



Agenda

FINANCE COMMITTEE

February 25, 2019

9:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair

Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER approving the Record of Action for the December 3, 2018, Finance Committee meeting (Lisa Driscoll, County Finance Director)
4. CONSIDER accepting Department of Conservation and Development's attached additional recommendations regarding FY 2018/19 Community Development Block Grant funding for RYSE, Inc. and Pogo Park (Gabriel Lemus/CDBG Program Manager).
5. The next meeting is currently scheduled for March 25, 2019.
6. Adjourn

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

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

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

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

3.

Meeting Date: 02/25/2019

Subject: Record of Action for December 3, 2018 Finance Committee Meeting

Submitted For: FINANCE COMMITTEE,

Department: County Administrator

Referral No.: N/A

Referral Name: Record of Action

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

Referral History:

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

Referral Update:

Attached for the Committee's consideration is the Record of Action for its December 3, 2018 meeting.

Recommendation(s)/Next Step(s):

Staff recommends approval of the Record of Action for the December 3, 2018 meeting.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Draft Record of Action December 3, 2018

DRAFT



Agenda

FINANCE COMMITTEE

December 3, 2018

9:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair

Agenda Items:

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

Present: Karen Mitchoff, Chair
John Gioia, Vice Chair

Staff Present: Lisa Driscoll, Finance Director
Paul Reyes, Senior Deputy County Administrator
Patricia Frost, EMS Director
Warren Lai, Public Works
Ramesh Kanzaria, Public Works
Annie O, District IV Representative

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

There were no comments from the Public on items not on the agenda.

3. Staff recommends approval of the Record of Action for the July 23, 2018 meeting.

The Record of Action for the July 23, 2018 meeting was approved as recommended.

AYE: Chair Karen Mitchoff, Vice Chair John Gioia
Passed

4. ACCEPT Quarterly Capital Projects update.

Ramesh Kanzaria presented the Quarterly Capital Report. There are currently \$257 million in active projects, sixteen projects have been completed since the last report. The Office of Emergency Services project is currently ahead of schedule. The original date for substantial completion of the new Administration Building was March 26, 2020 per the original contract with Hensel Phelps. The project has

encountered delays from the following three primary reasons: 1) PG&E delay in moving the electric utilizes out of Pine Street; 2) Discovery of an abandoned petroleum pipeline and contaminated soil that both had to be removed; and 3) City of Martinez required a redesign of the storm drain replacement for Pine Street and design and installation of additional storm drains in the new Pine Street. Through extensive work with Hensel Phelps, Vanir Construction Management and County staff we have kept the total delay to the project to five weeks with a new contractual substantial completion date of April 30, 2020. Without the creative work on the project schedule the delay could have been as much as five months. Mr. Kanzaria reported that several large projects must be value engineered due to the current cost of construction. The Committee had no questions. Due to the high number of projects underway, the Committee asked that future reports be presented semi-annually.

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

5. CONSIDER report and request by the Director of Emergency Medical Services on EMS System Funding Recommendations.

Patricia Frost, Director of Emergency Services, was available to answer Committee questions. Supervisor Mitchoff updated the Committee on a potential regional tax measure and its potential impact on an EMS tax. The Committee directed staff to bring the Committee recommendation to the full Board to subsidize the EMS system in FY 2018/19. The monies were appropriated from reserves during the year-end close-out and will be transferred to EMS as they are needed for the projects identified. The Committee also directed staff to forward a recommendation to form an Ad Hoc Committee of first responders to begin working on the EMS tax measure.

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

6. The 2019 calendar is not yet established.
7. Adjourn

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Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

4.

Meeting Date: 02/25/2019

Subject: FY 2018/19 Community Development Block Grant - Additional Funding Recommendations

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

Department: Conservation & Development

Referral No.: CDBG Policy

Referral Name: CDBG Funding

Presenter: Gabriel Lemus, CDBG Program Manager

Contact: Gabriel Lemus (925) 674-7882

Referral History:

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

Referral Update:

See attached staff recommendations regarding projects.

Recommendation(s)/Next Step(s):

CONSIDER accepting Department of Conservation and Development's attached additional recommendations regarding FY 2018/19 Community Development Block Grant funding.

Attachments

FY 2018/19 CDBG - Additional Funding Recommendations



**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND
DEVELOPMENT
30 Muir Road
Martinez, CA 94553
Telephone: (925) 674-7882**

MEMORANDUM

DATE: February 25, 2019

TO: Finance Committee
Supervisor Karen Mitchoff, Chairperson
Supervisor John Gioia, Member

FROM: Gabriel Lemus, CDBG Program Manager

SUBJECT: Staff recommendations on allocating Community Development Block Grant (CDBG) funds to RYSE, Inc. for the acquisition of real property, and an additional allocation to Pogo Park for improvements at Harbour-8 Park.

RECOMMENDATION

1. **APPROVE** staff's recommendation to allocate \$382,500 of FY 2018/19 Community Development Block Grant (CDBG) funds to RYSE, Inc. for the acquisition of real property (two parