMMITTEE

RECOMMENDATION(S):

REAPPOINT the following individual to the District 3 seat on the Aviation Advisory Committee to a term expiring March 1, 2021, as recommended by Supervisor Diane Burgis.

Ron Reagan
Brentwood, CA 94513

FISCAL IMPACT:

None.

BACKGROUND:

The Aviation Advisory Committee (AAC) was established by the Board of Supervisors to provide advice and recommendations to the Board of Supervisors on the aviation issues related to the economic viability and security of airports in Contra Costa County. The AAC is mandated to cooperate with local, state, and national aviation interests for the safe and orderly operation of airports; advance and promote the interests of aviation; and protect the general welfare of the people living and working near the airport and the County in general. The AAC may initiate discussions, observations, or investigations and may hear comments on airport and aviation matters from public or other agencies in order to formulate recommendations to the Board. In conjunction with all of the above, the AAC provides a forum for the Director of Airports regarding policy matters at and around the airports.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Lea Castleberry, (925)
252-4500

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

By: , Deputy

cc:

The AAC is composed of 11 members who must be County residents: one appointed by each Supervisor; one from and nominated to the Board by the City of Concord; one from and nominated to the Board by the City of Pleasant Hill; one from and nominated to the Board by Diablo Valley College; one from and nominated to the Board by the Contra Costa County Airports Business Association; and two at large to represent the general community, to be nominated to the Internal Operations Committee by the Aviation Advisory Committee. At least one of the above shall be a member of the Airport Land Use Commission.

Terms for AAC seats are three years ending March 1.

The seat will expire March 1, 2018. Applications were accepted and the recommendation to reappoint the above individual was then determined.



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: February 27, 2018

Subject: APPOINTMENT TO THE ECONOMIC OPPORTUNITY COUNCIL

RECOMMENDATION(S):

APPOINT the following individual to the District 3 Public Sector seat on the Economic Opportunity Council to a term expiring June 30, 2019, as recommended by Supervisor Diane Burgis.

Patricia Piquero
Brentwood, CA 94513

FISCAL IMPACT:

None.

BACKGROUND:

The Economic Opportunity Council makes recommendations to the Board of Supervisors on all program proposals and budgets related to Community Services Block Grant and the Weatherization program, and performs other functions as specified in the Economic Opportunity Act of 1964. The seat has been vacant since June 30, 2017. 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: **02/27/2018** ☐ 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: February 27, 2018

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: John Gioia, District I Supervisor
Date: February 27, 2018

Subject: Appointments to the East Richmond Heights Municipal Advisory Council

RECOMMENDATION(S):

Appoint the following individuals to the newly established East Richmond Heights Municipal Advisory Council to terms coterminous with the term of Supervisor Gioia ending on December 31, 2018.

Regular Members:

Seat 1: Justin Guay (Richmond, 94805)
Seat 2: Tom Janci (Richmond, 94805)
Seat 3: Anthony King (Richmond, 94805)
Seat 4: Joann Pavlinec (Richmond, 94805)
Seat 5: Brenda Williams (Richmond, 94805)

Alternate Seats:

Seat 1: Victoria Lynn Curtis (Richmond, 94805)
Seat 2: Vacant Lisa Raffel (Richmond, 94805)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: James Lyons,
510-231-8692

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

By: , Deputy

cc:

FISCAL IMPACT:

None.

BACKGROUND:

The Board of Supervisors established the East Richmond Heights MAC on June 13, 2017. After extensive outreach and solicitation of applications, Supervisor Gioia interviewed all applicants. Supervisor Gioia recommends appointing these individuals to the East Richmond Heights Municipal Advisory Council to run concurrent with a term which ends on December 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

The seats will remain vacant.

ATTACHMENTS

Curtis, Victoria -ERHMAC

Guay, Justin -ERHMAC

Janci, Thomas - ERHMAC

King, Anthony - ERHMAC

Pavlinec, Joann-ERHMAC

Raffel, Lisa-ERHMAC

Williams, Brenda-ERHMAC



Contra
Costa
County

For Office Use Only
Date Received:

JAN 08 2018

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

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:

East Richmond Heights PAC
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Board Member
PRINT EXACT SEAT NAME (if applicable)

1. Name: CURTIS VICTORIA LYNN
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED] Richmond CA
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [REDACTED] [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 Bachelor's of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>UC Berkeley</u>	<u>Nutrition + Food Science</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Dec 1985</u>
B) <input type="checkbox"/>	<input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) <input type="checkbox"/>	<input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>4/1987</u> To <u>present</u> <u>1-4-2018</u> Total: Yrs. <u>30</u> Mos. <u>9</u> Hrs. per week <u>80+</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Residential Realtor</u> Employer's Name and Address <u>Better Homes & Gardens Real Estate</u> <u>1555 Riviera Ave</u> <u>Walnut Creek, CA 94596</u></p>	<p>Duties Performed <u>Representing Sellers & Buyers on selling & buying residential properties</u></p>
<p>B) Dates (Month, Day, Year) From <u>1975</u> To <u>1985</u> Total: Yrs. <u>10</u> Mos. <u></u> Hrs. per week <u>25</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Waitress</u> Employer's Name and Address <u>Big Stars Coffee Shop</u> <u>423 - 23rd St</u> <u>Richmond, CA</u></p>	<p>Duties Performed <u>Waitressed during high school & college</u> <u>closed now</u></p>
<p>C) Dates (Month, Day, Year) From <u></u> To <u></u> Total: Yrs. <u></u> Mos. <u></u> Hrs. per week <u></u> Volunteer <input type="checkbox"/></p>	<p>Title <u></u> Employer's Name and Address <u></u></p>	<p>Duties Performed <u></u></p>
<p>D) Dates (Month, Day, Year) From <u></u> To <u></u> Total: Yrs. <u></u> Mos. <u></u> Hrs. per week <u></u> Volunteer <input type="checkbox"/></p>	<p>Title <u></u> Employer's Name and Address <u></u></p>	<p>Duties Performed <u></u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☐ Other

John Gioia told me 12/8/2017 in person

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:

 1-3-2018

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.

Application Form

Profile

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Justin

First Name

Guay

Last Name

Middle Initial

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

Home: [REDACTED]

Primary Phone

ClimateWorks Foundation

Employer

director clean energy, clean air

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Graduate degree (MA)

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

University of Denver

Name of College Attended

international development

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

MA

Degree Type

6/15/2009

Date Degree Awarded

College/ University B

University of Utah

Name of College Attended

marketing

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

MA

Degree Type

8/1/2004

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

10/31/2017-Present

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

director, clean energy clean air

Position Title

Employer's Name and Address

ClimateWorks foundation 235 Montgomery San Francisco California

Duties Performed

2nd

3/6/2015-10/30/2017

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

program Ofc.

Position Title

Employer's Name and Address

David and Lucile Packard foundation

Duties Performed

3rd

6/30/2009-3/5/2015

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

associate director

Position Title

Employer's Name and Address

Sierra Club

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Other

next door online group

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Thomas

First Name

A

Middle Initial

Janci, Jr.

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

Mobile: [REDACTED]

Primary Phone

Renew Financial Group LLC

Employer

Director, Talent Acquisition

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Bachelor's Degree

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Robert Morris University

Name of College Attended

Business Administration
(Marketing)

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelor's Degree

Degree Type

December 2000

Date Degree Awarded

College/ University B

CSU Sacramento

Name of College Attended

Business Administration

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

College/ University C

Solano Community College

Name of College Attended

General Education

Course of Study / Major

60

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Transferred to CSU

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

1/14/15 - Current

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Director, Talent Acquisition

Position Title

Employer's Name and Address

Renew Financial, 1221 Broadway 4th Floor, Oakland CA 94612

Duties Performed

Responsible for leading a three (3) member team of HR professionals with an emphasis on Recruiting. Engage with Executives on high-level (and sometimes confidential) talent searches across various functions, including but not limited to: Sales, Marketing, Capital Markets (Finance), Policy, Operations, Legal and Accounting. Drive strategy and implementation of various HR process and technology initiatives. Company liaison with 3rd party HR technology vendors as well as outside immigration and employment counsel. Manage a departmental budget of ~\$400,000.00.

2nd

1/11/17 - Present

Dates (Month, Day, Year) From - To

Varies

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Co-founder and Member

Position Title

Employer's Name and Address

Indivisible CA 11 United (Community Based Political Action group)

Duties Performed

Legislative researcher, manage social media accounts, attend meetings with elected officials at various levels of government

3rd

05/15/07 - 01/13/15

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Sr. Recruiter

Position Title

Employer's Name and Address

SunPower Corporation, 1414 Harbour Way South, Richmond CA 94804

Duties Performed

Primary Recruiter for various business groups of a \$2B+ publicly-traded solar photovoltaic product manufacturer and power plant developer, including but not limited to: Engineering, Procurement & Construction (EPC), Operations & Maintenance (O&M), Supply Chain, Product Engineering, Manufacturing Engineering, Research & Development, Structured Finance, Sales & Marketing.

[Resume Short Form 12-9-17.pdf](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ District Supervisor

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Anthony

First Name

J

Middle Initial

King

Last Name

Email Address

Home Address

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

Home:

Primary Phone

GMO LLC

Employer

Product Manager/Research and
Investment Data Analyst

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Graduate Degree

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Boston University

Name of College Attended

Computer Science

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

MS

Degree Type

May 2006

Date Degree Awarded

College/ University B

Penn State Universtity

Name of College Attended

MS&IS

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

BS

Degree Type

May 2000

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

2/19/2002-Current

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Analyst

Position Title

Employer's Name and Address

GMO LLC 2150 Shattuck Ave Suite 900 Berkeley, CA 94704

Duties Performed

Analyst

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Joann

First Name

M.

Middle Initial

Pavlinec

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

Home: [REDACTED]

Primary Phone

Retired

Employer

City Planner-Design
Review/Historic Preservation

Job Title

Architect/Planner

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Master - Architecture

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

UC - Berkeley

Name of College Attended

Architecture

Course of Study / Major

3-year Master's Program

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Master - Architecture

Degree Type

June 1984

Date Degree Awarded

College/ University B

UC - Irvine

Name of College Attended

History of Architeccture

Course of Study / Major

4-year program

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

B.A. - History Art/Architecture

Degree Type

June 1979

Date Degree Awarded

College/ University C

San Jose State University

Name of College Attended

Urban Planning

Course of Study / Major

30

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Certificate - Urban Planning

Degree Type

1995

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

4/1/2014-87.31.2015

Dates (Month, Day, Year) From - To

20

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Director

Position Title

Employer's Name and Address

Oakland Heritage Alliance, Oakland, CA

Duties Performed

Advocacy, historic preservation education, fund raising and administrative function for a non-profit organization.

2nd

9/1/2002-10/11/2013

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Planner IV - Historic Preservation

Position Title

Employer's Name and Address

City of Oakland Ogawa Plaza - Oakland, CA

Duties Performed

Staff to Landmarks Board, reviewed proposals for compliance with local, state and federal policies and laws, CEQA review and mitigation recommendations, design review, adopted and administered City of Oakland Mills Act Program, grant writing. Successfully worked with community, architects, developers and staff.

3rd

4/1/1997-6/1/2001

Dates (Month, Day, Year) From - To

30

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Design Review Planner

Position Title

Employer's Name and Address

City of Berkeley Berkeley, CA

Duties Performed

Sole design review planner for commercial development in Berkeley. Staff Design Review Board. Evaluate and recommend design improvements to development projects. Work with business owners, architects, neighbors, Inter-City Departments to resolve design issues. Develop design standards and guidelines.

Final Questions

How did you learn about this vacancy?

☒ Other

Neighborhood Alliance

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Lisa

First Name

Raffel

Last Name

Middle Initial

[REDACTED]

Email Address

[REDACTED]

Home Address

Raffel

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

Mobile: [REDACTED]

Primary Phone

Black Pine Circle School

Employer

Head of Lower School

Job Title

school administrator

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Masters

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

UC Berkeley

Name of College Attended

Peace & Conflict Studies

Course of Study / Major

BA

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

6/85

Date Degree Awarded

College/ University B

St Mary's

Name of College Attended

Education

Course of Study / Major

credential

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

Administrative Credential

Degree Type

6/2012

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

7/2017 - present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Head of Lower School

Position Title

Employer's Name and Address

Black Pine Circle School 2027 Seventh Street Berkeley, CA 94710

Duties Performed

supervisions of 22 teachers and staff; leadership for K-5 division with 125 students; working with parents, students, and faculty

2nd

7/2013-6/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Head of School

Position Title

Employer's Name and Address

Crestmont School 6226 Arlington Blvd Richmond, CA 94805

Duties Performed

supervisions of teachers and staff; leadership for K-5 school with 80 students; working with parents, students, and faculty

3rd

2/1996-2/2011

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Division Director

Position Title

Employer's Name and Address

Catholic Charities of the East Bay 24th and Barrett Richmond, CA 94804

Duties Performed

program development and coordination for English Action Center; directing ESL-Early Childhood program for refugees and immigrants, with Contra Costa College

Final Questions

How did you learn about this vacancy?

☒ District Supervisor

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Brenda

First Name

K

Middle Initial

Williams

Last Name

Email Address

Home Address

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

Mobile:

Primary Phone

Self

Employer

Owner

Job Title

Filmmaker

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

BS

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

UC Berkeley

Name of College Attended

Political Science

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

BS

Degree Type

12/79

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

1/3/1984 to 7/31/2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Financial Intelligence Manager

Position Title

Employer's Name and Address

MUFG Union Bank, N.A. 505 14th Street, 7th Floor Oakland, CA 94612

Duties Performed

Managed team of investigators in the detection and reporting of financial activity involving money laundering and related activities. Retired 2016

2nd

1/2/2009

Dates (Month, Day, Year) From - To

4

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Commissioner

Position Title

Employer's Name and Address

City of Richmond 440 Civic Center Plaza, 2nd Floor Richmond, CA 94804

Duties Performed

Public art impact in Richmond, Ca.

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ District Supervisor

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:



Contra Costa County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: February 27, 2018

Subject: APPOINT Erel Betser to the District 1 seat of the Contra Costa County Fire Protection District - Advisory Fire Commission

RECOMMENDATION(S):

APPOINT Erel Betser to the District 1 seat of the Contra Costa County Fire Protection District - Advisory Fire Commission to a term ending February 27, 2022.

Erel Betser
Richmond, CA 94805

FISCAL IMPACT:

None

BACKGROUND:

To review and advise on annual operations and capital budgets, review Fire District expenditures; advise the Fire Chief on district service matters; and serve as liaison between the Board of Supervisors and the community served by the fire district.



APPROVE



OTHER



RECOMMENDATION OF CNTY ADMINISTRATOR



RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: James Lyons,
510-231-8692

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

By: , Deputy

cc:

ATTACHMENTS

Betser, Erel
Application

Application Form

RECEIVED

SEP 05 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

Profile

This application is used for all boards and commissions

Erel

First Name

M

Middle Initial

Betser

Last Name

esdtbe@gmail.com

Email Address

Home Address

East Richmond Heights

City

Suite or Apt

CA

State

94805

Postal Code

Primary Phone

GHD Inc.

Employer

Team Leader

Job Title

Engineer

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☒ Yes ☐ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Masters

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Worcester Polytechnic Institute

Name of College Attended

Fire Protection Engineering

Course of Study / Major

30

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

MS

Degree Type

05/2010

Date Degree Awarded

College/ University B

Tel Aviv University

Name of College Attended

Mechanical Engineering

Course of Study / Major

180

Units Completed

Type of Units Completed

☐ Semester

☐ Quarter

Degree Awarded?

☒ Yes ☐ No

BSc

Degree Type

08/1999

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

☐ Semester

☐ Quarter

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☒ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

01/23/2017-09/02/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Team Leader

Position Title

Employer's Name and Address

GHD Inc., 5900 Hollis Street, Emeryville, CA 94608

Duties Performed

Team Leader Senior Fire Protection Engineer Senior Code Consultant

2nd

01/09/2012-01/20/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Senior Consultant

Position Title

Employer's Name and Address

Jensen Hughes Inc. 2950 Buskirk Avenue, Walnut Creek, CA 94597

Duties Performed

Senior Fire Protection Engineer Senior Code Consultant

3rd

12/01/2008-01/08/2012

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Senior Engineer

Position Title

Employer's Name and Address

Lilker Associates LLC 1001 6th Ave #9, New York, NY 10018

Duties Performed

Senior Fire Protection/Plumbing Engineer

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Not sure if GHD Inc. has contracts with the County



Contra Costa County

To: Board of Supervisors
 From: John Gioia, District I Supervisor
 Date: February 27, 2018

Subject: APPOINT Lisa Bartley to the District 1 Alternate seat of the Contra Costa County Fire Protection District - Advisory Fire Commission

RECOMMENDATION(S):

APPOINT Lisa Bartley to the District 1 Alternate seat of the Contra Costa County Fire Protection District - Advisory Fire Commission

Lisa Bartley
 Richmond, CA 94805

FISCAL IMPACT:

None

BACKGROUND:

To review and advise on annual operations and capital budgets, review Fire District expenditures; advise the Fire Chief on district service matters; and serve as liaison between the Board of Supervisors and the community served by the fire district.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: James Lyons,
 510-231-8692

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

By: , Deputy

cc:

ATTACHMENTS

Bartley, Lisa
application

Application Form

Profile

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Lisa

First Name

Bartley

Last Name

Middle Initial

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

[REDACTED]

Primary Phone

CSAA

Employer

Claims Analyst

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Graduate Degree

If "Other" was Selected Give Highest Grade or
Education Level Achieved

College/ University A

University of California @ Berkeley

Name of College Attended

Political Science

Course of Study / Major

121

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelor of Arts

Degree Type

12/92

Date Degree Awarded

College/ University B

Boston University

Name of College Attended

Insurance Management

Course of Study / Major

40

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

Master of Science

Degree Type

9/2008

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

11/2011- present

Dates (Month Day Year) From To

50

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Claims Analyst

Position Title

Employer's Name and Address

CSAA Insurance Group 3055 Oak Road Walnut Creek, CA 94597

Duties Performed

Compliance, research

2nd

Dates (Month Day Year) From To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month Day Year) From To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Other

Neighborhood Newsletter

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:



**Contra
Costa
County**

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: February 27, 2018

Subject: APPOINTMENT TO THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY ADVISORY COMMITTEE

RECOMMENDATION(S):

REAPPOINT the following individual to the District II seat on the In-Home Supportive Services Public Authority Advisory Committee, for a four-year term expiring March 6, 2022, as recommended by Supervisor Candace Andersen:

John Roe
Danville, CA 94526

FISCAL IMPACT:

NONE

BACKGROUND:

The Board established the In-Home Supportive Services (IHSS) Public Authority Advisory Committee in March 1998. In April 1999, the Board of Supervisors accepted and approved the IHSS Public Authority Implementation Team Findings and Recommendations, including recommendations regarding Advisory Committee membership criteria. In March 2001, the Board approved amendments to the membership criteria.

As amended, the Advisory Committee consists of 11 members: 4 Consumers aged 60 or older, 2 Consumers aged under 60, and one member from each Supervisorial District. Under Board policy, the IOC would typically review only general membership or "At-Large" seats, and would not review appointments

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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, IHSS, Appointee

to supervisorial district seats. However, when the Advisory Committee was originally established, the Board of Supervisors directed that the IOC review and coordinate supervisorial district appointments to ensure that none of the following categories has more than one representative: senior advocate, advocate for younger disabled, representative from the developmental disability community, IHSS individual provider, IHSS family provider, social worker, nurse, community-based organization, home health agency.

BACKGROUND: (CONT'D)

Terms of appointment are four years.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will become vacant.

CHILDREN'S IMPACT STATEMENT:

NONE



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: February 27, 2018

Subject: Cal ID Appropriation Adjustment - Primary Disaster and Recovery hardware

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No.5056 increasing fiscal year 2017/18 revenue and appropriations in the Sheriff's Office (0255) in the amount of \$500,000 to reflect anticipated revenue and expenditures associated with the purchase of Primary Disaster and Recovery (PR/DR) hardware equipment.

FISCAL IMPACT:

This action increases fiscal year 2017/18 revenue and appropriations by \$500,000. There is no change in net county cost.

BACKGROUND:

In 1985, the legislators enacted California Penal Code (PC) section 1112.1. The law directed the California Department of Justice (DOJ) to develop a California Identification System (CAL-ID).

The CAL-ID local RAN (Remote Access Network) board approved funding in fiscal year 17/18 in the amount of \$500,000 for the purchase of new PR/DR hardware equipment.

CONSEQUENCE OF NEGATIVE ACTION:

Fiscal year 2017/18 appropriations and revenue will not accurately reflect anticipated revenue and expenditures.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Liz Arbuckle (925)
335-1529

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

By: , Deputy

cc: Liz Arbuckle, Heike Anderson, Tim Ewell

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Appropriations and Revenue Adjustment No. 5056

CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT
T/C 24

ACCOUNT CODING		BUDGET UNIT: (0255) Sheriff's Office			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
2517	9951	REIMBURSEMENTS - GOV/GOV	500,000	00	
TOTALS			500,000	00	0 00

APPROVED

AUDITOR-CONTROLLER:

BY:  DATE 2-20-18

COUNTY ADMINISTRATOR:

BY:  DATE 2/22/18

BOARD OF SUPERVISORS:

YES:

NO:

EXPLANATION OF REQUEST

To adjust appropriations for purchase of Cal-ID Equipment



SIGNATURE

Fiscal Officer

TITLE

2/20/2018

DATE

REVENUE ADJ.
JOURNAL NO.

RAOO 5056

BY: _____ DATE _____

CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT
T/C 27

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

☒ BOARD OF SUPERVISORS

☐ COUNTY ADMINISTRATOR

ACCOUNT CODING		BUDGET UNIT: Sheriff's Office (0255)			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
2517	4955	Radio & Communicatn Equip			500,000 00
TOTALS			0 00		500,000 00

APPROVED

AUDITOR-CONTROLLER:

BY: [Signature] DATE 2/20/18

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 2/22/18

BOARD OF SUPERVISORS:

YES:

NO:

EXPLANATION OF REQUEST

To adjust appropriations for purchase of Cal-ID Equipment

BY: _____ DATE _____

(M129 Rev 2/86)

[Signature]

SIGNATURE

Fiscal Officer

TITLE

2/20/2018

DATE

APPROPRIATION

APOO

5056

ADJ. JOURNAL NO.



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: February 27, 2018

Subject: Reallocate the salary of the Fire District Apparatus Manager (P2NC)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22240 to reallocate the salary of the Fire District Apparatus Manager (P2NC) (represented) classification at salary plan and grade ZA5 1640 (\$6,047 - \$7,351) to salary plan grade ZA5 1640 (\$7,786 - \$9,464) in the Fire Protection District.

FISCAL IMPACT:

Incremental annual cost increase of approximately \$31,000 including \$12,500 in pension costs. 100% Contra Costa County Fire Protection District General Funds.

BACKGROUND:

A recruitment was conducted for the Fire District Apparatus Manager in late 2015. Only four applications were received, none of whom was a suitable match for the position. At the request of the Fire District, Human Resources conducted a salary study of the nine Bay Area counties to evaluate whether the compensation for this classification was lower than that of other comparable agencies and thus resulting in a paucity of qualified candidates. Both studies found the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Dianne Dinsmore (925)
335-1766

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

By: , Deputy

cc: Aaron McAlister, Denise Cannon-Sanchez

BACKGROUND: (CONT'D)

salary to be below market. In addition, the Fire District engaged an outside consultant to study the entire Fire Fleet Services Division. This study also found Fire District Apparatus Manager to be significantly below market. Based on these studies, it is recommended that the salary of the Fire District Apparatus Manager classification be reallocated to \$7,786 - \$9,464.

CONSEQUENCE OF NEGATIVE ACTION:

Without the salary adjustment, the Fire District would continue to experience difficulty attracting and retaining candidates.

ATTACHMENTS

P300 22240

POSITION ADJUSTMENT REQUEST

NO. _____
DATE _____

Department _____

Department No. _____

Budget Unit No. _____ Org No. _____ Agency No. _____

Action Requested: _____

Proposed Effective Date: _____

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 _____

Net County Cost _____

Total this FY _____

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT _____

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

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

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

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

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

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: February 27, 2018

Subject: Increase hours of a permanent position and cancel two vacant positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22238 to increase the hours of one (1) Physical Therapist II (V5VF) position #9272 from 32/40 to 40/40, at salary plan and grade TC5-1746 (\$6,717 - \$8,164); and cancel two (2) vacant Occupational Therapist II (V5VH) positions #8546 (2/40) and #9098 (6/40) at salary plan and grade TC5-1746 (\$6,717 - \$8,164) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will have no fiscal impact since it is cost neutral.

BACKGROUND:

The Health Services Department is requesting to increase the hours of one (1) Physical Therapist II (V5VF) position #9272 from 32/40 to 40/40; and cancel two (2) vacant Occupational Therapist II positions #8546 (2/40) and #9098 (6/40). The addition of these hours are certified by the Department Manager as being operationally necessary to continue the mandated functions and ensure patient care is directly delivered by the Physical Therapist II classification in the California Children's Services Medical Therapy Unit. Due to an increased community need for physical therapy services, the Department has a wait list which can be alleviated with a full-time Physical Therapist. The vacant positions are not meeting the operational needs and cancellation offsets the cost of the increased Physical Therapist position hours.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Jacqueline Kidd
925-957-5240

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be enough adequate staffing to meet the demand and volume of patient care needed for those we serve in the California Children's Services Medical Therapy Unit.

ATTACHMENTS

P300 22238 - Increase Hours of PT II and Cancel Two OT II in HSD

POSITION ADJUSTMENT REQUEST

NO. 22238
DATE 1/22/2018

Department Health Services

Department No./
Budget Unit No. 0460 Org No. 5891 Agency No. A18

Action Requested: Increase the hours of Physical Therapist II (V5VF) position #9272 from 32/40 to 40/40, and cancel vacant Occupational Therapist II positions #8546 (2/40) and #9098 (6/40) in the Health Services Department.

Proposed Effective Date: _____

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

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

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

Total annual cost \$0.00

Net County Cost _____

Total this FY \$0.00

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Neutral

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

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

2/9/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

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

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/20/18

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the Department.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

REQUEST FOR PROJECT POSITIONS

Department _____

Date 2/20/2018

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: February 27, 2018

Subject: Resolution Reclassifying Specified Classifications in the Office of the Auditor-Controller

RECOMMENDATION(S):

ADOPT Resolution No. 2018/78 to combine and retitle the classifications of Chief Auditor (SFDB) and Chief Accountant (SAGC) to Auditor-Controller Division Manager (SADD), with a five (5) step range (\$8,831-\$10,734), move incumbents to new steps, and abolish defunct classes of Chief Accountant and Chief Auditor; correct the Board Action of January 23, 2017, to place employee at step 6 of the salary table in the classification of Systems Account II; and, acknowledge that the incumbents in the aforementioned classifications will be eligible for review for within-range step adjustments on their next anniversary date.

FISCAL IMPACT:

This action has a current year fiscal impact of approximately \$26,000. The annual approximate cost of this action would be \$93,000, including \$28,000 in pension cost.

BACKGROUND:

A review was completed of like classifications (performing Chief Auditor and Chief Accountant work) with the Auditor-Controller's Offices in the following comparable counties: Alameda, Marin, Napa, Sacramento, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Robert Campbell, County Auditor-Controller

BACKGROUND: (CONT'D)

Contra Costa County's classifications were 15.5% below the median salary of those comparable counties. It is recommended that these two classes be combined into one new classification with a 5 (5%) step range with Salary Plan and Grade – B85-1004 (\$8,831.055-\$10,734.200). With this adjustment, the classifications will continue to be below the median salary of the comparable counties.

The attached resolution will create the new classification of Auditor-Controller Division Manager (SADD), move incumbents into the new class, cancel the two existing classes and correct the January 23, 2018 Board Action, to place employee #72097 at Step 6 of the salary table in the classification of Systems Account II.

CONSEQUENCE OF NEGATIVE ACTION:

Without this modification, the County would continue to experience difficulty attracting and retaining candidates and may be detrimentally impacted by the loss of highly-trained personnel.

ATTACHMENTS

Resolution No. 2018/78

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

Adopted this Resolution on 02/27/2018 by the following vote:

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



Resolution No. 2018/78

In The Matter Of: Combining the classifications of Chief Accountant and Chief Auditor into a new classification of Auditor-Controller Division Manager and modifying merit steps of specified employees in the Office of the Auditor-Controller.

WHEREAS, the County Administrator's Office recognized a need to reallocate the salary of the classifications of Chief Accountant and Chief Auditor; and

WHEREAS, the County Administrator's Office recognized the opportunity to combine classifications; and

WHEREAS, the action of the Board on January 23, 2017, adopting Position Adjustment Resolution No. 22222, mistakenly omitted placement of the incumbent;

Now, Therefore, Be It Revolved: that the Board of Supervisors of the County of Contra Costa:

1. Effective March 1, 2018, CREATE the classification of Auditor-Controller Division Manager (SADD) at Salary Plan and Grade – B85-1004 (\$8,831.055 - \$10,734.200);
2. Effective March 1, 2018, MOVE the following employees from the classification of Chief Accountant (SAGC) to the classification of Auditor-Controller Division Manager (SADD) and place as follows: employee #72505 at Step 4, employee #72524 at Step 2, employee #61715 at Step 4, and employee #56135 at Step 4;
3. Effective April 1, 2018, ABOLISH the defunct classifications of Chief Accountant (SAGC) and Chief Auditor (SFDB);
4. Effective January 1, 2018, CORRECT the Board Action of January 23, 2017, to place employee #72097 at Step 6 of the salary table in the classification of Systems Account II; and
5. Acknowledge that the incumbents in the aforementioned classifications will be eligible for review for within-range step adjustments on their next anniversary date.

I hereby certify that this 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: February 27, 2018

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

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Robert Campbell, County Auditor-Controller



Contra Costa County

To: Board of Supervisors
 From: Sharon L. Anderson, County Counsel
 Date: February 27, 2018

Subject: Add one full-time Legal Assistant position and cancel one vacant Senior Legal Coordinator position in the Office of the County Counsel

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22239 to add one (1) full-time Legal Assistant (2Y7B) (represented) position at salary plan and grade ZB5 1337 (\$4,480 - \$5,446) and cancel one (1) vacant full-time Senior Legal Coordinator (JWTA) (represented) position #5769 at salary plan and grade 3RX 1290 (\$4,266 - \$5,447) in the Office of the County Counsel.

FISCAL IMPACT:

None.

BACKGROUND:

The Legal Assistant position will help the office achieve greater efficiency by utilizing someone skilled in litigation matters, document management systems, document and pleading assembly and review as well as other critical legal functions that fall between the clerical and attorney level of assignments. The addition of a Legal Assistant will best serve the current needs of the office and the County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Wanda McAdoo (925)
 335-1811

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

By: , Deputy

cc: Wanda McAdoo

CONSEQUENCE OF NEGATIVE ACTION:

Denial of this request will result in inefficiencies by requiring attorneys to perform duties that are quasi legal, and relying on clerks to work out of class.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

AIR 32737 P300 22239

POSITION ADJUSTMENT REQUEST

NO. 22239
DATE 2/15/2018

Department Office of the County Counsel

Department No./
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADD one (1) full-time Legal Assistant (2Y7B) represented) position at salary level ZB5 1337 (\$4,480.41-5,445.97) and CANCEL one (1) full-time Senior Legal Coordinator (JWTA) (represented) vacant position No.5769 at salary level 3RX 1290 (\$4,265.62-5,447.38) in the Office of the County Counsel.

Proposed Effective Date: 3/13/2018

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

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

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

Total annual cost \$0.00

Net County Cost \$0.00

Total this FY (\$0.00)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact

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

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

2/15/18

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/16/2018

ADOPT Position Adjustment Resolution No. 22239 to ADD one (1) full-time Legal Assistant (2Y7B) (represented) position at salary plan and grade ZB5 1337 (\$4,480 - \$5,446) and CANCEL one (1) vacant full-time Senior Legal Coordinator (JWTA) (represented) position #5769 at salary plan and grade 3RX 1290 (\$4,266 - \$5,447) in the Office of the County Counsel.

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

Effective: ☒ Day following Board Action.

☐ ____ (Date)

Lauren Ludwig

2/16/18

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

REQUEST FOR PROJECT POSITIONS

Department ____

Date 2/16/2018

No. xx

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: Brian M. Balbas, Public Works Director/Chief Engineer

Date: February 27, 2018

Subject: APPROVE an Outlease Agreement with USPS for office space at 815 Court Street, Martinez for use by the Sheriff – Coroner Department.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an Outlease Agreement with United States Postal Service for a 5-year renewal term for 1,763 square feet of office space and 460 square feet of storage space located at 815 Court Street, Martinez, for use by the Sheriff – Coroner Department - Court Security Services. The lease includes one five-year renewal. The annual rent of the initial term is \$34,596 for the first year with 2.5% annual increases thereafter.

FISCAL IMPACT:

100% General Fund. Office of the Sheriff – Court Security Services Budget Org#: 2591. The lease expenses included in Fiscal Year 2017/2018 budget.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Charlotte Nelson, 925.
313-2227

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

By: , Deputy

cc:

BACKGROUND:

The Sheriff currently has his office and locker room at 815 Court Street, Martinez and has been at that location since 2007. The building, its location and current build-out/configuration work well and would be difficult to replicate due to lack of similar alternative relocation options.

The lessor is providing the County with a fair market renewal as well as a fair market option to renew after the initial 5 year term.

CONSEQUENCE OF NEGATIVE ACTION:

If this lease is not approved, the Sheriff's office will need to vacate immediately and the County will incur additional expenses in holdover fees and in finding a new location.

ATTACHMENTS

Outlease Agreement

<u>Facility Name/Location</u>	<u>Finance/Sublocation No.</u>	<u>Project Number:</u>
MARTINEZ-COURT STREET STATION	054782-G01	
815 Court Street		
Martinez, CA 94553-9991		

THIS OUTLEASE AGREEMENT ("Outlease"), is entered into by and between the **UNITED STATES POSTAL SERVICE**, hereinafter called Lessor, and **County of Contra Costa, a political subdivision of the State of California** hereinafter called the Lessee, whose address is **1220 Morello Ave, Suite 100 Martinez CA 94553-4711**, to use and occupy the property hereinafter described under the terms and subject to the conditions contained herein.

- Premises:** In consideration of the rents, covenants and agreements hereinafter on the part of Lessee to pay, keep, and perform, the Lessor does demise and lease to the Lessee and Lessee hereby leases from Lessor, the following described premises (the "Premises"): The Premises are located in a building (the "Building") having a municipal address of 815 Court Street, Martinez CA 94553-9991 as described in Exhibit "A" attached hereto and incorporated herein. The parties agree that the rentable area of the Premises is approximately **2,223** square feet (including 1,763 SF of office plus 460 SF of storage space).
- Outlease Term:** Lessor and Lessee acknowledge that Lessee is currently in holdover in that the prior Outlease expired on March 1, 2017. The fixed term of this Outlease shall begin on **February 1, 2018** ("Outlease Commencement Date") and end on **December 31, 2022**, unless terminated prior thereto pursuant to the terms hereof (hereinafter referred to as the "Outlease Term").
- Rental Rate:** Beginning on the Outlease Commencement Date and for each calendar month, Lessee shall pay the Lessor rent ("Rent"), as set out in the schedule below, which shall be due and payable on a monthly basis in advance, without demand or set-off.

The rental rate is determined as a combination of office space and storage space. The first year annual rent is calculated as follows. Annual Rental Rate increases by 2.5% annually thereafter:

- Office: 1,763 SF x \$17.36 = \$30,600
- Storage: 460 SF x \$8.69 = \$3,996
- Total: \$34,596

<u>Months</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
02/01/2018 – 12/31/2018	\$2,883	\$34,596
01/01/2019 – 12/31/2019	\$2,955	\$35,461
01/01/2020 – 12/31/2020	\$3,029	\$36,347
01/01/2021 – 12/31/2021	\$3,105	\$37,256
01/01/2022 – 12/31/2022	\$3,182	\$38,188

A security deposit of \$0 is due in advance of the Outlease Commencement Date ("Security Deposit") and must be made payable to the "Disbursing Officer, USPS" and submitted to the Contracting Officer along with signed copies of this Outlease. The Lessor shall hold the Security Deposit until the end of the Outlease Term and shall release the same after the Contracting Officer is satisfied in its reasonable discretion that the Lessee is not in default under this Outlease and has restored the Premises in accordance with Sections 9 and 11.

All payments shall be made payable to the "Disbursing Officer, USPS", and shall contain the following identification number: **054782-G01**.

All Rent payments are due and payable on the 1st of each month ("Rent Due Date") in accordance with the above schedule and should be delivered to the Accounting Service Center, US Postal Service, Disbursing Office, P.O. Box 21888, Eagan MN 55121-0888. If Lessee fails to pay the Rent or any other payment due to Lessor within 10 calendar days after the Rent Due Date, then (without limiting Lessor's rights and remedies including without limitation Section 18 below) Lessee shall pay Lessor a late fee of ten percent (10%) of the amount of such payment for each and every instance during the Outlease Term and any Renewal Term, if any, that Rent is not paid on the Rent Due Date.

- 4. Renewal Option(s):** The Outlease shall automatically renew for one (1) 5-year renewal term ("Renewal Term"), subject to the terms and conditions of the underlying Outlease Agreement, unless Lessee provides Lessor written notice, no later than sixty (60) days prior to the end of the Outlease Term, of Lessee's intent not to renew. The first annual rental rate for the Renewal Term shall be at Fair Market Value as determined by USPS at the time of renewal. The annual rental rate for each subsequent year of the Renewal Term shall increase by 2.5% annually.
- 5. Termination:** Lessor has the right to terminate and reclaim the Premises at no cost or liability to Lessor by providing Lessee 90 days' written notice. Such termination shall become effective on the date set forth in such notice.
- 6. Use:** Lessee shall use the Premises exclusively for: *County Activities – Sherriff's Department*. Lessee shall use reasonable care in the occupation and use of the Premises and shall not interfere with Lessor's operations. Lessee, Lessee's agents, employees, invitees and visitors may use the Premises only for lawful purposes consistent with the requirements of applicable laws, codes and regulations, and shall comply fully with the Rules and Regulations Governing Conduct on Postal Property, 39 C.F.R., Part 232, promulgated by Lessor, attached hereto and incorporated herein as Exhibit C ("Lessor Rules") which may be revised from time to time. Lessee agrees not to use the Premises in any way which, in the reasonable judgment of the Lessor, poses a hazard to the Lessor, or other tenants or occupants in the Building, the general public, the Premises or the Building in part or whole. Lessee will not use or occupy the Premises for any disorderly, unlawful or extra-hazardous purposes, or for any purpose that will constitute waste, nuisance or unreasonable annoyance to Lessor or other tenants or occupants of the Building or the general public, or for any purpose prohibited by Lessor's Rules.
- 7. Inspection:** Lessee has occupied the Premises since March of 2007 and knows the condition of the Premises and agrees to accept same in its 'as is' condition including wear and tear thereafter, with all faults, including defects seen and unseen and all conditions natural and artificial and including environmental conditions, without any representation of any kind, express or implied. Lessee accepts all responsibility to inspect the Premises for patent and latent defects and in entering into this Outlease, Lessee has not been induced by, and has not relied upon, any representations, warranties, or statements, whether express or implied by Lessor, or any agent, employee, or representative of Lessor that are not expressly set forth herein. Lessee's decision to lease the Premises is based solely upon lessee's own inspection, examination and analysis of the Premises. It is further understood that Lessor shall have no liability to Lessee for the condition of the Premises and Lessor leases the Premises to Lessee without any obligation on the part of Lessor to make any additions, improvements or alterations thereto.
- 8. Indemnification:** Lessor shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the use and occupation of the leased Premises, nor for damages to the property or injuries to the person of Lessee or of others who may be on said Premises at Lessee's invitation. Lessee shall indemnify, release and hold Lessor harmless from liability for any and all claims for such damages or injuries to the property, the Premises, or to any persons.
- 9. Repairs, Alterations and Improvements:** Lessee shall not make any additions, improvements, repairs, or alterations to the Premises without the prior written consent of Lessor in each and every instance. If this provision is violated, Lessee is liable for the cost of removal and restoration, plus applicable administrative cost. In the event the Lessor consents to the Lessee making any additions, improvements, repairs, or alterations to the Premises, Lessee shall remain liable for the cost of removal and restoration in accordance with Paragraph 11 below, plus applicable administrative cost.

Lessee acknowledges that the building is historic and that Lessor is thus subject to certain requirements under the **National Historical Preservation Act** ("NHPA") and approval of the **State Historic Preservation Office** ("SHPO"). Lessor's consent, if granted, for any repairs, alterations or improvements under this Section 9 will be conditioned upon Lessor's ability to satisfactorily comply with various requirements of the NHPA and its implementing regulations, including, without limitation, completion of the process under Section 106 of the regulations implementing the NHPA, which compliance shall be at the sole cost and expense of the Lessee. Such compliance and resulting restrictions, if any, on repairs and/or alterations or improvements, shall not be deemed to be unreasonable withholding, conditioning or delay of consent.

- 10. Maintenance:** Lessee shall at its sole cost and expense, maintain in good repair and tenantable condition the Premises: which shall include but is not limited to: 1) interior window coverings; 2) walls; 3) floors, floor tiles, and coverings; 4) lights, bulbs, lighting, fixtures; 5) telecommunication services and data services; and 6) Lessee's alterations and improvements to the Premises, if any. Lessee shall also be responsible for cosmetic repairs, including but not limited to repair and replacement of the carpet, wall and window coverings and painting in the Premises; provided, however, at the end of the Outlease Term, Lessee is not required to paint or to replace the carpet or window covering and is, instead, required only to return the Premises in "broom clean" condition, in accordance with Section 11.

In the event Lessee fails to maintain the Premises, the Lessor may engage in maintenance and repair of the Premises at Lessee's expense. Lessee shall reimburse the Postal Service for all such costs of maintenance and repair plus applicable administrative costs within ten (10) business days of a request therefor from the Lessor.

Lessor shall, except as otherwise specified herein and except for damages resulting from the act or omissions or the negligence of the Lessee, its employees, agents, contractors, licensees, or invitees, maintain in good repair and tenantable condition the Building shell elements which include: the foundation, roof, structure, and base building systems that service the Premises which include the heating, cooling and ventilation for the building ("HVAC"), electrical, plumbing and life safety systems for the Building, and any and all equipment, fixtures, and appurtenances, whether severable or nonseverable, furnished by the Lessor under this Outlease.

Janitorial: Lessor is responsible for janitorial services which includes trash removal within the Premises at Lessor's sole cost and expense.

11. Surrender and Restoration:

- a. Lessee assumes all responsibility and liability to restore the Premises. Upon the expiration, or early termination of this Outlease, Lessee shall at its sole costs and expense (i) vacate the Premises, (ii) remove its personal property therefrom, (iii) yield and place Lessor in peaceful possession of the Premises, free and clear of any liens, claims or encumbrances caused by Lessee and (iv) restore the Premises to "broom clean" condition and to as good as a condition that the Premises existed at the commencement of this Outlease, including, without limitation, removal of any alterations, Improvements or additions Lessee made to the Premises which the Lessor requests Lessee to remove, ordinary wear and tear and damage by the elements excepted.
- b. In the event Lessee fails to remove its personal property and such alterations, Improvements or additions as may be required to be removed, and restore the Premises to the aforesaid condition stated in this Paragraph 11a. by the expiration or earlier termination of the Term or Renewal Term, (i) then upon Lessor notice to Lessee, such failure shall constitute Lessee's abandonment of all property (personal or otherwise) and items in the Premises, and Lessor may restore the Premises which may include removal of such items and disposal of the same in any manner Lessor deems appropriate, include through sale by such means and on such terms as Lessor determines appropriate, and without further notice and without any liability or obligation to Lessor; and (ii) Lessee shall reimburse Lessor for all costs of such removal, storage, disposal and restoration of the Premises plus applicable administrative costs, upon demand. If Lessee shall fail to so vacate and surrender the Premises to Lessor as aforesaid on or before the expiration of the Outlease Term or any earlier termination date, in addition to any and all remedies that Lessor may have at law or at equity, Lessee shall be deemed to be a Hold Over tenant.

- 12. Sublease and Assignment:** Lessee shall have no right to assign or sublease this Outlease. Lessee shall neither transfer, or assign this Outlease or any of its rights hereunder, nor sublet the Premises or any part thereof or any property thereon nor grant any interest, privilege or license whatsoever in connection with this Outlease.
- 13. Taxes and Other Reimbursable Charges:** In the event that any tax which shall include but is not limited to a state or local tax or sales tax, is imposed upon the occupancy, use, possession, or leasehold interest of or in the real property herein leased, the obligation for the payment of the tax will be wholly that of the Lessee. Lessee shall pay the same when due without offset or deduction to payments due to the Lessor. In addition, the taxing authority shall provide evidence of such payment to Lessor.
- 14. Insurance:**
- a. If the Premises or any part of the Premises is damaged by fire or other casualty resulting from any act or negligence of Lessee or any of Lessee's agents, contractors, invitees, licensees, or employees, rent shall not be diminished or abated while such damages are under repair, and Lessee shall be responsible for the costs of repair not covered by insurance.
 - b. Lessee must obtain, at no cost to the Lessor, a commercial general liability insurance policy naming Lessor as an additional named insured and providing minimum limits of liability for bodily injury of \$500,000 for each person and \$1,000,000 for each occurrence and \$2,000,000 aggregate and property damage limits of \$250,000 for each occurrence and \$500,000 aggregate. **A CERTIFICATE OF INSURANCE INCLUDING LESSOR AS AN ADDITIONAL INSURED THEREUNDER SHALL BE FURNISHED TO LESSOR.** The certificate must include the following language: "Written notice must be provided to the United States Postal Service within thirty (30) days of the effective date of any reduction in coverage under, or termination or cancellation of, any of the policies described herein."
 - c. Lessee shall maintain insurance throughout the Outlease Term and any renewal thereof and furnish evidence of insurance subject to and in accordance with Subsection d below to the Lessor on no less than an annual basis to the Real Estate Specialist at the following address: USPS, Attn: Sean M. Ford , 475 L'Enfant Plaza, SW, Room 6670, Washington, DC 20260-1862. Failure to provide and maintain the aforementioned insurance policy in accordance with this paragraph and Subsection d may result in termination of this Outlease at the option of the Lessor.
 - d. Lessee is a local governmental body and represents that it is self-insured. Lessee provided Lessor with the following documentation as evidence of such self-insurance copies of which are attached hereto and incorporated herein as Exhibit E: (i) Verification of Insurance Letter by Contra Costa County dated November 9, 2017; (ii) Resolution 96/125 adopted March 26 1996 by the Board of Supervisors of Contra Costa County extending the self-insurance program; and (iii) claim form. Lessee expressly agrees to be responsible for claims, loss, damage, actions, causes of action(s), expenses and liability for bodily injury, death and property damage caused by Lessee and its employees, agents, contractors, and invitees, in accordance with this Subsection d. Lessee also agrees, affirms and represents that nothing stated herein including California Government Code limits or abrogates the insurance coverage and Lessor's ability to utilize such coverage and file claim pursuant thereto. Lessee hereby indemnifies Lessor and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action, expense and/or liability, including the cost of defense, resulting from, brought for, or on account of any violation of this clause. This indemnity shall survive any termination or expiration of the Outlease Term or any Renewal Term.
- 15. Utilities:** Except for telephone and/or other telecommunication services which includes, but is not limited to, internet and cable services which are Lessee's responsibility, Lessor shall furnish Lessee with all utilities as presently installed in its as-is condition that serve the Premises. Lessor's responsibility includes payment of the utility bills from the service providers. Utilities will include electricity, gas, water and sewer for the Premises.
- 16. Signs:** The Lessee's name and location may be placed on the Building or outside of the Building, provided any signage so installed is in compliance with all laws and ordinances governing same, and approved in writing by the

Lessor. Lessee agrees, at Outlease termination or expiration, to remove any signage so installed and restore any areas impacted by same in accordance with Paragraph 11 above, at Lessee's sole cost, risk and expense. If Lessee fails to so remove and restore, Lessee shall be liable for the cost of removal and restoration, plus applicable administrative costs.

17. Entry: The Lessor reserves the right to enter the Premises at all reasonable hours to inspect it, show same or to make such repairs, additions or alterations as Lessor considers necessary. Exercise of any such right in accordance with the terms of this Section 17 shall not be considered a constructive eviction or a disturbance of Lessee's business or occupancy. Lessor shall provide Lessee with at least 24 hours prior notice of such entry, provided, however, that Lessor shall have the right to enter the Premises without prior notice in the event of an emergency.

18. Parking: Lessee shall have access to 0 reserved parking spaces.

19. Building Hours & Access: The Building's normal hours of operation are from 8:30 AM to 5:00 PM, local time, Monday through Friday, with the exception of Federal holidays ("Building's Normal Operating Hours"). Access to the Premises is generally available to Lessee 7 days a week, 24 hours a day, 365 days per year, subject to causes beyond the reasonable control of Lessor and subject to change by Lessor. However, scheduled use beyond one 10-hour shift per day and/or 5 days per week is subject to an additional charge to compensate for additional services and/or utilities. Lessee hours of operation are typically 6:00am to 6:00pm, Monday to Friday.

The parties understand that from time to time and in emergency situations, the Lessor, at its own discretion, may be unable to allow or provide access to the Premises on a 24 hour a day, 7 day a week, 365 days per year basis, and may be unable to provide advance notice of such. In no event shall Lessor be liable to Lessee, its invitees, or other third parties for any damages or losses based on its failure to provide access to the Premises in the case of such emergency. However, to the extent that Lessor is unable to provide uninterrupted access to the Lessee during its Building Normal Operating Hours, the Lessee may be entitled to a rent abatement that is proportionate to the amount of time during which its access is so interrupted, unless such interruption is due to fire or other casualty, Acts of God, acts of a public enemy, riot or insurrection, vandalism, or other similar events or due to the negligent act or omission of Lessee, its agents, contractors, invitees, licensees, or employees.

20. Default by Lessee: The occurrence of any one or more of the following events shall constitute a default and breach of this Outlease by Lessee (hereinafter "Event of 'Default'"): (i) Lessee fails to make any payment of Rent on the Rent Due Date or any other payment required to be made by the Lessee under this Outlease, when due, and such failure shall continue for a period of ten (10) days after Lessor has given Lessee written notice of such failure; or (ii) Lessee abandons the Premises for thirty days or more, or fails to observe or perform any term, covenant, condition or the provisions of this Outlease required to be observed or performed by Lessee, where such failure is not cured to the full satisfaction of the Lessor within 30 days after written notice by the Lessor to Lessee of said failure. Upon such Event of Default by Lessee, the Lessor, at its option, without further notice or demand, shall have the right to any one or more of the following remedies in addition to all other rights and remedies provided at law or in equity or elsewhere herein: (a) declare this Outlease ended and terminated and may re-enter the Premises and remove all persons or things therefrom, and the Lessee hereby expressly waives all service of any demand or notice prescribed by any law or statute whatsoever; and (b) Lessor may enter the Premises and eject Lessee, forcibly or otherwise, without regard to any law or statute to the contrary, dispose of Lessee's personal property in the Premises as deemed in the best interest of the Lessor, and Lessee shall be liable for such damages as Lessor may incur.

21. Quiet Possession: Lessor covenants and warrants that upon performance by Lessee of its obligations hereunder, Lessor will keep Lessee in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Premises during the term of this Outlease.

22. Recording: This Outlease shall not be recorded.

23. Notice: Any notice, or advice to or demand given hereunder shall be in writing, and shall be sent by certified mail with return receipt or express mail with tracking, provided, however, that electronic notice shall be permitted provided that such electronic notice is confirmed by return electronic mail acknowledgement from the recipient and is followed by notice given by one of the other methods listed above. Notice shall be deemed to have been given or

made on the day when the notice is deposited in the mail by certified mail/return receipt requested or express mail with tracking or the date of the electronic submission to the following addresses or to such other address as either party may hereafter from time to time specify in writing for such purpose.

If to Lessee: Contra Costa County
 Public Works Department
 Attn: Principal Real Property Agent
 255 Glacier Drive
 Martinez, CA 94553

If to Lessor: Sean Ford, Real Estate Specialist
 475 L'Enfant Plaza, SW, Room 6670
 Washington, DC 20260-1862

24. Hazardous/Toxic Conditions Clause: Lessee shall comply with all federal, state and local laws, regulations, rules, ordinances, licensing and/or permit requirements within the Premises and the Building that relate to the protection of human health or the environment (hereinafter "Environmental Requirements"). If any activity of Lessee involves the storage on Premises, shipping to or from the Premises or any use on the Premises of any material, chemical or agent that qualifies as a hazardous or toxic substance under federal, state and local regulations or is an unregulated substance that has hazardous characteristics and is used, stored or transported in sufficient quantities to qualify as hazardous material (collectively, "Hazardous Materials"), then Lessee shall comply with all Environmental Requirements and shall provide the Contracting Officer with copies of all licenses, permits or authorizations for use, shipment, storage or transport of the Hazardous Materials as well as copies of any citations or listing of infractions and subsequent corrections by the Lessee. Copies of any changes in any and all licenses or permits must be forwarded to the Contracting Officer. Where more than one Environmental Requirement applies, the more stringent shall apply. If any Environmental Requirement(s) requires the filing of periodic reports by the Lessee, it shall be the obligation of Lessee under this Outlease to file a copy of any such periodic report(s) with the Lessor's Contracting Officer at the same time such report(s) is filed with the federal, state or local government or its assignee.

Lessor reserves the right to inspect the Premises at any reasonable time to ascertain if any Outlease violations occur. If any contamination, violation or hazardous condition, as reasonably determined by the Contracting Officer, occurs due to the handling, use, storage or transfer by Lessee of such Hazardous Materials, whether such contamination, violation or hazardous condition is discovered during the Outlease term or after expiration or termination thereof, Lessee shall be solely responsible for removal or remediation of the hazardous or toxic condition in accordance with federal, state and local regulations and permit requirements. Notwithstanding any other clause in this Section or in the Outlease, Lessee shall remove all of Lessee's Hazardous Materials from the Premises at the expiration or termination of the Outlease and provide copies of all permits, notices and manifests required for such removal to Lessor. Lessee's failure to comply with the provisions of this paragraph shall be grounds for termination of this Outlease for default. Receipt by Lessor of notices, reports, or any other information or documentation required herein shall not impose any responsibility on Lessor to supervise the affairs of Lessee nor relieve Lessee of its responsibility to comply fully with all applicable laws and regulations. The rights and remedies of Lessor provided in this clause are in addition to any other rights and remedies which may be available to Lessor by law or under this agreement. Lessee hereby indemnifies Lessor and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action, expense and/or liability, including the cost of defense, resulting from, brought for, or on account of any violation of this clause. This indemnity shall survive any termination or expiration of the Outlease Term or any Renewal Term.

25. Asbestos Containing Material (ACM):

For the purposes of this Paragraph 25, "**Asbestos-Containing Material**" (ACM) means any material containing more than 1% asbestos as determined by using the method specified in 40 CFR Part 763, Subpart E, Appendix E.

“Friable asbestos material” means any ACM that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

The Premises may, or may not, contain ACM. It is Lessee's responsibility to review the Asbestos Survey, a copy of which Lessor has provided to Lessee. Lessee acknowledges receipt and review of the complete Asbestos Survey, as evidenced by the cover page and summary of the pages (the entire Asbestos Survey is not included due to its voluminous nature) in Exhibit D attached hereto and incorporated herein. Lessee understands and agrees that the Asbestos Survey is provided for informational purposes only. Should Lessee contract for custodial services or any other services (including construction, repairs, etc.), Lessee shall notify its contractor of the existence of ACM, where applicable, and provide its contractor with a copy of any Asbestos Survey. Neither Lessee nor its contractor or any other party is entitled to rely on the accuracy of the Asbestos Survey.

In the event Lessee performs any alteration, repair or work within the Premises and Lessee subsequently discovers or identifies ACM in the Premises, Lessee shall provide written notice to the USPS Contracting Officer within 48 hours of discovery of the ACM. Lessee agrees at Lessee's sole cost and expense to remove and/or abate any friable ACM and to coordinate all work with Lessor. Lessee further agrees to provide Lessor copies of all documents, including sampling, lab work, tests and test results tests related to the ACM and performance of the work.

Any renovation or alteration performed by Lessee impacting or potentially impacting ACM requires the prior written approval of the USPS Contracting Officer and in the event of such approval Lessee shall coordinate all work with the Lessor. In performance of any work that impacts or potentially impacts ACM, Lessee shall comply with all applicable local, state, and federal laws, as well as all USPS requirements, including USPS asbestos policies, plans, management instructions, and environmental policies (“Lessor Asbestos Requirements”). Lessee must keep complete records of all such activity, and transfer them to Lessor at the termination of the Outlease.

Lessee agrees to require its contractor to act only in accordance with Lessor Asbestos Requirements. Should Lessee or any contractor providing services to or at the Premises have any questions or concerns regarding Lessor's Asbestos Requirements, Lessee shall contact Lessor prior to undertaking any action at the Premises.

Lessee hereby indemnifies, releases, and holds harmless Lessor from any and all claims, losses, etc. in any way arising out of any work or activity performed related to this Paragraph 25.

- 26. Compliance with Laws:** Lessee shall, and shall ensure that its employees, agents, affiliates, representatives and contractors, identify and fully comply with all laws, including, but not limited to, (i) federal, state, municipal and local laws, codes and regulations, (ii) the rules, orders, regulations and requirements of governmental departments and bureaus, and (iii) all codes, laws, ordinances and regulations of any public authority having jurisdiction over the Premises and pertaining to Lessee's use, occupancy and condition of the Premises and all machinery, equipment and furnishings therein (hereinafter “Laws”). Lessee shall use due care in the occupation and use of the Premises. If any permits are required in order to allow Lessee to lawfully improve the Premises and to occupy and conduct its business in the Premises, then Lessee shall obtain and keep current such permits at Lessee's expense and promptly deliver a copy thereof to Lessor.
- 27. Holding Over:** If Lessee occupies the Premises beyond the Outlease Term or any properly exercised Renewal Term, without Lessor's written consent (“Hold Over”), Lessee shall be deemed to occupy the Premises on a month to month basis, terminable by either party on thirty (30) days written notice to the other party and all of the terms and provisions of this Outlease shall be applicable during that period, except that Lessee shall pay Lessor a monthly rental rate equal to one hundred fifty percent (150%) of the monthly rent applicable hereunder at the expiration of the previous Outlease Term or applicable Renewal Term, prorated for the number of days of such holding over. If Lessee refuses to vacate after receiving a notice of termination as provided in this paragraph, Lessee shall be deemed a Lessee at sufferance and Lessor may use self-help, or may institute a forcible detainer or similar action against Lessee or any other party in possession of the Premises, or pursue any other remedy available at law or in equity.
- 28. Governing Law:** This Outlease shall be governed, construed and interpreted by, through and under federal law. In the event there is no applicable federal law, the laws of the State of California shall apply.

- 29. Consent:** Lessor shall not unreasonably withhold or delay its consent with respect to any matter for which Lessor's consent is required or desirable under this Outlease.
- 30. Final Agreement:** This Outlease terminates and supersedes all prior understandings or agreements on the subject matter hereof including the Outlease Agreement executed by the parties on or about March 16, 2007. This Outlease may be modified only by a further writing that is duly executed by both parties.
- 31. No Waiver:** The failure of Lessor to insist in any one or more instance upon performance of any of the terms, covenants, or conditions of this Outlease shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition. Lessee's obligation with respect to such future performance shall continue in full force and effect.
- 32. Headings:** The headings used in this Outlease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Outlease.
- 33. Successors:** The provisions of this Outlease shall extend to and be binding upon Lessor and Lessee and their respective legal representatives, successors and assigns.
- 34. General Conditions:** This Outlease is subject to the General Conditions, attached hereto and incorporated herein as Exhibit C.
- 35. Counterparts.** This Outlease may be executed in counterparts, which together shall constitute a single instrument. The parties agree that if the signature(s) of either Lessor or the Lessee on this Outlease or any amendments, addendums, or other records associated with this Outlease is not an original but is a digitally encrypted signature, then such digitally encrypted signature shall be as enforceable, valid and binding as, and the legal equivalent to, an authentic original wet signature penned manually by its signatory.

Privacy Act Statement: Your information will be used to process your Outlease Agreement. Collection is authorized by 39 USC 401. Providing the information is voluntary, but if not provided, we may not process your request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; to the Department of the Treasury under the Treasury Offset Program computer matching to establish an identity; and to financial institutions or payees to facilitate or resolve issues with payment services. For more information regarding our privacy policies visit usps.com/privacy-policy.



Outlease Agreement

EXECUTED BY LESSEE this ____ day of _____, _____.

**FEDERAL / STATE / LOCAL
GOVERNMENT ENTITY**

By executing this Outlease, Lessee certifies that Lessee is not a USPS employee or contract employee (or an immediate family member of either), or a business organization substantially owned or controlled by a USPS employee or contract employee (or an immediate family member of either).

Name of Gov't entity: County of Contra Costa, a political subdivision of the State of California

By: _____
Brian M. Balbas, Public Works Director

Signature

Lessee's Address: 255 Glacier Drive
City: Martinez
State: CA
Zip + 4: 94553

Lessee's Telephone Number(s): (925) 313-2000 FAX: (925) 646-0288

Federal Tax Identification No.: 94-6000-509

Witness 1

Witness 2

- a. Where the Lessee is a local, state, federal or governmental agency or entity ("Government Entity"), the Outlease must be accompanied by documentary evidence affirming the authority of the signatory, officer, agent, or agents, to execute the Outlease so to bind the Government Entity, for which he or she (or they) purports to act. The usual evidence required to establish such authority is in the form of a Contracting Officer warrant, delegation of authority, or the equivalent of a corporate seal or resolution duly attested by a corporate secretary/managing members/managing partners. Such resolutions, when required, must contain the essential stipulations embodied in the Outlease. The names and official titles of the signatories or officers who are authorized to sign the Outlease must appear in the document.
- b. Any notice to Lessee provided under this Outlease or under any law or regulation must be in writing and submitted to Lessee at the address specified above, or at an address that Lessee has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Outlease or under any law or regulation must be in writing and submitted to "Contracting Officer, U.S. Postal Service" at the address specified below, or at an address that the Postal Service has otherwise directed in writing.

United States Postal Service Signatures on the following page



Outlease Agreement

ACCEPTANCE BY THE UNITED STATES POSTAL SERVICE

Date: _____

Joseph D. Lowe
Contracting Officer

Signature of Contracting Officer

Address of Contracting Officer
USPS Facilities, PO Box 27497, Greensboro, NC 27498-1103

Exhibit A

Room 1, adjacent space #1 and #2, space #3, #4 on the first floor, and joint use of space #5 and #6 on the 2nd floor; consisting of approximately **1,763 square feet for office use**, and including a storage room located in the South East (SE) section of the basement level and measuring approximately 180 additional square feet (9 x 20 feet) and a storage room located in the North East (NE) section of the basement next to the boiler room at the bottom of the stairs and measuring approximately 280 additional square feet (14 x 20 feet), for a **total square footage of approximately 2,223 square feet**, within the Martinez Court Street Station, 815 Court Street, Martinez, CA 94553-9991

Floorplan of Premises (basement storage rooms not shown)

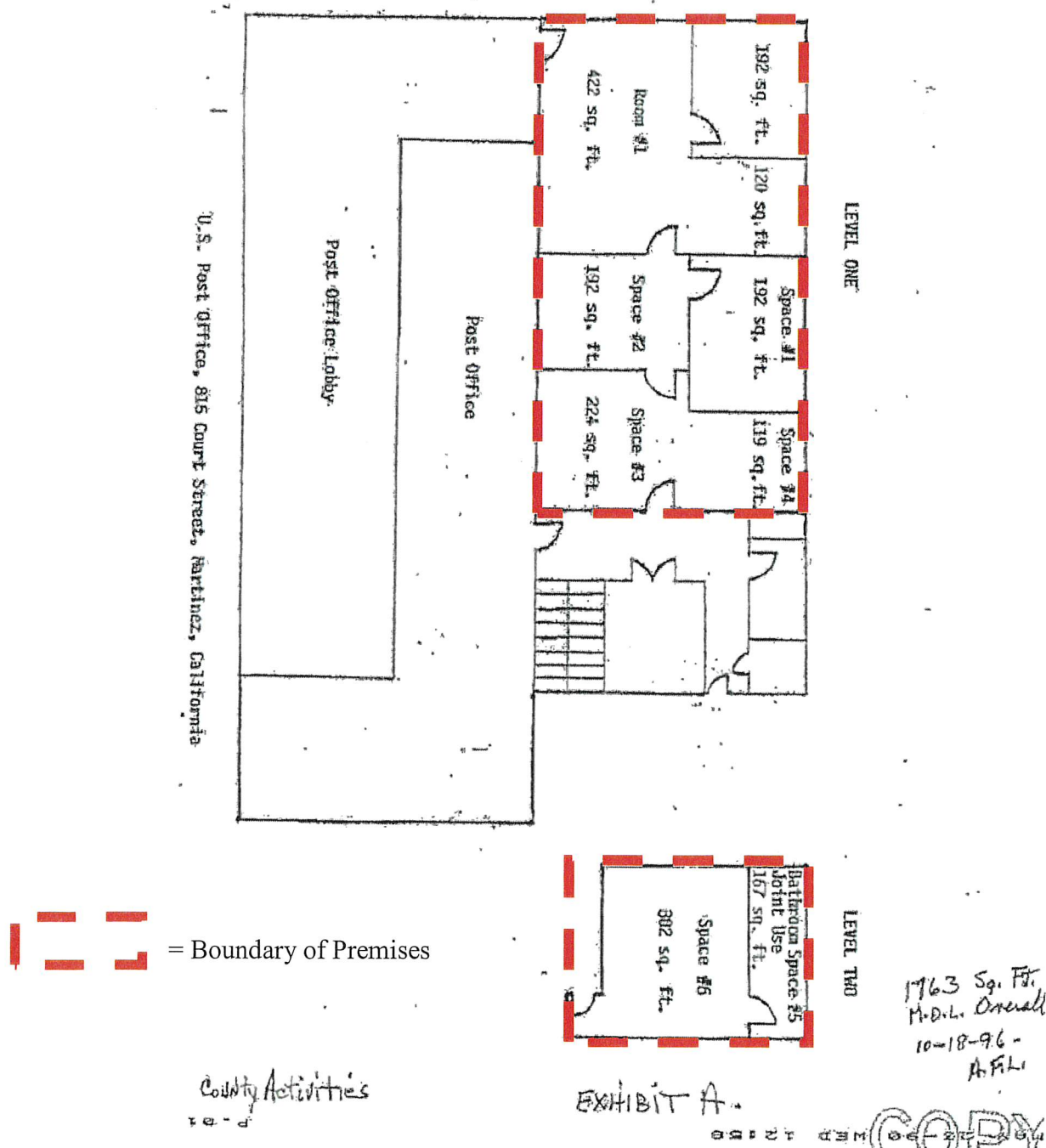


Exhibit B**Rules and Regulations****A. APPLICABILITY**

These rules and regulations apply to all real property under the charge and control of the Postal Service, to all Lessees, tenant agencies, and to all persons entering or on such property. These rules and regulations shall be posted and kept posted at a conspicuous place on all such property.

B. RECORDING PRESENCE

Except as otherwise ordered, properties must be closed to the public after normal business hours. Properties also may be closed to the public in emergency situations and at such times as may be necessary for the orderly conduct of business. Admission to properties when such properties are closed to the public may be limited to authorized individuals who may be required to sign the register and display identification documents when requested by security force personnel or other authorized individuals.

C. GENERAL RESTRICTIONS

1. *Preservation of Property.* Improperly disposing of rubbish, spitting, creating any hazard to persons or things, throwing articles of any kind from a building, climbing upon the roof or any part of a building, or willfully destroying, damaging, or removing any property or any part thereof, is prohibited.
2. *Conformity with Signs and Directions.* All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of security force personnel or other authorized individuals.
3. *Inspection.* Purses, briefcases, and other containers brought into, while on, or being removed from the property are subject to inspection. However, items brought directly to a postal facility's customer mailing acceptance area and deposited in the mail are not subject to inspection, except as provided by section 274 of the Administrative Support Manual. A person arrested for violation of this section may be searched incident to that arrest.

D. SPECIFIC RESTRICTIONS

1. *Disturbances.* Disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on property, is prohibited.
2. *Gambling.* Participating in games for money or other personal property, the operating of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of lottery tickets, is prohibited on postal premises. This prohibition does not apply to the vending or exchange of state lottery tickets at vending facilities operated by licensed blind persons where such lotteries are authorized by state law.
3. *Alcoholic Beverages and Drugs.* A person under the influence of an alcoholic beverage or any drug that has been defined as a "controlled substance" may not enter postal property or operate a motor vehicle on postal property. The possession, sale, or use of any "controlled substance" (except when permitted by law) or the sale or use of any alcoholic beverage (except as authorized by the Postmaster General or designee) on postal premises is prohibited. The term "controlled substance" is defined in section 802 of title 21 U.S.C.
4. *Smoking and Sale of Tobacco Products in Vending Machines.*
 - a. Smoking (defined as having a lighted cigar, cigarette, pipe, or other smoking material) is prohibited in all postal buildings and office space, including public lobbies.
 - b. The sale of tobacco products in vending machines located in or around postal property is prohibited. The distribution of free samples of tobacco products in or around postal property is also prohibited. The term

“tobacco product” means cigarettes, cigars, little cigars, pipe tobacco, smokeless tobacco, snuff, and chewing tobacco.

5. *Soliciting, Electioneering, Collecting Debts, Vending, and Advertising.* Soliciting alms and contributions, campaigning for election to any public office, collecting private debts, commercial soliciting and vending, (including but not limited to, the vending of newspapers and other publications), the display or distribution of commercial advertising on postal premises, soliciting signatures on petitions, polls, or surveys (except as otherwise authorized by Postal Service regulations), and impeding ingress to or egress from post offices are prohibited. These prohibitions do not apply to:
 - a. Commercial or nonprofit activities performed under contract with the Postal Service or pursuant to the provisions of the Randolph-Sheppard Act;
 - b. Posting notices on bulletin boards as authorized in POSTAL OPERATIONS MANUAL 221.525;
 - c. The solicitation of Postal Service and other federal military and civilian personnel for contributions by recognized agencies as authorized by the Manual on Fund Raising Within the Federal Service issued under Executive Order 10927 of March 13, 1961.
6. *Leafleting, picketing, etc.* Leafleting, distributing literature, picketing, and demonstrating by members of the public are prohibited in lobbies and other interior areas of postal buildings open to the public. Public assembly and public address, except when conducted or sponsored by the Postal Service, are also prohibited in lobbies and other interior areas of postal buildings open to the public
7. *Voter registration.* Voter registration may be conducted on postal premises only in full accordance with the requirements of 39 CFR 232.1(h)(4).
8. *Placement of furniture, etc.* Except as part of postal activities or activities associated with those permitted under paragraph D.7 above, no tables, chairs, freestanding signs or posters, structures, or furniture of any type may be placed in postal lobbies or on postal walkways, steps, plazas, lawns or landscaped areas, driveways, parking lots, or other exterior spaces.
9. *Depositing Literature.* The depositing or posting of handbills, flyers, pamphlets, signs, posters, placards, or other literature except official postal and other governmental notices and announcements on the grounds, walks, driveways, parking and maneuvering area, exteriors of buildings and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings, in interior public areas on postal premises is prohibited. This prohibition does not apply to:
 - a. Posting notices on bulletin boards as authorized in 221.525, POSTAL OPERATIONS MANUAL.
 - b. Interior space assigned to tenancies for their exclusive use.
10. *Photographs for News, Advertising, or Commercial Purposes.*

Except as prohibited by official signs or the directions of security force personnel or other authorized personnel or a federal court order or rule, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meeting. Other photographs may be taken only with the permission of the local postmaster or installation head.
11. *Dogs and Other Animals.* Dogs and other animals, except those used to assist persons with disabilities, must not be brought upon postal property for other than official purposes.
12. *Vehicular and Pedestrian Traffic*
 - a. Drivers of all vehicles in or on postal premises shall drive in a careful and safe manner at all times and shall comply with signals and directions of security force personnel, other authorized individuals, and all posted traffic signs.
 - b. The blocking of entrances, driveways, walks, loading platforms, or fire hydrants is prohibited.

- c. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or continuously in excess of 18 hours without permission, or contrary to the direction of posted signs is prohibited. The section may be supplemented by the postmaster or installation head from time to time by the issuance and posting of specific traffic directives as may be required. When so issued and posted, such directives shall have the same force and effect as if made a part thereof.

13. *Weapons and Explosives.* No person while on postal property shall carry firearms, other dangerous or deadly weapons, or explosives, either openly or concealed, or store the same on postal property, except for official purposes.

E. NONDISCRIMINATION

There must be no discrimination by segregation or otherwise against any person or persons because of race, color, religion, national origin, sex, age (persons 40 years of age or older are protected), reprisal (discrimination against a person for having filed or for having participated in the processing of an EEO complaint_29 CFR 1613.261-262), or physical or mental handicap, in furnishing, or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on postal property.

F. PENALTIES AND OTHER LAW

1. Alleged violations of these rules and regulations are heard and the penalties prescribed herein are imposed, either in a Federal District Court or by a federal magistrate in accordance with applicable court rules. Questions regarding such rules should be directed to the regional counsel for the region involved.
2. To the extent applicable under 39 CFR Part 232, whoever shall be found guilty of violating the rules and regulations in this notice while on property under the charge and control of the Postal Service is subject to fine of not more than \$50 or imprisonment of not more than 30 days or both. Nothing contained in these rules and regulations shall be construed to abrogate any other federal laws or regulations or any state or local laws and regulations applicable to any area in which the property is situated.
3. Members of the U.S. Postal Security Force shall exercise the powers of special policemen provided by 40 U.S.C. 318 and shall be responsible for enforcing the regulations in this notice in a manner that will protect Postal Service property. Postal inspectors, Office of Inspector General Criminal Investigators, and other persons designated by the chief Postal Inspector may likewise enforce regulations in this notice.

Exhibit C**General Conditions****1. Contingent Fees/Brokers**

- a. The Lessee warrants that no person or selling agency has been employed or retained to solicit or obtain this Outlease for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide, established commercial or selling agencies employed by the Lessee for the purpose of obtaining business.
- b. For licensed employees or established commercial brokerage agencies employed by the parties for the purpose of leasing space for a brokerage commission, each party agrees to pay its respective agent a commission in accordance with the respective agreement(s) between the respective party and its agent/broker.
- c. For breach or violation of this warranty, the Postal Service has the right to annul this contract without liability or to deduct from the contract price or otherwise recover the full amount of the commission, percentage, brokerage fee, or contingent fee.

- 2. Non-Discrimination:** The Lessee agrees that they will not discriminate by segregation or otherwise against any person or persons because of race, color, religion, national origin, sex, age (persons 40 years of age or older are protected), reprisal (discrimination against a person for having filed or for having participated in the processing of an EEO complaint 29 CFR 1613.261-262), or physical or mental handicap, in furnishing, or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided herein.

- 3. Relocation:** Lessee acknowledges that it acquires no right by virtue of execution of this Outlease to claim any benefits under Title 39, Code of Federal Regulations, Part 777 (Relocation Assistance and Real Property Acquisition Policies).

4. Gratuities or Gifts (Clause 1-5: March 2006)

- a. The Postal Service may terminate this contract for default if, after notice and a hearing, the Postal Service Board of Contract Appeals determines that the Lessee or the Lessee's agent or other representative:
 - i. Offered or gave a gratuity or gift (as defined in 5 CFR 2635) to an officer or employee of the Postal Service; and
 - ii. Intended by the gratuity or gift to obtain a contract or favorable treatment under a contract.
- b. The rights and remedies of the Postal Service provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

- 5. Incorporation by Reference:** In addition to the foregoing, the following clauses are incorporated in this contract by reference. The text of incorporated terms may be found in the Contract Clauses section of the Postal Service's Supplying Principles and Practices manual, which is accessible on-line or upon request.

Clause 9-7, Equal Opportunity (March 2006)¹

Clause 9-13, Affirmative Action for Handicapped Workers (March 2006)²

Clause 9-14, Affirmative Action for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (February 2010)³

¹For contracts aggregating payments of \$10,000 or more.

²For contracts aggregating payments of \$10,000 or more.

³For contracts aggregating payments of \$25,000 or more.

Exhibit D**Asbestos Survey Summary**

(full report has been provided to tenant under separate cover)

**ASBESTOS AND LEAD-BASED PAINT
INVESTIGATIVE SURVEY INSPECTION REPORT**

**MARTINEZ-COURT STATION POST OFFICE
815 COURT STREET
MARTINEZ, CALIFORNIA**

Prepared for:

**United States Postal Service
Oakland District
Oakland, California 94615-9991**

Prepared by:

**Hygienetics Environmental Services Inc.
7677 Oakport Street, Suite 1150
Oakland, California 94621**

February 1997

INTRODUCTION

Hygienetics Environmental Services was retained by the United States Postal Service (USPS), Oakland Division to perform an investigative survey for asbestos-containing materials (ACMs) and lead-based paints (LBP) at the Martinez - Court Station Post Office located at 815 Court Street, Martinez, California.

The purpose of the survey was:

1. To locate, quantify, sample and analyze all visible and accessible suspect asbestos-containing materials (ACM) and lead-based paint (LBP);
2. To assess the condition and the disturbance potential of these materials and to determine the exposure risk posed to building occupants or maintenance personnel; and
3. To provide abatement cost estimates for all positively identified ACM and LBP.

Hygienetics field inspectors were Ms. Dawn Serdiuk and Ms. Cynthia Lorie. Ms. Lorie is a Certified Asbestos Consultant (CAC) as defined by the California division of the Occupational Health and Safety Administration (Cal-OSHA), and a certified Building Inspector/Management Planner per the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA). The survey was performed on February 11, 1997.

The inspector collected representative bulk samples of various types of suspect asbestos-containing materials throughout the building and the building roof. A determination of quantity, location, and friability¹ of these materials was made based on the inspector's observations.

The bulk asbestos material samples were submitted to Hygienetics Laboratory Services for analysis. Bulk asbestos samples were analyzed by Polarized Light Microscopy (PLM). Hygienetics Laboratory Services is properly accredited to perform asbestos sample analysis. The bulk lead-based paint samples were submitted to Micro Analytical Laboratories for analysis. Bulk paint samples were analyzed by Atomic Absorption Spectrometry (AA). All laboratories used by Hygienetics are properly accredited to perform sample analysis

EXECUTIVE SUMMARY

The following materials were reported by Hygienetics Laboratory Services to contain asbestos in quantities greater than 0.1% by weight:

- Thermal Systems Insulation
- Baseboard Mastic

The baseboard materials may be classified as non-friable in their present state. However, areas of wear or damage and impact due to renovation or demolition will cause the materials, or portions thereof, to become friable.

The Thermal Systems Insulation may be classified as friable in its present state.

In the attached United States Postal Service Database Information appendix, the database printout does not differentiate between asbestos-containing materials and non-asbestos containing materials. However, Hygienetics has separated the two categories by including only asbestos-containing materials in the cost estimate section of the printed results.

The following paints were reported by MicroAnalytical Laboratories to contain lead in quantities greater than 0.5% or 5,000 parts per million (ppm):

- Dark green paint on concrete
- White paint on wallboard
- Brown paint on wood
- Gray paint on concrete
- Brown paint on wood, exterior

Exhibit E
Verification of Insurance

County Administrator
Risk Management Division

2530 Arnold Drive, Suite 140
Martinez, California 94553

**Contra
Costa
County**



Risk Management
Administration
Fax Number

(925) 335-1400
(925) 335-1497

November 9, 2017

United States Postal Service
815 Court Street
Martinez CA 94553

Re: Verification of Insurance

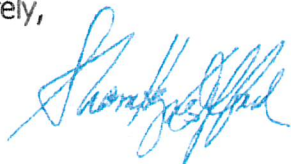
To Whom It May Concern:

The County of Contra Costa has a comprehensive self-insurance program to cover its general, automobile, and professional liability exposure, as well as its obligations under the Workers' Compensation laws of California.

The County's self-insurance program provides for the legal defense of officials, employees, and volunteers pursuant to government Code Section 825 and for the payment of all sums that the County is obligated to pay by reason of liability imposed by law and arising from acts or failures to act, excepting punitive damages. This protection covers services performed by officers, employees, and volunteers within the scope of their official duties in accordance with the conditions of their employment or service.

The self-insurance program is funded to provide payment of claims. The County also has excess reinsurance with CSAC Excess Insurance Authority.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sharon Hymes-Offord".

Sharon Hymes-Offord
Director of Risk Management

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Order on March 26, 1996, by the following vote:

AYES: Supervisor Bishop, DeSaulnier, Torlakson, Smith
NOES: None
ABSENT: Supervisor Rogers
ABSTAIN: None

SUBJECT: In the Matter of Fixing)
 the Amount of Official) RESOLUTION NO. 96/125
 Bonds And Self-Insuring)
 All Official Bonds)
)

This resolution continues in force and extends the County's self-insurance program for any required official bonds, superseding Resolution No. 90/352 adopted on June 5, 1990.

Pursuant to State of California Government Code section 24150, the Board of Supervisors of Contra Costa County is required to fix the amount of official bonds of certain officers of Contra Costa County.

Pursuant to State of California Government Code section 24156, the Board of Supervisors of Contra Costa County may, by resolution, adopt a program of self-insurance in lieu of bonds for any officer or employee employed by Contra Costa County or for the officers or employees of any district, the governing board of which is the Board of Supervisors of Contra Costa County, or for any officer or attache of any court supported in whole or in part by Contra Costa County.

NOW, THEREFORE, IT IS BY THE BOARD RESOLVED that, the amount of the official bonds of the officials listed below is hereby fixed as follows, to wit:

Treasurer-Tax Collector	\$200,000
Treasurer-Tax Collector (License Collector)	10,000
County Clerk-Recorder	10,000
County Auditor	50,000
Assessor	10,000
District Attorney-Public Administrator	10,000
Sheriff-Coroner	10,000
Sheriff-Coroner (Civil Duties)	10,000
Sheriff-Coroner (Criminal Duties)	10,000
Sheriff-Coroner (Coroner Duties)	10,000
Superintendent of Schools	10,000

IT IS FURTHER RESOLVED that, pursuant to Government Code Section 24156, a program of self-insurance in lieu of bonds is hereby adopted for all officers and employees listed in Government Code Sections 24150 and 24156, including but not limited to the members of the Board of Supervisors but excluding the Superintendent of Schools.

IT IS FURTHER RESOLVED that the program of self-insurance shall cover up to \$25,000 for all officers and employees for which the bond amount is not fixed herein employed by Contra Costa County or by any district, the governing board of which is the Board of Supervisors, or any officer or attache of any court supported in whole or in part by Contra Costa County which now or hereafter may be required to have an official bond.

C.42

IT IS FURTHER RESOLVED that it is not the intent of this Resolution to preempt any other liability insurance coverage the County may have for any officers and employees affected by this Resolution.

PSA:dp

cc: County Administrator
Clerk of the Board
Risk Manager
Treasurer-Tax Collector
County Clerk-Recorder
County Auditor
Assessor
District Attorney - Public Administrator
Sheriff
Superintendent of Schools
Surveyor

I hereby certify that this is 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 26, 1996

PHIL BATCHELOR, Clerk of the Board
of Supervisors and County Administrator

By Shirley Casillas Deputy

**BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY
INSTRUCTIONS TO CLAIMANT**

- A. A claim relating to a cause of action for death or for injury to person or to personal property or growing crops shall be presented not later than six months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented not later than one year after the accrual of the cause of action.
(Gov. Code § 911.2.)
- B. Claims must be filed with the Clerk of the Board of Supervisors at its office in Room 106, County Administration Building, 651 Pine Street, Martinez CA 94553.
- C. If claim is against a district governed by the Board of Supervisors, rather than the County, the name of the District should be filed in.
- D. If the claim is against more than one public entity, separate claims must be filed against each public entity.
- E. Fraud- See penalty or fraudulent claims, Penal Code Sec. 72 at the end of this form.

RE: Claim By:

Reserved for Clerk's filing stamp

Against the County of Contra Costa or

District)

(Fill in the name)

The undersigned claimant hereby makes claim against the County of Contra Costa or the above-named district in the sum of \$_____ and in support of the claim represents as follows:

1. When did the damage or injury occur? (Give exact date and hour)
2. Where did the damage or injury occur? (Include city and county)
3. How did the damage or injury occur? (Give full details; use extra paper if required)
4. What particular act or omission on the part of county or district officers, servants or employees caused the damage or injury?
5. What are the names of county or district officers, servants or employees causing the damage or injury?
6. What damage or injuries do you claim resulted? (Give full extent of injuries or damages claimed. Attach two estimates for auto damage.)



Outlease Agreement

7. How was the amount claimed above computed? (Include the estimated amount of any prospective damage or injury.)
8. Names and addresses of witnesses, doctors and hospitals:
9. List the expenditures you made on account of the accident or injury:

DATE

TIME

AMOUNT

) Gov. Code Sec. 9110.2 provides "The claim shall be
) signed by the claimant or by some person on his behalf.
)

SEND NOTICES TO: (Attorney)

Name and address of Attorney

) _____
) (Claimant's Signature)
)

) _____
) (Address)
)

) _____
) Telephone No. _____ Telephone No. _____

PUBLIC RECORDS NOTICE:

Please be advised that this claim form, or any claim filed with the County under the Tort Claims Act is subject to public disclosure under the California Public Records Act. (Gov. Code §§ 6500 et seq.) Furthermore, any attachments, addendums, or supplements attached to the claim form, including medical records, are also subject to public disclosure.

NOTICE:

Section 72 of the Penal Code provides:

Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account voucher, or writing, is punishable either by imprisonment in the County jail for a period of not more than one year, by a fine of not exceeding one thousand dollars (\$1000.00), or by both such imprisonment and fine, or by imprisonment in the state prison, by a fine of not exceeding ten thousand dollars (\$10,000.000, or by both such imprisonment and fine.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: February 27, 2018

Subject: Workforce Innovation and Opportunity Act, Title I Funding

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept grant funding in an amount not to exceed \$775,000 from the Employment Development Department and California Workforce Development Board to support the Workforce Innovation and Opportunity Act Regional Plan Implementation which seeks to build regional workforce partnerships for the period January 1, 2018 through June 30, 2019.

FISCAL IMPACT:

County to receive an amount not to exceed \$775,000 in Federal Workforce Innovation Opportunity Act (WIOA) funding. (No County match)

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) Regional Plan Implementation funding aligns the Bay Area regional local workforce boards of Contra Costa County, Alameda County, Oakland and Richmond as it relates to workforce

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Elaine Burres,
608-4960

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

systems, practices, and strategies. There are three main objectives/goals that create common operation practices, strategic service alignment, and enhanced data tracking. To accomplish these goals, as the lead Workforce Development Board of the East Bay Regional Planning Unit, the Workforce Development Board of Contra Costa County will:

Goal 1: work with regional partners to strategize and develop common assessment tools and a regional communication strategy;

Goal 2: form a regional strategic advisory body for industry sector partnerships, create & adopt a regional Memorandum of Understanding, implement training programs in priority industry sectors; and

Goal 3: develop a mechanism to collect and aggregate credential attainment and wage gains by region and sector, develop communication strategies relating to impact results and strengthen partnerships.

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, the WIOA Regional Plan Implementation could not occur.



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: Veterans in the Arts Initiative Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator, or designee, to apply for and accept funding in an amount up to \$11,000 from the California State Arts Council for the Veterans Initiative in the Arts program.

FISCAL IMPACT:

If approved, the grant will require a 100% County match of which 50% can be an in-kind match. The maximum general fund impact would be \$5,500 and will be included in the FY 2018-19 Recommended Budget for the Arts Commission.

BACKGROUND:

The Veterans Initiative in the Arts (VIA) program is rooted in the California Arts Council's (CAC) desire to increase equity, access, and opportunities for veterans to participate in quality arts programming that is sensitive and responsive to their unique experiences. The VIA program provides project and partnership support for State-Local Partners (SLPs) to reach veterans, active military, and their families. VIA serves to enrich the lives of veterans through arts programming that is sensitive and responsive to their unique experiences.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Kristen Lackey, (925)
335-1043

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In 2014, the County as the State-Local-Partner in Contra Costa, responded to the CAC VIA pilot grant opportunity with a proposal to develop the AboutFace: Building Veterans Self-understanding through Self-expression project. After a successful AboutFace pilot project in FY 15-16, the County successfully competed for the grant again in FY 16-17 and FY 17-18. Approval of this request will allow the County to compete for a new FY 18/19 grant to present 6 workshops in late spring 2019.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not compete for the grant and be able to provide AboutFace project painting workshops to veterans in FY 2018-19.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Grant Application #28-367 with Concord Pleasant Hill Health Care District

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to submit an application along with the necessary certification and assurances to request funds up to \$30,000 from the Concord/Pleasant Hill Health Care District for the Public Health Nurse's (PHN) Car Seat Project to provide child safety seats, information and education for low income residents for the period July 1, 2018 through June 30, 2020.

FISCAL IMPACT:

No County match required.

BACKGROUND:

The Public Health Division is seeking funding for child safety seats, information and education for low income Concord and Pleasant Hill residents. This project will provide the PHN home visiting program child safety seat distribution and education as part of a home visit. The program aims to increase child safety seat use and decrease misuse in an effort to reduce child injuries and fatalities resulting from motor vehicle collisions.

Approval of Grant Application #28-367 will allow the County to receive funding from the Concord Pleasant Hill Health Care District to support the PHN's Car Seat Project through June 30, 2020.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Lavonna Martin,
925-608-6701

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

By: , Deputy

cc: L Walker , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Health Services Department will not be able to apply for additional funds to support Public Health Nurse's Car Seat Project.



Contra Costa County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Amendment Agreement #28-700-26 with the California Department of Public Health

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract Amendment #28-700-26 (State #14-10498-A05) with the California Department of Public Health, to amend Contract #28-700-21 to make technical adjustments to the budget and scope of work with no change in the total payment limit of \$4,426,077 nor in the term of July 1, 2014 through June 30, 2018.

FISCAL IMPACT:

Upon approval of this amendment agreement, funds will be shifted between categories to appropriately compensate the contractor for actual services performed and allow the contractor to complete services outlined in the scope of work from the California Department of Public Health for the Public Health Emergency Preparedness (EP) Program through June 30, 2018. No County match required.

BACKGROUND:

The California Department of Public Health has agreed to fund multiple Public Health EP Program activities including the Centers for Disease Control preparedness activities, the Cities Readiness Initiative activities, State General Fund Pandemic Influenza preparedness and Hospital Emergency Preparedness Program activities, for the County's Public Health Emergency Preparedness Response Program. Contra Costa Health Services will utilize these funds to respond to any disease outbreaks, including Pandemic Influenza in Contra Costa County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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 December 16, 2014, the Board of Supervisors approved Agreement #28-700-20 (as amended by Amendment Agreements #28-700-21 through #28-700-24) with the California Department of Public Health for funding of the County's Public Health EP Program services for the period July 1, 2014 through June 30, 2018.

Approval of this Amendment Agreement #28-700-26 will make technical adjustments to the budget and scope of work and allow the County to continue the Public Health EP services, through June 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the County will not be able to shift funds between categories to compensate the County for its services.



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: February 27, 2018

Subject: Grant in the amount of \$3,285 from the CA State Library

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept three scholarships for Career Online High School in the aggregate amount of \$3,285 (\$1,095 per scholarship) from the California State Library to provide qualified adult learners in Contra Costa County with an accredited online high school diploma and career training opportunity.

FISCAL IMPACT:

The 100% required match is provided by a grant from Fremont Band.

BACKGROUND:

The Library, in partnership with the California State Library and Gale, part of Cengage Learning, has offered a limited number of adults in Contra Costa County the opportunity to earn both an accredited high school diploma and career certificate online through COHS. The three scholarships are fully funded by the California State Library, which requires a one-to-one match. CCCL has met the match requirement with five COHS scholarships for the 2017/2018 fiscal year, which were fully funded by Fremont Bank Foundation.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Walt Beveridge
925-608-7730

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

COHS was founded in early 2010 and accredited as the world's first online private school in February 2011. COHS is accredited by the AdvancED Accreditation Commission, which provides nationally recognized accreditation for school districts and individual schools and represents 32,000 public and private schools and districts throughout the United States and in 70 countries worldwide.

The Library's program, which launched in September 2016, has so far provided scholarships to 13 qualified adult learners, three of whom have graduated. In order to receive and secure a scholarship, applicants completed several steps (on a first-come, first-qualified basis):

1. Complete an online self-assessment
2. Enroll in and complete a prerequisite career course within two weeks
3. Complete a personal interview with Contra Costa County Library staff
4. Complete two additional career courses within 30 days

Once these steps are completed, the scholarship is final and the applicant has 18 months to complete their coursework and graduate.

The hope is to continue the COHS program at a modest level each year until there are success metrics to share. Since scholarship recipients have up to 18 months to complete their coursework, there will not be results until near the end of this rather long cycle. Once CCCL is able to show positive metrics, including more skilled graduates introduced into the local workforce, we will be in a position to pursue long-term, sustainable funding for the program.

Other libraries throughout the state (44 in California) and country have offered COHS with good results. Since February 2012, approximately 6,200 students have enrolled in the program with a retention rate of approximately 66% - 72%.

COHS is a remarkable opportunity for adults who want to earn their high school diploma and enhance their career opportunities, but who have scheduling, transportation, or child care challenges that preclude them from attending an in-person class. All recipients also cited their inability to handle the expense of other on-line programs. One COHS graduate was honored at the 1/23/2018 Board of Supervisors meeting. Here is what she had to say about this opportunity: "I have long been ashamed of myself for dropping out of high school, and wanted to set a better example for my child. I learned a great deal."

CONSEQUENCE OF NEGATIVE ACTION:

If the proposal is not approved, the Library will not be able to offer and provide access to Career Online High School to qualified county residents/adult learners.



Contra Costa County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Grant Application #29-806-3 with the City of Concord Community Development Block Grant Funding

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to submit an application along with the necessary certification and assurances to request funds up to \$13,000 for the City of Concord Community Development Block Grant (CDBG) to operate the County's Coordinated Outreach, Referral and Engagement (CORE) Program for the period July 1, 2018 through June 30, 2019.

FISCAL IMPACT:

No additional County funds are required.

BACKGROUND:

The CORE Program services locate and engage homeless clients throughout Contra Costa County. CORE teams serve as an entry point into the County's coordinated entry system for unsheltered persons and work to locate, engage, stabilize and house chronically homeless individuals and families. The CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD) and is a source of public funding providing valuable housing and service benefits to homeless persons of Contra Costa County.

Approval of Grant Application #29-806-3 will allow the County to receive funding from the CDBG to operate the County's CORE Program through June 30, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Lavonna Martin,
925-608-6701

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

By: , Deputy

cc: L Walker , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Health Services Department will not be able to apply for additional funds to support County's CORE Program and supportive services for homeless individuals may be reduced.



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: February 27, 2018

Subject: Reimbursement Resolution for Pinecrest-Terrace Glen Multifamily Residential Rental Housing Development

RECOMMENDATION(S):

ADOPT Resolution No. 2018/76 conditionally providing for the issuance of multi-family mortgage revenue bonds in an amount not to exceed \$12 million to finance the acquisition and rehabilitation of Pinecrest Apartments located at 1945 and 1949 Cavallo Road (APN 068-061-024) and Terrace Glen Apartments located at 104-106 West 20th Street and 35-107 West 20th Street (APN 067-251-015-3 and 067-252-011-1) in Antioch.

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 Developments 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 General Funds are pledged to the bonds.

BACKGROUND:

Contra Costa County, through the Conservation and Development Department, operates a multifamily mortgage revenue bond (MFMRB) 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Kara Douglas
925-674-7880

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

in the County that have agreed to let the County operate the program in their jurisdiction.

The project sponsor, Resources for Community Development (RCD), has requested to participate in the County's MFMRB program. Through two different limited partnerships, RCD currently owns Pinecrest Apartments at 1945 and 1949 Cavallo Road and Terrace Glen Apartments 104-106 West 20th Street and 35-107 West 20th Street in the City of Antioch. It has formed a new limited partnership to acquire and rehabilitate both properties as a single development. The proposed development meets the eligibility criteria for bond financing, and the proposed plan of finance is consistent with County policy for this program.

A requirement of federal tax law is that the prospective financing be subject to a conditional statement of intent to issue bonds, i.e. an inducement resolution must be adopted by the Board of Supervisors. The inducement action does not obligate the County of the sponsor without further discretionary actions.

City of Antioch staff support the project and will ask the City Council to approve a resolution asking the County to issue MFMRBs for this project.

CONSEQUENCE OF NEGATIVE ACTION:

Without this inducement resolution, RCD will not be able to commence with the process of applying to the California Debt Limit Allocation Committee for MFMRB authority through the County.

CHILDREN'S IMPACT STATEMENT:

The Pinecrest Apartments and Terrace Glen Apartments together provide 56 units of affordable rental housing for families. This supports outcome #3: Families are Economically Self Sufficient.

ATTACHMENTS

Resolution No. 2018/76

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

Adopted this Resolution on 02/27/2018 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2018/76

Resolution Authorizing the Issuance of Multifamily Housing Revenue Bonds in an Aggregate Principal Amount not to Exceed Twelve Million Dollars (\$12,000,000) for the Purpose of Providing Financing for Certain Multifamily Rental Housing Facilities in Antioch.

WHEREAS, the County of Contra Costa (the "County") is authorized to issue multifamily housing revenue bonds pursuant to Section 52075 and following of the California Health and Safety Code; and

WHEREAS, the County desires to participate in financing costs of the acquisition and rehabilitation of 56 units of residential rental housing with 24 units currently identified as Pinecrest Apartments located at 1945 and 1949 Cavallo Road (APN No. 068-061-024) in Antioch, and 32 units currently identified as Terrace Glen Apartments located at 25-107 West 20th Street (APN No. 067-251-015-3) in Antioch (collectively, the "Development"), all of which will be initially owned at the time of the financing by Antioch Recap, L.P., a California limited partnership (the "Borrower"); and

WHEREAS, to assist in financing the Development, the County intends to sell and issue not to exceed \$12,000,000 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 Assistant Deputy Director of the Department of Conservation and Development 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. For purposes of Section 147(f) of the Code, the Board hereby authorizes the issuance of Bonds by the County to provide financing for costs of the Development. The sale and delivery of the Bonds shall be subject to the approval by the Board of all documents related to the Bonds to which the County is a party.

Section 3. 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 4. All actions heretofore taken by the officers and agents of the County with respect to the financing of the Development

and the sale and issuance of Bonds are hereby approved, ratified and confirmed, and any authorized officer of the County is hereby authorized and directed, for and in the name and on behalf of the County, to do any and all things and take any and all actions and execute and deliver any and all certificates, agreements and other documents, which any such officer may deem necessary or advisable in order to effectuate the purposes of this Resolution.

Section 5. This Resolution shall take effect 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.

Contact: Kara Douglas 925-674-7880

ATTESTED: February 27, 2018

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: February 27, 2018

Subject: Rendition Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Office of the Sheriff Coroner, or designee to contract with the agencies specified below, as approved by County Counsel, for rendition services for the term of May 1, 2018 through April 30, 2021. Antioch Police Department, Bay Area Rapid Transit, Brentwood Police Department, Clayton Police Department Concord Police Department, East Bay Regional Parks Police Department, El Cerrito Police Department, Hercules Police Department, Martinez Police Department, Moraga Police Department, Pinole Police Department, Pittsburg Police Department, Pleasant Hill Police Department, Richmond Police Department, San Pablo Police Department, San Ramon Police Department and Walnut Creek Police Department.

FISCAL IMPACT:

No net County cost, 100% Participant Fees

BACKGROUND:

The Office of the Sheriff Fugitive Unit has Deputy Sheriff's dedicated to handling fugitive cases who is are expert in the field of extradition and rendition. The Fugitive Unit is often contacted for information and advice regarding fugitive cases being handled by individual law enforcement agencies. Contracting extradition and rendition services with the Office of the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Sandra Brown,
925-335-1553

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Sheriff Fugitive Unit is the best available alternative for police agencies within the county due to our specially trained staff. The benefits of this arrangement to both individual police agencies and the Office of the Sheriff are considerable. For a reasonable flat fee, municipalities can quickly turn over this complicated process to officers who are training and experienced in the rendition process. The establishment of such an agreement will also have the added benefit of implementing a more consistent and timely disposition of fugitive cases within Contra Costa County. This action would result in the Sheriff's Office entering into contracts with the following agencies for rendition services: Antioch Police Department, Bay Area Rapid Transit, Brentwood Police Department, Clayton Police Department, Concord Police Department, East Bay Regional Parks Police Department, El Cerrito Police Department, Hercules Police Department, Martinez Police Department, Moraga Police Department, Pinole Police Department, Pittsburg Police Department, Pleasant Hill Police Department, Richmond Police Department, San Pablo Police Department, San Ramon Police Department and Walnut Creek Police Department.

CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Sheriff would be unable to provide this specialized service to other agencies.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



**Contra
Costa
County**

To: Board of Supervisors

From: Anna Roth

Date: February 27, 2018

Subject: Contract Amendment #23-601-2 with Omnipro Systems, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #23-601-2 with Omnipro Systems, Inc., a corporation, effective October 15, 2017, to amend Contract #23-601 (as amended by Amendment Agreement #23-601-1), to increase the payment limit by \$140,000, from \$150,000 to a new payment limit of \$290,000, with no change in the original term of September 1, 2016 through June 30, 2018, for consulting and recruitment services for the Health Services Department Information Technology Unit.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On September 27, 2016 the Board of Supervisors approved Contract #23-601 (as amended by Amendment Agreement #23-601-1) with Omnipro Systems, Inc. for the provision of consulting and recruitment services for the Health Services Department Information Technology Unit, for the period from September 1, 2016 through June 30, 2018.

Approval of Amendment Agreement #23-601-2 will allow contractor to provide additional consulting and recruitment services through June 30, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: David Runt,
925-335-8700

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

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Information Systems Unit will not be able to recruit and fill vacant positions.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: February 27, 2018

Subject: California Department on Aging Funding Decrease

RECOMMENDATION(S):

ADOPT Resolution No. 2018/53 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment (Agreement (HI-1718-07, Amendment 1)) with the California Department of Aging to decrease the contract payment limit by \$56,283 for a new payment limit of \$959,048 due to a federal funding cut in the Health Insurance Counseling and Advocacy Program for the period July 1, 2017 through June 30, 2020.

FISCAL IMPACT:

The County will receive \$56,283 less funding from the California Department of Aging for the Health Insurance Counseling and Advocacy Program over the course of the three year contract term. (100% Federal)

BACKGROUND:

The Employment and Human Services Department, Area Agency on Aging, provides Health Insurance Counseling and Advocacy Program (HICAP) services to Medicare beneficiaries, including Medicare beneficiaries by virtue of a disability

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Elaine Burres
608-4960

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and those persons of Medicare eligibility as defined by the Welfare and Institutions Code (W&I) Sections 9541 (a) and (c)(2) and (3), and to the public at large for HICAP community education services under W&I Code sections 9541 (c) (1), (4), (5), and (6).

HICAP funding was cut by Congress from a national total of \$52 million to \$47 million for all 50 states including US territories, resulting in a \$56,283 decrease in County funds for a total allocation of \$959,048 for the three year period July 1, 2017 through June 30, 2020. The funding reduction is from Federal funding only. The Department realizes fluidity in funds among Aging and Adult Bureau programs, and does not anticipate the need to reduce service delivery associated with this decrease over the remaining contract term.

CONSEQUENCE OF NEGATIVE ACTION:

Without acknowledgement of the funding decrease, the budgeted amount could be over spent.

ATTACHMENTS

Resolution No. 2018/53

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

Adopted this Resolution on 02/27/2018 by the following vote:

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



Resolution No. 2018/53

In the matter of: California Department of Aging Funding Decrease

WHEREAS: The Contra Costa County Employment and Human Services Department (County) provides Health Insurance Counseling and Advocacy Program (HICAP) services; and

WHEREAS: HICAP services are funded through the California Department of Aging; and

WHEREAS: HICAP funding was cut by Congress from a national total of \$52 million to \$47 million for all 50 states and US territories which resulted in a \$56,283 decrease in County funds (Agreement HI-1718-07, Amendment 1).

Now, Therefore, Be It Resolved: The Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment (Agreement HI-1718-07, Amendment 1) with the California Department of Aging to decrease the payment limit by \$56,283 for a new payment level of \$959,048 for HICAP services for the period July 1, 2017 through June 30, 2020.

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

ATTESTED: February 27, 2018

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

Contact: Elaine Burres 608-4960

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Execute a contract amendment with AECOM Technical Services, Inc., for the Marsh Creek Rd Bridges (#28C-0143 & 0145) Replacement-Enviro. Tech studies

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with AECOM Technical Services, Inc., for the Marsh Creek Road Bridges (#28C-0143 & #28C-0145) Replacement-Environmental Technical Studies Project, for additional services and increase the payment limit by \$55,000 from \$205,000 to the new payment limit of \$260,000 to complete environmental compliance services, Clayton area. (District III)

FISCAL IMPACT:

88% Federal Highway Bridge Replacement Funds and 12% Local Road Funds

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Trina Torres
925-313-2176

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

By: , Deputy

cc: Trina Torres, Ave Brown, Environmental Services

BACKGROUND:

Contra Costa County (County) Public Works Department plans to replace two existing bridges (#28C-0143 and #28C-0145) on Marsh Creek Road to meet current California Department of Transportation (Caltrans) design standards (the "Project"). The Project is located on Marsh Creek Road, in the unincorporated Antioch/Brentwood area. Bridge #28C-0143 is approximately 1.6 miles west of Deer Valley Road; and, Bridge #28C-0145 is approximately 3.1 miles east of Deer Valley Road and approximately 0.2 mile west of Camino Diablo. The Project requires environmental technical studies for environmental compliance. All studies must meet federal, state, and local environmental regulations, including but not limited to Federal Highway Administration (FHWA) and Caltrans requirements, National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), National Historic Preservation Act (NHPA), the Clean Water Act, the Porter-Cologne Water Quality Act, federal and state Endangered Species Acts, National Marine Fisheries Service (NMFS) requirements, U.S. Fish and Wildlife Service (USFWS), California Department of Fish and Wildlife (DFW), East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP), as well as with other responsible agency protocols, guidelines, and regulations. The Project is also within the HCP/NCCP inventory area, which requires specific environmental compliance.

On July 20, 2016, the Board of Supervisors approved a contract with AECOM Technical Services, Inc., (Contractor) in an amount of \$205,000 for the Marsh Creek Road Bridges (#28C-0143 & #28C-0145) Replacement-Environmental Technical Studies Project (Project), Project No. 0662-6R4083/BRLS-5928(125).

Due to the County's need for additional services, the Contract payment limit needs to be increased to complete additional environmental compliance services for the Project, as follows:

Task 14 (Additional Work)- Additional Wetland Survey

At the request of the U.S. Fish and Wildlife Service and as a result of inconclusive assessments conducted under Task 2: Biological Research and Site Assessment Task 9: (HCP/NCCP)-Surveys and Report for Listed Shrimp Species of the Contract Service Plan, and discovery of an additional habitat feature, it was determined that it is necessary for the Contractor to conduct additional fairy shrimp surveys for environmental compliance.

Task 15 (Additional Work)- Extended Phase 1 (XP1) archaeological evaluation

Due to high archaeological sensitivity identified during field surveys conducted in Task 5: Archaeological and Historical Field Surveys and Database Search of the Contract Service Plan, it was determined that it is necessary for the Contractor to conduct an archaeological/Extended Phase 1 (XP1) subsurface study for environmental compliance.

All other terms and conditions of the original Contract between the County and the Contractor, not modified by any previous amendments and this amendment, shall remain in full force and effect.

CONSEQUENCE OF NEGATIVE ACTION:

If the amendment is not approved, the remaining work will not be completed to obtain necessary environmental clearances which may jeopardize funding and cause delays with construction.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Execute a contract amendment with Anchor QEA, LLC, to complete specific environmental services.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Anchor QEA, LLC, to change the contract from On-Call Environmental Services, Countywide to a project-specific contract for Environmental Services-Multiple Task Order Completion; and, to extend the termination date from February 28, 2018 until February 28, 2019 and increase the payment limit by \$50,000 from \$350,000 to the new payment limit of \$400,000 to complete specific environmental services, Countywide. All Districts (100% General Fund)

FISCAL IMPACT:

100% General Fund

BACKGROUND:

On March 10, 2015, the Board of Supervisors approved a three-year, on-call Contract with

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Trina Torres
925-313-2176

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

By: , Deputy

cc: Trina Torres

BACKGROUND: (CONT'D)

Anchor QEA, LLC (Contractor) in an amount not to exceed \$350,000 for On-Call Environmental Services. Contractor has provided on-call environmental services for multiple projects. Due to the County's need for services beyond the initial contract expiration date of February 28, 2018, the Contract term needs to be extended and payment limit increased to complete specific environmental services for the following:

- 1) County Administration Building (WO#140F)
- 2) Mt. Diablo Mercury Mine Remediation (WO#8279)
- 3) General Migratory Bird Act/Fish and Wildlife (multiple WO#s)

All other terms and conditions of the original Contract between the County and the Contractor, not modified by any previous amendments and this amendment, shall remain in full force and effect.

CONSEQUENCE OF NEGATIVE ACTION:

If the amendment is not approved, the remaining work will not be completed to obtain necessary environmental clearances which may jeopardize funding and cause delays with construction.



Contra Costa County

To: Board of Supervisors
 From: Brian M. Balbas, Public Works Director/Chief Engineer
 Date: February 27, 2018

Subject: Execute a contract amendment with Area West Environmental, Inc., to complete specific environmental services.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Area West Environmental, Inc., to change the contract from On-Call Environmental Services, Countywide to a project-specific contract for Environmental Services-Multiple Task Order Completion; and, to extend the termination date from February 28, 2018 until February 28, 2019, with no change to the payment limit of \$350,000, in order to complete specific environmental services, San Pablo and Danville areas. (100% General Fund) (Districts I and II)

FISCAL IMPACT:

100% General Fund

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Trina Torres
 925-313-2176

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

By: , Deputy

cc:

BACKGROUND:

On March 10, 2015, the Board of Supervisors approved a three-year, on-call Contract with Area West Environmental, Inc. (Contractor) in an amount not to exceed \$350,000 for On-Call Environmental Services. Contractor has provided on-call environmental services for multiple projects. Due to the County's need for services beyond the initial contract expiration date of February 28, 2018, the Contract term needs to be extended to complete specific environmental services for the following:

- 1) San Pablo Dam Road Sidewalk-Appian Way to Clark Rd. (WO#4020)
- 2) Danville Blvd./Orchard Ct. Complete Streets (WO#4128)

All other terms and conditions of the original Contract between the County and the Contractor, not modified by any previous amendments and this amendment, shall remain in full force and effect.

CONSEQUENCE OF NEGATIVE ACTION:

If the amendment is not approved, the remaining work will not be completed to obtain necessary environmental clearances which may jeopardize funding and cause delays with construction.



Contra Costa County

To: Board of Supervisors
 From: Brian M. Balbas, Public Works Director/Chief Engineer
 Date: February 27, 2018

Subject: Execute a contract amendment with Condor Country Consulting, Inc., to complete specific environmental services.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Condor Country Consulting, Inc., to change the contract from On-Call Environmental Services, Countywide to a project-specific contract for Environmental Services-Multiple Task Order Completion; and, extend the termination date from February 28, 2018 through February 28, 2019; and, increase the payment limit by \$50,000 from \$350,000 to the new payment limit of \$400,000, to complete specific environmental services, Walnut Creek and San Pablo areas. (100% General Fund) (Districts I, II, and IV)

FISCAL IMPACT:

100% General Fund

BACKGROUND:

On March 10, 2015, the Board of Supervisors approved a three-year, on-call Contract with

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Trina Torres
 925-313-2176

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Condor Country Consulting, Inc. (Contractor) in an amount not to exceed \$350,000 for On-Call Environmental Services. Contractor has provided on-call environmental services for multiple projects. Due to the County's need for services beyond the initial contract expiration date of February 28, 2018, the Contract term needs to be extended and payment limit increased to complete specific environmental services for the following:

- 1) Boulevard Way Scour (WO#2507)
- 2) Fire Station #70 (WO#704B)

All other terms and conditions of the original Contract between the County and the Contractor, not modified by any previous amendments, and by this amendment, shall remain in full force and effect.

CONSEQUENCE OF NEGATIVE ACTION:

If the amendment is not approved, the remaining work will not be completed to obtain necessary environmental clearances which may jeopardize funding and cause delays with construction.



Contra Costa County

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: Contract amendment with CSI Telecommunications, Inc., for Telecommunications Engineering Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator or designee to execute, on behalf of the Department of Information Technology, a contract amendment with CSI Telecommunications, Inc., effective January 25, 2018 to extend the term from January 31, 2018 through January 31, 2019 and increase the payment limit by \$220,000 to a new payment limit of \$860,000, for continued Federal Communications Commission radio licensing and microwave frequency coordination, as needed.

FISCAL IMPACT:

\$220,000 increase (100% User Fees). The costs are budgeted under Org 4295 and recovered through DoIT's billing process.

BACKGROUND:

The Department of Information Technology Microwave Division is responsible for maintaining the County's Microwave System, including frequency coordination and licensing.

In accordance with Administrative Bulletin No 611.0, County Departments are required to obtain Board approval for single item purchases over \$100,000. The County Administrator's Office has reviewed this request and recommends approval.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Joanne Buenger
925-313-1202

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect to not approve the contract amendment, DoIT will be unable to ensure the integrity of the County's Microwave System. Proper maintenance of the system is essential for many reasons including homeland security and public safety.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: February 27, 2018

Subject: Approve Blanket Purchase Order with Spike's Produce

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Employment and Human Services Director, to execute a purchase order with Spike's Produce (#000362), in an amount not to exceed \$450,000, for the purchase of fresh produce for the Department's children's food program, with the term January 1, 2018 through December 31, 2020.

FISCAL IMPACT:

The purchase order will increase expenditures by up to \$450,000 over three years and it is budgeted from 50% State funds (California Department of Education) and 50% Federal funds (Administration for Children and Families).

[CFDA No. 93.600]

BACKGROUND:

The Department utilizes this company to furnish fresh produce to provide daily food service to the 19 childcare centers operated by the Department. Fresh produce is vital to the well-being of the children at the centers.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: CSB (925)
681-6389

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

By: , Deputy

cc: Nasim Eghlima, Eric Pormetno, Sung Kim

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to make necessary purchases to operate the childcare centers.

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

Purchase order



Contra Costa County
Employment and Human Services Department
Community Services Bureau



Request for Purchase Order Requisition

Vendor: (Suggested) Spike's Produce (Vendor # 000362) 414 Marina Vista		Delivery Address: 1470 Civic Ct Suite 200	
Address		Address	
Martinez CA 94553		Concord CA 94520	
City State Zip		City State Zip	
Adriana Arceo		Adriana Arceo	
Requested by		Requested by	
gm 1/23/18		gm 1/23/18	
Accounting Approval		Accounting Approval	
Date		Date	
1/23/18		1/23/18	
Org. # As Coded		Org. # As Coded	
Program Director Approval		Program Director Approval	
Date		Date	
1/23/18		1/23/18	
Name and address of vendor must be completed.			
Quantity	Detailed Description of Item(s) requested Include Item #, Model #, Measurements, or Pictures of Item(s)		
	Renew a blanket purchase order with Spike's Produce and all related produce/items. In the amount of \$450,000.00 for the period January 1, 2018 through December 31, 2021. (Previous PO#) gm 2020		
Subtotal:		Unit Price	Total Price
\$450,000.00		\$450,000.00	\$450,000.00
Sales Tax:			
Shipping/Delivery Charge:			
Total:		Total:	Total:
\$450,000.00		\$450,000.00	\$450,000.00

**CRITERIA FOR
SOLE SOURCE / BRAND PROCUREMENT**

"SOLE SOURCE JUSTIFICATION FORM"

Please address by specific reference each question listed below (1 – 5) in your justification.
Failure to respond to any of the questions may result in the rejection of your request.
(When answering questions use separate sheets of paper as needed)

1. Why was the particular product and / or vendor selected?

The Community Services Bureau Head Start Program strives to provide the highest quality in our nutritional services to the children that are enrolled at our centers. Spikes produce is a local vendor that purchases from local farmers which ensures that produce is truly fresh. Nothing is imported from other countries. Furthermore, it is also an investment back into our county since they are a local small business.

2. What are the unique performance factors of the selected product / service?
Provide detailed specifications and descriptions.

Spike's Produce has excellent delivery service. Also, a key feature of this company that is appreciated is that they keep their customers informed of what crops are ready, which in turn allows us to prepare our menus with the freshest produce available.

3. Why are these specific factors required?

The Head Start program is dedicated to providing the children and families with quality services. In all areas including nutritional services, CSB is committed to ensuring that the children are provided with fresher and better tasting products.

4. What other products / services have been examined and rejected?

Produce has also be bought from other local grocery stores, but the quality and quantity did not meet our standards.

5. Why are other sources providing like goods or services unacceptable?
Full explanation needed.

Other sources have produce that may be shipped in from other countries and delivery services cannot be made to the customer daily.

I HEREBY CERTIFY THAT:

- 1) I am an approved County department representative. I understand the County's requirements for competitive bidding, as well as the criteria for justification for sole source.
- 2) I have gathered the required technical information and have made a good faith effort to review comparable and / or equal equipment / product / services.
Copies are attached.

I certify to the best of my knowledge the validity of the information contained herein.

Department / Division / Office name Community Services Bureau

Department representative name Sung Kim
(print name)

Department representative signature 
(sign name)

Date: 1/23/18

GSD PURCHASING OFFICE USE ONLY:

BUYER: _____ PURCHASING AGENT / DESIGNEE _____

APPROVED: _____ NOT APPROVED: _____ DATE: _____

COMMENTS:

SUPPLEMENTAL APPROVAL FORM FOR ITEMS OVER \$25,000

(If over \$100,000- Board of Supervisors Approval needed)

Department: EHSD- Community Services Bureau

Date: 1.23.18

Authorized Requestor: Sung Kim

Telephone: 925.681.6316

Authorize Requestor Signature: _____

1. P.O Requisition No.: Renewal for (Spikes Produce)

2. Item(s): Dairy and Produce

3. Single Item ☐ Multiple Like Items ☒ Integrated System ☐

4. How does this purchase meet the Department's operational needs?

Spikes Produce is a local vendor that purchases from local farmers. Unlike other vendors who may import their produce from other countries, Spike's Produce will help to guarantee that the freshest produce is what is served to the children enrolled in our program which is imperative to ensure that we are providing the highest quality services in all aspects of our program.

5. Estimated Cost: \$450,000.00 From January 1, 2018 to December 31, 2021

6. Funding Source: Federal (50%) and State (50%)

7. Information Technology Approval (Needed for acquisition of computers hardware, services, software)

Signature: _____ Date: _____

8. County Administrator Approval

Signature: _____ Date: _____



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: APPROVE a contract with California Diesel & Power

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Got Power, Inc., (dba California Diesel & Power) in an amount not to exceed \$650,000 to provide generator maintenance and repair services, for the period February 1, 2018 through February 28, 2021, Countywide.

FISCAL IMPACT:

This cost is funded through Facilities Services maintenance budget. (100% General Fund)

BACKGROUND:

Facilities Services is responsible for maintenance and repair of all County Emergency Generator Sets. The County owns and operates several emergency and standby generators. These gen-sets power several facilities with their emergency power requirements in the event of a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

Contact: Stan Burton
925-313-7078

By: , Deputy

cc:

BACKGROUND: (CONT'D)

utility power outage. Maintenance of these units is sublet to outside vendors by Facilities Services staff. Originally bid on Bidsync 1712-268, California Diesel & Power and Valley Air Conditioning & Repair are the two awarded vendors for this work. Facilities Services is requesting this contract be approved for a period covering the next thirty seven months.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, generator maintenance and repair services with California Diesel & Power, Inc. will be discontinued.



Contra Costa County

To: Board of Supervisors
 From: Anna Roth, Health Services Director
 Date: February 27, 2018

Subject: Amendment #74-550-1 with Healthright 360

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract Amendment #74-550-1 with Healthright 360, a non-profit corporation, effective February 1, 2018, to amend Contract #74-550 to increase the payment limit by \$599,767, from \$4,700,783 to a new payment limit of \$5,300,550, with no change in the term of November 1, 2017 through August 15, 2020, to provide additional pre-arrest, at-arrest and post-arrest diversion opportunities and coordination services for Antioch residents with behavioral health issues.

FISCAL IMPACT:

This contract is funded 89% by the California Board of State and Community Corrections Grant and 11% by the Contra Costa County Probation Department Grant. (No rate increase)

BACKGROUND:

The CoCo Lead+ Project is a County program funded by the California Board of State and Community Corrections, Proposition 47, "The Safe Neighborhoods and Schools Act", to ensure services for adults with behavioral issues who are committing non-serious, non-violent crimes are available through prevention, diversion and support programs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Cynthia Belon,
925-957-5201

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

By: , Deputy

cc: L Walker , M Wilhelm

BACKGROUND: (CONT'D)

Contractor is the primary subcontractor who holds administrative responsibility for all aspects of community-based activities, develop policies and protocols with all partners regarding diversion and project services, hire and train staff, facilitate coordination to reduce both barriers and gaps, develop data system and protocols to support evaluation, develop and implement a communications plan, and partner with County's Health Services Department and the County Administrator's Office to subcontract funds in amounts and for purposes identified.

On November 14, 2017, the Board of Supervisors approved Contract #74-550 with Healthright 360 for the provision of pre-arrest, at-arrest and post-arrest diversion opportunities and coordination services for Antioch residents with behavioral health issues for the period from November 1, 2017 through August 15, 2020.

Approval of Contract Amendment Agreement #74-550-1 will allow the contractor to provide additional pre-arrest, at-arrest and post-arrest diversion opportunities and coordination services through August 15, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, Contractor will not be paid for additional services provided to expand the program.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: APPROVE a contract with Valley Air Conditioning & Repair

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Valley Air Conditioning & Repair in an amount not to exceed \$650,000 to provide generator maintenance and repair services, for the period March 1, 2018 through February 28, 2021, Countywide.

FISCAL IMPACT:

This cost is funded through Facilities Services maintenance budget. (100% General Fund)

BACKGROUND:

Facilities Services is responsible for maintenance and repair of all County Emergency Generator Sets. The County owns and operates several emergency and standby generators. These gen-sets power several facilities with their emergency power requirements in the event of a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

Contact: Stan Burton
925-313-7078

By: , Deputy

cc:

BACKGROUND: (CONT'D)

utility power outage. Maintenance for these units is sublet to outside vendors by Facilities Services staff. Originally bid on Bidsync 1712-268, California Diesel & Power and Valley Air Conditioning and Repair are the two awarded vendors for this work. Facilities Services is requesting this contract be approved for a period covering the next three years.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, generator maintenance and repair services with Valley Air Conditioning & Repair. will be discontinued.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: APPROVE a Purchase Order with Bay Area Diablo Petroleum

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, on behalf of the Public Works Director, a purchase order with Bay Area Diablo Petroleum in an amount not to exceed \$400,000.00 for fuel, for the period of February 1, 2018 through January 31, 2019, Countywide. (100% Internal Service Fund)

FISCAL IMPACT:

This cost is to be 100% funded through Fleet Services ISF budget. (100% Internal Service Fund)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Stan Burton
925-313-7078

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

By: , Deputy

cc:

BACKGROUND:

Public Works Fleet Services is responsible for the County fueling station on Waterbird Way. The Materials Management Division purchases fuel for the station by accepting daily bids from fuel distributors. Materials has four vendors currently submitting bids. Materials is set up to purchase fuel from all four of them. All four vendors are in need of new purchase orders. Southern Counties is our primary vendor, followed by Bay Area Diablo Petroleum, Ramos Oil Co., Inc. and Hunt & Sons Inc. This request is for Bay Area Diablo Petroleum.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the purchase of fuel from Bay Area Diablo Petroleum will discontinue.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: February 27, 2018

Subject: Amend Contract with CoCoKids, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with CoCoKids, Inc., a non-profit public benefit corporation, effective February 1, 2018, to increase the payment limit by \$28,821 to a new payment limit of \$298,795 to provide additional Emergency Child Care Bridge Program for Foster Children services for the period of January 1, 2018 through June 30, 2018.

FISCAL IMPACT:

The contract amendment will increase expenditures by \$28,821. The cost of the contract is covered 91% by State funding and 9% by Federal Title IV-E funding.

BACKGROUND:

The lack of access to child care for potential eligible families seeking to take in a foster child is one of the top barriers to placing young foster children with families. The passage of Senate Bill (SB) 89, established the Emergency Child Care Bridge Program for Foster

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: V. Kaplan, (925)
608-4963

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Children (Bridge Program). The Bridge Program provides services that include six-month payment (or voucher) for child care, as well as assistance from a child care navigator for eligible relative caregivers, eligible families, or parenting youth in foster care. Trauma-informed care training and coaching is also provided to child care providers who care for children in foster care.

The purpose of this program is to increase the number of foster children successfully placed in home-based family care, increase capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families.

The original contract, in the amount of \$269,974, was approved by the Board of Supervisors at its January 9, 2018 meeting (C.61). This contract amendment will increase the payment limit due to the County receiving additional funds from the State. As the State implements the new program, the number of Counties participating has fluctuated and thus the final allocation increased for January 1 through June 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

Availability of ideal placement for foster children with eligible families may be limited.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five of Contra Costa County's 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 safe housing and support to assist youth while transitioning from foster care to independent living.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Contract #24-681-94 with PH Senior Care, LLC (dba Pleasant Hill Manor)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #24-681-94 with PH Senior Care, LLC (dba Pleasant Hill Manor), a non-profit corporation, in an amount not to exceed \$753,100, to provide augmented board and care services, including residential room, board, care and supervision for the period from November 28, 2017 through November 30, 2018.

FISCAL IMPACT:

This contract is funded 88% by Mental Health Realignment and 12% by Mental Health Services Act.

BACKGROUND:

This contract meets the social needs of the County's population by augmenting room and board and providing twenty-four hour emergency residential care and supervision to eligible mentally disordered clients, who are specifically referred by the Mental Health Program staff and who are served by the County's Mental Health Services.

Under Contract #24-681-94, the contractor will provide augmented board and care services for County-referred mentally disordered clients through November 30, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Cynthia Belon,
925-957-5201

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

By: , Deputy

cc: L Walker , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's mentally disordered residents will not receive the care and supervision they need which may result in an increased number of hospitalizations.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Contract #23-448-7 with Garda CL West, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #23-448-7 with Garda CL West, Inc., a corporation, in an amount not to exceed \$22,500, including changes to the County's standard indemnification clause, to provide armored transport services for the Health Services Department for the period February 1, 2018 through January 31, 2019.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On February 14, 2017, the Board of Supervisors approved Contract #23-448-6 with Garda CL West, Inc. to provide armored transport services for the Health Services Department, for the period from February 1, 2017 through January 31, 2018.

Approval of Contract #23-448-7 will allow the contractor to continue to provide services through January 31, 2019. This contract includes changes to the County's standard general conditions, paragraph 18 (Indemnification).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Patrick Godley,
925-957-5405

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

By: , Deputy

cc: L Walker , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Health Services Department will not have access to the contractor's services.



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: February 27, 2018

Subject: Allocation of Funds from Livable Communities Trust to Health Services to Fund the Contra Costa Housing Security Fund

RECOMMENDATION(S):

ALLOCATE \$10,000 from the Livable Communities Trust (District II portion) to the Health Services Department and AUTHORIZE the Health Services Director to execute, on behalf of the County, a contract in an amount not to exceed \$10,000 with Contra Costa Regional Health Foundation, a non-profit corporation, for the Contra Costa Housing Security Fund program for the period February 27, 2018 through February 26, 2019, as recommended by Supervisor Andersen.

FISCAL IMPACT:

No General Fund Impact. Funds in the amount of \$10,000 are from the District II allocation of deposits into the Livable Communities Trust. On December 3, 2013, the Board of Supervisors determined that revenue from the Fund should be spent equally among supervisorial districts. At build-out of the development projects contributing revenue to the Fund, deposits will total \$8,448,000. As of January 2, 2018, the fund balance was \$7,710,185. The account has earned approximately \$425,000 in interest to date. There have been \$443,347 in expenditures. The approved expenditures to date are shown in Attachment A.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Kristin Sherk,
925-674-7887

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

By: , Deputy

cc: kara douglas

BACKGROUND:

The Livable Communities Trust Fund (Fund) is a Special Revenue Mitigation Fund established by the Board of Supervisors on November 15, 2005, following the approval of the Camino Tassajara Combined General Plan Amendment Project, also known as the Alamo Creek and Intervening Property residential projects, to implement a condition of approval. The Fund was established to implement the County's Smart Growth Action Plan. The residential developers pay an \$8,000 per unit fee (excluding affordable housing portions of the projects) into the Fund. The Department of Conservation and Development administers the Fund.

The Contra Costa Housing Security Fund, hosted by the Contra Costa Regional Health Foundation, has been developed as a flexible funding pool to not only benefit homeless households with barriers to accessing and maintaining housing, but also to incentivize landlords to commit to renting to individuals and families experiencing a housing crisis. It supports goal two of the Smart Growth Action Plan to enable communities to meet affordable and regional "fair share" housing goals through construction, development, and renovation of affordable and senior housing. The Health Services Director, or designee, will execute on behalf of the County, a contract with the Contra Costa Regional Health Foundation to fund the Foundation \$10,000 to assist the Contra Costa Housing Security Fund for the period of February 27, 2018 through February 26, 2019.

Bay Area rents have been rapidly increasing over the past few years. In Contra Costa County, renters need to earn 4.2 times the state minimum wage to afford the U.S Department of Housing and Urban Development Fair Market Rent of \$2,173 for a two-bedroom apartment in Contra Costa County. When individuals and families can no longer make ends meet, the result is often homelessness. For homeless households trying to regain housing, there are two additional barriers to securing housing in the County: 1) landlord perception that low-income renters are too high a financial risk and 2) the financial burden of security and utility deposits for homeless families trying to get back on their feet. These barriers, if not overcome, result in longer stays in shelter, transitional housing, or on the streets.

The Contra Costa Housing Security Fund would increase access to needed housing in District II by covering typical expenses that can be huge obstacles for homeless, low-income renters such as:

- Background and Credit Checks;
- Rental Application fees;
- Utility deposits;
- Utility arrears;
- Short-Term Rental Assistance; and/or
- Security Deposit.

Financial incentives offered to potential landlords can help mitigate the real and perceived risks associated with renting to homeless individuals and families, and increase the availability of affordable housing stock in this tight housing market. Financial resources to landlords include:

- Damages to units;
- Rent arrears (eviction prevention); and/or
- Increased security deposit.

Direct assistance to help homeless individuals secure housing, coupled with financial strategies targeted to landlords, are bold and practical strategies to overcome housing attainment barriers for households

who have become homeless. The Contra Costa Housing Security Fund is one tool that can support the vision to make the experience of homelessness short-lived and non-recurring in the County. For these reasons, Supervisor Andersen recommends that the Board of Supervisors approve the financing of the Contra Costa Housing Security Fund for the period of February 27, 2018 through February 26, 2019, and allocating an award of \$10,000 to assist homeless individuals and families in District II.

CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa Regional Health Foundation would not receive the subject funds, and the ability to implement the Contra Costa Housing Security Fund would be compromised.

CHILDREN'S IMPACT STATEMENT:

The Contra Costa Housing Security Fund supports outcome 3: Families are Economically Self Sufficient, and outcome 4: Families are Safe, Stable, and Nurturing.

ATTACHMENTS

Attachment A: Project List

Liveable Communities Trust Fund

List of Projects

Number	Board Date	Project	Amount	Sup District		Expenditures	Remaining Balance
2013-01	10/22/2013	Northern Waterfront	\$ 250,000	All		\$ 250,000.00	\$ -
2016-01	6/14/2016	Heritage Point	\$ 1,432,830	I		\$ -	\$ 1,432,830
2016-02	12/20/2016	Marsh Creek Trail	\$ 250,000	III		\$ -	\$ 250,000
2016-03	12/20/2016	Agriculture Policy Study	\$ 150,000	III		\$ -	\$ 150,000
2017-01	3/7/2017	Agra Tech Solar Light Greenhouse	\$ 50,000	IV and V	50% each	\$ -	\$ 50,000
2017-02	3/14/2017	Rides for Veterans (Mobility Matters)	\$ 33,458	II		\$ 33,458.00	\$ -
2017-02	3/14/2017	Rides for Veterans (Mobility Matters)	\$ 50,187	IV		\$ 34,979.00	\$ 15,208
2017-03	9/19/2017	Garden Park Apartments	\$ 125,000	IV		\$ 125,000.00	\$ -
2018-01	1/16/2018	SRV Street Smarts	\$ 20,000	II		\$ -	\$ 20,000
2018-02	2/27/2018	Contra Costa Housing Security Fund	\$ 10,000	II		\$ -	\$ 10,000



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Change Order with Depuy Synthes Products, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, an amendment to Purchase Order # F03368 with Depuy Synthes Products, Inc., to increase the payment limit by \$600,000 to a new payment limit of \$1,050,000 for the purchase of implants and orthopedic supplies and devices for the Contra Costa Regional Medical Center (CCRMC), with no change in the original term of April 1, 2016 through March 31, 2020.

FISCAL IMPACT:

100% funding is included in Hospital Enterprise Fund I.

BACKGROUND:

Depuy Synthes Products, Inc., has been providing implants and orthopedic supplies and devices for the CCRMC for more than ten years. CCRMC has experienced a great increase in both patient volume and in complex orthopedic surgeries which require very expensive implants and devices. Therefore, it is necessary to add money to the purchase order.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order amendment is not approved, the CCRMC will be unable to meet the needs of its orthopedic patients.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Jaspreet Benepal,
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: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Amendment #77-127-1 with Amavi Home Health and Hospice Care Services, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract Amendment #77-127-1 with Amavi Home Health and Hospice Care Services, Inc., a corporation, effective November 1, 2017, to amend Contract #77-127 to modify the rates to continue to provide home health and hospice services for Contra Costa Health Plan (CCHP) members, with no change in the original payment limit of \$120,000, and no change in the original term of October 1, 2017 through September 30, 2019.

FISCAL IMPACT:

This amendment is funded 100% by Contra Costa Health Plan Enterprise Fund II. (Rate increase)

BACKGROUND:

On October 17, 2017, the Board of Supervisors approved Contract #77-127 with Amavi Home Health and Hospice Care Services, Inc., for home healthcare and hospice services for CCHP members, for the period from October 1, 2017 through September 30, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Patricia Tanquary, (925)
313-6004

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

By: , Deputy

cc: A Floyd, M Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract Amendment #77-127-1 will allow the contractor to provide additional home health and hospice services for CCHP members through September 30, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, certain specialty health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra Costa County

To: Board of Supervisors
 From: Anna Roth, Health Services Director
 Date: February 27, 2018
 Subject: Purchase Order with CT Coachworks, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with CT Coachworks, LLC in the amount of \$275,113 to procure one Health Care for the Homeless mobile medical vehicle, to replace an aging 20 year old mobile medical vehicle.

FISCAL IMPACT:

The vehicle purchase will be 100% funded by Hospital Enterprise Fund I.

BACKGROUND:

The homeless population faces multiple barriers to health care, one of which is transportation. The Department's Public Health Clinic Services has been operating the existing 20-year old mobile medical vehicle five days a week to provide medical services to low-income homeless individuals. The vehicle provides needed medical services at homeless shelters, agencies serving homeless individuals and other locations that are convenient for the homeless population. The current vehicle is not as reliable due to its age and suffers from mechanical and structural issues. Frequent breakdowns result in clinic cancellations, which impacts service provision. In addition, due to the vehicle's condition, it cannot be deployed to all regions of the County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Dan Peddycord,
925-313-6712

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Bill Sorrell

BACKGROUND: (CONT'D)

The new mobile medical clinic will be designed to provide medical and behavior health services to the homeless. By co-locating medical and behavioral health services, the Health Services Department will be able to better serve the homeless population. Public Health Clinic Services has extensive experience operating mobile clinics and is well prepared to operate a new mobile medical clinic.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will be unable to purchase the needed replacement mobile medical vehicle and due to the unreliability of the current vehicle, there may be temporary closure of clinics that primarily serve the homeless population in Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Amendment #27-589-11 with Night Owl Pediatrics

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #27-589-11 with Night Owl Pediatrics, a corporation, effective February 1, 2018, to amend Contract #27-589-10 to provide TDAP immunizations for Contra Costa Health Plan (CCHP) members, with no change in the payment limit of \$2,000,000, or term of July 1, 2017 through June 30, 2019.

FISCAL IMPACT:

This amendment is funded 100% by Contra Costa Health Plan Enterprise Fund II. (Rate increase)

BACKGROUND:

On July 11, 2017, the Board of Supervisors approved Contract #27-589-10 with Night Owl Pediatrics for urgent care and primary care services for the period from July 1, 2017 through June 30, 2019.

Approval of Contract Amendment #27-589-11 will allow the contractor to provide additional urgent care and primary care services including TDAP immunizations for CCHP members through June 30, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

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

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, certain specialized professional health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: PURCHASE ORDER WITH ARTHREX, INC.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Arthrex, Inc., in an amount not to exceed \$870,000 for the purchase of medical instruments, implants and supplies for Contra Costa Regional Medical Center (CCRMC) for the period February 1, 2018 through January 31, 2020.

FISCAL IMPACT:

100% funded by Hospital Enterprise Fund I.

BACKGROUND:

CCRMC has increased its use of this vendor's products as the hospital's patient load has risen. The recent survey by the California Department of Health and Human Services Centers for Medicare and Medicaid Services also required CCRMC to purchase new instruments, replace 80% of its stainless steel furniture, purchase new mattresses to replace those that were damaged, and purchase needed supplies in order to comply with infection control prevention regulations. CCRMC has used this vendor to buy supplies, instruments and implants for more than ten years.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, CCRMC will not be able to meet the surgical needs of its patients.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Jaspreet Benepal,
925-370-5101

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

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Margaret Uitti



Contra Costa County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Payment for services provided by Applied Remedial Services, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay \$63,334 to Applied Remedial Services, Inc., a corporation, for the provision of removal and disposal of hazardous waste and chemical services for the Contra Costa Regional Medical Center (CCRMC) and Health Centers for the month of November 2017.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise I Fund.

BACKGROUND:

Applied Remedial Services, Inc., has been providing removal and disposal of hazardous waste and chemical services for the Contra Costa Regional Medical Center (CCRMC) and Health Centers for several years. On November 15, 2016, the Board of Supervisors approved Contract #26-692-11 with Applied Remedial Services, Inc., for the period from January 1, 2017 through December 31, 2017, for the provision of removal and disposal of hazardous waste and chemical services for CCRMC and Health Centers.

The utilization during the term of the agreement was higher than originally anticipated. The services rendered exceeded the contract payment limit by \$63,334. The provider is entitled to payment for the reasonable value of its services under the equitable relief theory of quantum meruit. That theory provides

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Jaspreet Benepal,
925-370-5101

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

By: , Deputy

cc: E Suisala, M Wilhelm

BACKGROUND: (CONT'D)

that where a provider has been asked to provide services over the value of the contract, the provider does so to the benefit of the recipient. The provider is entitled to recover the reasonable value of those services.

The division requested and the contractor provided services in excess of the contract payment limit and is requesting payment be made to the contractor in the amount owing of \$63,334 for services rendered during the month of November 2017. The contract renewal for 2018 is currently in place.

CONSEQUENCE OF NEGATIVE ACTION:

If this payment is not approved, Applied Remedial Services, Inc., will not be paid for hazardous waste removal and disposal services provided to the County in good faith.



Contra Costa County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Purchase Food and Gift Cards for the Whole Person Care Pilot Program

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to procure, on behalf of the Health Services Director, gift cards for client incentives for Whole Person Care Pilot Program and food for the Community Advisory meetings in an amount not to exceed \$12,000 (\$5,000 for Safeway gift cards in the amount of \$5 each and \$7,000 for food at meetings) from the period January 1, 2018 through December 31, 2020.

FISCAL IMPACT:

Funded 100% by the California Department of Health Care Services' Whole Person Care Pilot funding.

BACKGROUND:

Contra Costa County Health Services Department received funding for a Whole Person Care (WPC) Pilot Program from the California Department of Health Care Services (DHCS). The program provides an integrated physical health, behavioral health, and social services in a patient-centered manner with the goals of improved health and well-being of a vulnerable population. It targets Medi-Cal patients who are high-risk, high utilizers of medical services and/or across multiple delivery systems.

The program includes regular meetings of an advisory board that includes community based organizations and other consumers.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Dan Peddycord,
925-313-6712

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Whole Person Care Pilot Program would not be fulfilling the goals outlined in the DHCS application.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: February 27, 2018

Subject: Contract #23-447-9 with RG Hernandez, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #23-447-9 with RG Hernandez, LLC, a limited liability company, in an amount not to exceed \$112,532, to provide consulting and technical assistance for third party cost revenues, costs and claims, for the period February 1, 2018 through January 31, 2019.

FISCAL IMPACT:

This contract is funded 100% by third party reimbursement. (Rate increase)

BACKGROUND:

On January 10, 2017, the Board of Supervisors approved Contract #23-447-8 with RG Hernandez, LLC, to provide consulting and technical assistance to assist the Health Services Department on matters related to budget, state and federal reimbursement programs, third party revenues, and costs and claims for the period February 1, 2017 through January 31, 2018.

Approval of Contract #23-447-9 will allow Contractor to continue providing services through January 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not have access to the contractor's services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Patrick Godley,
925-957-5410

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

By: , Deputy

cc: D Morgan, M Wilhelm



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: February 27, 2018

Subject: Update Operations of the Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

ACCEPT the January 2018 update of the operations for the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Department Director.

FISCAL IMPACT:

None

BACKGROUND:

The Employment and Human Services Department submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to ensure ongoing communications with the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and Community Services Bureau.

CONSEQUENCE OF NEGATIVE ACTION:

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Elaine Burres,
608-4960

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

By: , Deputy

cc:

ATTACHMENTS

CSB Jan 2018 CAO Report

CSB Jan 2018 HS Fiscal

CSB Jan 2018 EHS Fiscal

CSB Jan 2018 CC Partnership 1

CSB Jan 2018 CC Partnership Fiscal 2

CSB Jan 2018 LIHEAP

CSB Jan 2018 CACFP Monthly
Report

CSB Jan 2018 Menu



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: January 2018

News /Accomplishments

Camilla Rand, M.S.
Director



- The 2018 Annual Community Services Bureau (CSB) Self-Assessment will be conducted during the week of February 26th, and will include grantees, delegate staff, board members, community partners and parents. The purpose of the Self-Assessment is to determine the effectiveness of CSB's efforts in meeting program goals and objectives, and in implementing Federal regulations. This year CSB is excited to have three (3) of the Boards of Supervisors/representatives participate by visiting a few of the centers to observe the high quality services provided to children and families in their districts.
- Camilla Rand and Christina Reich met with Contra Costa County Office of Education Superintendent Karen Sakata on January 18th to discuss a formalized agreement that will memorialize the work we do together to transition CSB children to Transitional Kindergarten and Kindergarten. The proposed agreement also includes opportunities for cross-training of staff, ongoing dialogue regarding child and family outcomes, data collection and transfer, and continuing opportunities for parents to be involved as their children transition to public school.
- CSB will welcome the Administration for Families and Children (ACF) Program Specialist Maureen Burns-Vermette to our new Early Head Start-Child Care Partnership sites: YMCA on 8th street in Richmond, and Baby Yale and KindeCare in Antioch on January 31st.
- On January 22-23, 2018, CSB in collaboration with Contra Costa College and the YMCA of the East Bay welcomed its second cohort of the Teacher Apprenticeship Program. The program is designed to allow students to take 12 units of coursework over the course of 18 weeks, while receiving on the job training. Seventeen (17) CSB Teacher Assistant Trainees (TAT) registered for the Child Growth and Development and/or the Creative Activities Early Childhood Education (ECHD) courses. Courses will be held on alternate days (Mon/Wed. or Tues/Thurs) at CSB's Balboa Children's Center or the Downer Center both in Richmond.
- In collaboration with the Martinez Unified School District, CSB held English as a Second Language (ESL) classes in September – December 2017 at our George Miller Children's Center (GMC) in Concord. The classes are offered to Head Start parents who are interested in becoming proficient in English. In December, Five (5) Head Start parents graduated from the class, and several will attend the next session in March 2018. CSB's Comprehensive Services team is currently recruiting other parents who also are interested in the opportunity to strengthen their English skills.
- GMIII teaching teams will have the opportunity to work with Daniel Meir, a well-respected education consultant, to deepen their understanding about teacher inquiry



ideas, principles, and strategies for strengthening instructions and children's learning. Daniel's work with the teachers, children and families will begin late January 2018. Quality Rating Improvement System (QRIS) block grant dollars will be used to fund this exciting project.

- CSB's Education Team, Sanaa Gad, Comprehensive Services Manager, and Swashante Dillon, EHSD Personnel Services Assistant III, are working together to roll out the on-line training that is required by the State Dept. of Social Services (Community Care Licensing) mandating AB1207, which calls for all child care professionals to take the mandated Child Abuse and Neglect training and test to receive a certificate meeting the requirement.
- CSB staff, Averyl De Vera, Ruth Hunter and Julia Kittle-White attended the Program for Infant Toddler Care (PITC) Trainer's Institute the week of January 8th. Participants received in-depth training to become certified PITC Trainers. This is one of CSB's efforts to build trainers capacity in all Early Head Start programs.
- CSB's Community Action Program will participate in a learning community funded by the Annie E. Casey foundation to create a two generation, whole family approach to mobility away from poverty. Over the next year, CSB will develop and implement this approach with its Student Intern Program and with its sub-contractors.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 99.81%
- o Early Head Start enrollment: 100.64%
- o Early Head Start Child Care Partnership enrollment: 101%
- o Early Head Start Child Care Partnership # 2 enrollment (*Start-up year*): 55% (100% to capacity/adjusted for open rooms and staffing)
- o Head Start Average Daily Attendance: 69.24%
- o Early Head Start Average Daily Attendance: 72.91%
- o Early Head Start Child Care Partnership Attendance: 72.91%
- o Stage 2: 361 families and 575 children
- o CAPP: 147 families and 249 children
 - In total: 508 families and 824 children
 - Incoming transfers from Stage 1: 25 families and 37 children
- o LIHEAP: 446 households have been assisted
- o Weatherization: 14 units

b. Staffing:

- o During the month of January, CSB conducted interviews to fill Intermediate Clerk-Project, Master Teacher and Teacher positions. The Bureau is in the process of on-boarding the selected candidates. In addition, the Bureau is in the process of hiring temporary teaching staff,

cc: Policy Council Chair
Family & Human Services Committee
Maureen Burns Vermette , ACF

including a temporary Administrative Services Assistant II and two (2) Intermediate Clerks.

c. Union Issues:

- No union issues at this time.

II. Emerging Issues and Hot Topics:

- The Governor released the preliminary budget for 18-19. Proposed impacts to CSB include a 2.8 percent COLA adjustment totaling close to \$400,000 for CSB; and the annualizing of the RMR (Regional Market Rate) which took place January 2018. Other opportunities such as the availability of expansion and quality funds were also in the proposal.

cc: Policy Council Chair
Family & Human Services Committee
Maureen Burns Vermette , ACF

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2017 HEAD START PROGRAM
December 2017 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 3,754,459	\$ 4,203,352	\$ 448,893	89%
b. FRINGE BENEFITS	2,314,821	2,586,739	271,918	89%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	84,750	101,600	16,850	0%
e. SUPPLIES	193,044	207,200	14,156	93%
f. CONTRACTUAL	5,857,137	6,880,965	1,023,828	85%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,138,390	1,445,343	306,953	79%
I. TOTAL DIRECT CHARGES	\$ 13,342,601	\$ 15,425,199	\$ 2,082,598	86%
j. INDIRECT COSTS	907,624	878,928	(28,696)	103%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 14,250,225	\$ 16,304,127	\$ 2,053,902	87%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 4,076,032</i>	<i>\$ 4,076,032</i>	<i>\$ (0)</i>	<i>100%</i>

**CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2017 HEAD START PROGRAM
December 2017 Expenditures**

1	2 Jan-17 thru Mar-17	3 Apr-17 thru Jun-17	4 Jul-17 thru Sep-17	5 Oct-17 thru Dec-17	6 Total YTD Actual	7 Total Budget	8 Remaining Budget	9 % YTD
a. Salaries & Wages (Object Class 6a)								
Permanent 1011	875,671	785,929	768,688	963,344	3,393,632	3,426,172	32,540	99%
Temporary 1013	103,918	105,930	67,161	83,818	360,827	777,180	416,353	46%
a. PERSONNEL (Object class 6a)	979,588	891,859	835,850	1,047,162	3,754,459	4,203,352	448,893	89%
b. FRINGE (Object Class 6b)	599,025	527,720	530,568	657,507	2,314,821	2,586,739	271,918	2,314,821
d. EQUIPMENT (Object Class 6d)	-	-	-	84,750	84,750	101,600	16,850	84,750
e. SUPPLIES (Object Class 6e)								
1. Office Supplies	7,053	7,122	7,627	23,988	45,790	47,100	1,310	97%
2. Child and Family Services Supplies (Includesclassroom Supl	12,704	1,694	7,680	30,363	52,441	52,700	259	100%
4. Other Supplies								
Computer Supplies, Software Upgrades, Computer Replace	1,850	2,267	11,631	68,824	84,571	86,900	2,329	97%
Health/Safety Supplies	765	107	37	596	1,504	5,000	3,496	30%
Mental helath/Diasabilities Supplies	82	359	-	-	440	600	160	73%
Miscellaneous Supplies	742	1,856	1,456	1,367	5,421	6,200	779	87%
Emergency Supplies	-	-	29	-	29	4,500	4,471	1%
Household Supplies	93	1,364	1,018	372	2,847	4,200	1,353	68%
TOTAL SUPPLIES (6e)	23,288	14,769	29,477	125,509	193,044	207,200	14,156	93%
f. CONTRACTUAL (Object Class 6f)								
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	4,593	25,396	26,076	34,387	90,451	102,000	11,549	89%
Estimated Medical Revenue from Medi-Cal (Org 1432 - cred	-	-	-	-	-	(380,031)	(380,031)	0%
Health Consultant	11,250	11,021	14,000	10,920	47,192	45,700	(1,492)	103%
5. Training & Technical Assistance - PA11								
Interaction	-	-	-	-	-	3,000	3,000	0%
Diane Godard (\$50,000/2)	6,250	5,050	-	-	11,300	11,500	200	98%
Josephine Lee (\$35,000/2)	2,550	3,975	-	525	7,050	14,300	7,250	49%
Susan Cooke (\$60,000/2)	-	-	-	-	-	15,000	15,000	
7. Delegate Agency Costs								
First Baptist Church Head Start PA22	132,151	448,817	254,714	631,183	1,466,864	2,101,965	635,101	70%
First Baptist Church Head Start PA20	-	-	-	-	-	8,000	8,000	0%
8. Other Contracts								
FB-Fairgrounds Partnership (Wrap)	11,605	18,920	12,460	30,600	73,585	74,213	628	99%
FB-Fairgrounds Partnership	28,800	42,300	27,450	33,013	131,563	183,600	52,037	72%
FB-E. Leland/Mercy Housing Partnership	-	-	-	-	-	-	-	
Martinez ECC (18 HS slots x \$225/mo x 12/mo)	18,000	27,000	17,325	27,000	89,325	108,000	18,675	83%
YMCA of the East Bay (20 HS slots x \$225/mo x 12/mo)	9,000	-	-	-	9,000	9,000	-	100%
YMCA Richmond CDC, Lucas Ave.(48 slots x 12 x \$350) \$21	-	-	-	-	-	64,800	64,800	0%
YMCA 8th CDC, Lucas Ave.(48 slots x 12 x \$350) \$201,600	-	-	-	-	-	64,800	64,800	0%
YMCA Giant Rd. CDC (16 slots x 12 x \$350) \$67,200	-	-	-	-	-	21,600	21,600	0%
YMCA Rodeo CDC(24 slots x 12 x \$350) \$100,800	-	-	-	-	-	32,400	32,400	0%
Child Outcome Planning and Administration (COPA/Nulinx)	4,715	2,518	-	10,036	17,269	17,500	231	99%
Enhancement/wrap-around HS slots with State CD Program	2,488	1,040,642	1,179,973	1,690,435	3,913,538	4,383,618	470,080	89%
f. CONTRACTUAL (Object Class 6f)	231,403	1,625,638	1,531,998	2,468,099	5,857,137	6,880,965	1,023,828	85%
h. OTHER (Object Class 6h)								
2. Bldg Occupancy Costs/Rents & Leases	88,469	86,976	53,619	124,157	353,221	381,200	27,979	93%
(Rents & Leases/Other Income)	-	-	(1,325)	(200)	(1,525)	-	1,525	
4. Utilities, Telephone	61,337	72,769	49,820	66,526	250,452	275,000	24,548	91%
5. Building and Child Liability Insurance	2,770	-	-	32	2,802	3,500	698	80%
6. Bldg. Maintenance/Repair and Other Occupancy	2,129	9,819	9,041	10,454	31,443	35,000	3,557	90%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	5,919	10,233	5,770	9,111	31,033	36,000	4,967	86%
9. Nutrition Services								
Child Nutrition Costs	74,312	95,198	6,289	89,327	265,126	410,000	144,874	65%
(CCFP & USDA Reimbursements)	(95,310)	(51,318)	1	(4,698)	(151,325)	(200,000)	(48,676)	76%
13. Parent Services								
Parent Conference Registration - PA11	-	-	828	9,312	10,139	5,700	(4,439)	178%
PC Orientation, Trainings, Materials & Translation - PA11	1,577	2,376	144	437	4,534	1,700	(2,834)	267%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	619	47	2,992	1,232	4,890	5,000	110	98%
Child Care/Mileage Reimbursement	2,163	2,223	797	2,020	7,204	9,700	2,496	74%
14. Accounting & Legal Services								
Auditor Controllers	973	-	-	791	1,764	2,000	236	88%
Data Processing/Other Services & Supplies	2,906	3,403	2,870	4,309	13,488	14,900	1,412	91%
15. Publications/Advertising/Printing								
Outreach/Printing	75	-	-	-	75	100	25	75%
Recruitment Advertising (Newspaper, Brochures)	7,142	-	-	-	7,142	9,000	1,858	79%
16. Training or Staff Development								
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAE	2,612	6,543	3,591	5,115	17,861	8,598	(9,263)	208%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA	9,672	13,477	10,086	7,582	40,818	20,000	(20,818)	204%
17. Other								
Site Security Guards	6,274	8,944	254	339	15,811	32,000	16,189	49%
Dental/Medical Services	-	-	-	-	-	1,000	1,000	0%
Vehicle Operating/Maintenance & Repair	10,879	18,701	8,152	27,544	65,276	79,000	13,724	83%
Equipment Maintenance Repair & Rental	12,746	13,505	17,910	50,392	94,553	140,000	45,447	68%
Dept. of Health and Human Services-data Base (CORD)	839	-	-	912	1,752	12,000	10,248	15%
Other Operating Expenses (Facs Admin/Other admin)	13,510	21,614	15,839	20,895	71,858	89,945	18,087	80%
Other Departmental Expenses	-	-	-	-	-	74,000	74,000	0%
h. OTHER (6h)	211,613	314,511	186,677	425,589	1,138,390	1,445,343	306,953	79%
i. TOTAL DIRECT CHARGES (6a-6h)	2,044,917	3,374,497	3,114,569	4,808,617	13,342,601	15,425,199	2,082,598	86%
j. INDIRECT COSTS	184,523	238,804	104,639	379,658	907,624	878,928	(28,696)	103%
k. TOTALS (ALL BUDGET CATEGORIES)	2,229,440	3,613,301	3,219,209	5,188,275	14,250,225	16,304,127	2,053,902	87%
Non-Federal Share (In-kind)	337,367	645,666	1,609,604	1,483,394	4,076,032	4,076,032	(0)	100%

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2017 EARLY HEAD START PROGRAM
December 2017 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 426,218	\$ 532,702	\$ 106,484	80%
b. FRINGE BENEFITS	244,168	368,092	123,924	66%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	15,400	15,400	0%
e. SUPPLIES	22,986	29,700	6,714	77%
f. CONTRACTUAL	2,842,559	2,422,286	(420,273)	117%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	48,290	85,344	37,054	57%
I. TOTAL DIRECT CHARGES	\$ 3,584,221	\$ 3,453,524	\$ (130,697)	104%
j. INDIRECT COSTS	108,737	109,420	683	99%
k. TOTAL-ALL BUDGET CATEGORIES	<u>\$ 3,692,958</u>	<u>\$ 3,562,944</u>	<u>\$ (130,014)</u>	<u>104%</u>
<i>In-Kind (Non-Federal Share)</i>	<u>\$ 814,984</u>	<u>\$ 893,189</u>	<u>\$ 78,204</u>	<u>91%</u>

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
2017 EARLY HEAD START PROGRAM
December 2017 Expenditures

1	2	3	4	5	6	7	8	9
	Jan-17 thru Mar-17	Apr-17 thru Jun-17	Jul-17 thru Sep-17	Oct-17 thru Dec-17	Total YTD Actual	Total Budget	Remaining Budget	% YTD
Expenditures								
a. Salaries & Wages (Object Class 6a)								
Permanent 1011	122,999	105,938	87,630	58,376	374,943	455,298	80,355	82%
Temporary 1013	14,255	16,424	12,812	7,783	51,275	77,404	26,129	66%
a. PERSONNEL (Object class 6a)	137,254	122,362	100,441	66,160	426,218	532,702	106,484	80%
b. FRINGE (Object Class 6b)	78,063	68,053	55,605	42,447	244,168	368,092	123,924	66%
d. EQUIPMENT (Object Class 6d)	-	-	-	-	-	15,400	15,400	0%
e. SUPPLIES (Object Class 6e)								
1. Office Supplies	425	(1,853)	174	3,028	1,774	3,000	1,226	59%
2. Child and Family Serv. Supplies/classroom St	1,821	9,332	198	1,704	13,055	13,500	445	97%
4. Other Supplies	-	-	-	-	-	-	-	-
Computer Supplies, Software Upgrades, Con	-	375	2,411	2,860	5,646	7,500	1,854	75%
Health/Safety Supplies	-	-	-	-	-	2,000	2,000	0%
Miscellaneous Supplies	44	265	-	84	393	1,200	807	33%
Household Supplies	-	1,902	149	67	2,118	2,500	382	-
e. SUPPLIES (Object Class 6e)	2,290	10,020	2,933	7,744	22,986	29,700	6,714	77%
f. CONTRACTUAL (Object Class 6f)								
2. Health/Disabilities Services	-	-	-	-	-	-	-	-
Health Consultant	4,822	4,723	6,000	4,680	20,224	21,300	1,076	95%
5. Training & Technical Assistance - PA11	-	-	-	-	-	-	-	-
Interaction	-	-	-	-	-	7,500	7,500	0%
Josephine Lee (\$35,000/2)	2,550	3,975	-	-	6,525	14,000	7,475	47%
8. Other Contracts	-	-	-	-	-	-	-	-
FB-Fairgrounds Partnership	9,800	14,700	14,000	21,000	59,500	61,600	2,100	97%
FB-E. Leland/Mercy Housing Partnership	21,000	31,500	30,000	45,000	127,500	132,000	4,500	97%
Apiranet	-	222,000	(60,000)	180,900	342,900	342,900	-	100%
Crossroads	-	-	-	7,000	7,000	42,000	35,000	17%
Martinez ECC	11,200	16,800	14,500	43,100	85,600	96,000	10,400	89%
Child Outcome Planning & Admini. (COPA/Ni	680	-	-	1,337	2,017	3,000	983	67%
Enhancement/wrap-around HS slots with Sta	348,052	742,889	442,563	657,789	2,191,292	1,701,986	(489,306)	129%
f. CONTRACTUAL (Object Class 6f)	398,104	1,036,587	447,063	960,805	2,842,559	2,422,286	(420,273)	117%
h. OTHER (Object Class 6h)								
2. Bldg Occupancy Costs/Rents & Leases	327	542	393	78	1,340	1,500	160	89%
(Rents & Leases/Other Income)	-	-	-	-	-	-	-	-
4. Utilities, Telephone	526	751	318	620	2,215	4,000	1,785	55%
5. Building and Child Liability Insurance	-	-	-	-	-	-	-	-
6. Bldg. Maintenance/Repair and Other Occupa	132	306	1,758	79	2,275	1,500	(775)	152%
8. Local Travel (55.5 cents per mile)	1,179	1,860	870	826	4,735	6,300	1,565	75%
9. Nutrition Services	-	-	-	-	-	-	-	-
Child Nutrition Costs	239	380	-	-	619	600	(19)	103%
(CCFP & USDA Reimbursements)	(307)	(74)	0	-	(381)	(500)	(119)	-
13. Parent Services	-	-	-	-	-	-	-	-
PC Orientation, Trainings, Materials & Trans	351	1,254	312	182	2,099	1,700	(399)	123%
Policy Council Activities	-	-	748	53	801	900	99	89%
Child Care/Mileage Reimbursement	262	1,006	186	338	1,791	1,500	(291)	119%
14. Accounting & Legal Services	-	-	-	-	-	-	-	-
Auditor Controllers	-	-	-	-	-	1,000	1,000	0%
Data Processing/Other Services & Supplies	651	651	601	902	2,805	2,300	(505)	122%
15. Publications/Advertising/Printing	-	-	-	-	-	-	-	-
Recruitment Advertising (Newspaper, Brochu	-	-	-	-	-	100	100	-
16. Training or Staff Development	-	-	-	-	-	-	-	-
Agency Memberships (WIPFLI, Meeting Fer	6	1,500	1,575	-	3,081	10,200	7,119	30%
Staff Trainings/Dev. Conf. Registrations/Mei	5,725	3,624	1,832	-	11,181	28,244	17,063	40%
17. Other	-	-	-	-	-	-	-	-
Vehicle Operating/Maintenance & Repair	3,310	525	1,228	6,846	11,909	10,000	(1,909)	119%
Equipment Maintenance Repair & Rental	72	100	65	86	323	2,000	1,677	16%
Other Operating Expenses (Facs Admin/Oth	708	1,473	628	689	3,497	5,000	1,503	70%
Other Departmental Expenses	-	-	-	-	-	9,000	9,000	-
h. OTHER (6h)	13,180	13,899	10,512	10,699	48,290	85,344	37,054	57%
I. TOTAL DIRECT CHARGES (6a-6h)	628,892	1,250,921	616,554	1,087,855	3,584,221	3,453,524	(130,697)	104%
j. INDIRECT COSTS	25,592	35,954	15,083	32,108	108,737	109,420	683	99%
k. TOTALS - ALL BUDGET CATEGORIES	654,484	1,286,875	631,637	1,119,963	3,692,958	3,562,944	(130,014)	104%
Non-Federal Match (In-Kind)	163,621	321,719	249,420	80,225	814,984	893,189	78,204	91%

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP
December 2017 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 142,442	\$ 299,555	\$ 157,113	48%
b. FRINGE BENEFITS	88,295	216,733	128,438	41%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	5,916	4,800	(1,116)	123%
f. CONTRACTUAL	167,548	456,920	289,372	37%
g. CONSTRUCTION			-	0%
h. OTHER	42,649	50,813	8,164	84%
I. TOTAL DIRECT CHARGES	\$ 446,850	\$ 1,028,821	\$ 581,971	43%
j. INDIRECT COSTS	38,303	62,557	24,254	61%
k. TOTAL-ALL BUDGET CATEGORIES	<u>\$ 485,153</u>	<u>\$ 1,091,378</u>	<u>\$ 606,225</u>	<u>44%</u>
<i>In-Kind (Non-Federal Share)</i>	<u>\$ 137,059</u>	<u>\$ 272,845</u>	<u>\$ 135,786</u>	<u>50%</u>

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP
December 2017 Expenditures

1	2	3	4	5	6	7
	Jul-17 thru Sep-17	Oct-17 thru Dec-17	Total YTD Actual	Total Budget	Remaining Budget	% YTD
Expenditures						
a. Salaries & Wages (Object Class 6a)						
Permanent 1011	86,175	56,267	142,442	299,555	157,113	48%
Temporary 1013	-	-	-	-	-	
a. PERSONNEL (Object class 6a)	86,175	56,267	142,442	299,555	157,113	48%
b. FRINGE BENEFITS (Object Class 6b)						
Fringe Benefits	52,846	35,449	88,295	216,733	128,438	41%
b. FRINGE (Object Class 6b)	52,846	35,449	88,295	216,733	128,438	41%
e. SUPPLIES (Object Class 6e)						
1. Office Supplies	61	1,172	1,233	1,000	(233)	123%
2. Child and Family Serv. Supplies/classroom Supplies	40	522	562	1,200	638	47%
4. Other Supplies	-	-	-	-	-	
Computer Supplies, Software Upgrades, Comp Replacemnt	1,089	1,279	2,368	1,200	(1,168)	197%
Miscellaneous Supplies	-	25	25	100	75	25%
Household Supplies	936	793	1,728	1,300	(428)	133%
e. SUPPLIES (Object Class 6e)	2,125	3,791	5,916	4,800	(1,116)	123%
f. CONTRACTUAL (Object Class 6f)						
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	-	-	-	12,000	12,000	0%
8. Other Contracts	-	117,416	117,416	312,000	194,584	38%
Contra Costa Child Care Council	-	-	-	20,000	20,000	0%
First Baptist (20 slots x \$450)	-	-	-	3,000	3,000	0%
Child Outcome Planning and Administration (COPA/Nulinx)	53,000	(3,000)	50,000	109,920	59,920	45%
Enhancement/wrap-around HS slots with State CD Prog.	-	132	132	-	(132)	
f. CONTRACTUAL (Object Class 6f)	53,000	114,548	167,548	456,920	289,372	37%
h. OTHER (Object Class 6h)						
2. Bldg Occupancy Costs/Rents & Leases	4,760	3,595	8,355	3,800	(4,555)	220%
(Rents & Leases/Other Income)	-	-	-	-	-	
4. Utilities, Telephone	3,210	5,109	8,319	4,000	(4,319)	208%
5. Building and Child Liability Insurance	-	-	-	-	-	
6. Bldg. Maintenance/Repair and Other Occupancy	1,145	35	1,180	1,400	220	84%
8. Local Travel (54 cents per mile)	702	889	1,591	4,200	2,609	38%
13. Parent Services	-	-	-	-	-	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	-	-	-	-	-	
Child Care/Mileage Reimbursement	-	-	-	-	-	
14. Accounting & Legal Services	-	-	-	-	-	
Legal (County Counsel)	-	-	-	1,000	1,000	0%
Auditor Controllers	-	-	-	1,000	1,000	0%
Data Processing/Other Services & Supplies	269	403	672	1,000	328	67%
15. Publications/Advertising/Printing	-	-	-	-	-	
Outreach/Printing	-	-	-	400	400	
Recruitment Advertising (Newspaper, Brochures)	-	-	-	-	-	
16. Training or Staff Development	-	-	-	-	-	
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAE	-	-	-	-	-	
Staff Trainings/Dev. Conf. Registrations/Memberships - PA	14,746	2,895	17,641	25,907	8,266	68%
17. Other	-	-	-	-	-	
Vehicle Operating/Maintenance & Repair	688	224	912	2,000	1,088	46%
Equipment Maintenance Repair & Rental	2,468	428	2,897	4,000	1,103	72%
Other Operating Expenses (Facs Admin/Other admin)	590	492	1,082	2,106	1,024	51%
h. OTHER (6h)	28,578	14,071	42,649	50,813	8,164	84%
I. TOTAL DIRECT CHARGES (6a-6h)	222,725	224,125	446,850	1,028,821	581,971	43%
j. INDIRECT COSTS	14,702	23,601	38,303	62,557	24,254	61%
k. TOTALS - ALL BUDGET CATEGORIES	237,427	247,727	485,153	1,091,378	606,225	44%
Non-federal Match In-Kind	31,710	105,349	137,059	272,845	135,786	50%

CONDADO DE CONTRA COSTA
DIVISION DE SERVICIOS COMUNITARIOS
PROGRAMA DE HEAD START TEMPRANO - CC PARTNERSHIP #2
Diciembre 2017 desembolso

1 DESCRIPCIÓN	2 YTD Actual	3 Presupuesto Total	4 Cuenta Restante	5 % YTD
a. PERSONAL	\$ 138,149	\$ 859,703	\$ 721,554	16%
b. BENEFICIOS SUPLEMENTARIOS	91,130	655,766	564,636	14%
c. VIAJES	-	-	-	0%
d. EQUIPO	388	225,000	224,612	0%
e. ARTICULOS DE OFICINA	92,939	382,500	289,561	24%
f. CONTRATOS	123,861	1,559,100	1,435,239	8%
g. CONSTRUCCIÓN	-	-	-	0%
h. MISCELÁNEO	96,863	681,655	584,792	14%
I. TOTAL DE CARGOS DIRECTOS	\$ 543,330	\$ 4,363,724	\$ 3,820,394	12%
j. CARGOS INDIRECTOS	44,734	183,117	138,383	24%
k. TOTAL-CATEGORÍAS DEL PRESUPUESTO	\$ 588,064	\$ 4,546,841	\$ 3,958,777	13%
<i>Donación de mercancías y servicios (In-</i>	<i>\$ 149,619</i>	<i>\$ 1,136,710</i>	<i>\$ 987,091</i>	<i>13%</i>

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP #2
December 2017 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 138,149	\$ 859,703	\$ 721,554	16%
b. FRINGE BENEFITS	91,130	655,766	564,636	14%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	388	225,000	224,612	0%
e. SUPPLIES	92,939	382,500	289,561	24%
f. CONTRACTUAL	123,861	1,559,100	1,435,239	8%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	96,863	681,655	584,792	14%
I. TOTAL DIRECT CHARGES	\$ 543,330	\$ 4,363,724	\$ 3,820,394	12%
j. INDIRECT COSTS	44,734	183,117	138,383	24%
k. TOTAL-ALL BUDGET CATEGORIES	<u>\$ 588,064</u>	<u>\$ 4,546,841</u>	<u>\$ 3,958,777</u>	<u>13%</u>
<i>In-Kind (Non-Federal Share)</i>	<u>\$ 149,619</u>	<u>\$ 1,136,710</u>	<u>\$ 987,091</u>	<u>13%</u>

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP #2
December 2017 Expenditures

1	2 Mar-17 thru Jun-17	3 Jul-17 thru Sep-17	4 Oct-17 thru Dec-17	5 Total YTD Actual	6 Total Budget	7 Remaining Budget	8 % YTD
Expenditures							
a. Salaries & Wages (Object Class 6a)							
Permanent 1011	24,236	52,324	61,589	138,149	759,356	621,207	18%
Temporary 1013	-	-	-	-	100,347	100,347	0%
a. PERSONNEL (Object class 6a)	24,236	52,324	61,589	138,149	859,703	721,554	16%
b. FRINGE BENEFITS (Object Class 6b)							
Fringe Benefits	14,651	34,877	41,603	91,130	655,766	564,636	14%
b. FRINGE (Object Class 6b)	14,651	34,877	41,603	91,130	655,766	564,636	14%
d. EQUIPMENT (Object Class 6d)							
1. Office Equipment/Computer Equipment	-	388	-	388	125,000	124,612	0%
2. Vehicle Purchase	-	-	-	-	100,000	100,000	0%
d. EQUIPMENT (Object Class 6d)	-	388	-	388	225,000	224,612	0%
e. SUPPLIES (Object Class 6e)							
1. Office Supplies	-	18	1,964	1,982	2,000	18	99%
2. Child and Family Serv. Supplies/classroom Suppl	-	73	3,853	3,926	46,000	42,074	9%
Start-Up Child and Family Serv. Supplies/classr	22,531	3,045	56,982	82,558	216,000	133,442	38%
3. Other Supplies							
Computer Supplies, Software Upgrades, Comp F	-	1,724	2,650	4,374	12,000	7,626	36%
Health/Safety Supplies	-	-	-	-	3,500	3,500	0%
Start-Up Health/Safety Supplies	-	-	-	-	102,000	102,000	0%
Miscellaneous Supplies	-	-	51	51	500	449	10%
Household Supplies	-	13	35	48	500	452	10%
e. SUPPLIES (Object Class 6e)	22,531	4,872	65,536	92,939	382,500	289,561	24%
f. CONTRACTUAL (Object Class 6f)							
1. Adm Svcs (e.g., Legal, Accounting, Temporary C	-	-	-	-	18,000	18,000	0%
2. Health/Disabilities Services							
Health Consultant	-	-	-	-	19,500	19,500	0%
3. Training & Technical Assistance - PA11							
Interaction	-	-	-	-	10,000	10,000	0%
Josephine Lee	-	-	8,010	8,010	30,000	21,990	27%
UCSF Benioff	9,375	-	-	9,375	21,600	12,225	43%
4. Other Contracts							
Crossroads (20 slots x12 x\$500)	-	-	-	-	120,000	120,000	0%
Martinez ECC (16 slots x12 x\$500)	-	-	-	-	96,000	96,000	0%
Loss of Subsidy	-	-	-	-	194,000	194,000	0%
Child Outcome Planning and Administration (CC	-	-	946	946	2,054	1,107	46%
Enhancement EHS slots with State Child Dev. F	-	-	105,530	105,530	1,047,000	941,470	10%
f. CONTRACTUAL (Object Class 6f)	9,375	-	114,486	123,861	1,559,100	1,435,239	8%
h. OTHER (Object Class 6h)							
1. Bldg Occupancy Costs/Rents & Leases	-	217	13	231	36,000	35,769	1%
2. Utilities, Telephone	-	78	259	337	5,000	4,663	7%
3. Bldg. Maintenance/Repair and Other Occupancy	-	72	27	99	56,300	56,201	0%
Start-Up Bldg. Maintenance/Repair and Other Occ	1,627	-	76,226	77,852	377,000	299,148	21%
4. Local Travel (54 cents per mile)	29	219	201	449	7,000	6,551	6%
5. Parent Services							
Parent Conference Registration - PA11	-	-	-	-	1,000	1,000	0%
PC Orientation, Trainings, Materials & Translatic	-	-	-	-	5,000	5,000	0%
Policy Council Activities	-	-	-	-	3,000	3,000	0%
Parent Activities (Sites, PC, BOS luncheon) & A	-	-	-	-	3,200	3,200	0%
Child Care/Mileage Reimbursement	-	-	-	-	1,600	1,600	0%
6. Accounting & Legal Services							
Audit	-	-	-	-	500	500	0%
Auditor Controllers	-	-	-	-	500	500	0%
Data Processing/Other Services & Supplies	-	425	638	1,064	2,500	1,436	43%
7. Publications/Advertising/Printing							
Outreach/Printing	-	172	254	426	1,000	574	43%
Recruitment Advertising (Newspaper, Brochures)	-	243	-	243	1,000	757	24%
8. Training or Staff Development							
Agency Memberships (WIPFLI, Meeting Fees, I	-	-	-	-	22,108	22,108	0%
Staff Trainings/Dev. Conf. Registrations/Membe	6,175	6,541	1,558	14,274	60,500	46,226	24%
9. Other							
Site Security Guards	-	-	-	-	2,000	2,000	0%
Dental/medical Services	-	-	-	-	500	500	0%
Vehicle Operating/Maintenance & Repair	-	-	-	-	7,800	7,800	0%
Equipment Maintenance Repair & Rental	-	781	21	801	6,000	5,199	13%
Health and Safety Improvements	-	-	-	-	3,000	3,000	0%
Other Operating Expenses (Facs Admin/Other ac	205	254	627	1,086	79,147	78,061	1%
h. OTHER (6h)	8,035	9,002	79,825	96,863	681,655	584,792	14%
i. TOTAL DIRECT CHARGES (6a-6h)	78,827	101,464	363,039	543,330	4,363,724	3,820,394	12%
j. INDIRECT COSTS	9,679	5,899	29,157	44,734	183,117	138,383	24%
k. TOTALS - ALL BUDGET CATEGORIES	88,506	107,362	392,196	588,064	4,546,841	3,958,777	13%
Non-federal Match In-Kind	-	36,300	113,319	149,619	1,136,710	987,091	13%

**CAO Monthly Report
CSBG and Weatherization Programs
Year-to-Date Expenditures
As of December 31, 2017**

1. 2017 LIHEAP WX

Contract # 17B-3005

Term: Oct. 1, 2016 - March 31, 2018

Amount: WX \$ 963,937

Total Contract	\$ 963,937
Expenditures	(719,445)
Balance	<u>\$ 244,492</u>
Expended	<u>75%</u>

2. 2017 LIHEAP ECIP/EHA 16

Contract # 17B-3005

Term: Oct. 1, 2016 - March 31, 2018

Amount: EHA 16 \$ 1,034,329

Total Contract	\$ 1,034,329
Expenditures	(922,266)
Balance	<u>\$ 112,063</u>
Expended	<u>89%</u>

4. 2017 COMMUNITY SERVICES BLOCK GRANT (CSBG)

Contract # 17F-2007

Term: Jan. 1, 2017 - December 31, 2017



Amount: \$ 846,479

Total Contract	\$ 846,479
Expenditures	(682,469)
Balance	<u>\$ 164,010</u>
Expended	<u>81%</u>

EMPLOYMENT & HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
CHILD NUTRITION FOOD SERVICES
CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED
FY 2017-2018

Month covered	2017 November
Approved sites operated this month	15
Number of days meals served this month	19
Average daily participation	760
 Child Care Center Meals Served:	
Breakfast	11,574
Lunch	14,449
Supplements	10,242
Total Number of Meals Served	36,265

January 2018 – COMMUNITY SERVICES BUREAU PRESCHOOL MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1  BREAKFAST FRESH APPLE SPECIAL K CEREAL LUNCH BLACK BEAN CHILI (black beans, shredded cheese & chunky salsa) JICAMA STICKS SEASONED WITH CHILI FRESH KIWI WHOLE CORN TORTILLA CHIPS PM SNACK GOLDFISH CRACKERS 1% LOW-FAT MILK	2 BREAKFAST FRESH ORANGE ALL BRAN CEREAL LUNCH SUNBUTTER & JELLY SANDWICH STRING CHEESE BABY CARROTS FRESH PEAR WHOLE WHEAT BREAD PM SNACK PINEAPPLE TIDBITS COTTAGE CHEESE	3 BREAKFAST FRESH APPLE RICE CHEX CEREAL LUNCH *CHICKEN GUMBO (diced chicken, tomatoes, okra, celery, green peppers) FRESH TANGERINE BROWN RICE PM SNACK GRAHAM CRACKERS 1% LOW-FAT MILK	4 BREAKFAST FRESH BANANA CHEERIOS LUNCH BROCCOLI, CAULIFLOWER & CHEESE SOUP FRESH KIWI WHEATWORTH CRACKERS PM SNACK DICED PEACHES LOW-FAT PLAIN YOGURT	5 BREAKFAST UNSWEETENED APPLESAUCE WHOLE WHEAT CINNAMON BREAD LUNCH CHICKEN CURRY SALAD CUCUMBER SLICES/RANCH DRESSING FRESH PEAR WHOLE WHEAT PITA BREAD PM SNACK FRESH ORANGE HARDBOILED EGG
8 BREAKFAST FRESH APPLE SPECIAL K CEREAL LUNCH BLACK BEAN CHILI (black beans, shredded cheese & chunky salsa) JICAMA STICKS SEASONED WITH CHILI FRESH KIWI WHOLE CORN TORTILLA CHIPS PM SNACK GOLDFISH CRACKERS 1% LOW-FAT MILK	9 BREAKFAST FRESH TANGERINE CORN CHEX CEREAL LUNCH *GROUND TURKEY & SPANISH RICE (ground turkey, tomatoes, green pepper, onion) FRESH PEAR PM SNACK FRESH APPLE CHEDDAR CHEESE	10 BREAKFAST MANGO CHUNKS WHOLE WHEAT BAGEL/LOW-FAT CREAM CHEESE LUNCH *BEEF VEGETABLE STEW (beef cubes, sliced carrots, green peas, potatoes) FRESH ORANGE HALVE WHOLE WHEAT BREAD PM SNACK RITZ CRACKERS SUNBUTTER	11 BREAKFAST FRESH BANANA CINNAMON OATMEAL & RAISINS LUNCH PINTO BEANS RAINBOW COLESLAW FRESH APPLE WILD RICE PM SNACK SALSA(PICO DE GALLO) WHOLE CORN TORTILLA CHIPS	12 BREAKFAST FRESH ORANGE RICE CHEX CEREAL LUNCH TUNA SALAD (tuna, eggs, mayo, relish, celery, onions) SPRING SALAD MIX/ITALIAN DRESSING FRESH TANGERINE WHOLE WHEAT BREAD PM SNACK LETS GO FISHING TRAIL MIX (corn chex, pretzels, fish & cheese crackers) 1% LOW-FAT MILK
15 	16 BREAKFAST FRESH ORANGE RICE CHEX CEREAL LUNCH SUNBUTTER SANDWICH MOZZARELLA STRING CHEESE BABY CARROTS (NO DRESSING) FRESH APPLE SLICES WHOLE WHEAT BREAD PM SNACK ANIMAL CRACKERS 1% LOW-FAT MILK	17 BREAKFAST FRESH KIWI KIX CEREAL LUNCH *TACO SOUP (ground turkey, tomatoes, salsa, kidney beans, corn) FRESH TANGERINE WHOLE CORN TORTILLA CHIPS PM SNACK FRESH BANANA 1% LOW-FAT MILK	18 BREAKFAST FRESH ORANGE WHOLE WHEAT CINNAMON BREAD LUNCH HOPPIN' JOHN BLACKEYE PEAS SPINACH SALAD FRESH PEAR HOMEMADE CORNBREAD SQUARE PM SNACK DICED PEACHES COTTAGE CHEESE	19 BREAKFAST FRESH BANANA CHEERIOS LUNCH TURKEY HAM & SWISS CHEESE MAYO & MUSTARD DRESSING GREEN LEAF LETTUCE & TOMATO SLICE FRESH TANGERINE WHOLE WHEAT BREAD PM SNACK FRESH APPLE SUNBUTTER
22 BREAKFAST FRESH ORANGE KIX CEREAL LUNCH *VEGETABLE CHILI (kidney beans, tomatoes, bulgur wheat, yogurt, cheese) FRESH KIWI WHOLE WHEAT TORTILLA PM SNACK GRAHAM CRACKERS 1% LOW-FAT MILK	23 BREAKFAST FRESH PEAR CORN CHEX CEREAL LUNCH *DAFA DUKA (NIGERIAN DISH) (pinto beans, chicken, cabbage, & tomatoes) BROWN RICE FRESH TANGERINE PM SNACK – NUTRITION EXPERIENCE ANTS ON A LOG (celery sticks, sunbutter, raisins) 1% LOW-FAT MILK	24 BREAKFAST FRESH BANANA CORNFLAKES LUNCH *TURKEY SPAGHETTI CASSEROLE (ground turkey, tomato paste, onions) FRESH APPLE WHOLE WHEAT SPAGHETTI PM SNACK FRESH BROCCOLI & CAULIFLOWER/RANCH DIP WHEAT THIN CRACKERS	25 BREAKFAST FRESH KIWI ENGLISH MUFFIN WITH SUNBUTTER & JELLY LUNCH *MEXICAN PIZZA (refried beans, tomato paste, chunky salsa) SHREDDED MOZZARELLA CHEESE MANGO CHUNKS WHOLE WHEAT TORTILLA PM SNACK FRIENDS TRAIL MIX (kix, cheerios, corn chex, raisins, pretzels, dried apricots) 1% LOW-FAT MILK	26 BREAKFAST FRESH BANANA RICE CHEX CEREAL LUNCH - NEW ITEM CHICKEN PITA SALAD SHREDDED LETTUCE & DICED TOMATOES FRESH TANGERINE WHOLE WHEAT PITA BREAD PM SNACK LOW-FAT PLAIN YOGURT MIXED FRUIT
29 BREAKFAST FRESH ORANGE RICE CHEX CEREAL LUNCH VEGETARIAN BEANS TOASTED CHEESE SANDWICH SPRING SALAD MIX/ITALIAN DRESSING FRESH APPLE WHOLE WHEAT BREAD PM SNACK RITZ CRACKERS 1% LOW-FAT MILK	30 BREAKFAST FRESH KIWI SPECIAL K CEREAL LUNCH FILIPINO ADOBO OVER BROWN RICE (diced chicken, soy sauce, vinegar) FRESH BROCCOLI FLORETS/RANCH DRESSING FRESH TANGERINE PM SNACK FRESH BANANA SUNBUTTER	31 BREAKFAST FRESH APPLE WHOLE WHEAT BAGEL/LOW-FAT CREAM CHEESE LUNCH CHICKEN CHILAQUILES WITH WHOLE GRAIN CORN TORTILLA CHIPS GREEN SALAD/ITALIAN DRESSING FRESH PEAR PM SNACK TROPICAL FRUIT SALAD GRAHAM CRACKERS	ALL BREAKFAST & LUNCH SERVED WITH 1% LOW-FAT MILK * Indicates vegetable included in main dish WATER IS OFFERED THROUGHOUT THE DAY	



Contra Costa County

To: Board of Supervisors
From: Todd Billeci, County Probation Officer
Date: February 27, 2018

Subject: Gift Cards for Foster Parent Recruitment, Retention, and Support (FPRRS) program

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Probation Department, to purchase 60 Walmart, 60 Target, 60 Safeway, and 60 Food Maxx gift cards in an amount of \$25 each for a total of \$6,000 to use to support foster parents prior to the Resource Family Approval (RFA) process.

FISCAL IMPACT:

100% Foster Parent Recruitment, Retention and Support (FPRRS) funding through the California Department of Social Services.

BACKGROUND:

In COUNTY FISCAL LETTER (CFL) NO. 17/18-37, Contra Costa County was allocated \$579,022 for Child Welfare and \$313,699 for Probation for a total of \$892,721 for the Foster Parent Recruitment, Retention, and Support (FPRRS) program. Counties shall utilize FPRRS funding to recruit, retain, and support foster parents, resource families, and relative caregivers. Prior to the Resource Family Approval (RFA) process, families housing youths are asked to support foster children without any financial support. The purchase of these gift cards will enable Probation to support foster parents as they care for Probation youths.

CONSEQUENCE OF NEGATIVE ACTION:

It will be difficult to retain foster parents for Probation youths.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Danielle Fokkema,
925-313-4195

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

By: , Deputy

cc:

ATTACHMENTS

CFL 17-18_37



**Contra
Costa
County**

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: February 27, 2018

Subject: Adopt Resolution of Acceptance and Notice of Completion for Security Renovations of West County Detention Facility, 5555 Giant Highway, Richmond

RECOMMENDATION(S):

(1) ADOPT Resolution No. 2018/69 accepting as complete the construction contract work preformed by Cornerstone Detention Projects, Inc., for the Security Renovation of West County Detention Facility, 5555 Giant Highway, Richmond. (WH103Z), (WH274B), (WJ275B), (WH295B)

(2) DIRECT the Clerk of the Board to file with the County Recorder a certified copy of Resolution No. 2018/69 and the attached Notice of Completion no later than fifteen (15) days after adoption.

FISCAL IMPACT:

There is no direct fiscal impact resulting from the adoption of the Resolution of Acceptance and Notice of Completion, but the adoption and recording will limit the period for filing stop payment notices and bond claims on this contract.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Ramesh Kanzaria
925-313-2000

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

By: , Deputy

cc:

BACKGROUND:

The main purpose of this project was to address ongoing facility repair and maintenance issues and to improve operational functions by renovating the facility interior and installing security upgrades. The lack of cell door monitoring was a potential safety concern compared to present day facilities, which have monitoring through the lock hardware. The lack of monitoring did not comply with current industry standards for detention facilities. The security electronics, cell locks, and camera system installed in this facility were reaching the end of their useful lives and needed to be replaced. On-going maintenance of the systems was increasing and consuming an excessive amount of resources. The analog Closed Circuit TV (CCTV) system had too few cameras and did not provide sufficient coverage of inmate areas. This project consisted of: 1) removing and replacing interior walls, installing electrical upgrades, and painting the visitation area and detention rooms; 2) removing and replacing detention room locks, installing new conductors in the electronics room, installing Programmable Logic Controllers (PLC's) and Touchscreen Control Stations in Central Control and Housing Units; 3) replacing the CCTV system with an Internet Protocol (IP) camera system and video management system ; and 4) installing a new Infrared Perimeter Intrusion Detection (IPID) beam system at the base of the fence that surrounds the entire facility.

CONSEQUENCE OF NEGATIVE ACTION:

Accepting a contract as complete is standard procedure and allows for proper closeout of the contract. If the above contract is not accepted as complete, the period for filing stop payment notices and bond claims may be extended.

ATTACHMENTS

Resolution No. 2018/69

Notice of Completion

Recorded at the request of: Ramesh Kanzaria 925-313-2000

Return To: Diana Howard, 925-313-2102

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

Adopted this Resolution on 02/27/2018 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐

Resolution No. 2018/69

IN THE MATTER OF, Accepting and Giving Notice of Completion of Contract with Cornerstone Detention Products, Inc., for the Security Renovations of West County Detention Facility, 5555 Giant Highway, Richmond (WH103Z), (WH274B), WJ275B), WH295B)

WHEREAS, on the 1st day of March, the County (Owner) Contracted with Cornerstone Detention Products, Inc. for the Security Renovation of West County Detention Facility, 5555 Giant Highway, Richmond.

WHEREAS, the Director of Public Works reports that said work has been inspected and complies with the approval plans and specifications, and recommends its acceptance as of February 27, 2018.

NOW, THEREFORE, BE IT RESOLVED,

1. The contract work for the above project is accepted as recommended above, and
2. Within fifteen (15) days after adoption of this Resolution, the Clerk of the Board shall file with the County Recorder a certified copy of this Resolution of Acceptance and the attached Notice of Completion.

Contact: Ramesh Kanzaria 925-313-2000

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

ATTESTED: February 27, 2018

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

By: , Deputy

cc:

Recorded at the request of:

Contra Costa County Public Works Dept.
Capital Projects Management Div.

When recorded, return to:

Contra Costa County Public Works Dept.
Capital Projects Management Div.
255 Glacier Drive
Martinez, CA 94553

NOTICE OF COMPLETION

(Civil Code Section 9204)

NOTICE IS GIVEN of completion of the following public work of improvement:

- (1) Project name: Security Renovations of West County Detention Facility
- (2) Date of completion: December 7, 2017
- (3) Name and address of Owner: Contra Costa County, c/o Contra Costa County Public Works Department, Capital Projects Management Division, 255 Glacier Drive, Martinez, CA 94553
- (4) Name and address of Direct Contractor: Cornerstone Detention Products, Inc., 1400 Hwy 20, Madison, Alabama 35756
- (5) Name and address of Construction Lender: None
- (6) Description of site: The West County Detention Facility is located at 5555 Giant Highway, Richmond

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the agent of the Owner named above, that I have read this Notice, that I know and understand the contents, and that the facts stated in the Notice are true and correct.

Dated: February 27, 2018

Ramesh Kanzaria
Contra Costa County Public Works Dept.
Capital Projects Management Div.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: Amendment to Parking Easement Agreement with Contra Costa Cinemas, LLC, Martinez area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an amendment to a parking easement agreement with Contra Costa Cinema (Cinema), LLC, to revise the location of parking areas for County use within Cinema's property located at 555 Center Avenue, Martinez, as recommended by the Public Works Director. (Project No.: T00277)

AUTHORIZE the Public Works Director, or designee, to record said Amendment with the Clerk-Recorder's Department.

FISCAL IMPACT:

100% General Fund.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☐ 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: February 27, 2018

Contact: Dave Silva, 925.
313-2132

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

By: , Deputy

cc:

BACKGROUND:

Contra Costa Cinema (Cinema) owns 555 Center Avenue, Martinez, identified as Assessor's Parcel No. 162-493-012, which includes a movie theater. The County owns 595 Center Avenue, Martinez, identified as Assessor's Parcel No. 162-493-009, which is used as a County facility. On August 8, 1990, the County and Cinema's predecessor in interest, Duffel Financial and Construction Company, entered into a parking easement agreement that, among other things, allows the County and persons visiting the County facility to use 30 parking spaces on Cinema's property between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday.

Cinema intends to complete a remodel project that will require its use of some parking spaces designated for County use under easement agreement. This amendment to the parking easement agreement will revise the location of the 30 parking spaces on Cinema's property that will be available for County use to accommodate Cinema's remodel of its facilities. The parking spaces the County will be able to use are shown in Exhibits A-1 and A-2 of said amendment.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved the Cinema could temporarily block the County's use of parking spaces on Cinema's property during the remodel project, which would negatively impact County operations at 595 Center Avenue, Martinez.

ATTACHMENTS

Parking Easement Agreement

RECORDING REQUESTED OF:
Contra Costa County

AFTER RECORDING RETURN TO:

Contra Costa County
General Services Department
Facilities Management Division
255 Glacier Drive
Martinez, CA 94553
Attention: Karen Laws

APN: 162-493-009 and 162-493-012

(SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE)

AMENDMENT TO PARKING EASEMENT AGREEMENT

Effective Nov. 9, 2017 ("**Effective Date**"), CONTRA COSTA COUNTY, a political subdivision of the State of California ("**County**"), and CONTRA COSTA CINEMA, LLC, a California limited liability company, ("**Cinema**") enter into this Amendment to Parking Easement Agreement ("**Amendment**") to amend that certain Parking Easement Agreement recorded on August 16, 1990, in Book 16056, at Page 631, as Instrument No. 90-167631 in the Official Records of Contra Costa County (the "**Easement Agreement**"), as follows.

Recitals

Whereas, on August 8, 1990, the County and DUFFEL FINANCIAL AND CONSTRUCTION COMPANY, a California corporation ("**Duffel**"), entered into the Easement Agreement to allow the County to use parking spaces on certain real property owned by Duffel, as more particularly described in the Easement Agreement.

Whereas, Cinema now owns the real property previously owned by Duffel and has succeeded to Duffel's interest under the Easement Agreement.

Whereas, the County and Cinema desire to amend certain terms and provisions of the Easement Agreement, as set forth in this Amendment.

Amendment

NOW, THEREFORE, for valuable consideration, the County and Cinema agree to amend the Easement Agreement as follows:

1. **Exhibit "A"** to the Easement Agreement is deleted in its entirety and replaced with new **Exhibit "A-1,"** attached hereto.
2. **Exhibit "A-2"** attached hereto is added as **Exhibit "A-2"** to the Easement Agreement.
3. Section 3 of the Easement Agreement is deleted in its entirety and replaced with the new Section 3 to read as follows:

3. EASEMENT GRANTED TO COUNTY:

Cinema hereby grants to County an exclusive easement, appurtenant to County's adjoining lands to the east, for use of thirty (30) parking spaces, as more particularly described in **Exhibit "A-1"** and depicted in **Exhibit "A-2"**, during the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday, for parking purposes and for no other purposes whatsoever, together with rights of ingress and egress in all of the real property commonly identified as 555 Center Avenue, Martinez, California.

4. Except as expressly herein provided, the Easement Agreement remains in full force and effect.

CONTRA COSTA COUNTY, a political
subdivision of the State of California

By: _____
Brian M. Balbas
Interim Public Works Director

CONTRA COSTA CINEMA, LLC, a California
limited liability company

By: _____
Kyle Conner
Managing Member

RECOMMENDED FOR APPROVAL:

By: _____
Karen A. Laws
Principal Real Property Agent

APPROVED AS TO FORM:
SHARON L. ANDERSON, County Counsel

By: _____
Stephen M. Siptroth
Deputy County Counsel

SMS

EXHIBIT "A-1"

Parking Area One - 23 Parking Spaces

Beginning at the most easterly corner of Parcel A of M.S. 551-85, filed August 15, 1985, in Book 117 of Parcel Maps at Page 36, Contra Costa County Records; thence from said point of beginning South 29° 00' 00" West, 31.59 feet; thence south 64° 56'49" West, 111.60 feet; thence North 61° 00' 00" West 115.87 feet; thence North 29° 00' 00", 42.00 feet; thence South 61° 00' 00" East, 118.35 feet to the point of beginning.

Parking Area Two - 7 Parking Spaces

Beginning at a point on the southerly property line of Parcel A of M.S. 551-85, filed August 15, 1985, in Book 117 of Parcel Maps at Page 36, Contra Costa County Records; that is 165.58 feet from the southwesterly corner of said parcel; thence from said point of beginning South 45° 00' 00" West 18.00 feet; thence South 61° 00' 00" East, 59.50 feet, thence North 45° 00' 00" West 18.00 feet; thence North 61° 00' 00" West, 59.50 feet to the point of beginning.

EXHIBIT "A-2"

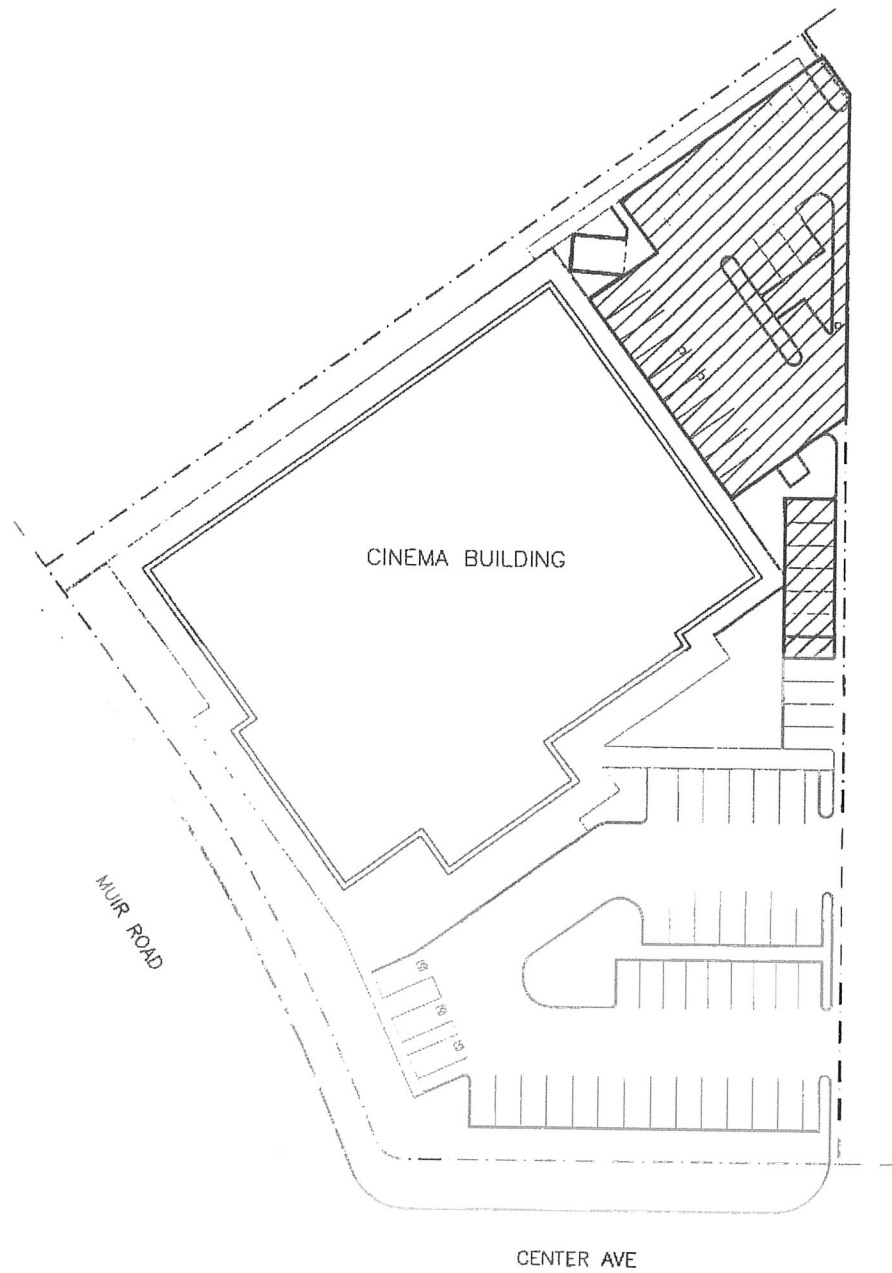


EXHIBIT 1A
PARKING EASEMENT



-PARKING EASEMENT

CALIFORNIA ALL-PURPOSE 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)

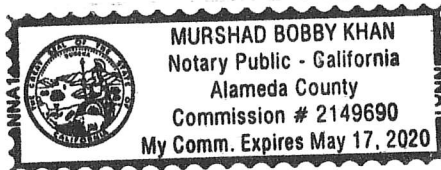
On 9th, NOVEMBER 2017 before me, MURSHAD BOBBY KHAN NOTARY PUBLIC
Date Here Insert Name and Title of Officer

Personally appeared KYLE CONNER
Name(s) of Signer(s)

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 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



Place Notary Seal Above

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to 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: AMENDMENT TO PARKING CASSEMENT AGREEMENT

Document Date: 9th, NOVEMBER 2017 Number of Pages: 2 - TWO

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: KYLE CONNER

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

Signer is Representing: _____

Signer's Name: _____

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

Signer is Representing: _____

RIGHT THUMBPRINT
OF SIGNER

RIGHT THUMBPRINT
OF SIGNER



Contra Costa County

To: Board of Supervisors
 From: David Twa, County Administrator
 Date: February 27, 2018

Subject: Stipend for Poetry Out Loud Winner

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay Alicia Stevens a stipend in the amount of \$150 for expenses related to representing Contra Costa County at the Statewide Poetry Out Loud competition in Sacramento.

FISCAL IMPACT:

The \$150 stipend has been included in the Poetry Out Loud grant from the State of California specifically for this purpose. (100% State)

BACKGROUND:

The State of California provides grant funds to counties each year to conduct an annual Poetry Out Loud Competition. The winner of the competition in each County competes in a statewide competition held in Sacramento. This year, Gwen Stevens, a junior at Independence High School in Brentwood, was awarded First Place in the Contra Costa County competition. Ms. Stevens was also the Contra Costa County winner last year. She will be representing Contra Costa County at the statewide competition on March 17-18, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Kristen Lackey, (925)
 335-1043

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

By: , Deputy

cc: Robert Campbell, County Auditor-Controller

BACKGROUND: (CONT'D)

The State of California provides grant funding to counties for the cost of the competition. Included in this grant is \$150 to be paid directly to the student to offset the cost of traveling to Sacramento for the statewide competition.

Approval of the recommendation will allow the Auditor-Controller to issue the payment to Ms. Stevens as required in the grant.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not be in compliance with the requirements of the grant.

CHILDREN'S IMPACT STATEMENT:

The Poetry Out Loud program helps to meet the County's children and family services outcomes, specifically Outcome # 1. Children Ready for and Succeeding in School.



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 27, 2018

Subject: Continue Extension of Emergency Declaration Regarding Homelessness

RECOMMENDATION(S):

CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999 regarding the issue of homelessness in Contra Costa County.

FISCAL IMPACT:

None.

BACKGROUND:

On November 16, 1999, the Board of Supervisors declared a local emergency, pursuant to the provisions of Government Code Section 8630 on homelessness in Contra Costa County.

Government Code Section 8630 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 14 days until the local emergency is terminated. In no event is the review to take place more than 21 days after the previous review. On February 6, 2018, the Board of Supervisors reviewed and approved the emergency declaration.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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: February 27, 2018

Contact: Enid Mendoza, (925)
335-1039

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

With the continuing high number of homeless individuals and insufficient funding available to assist in sheltering all homeless individuals and families, it is appropriate for the Board to continue the declaration of a local emergency regarding homelessness.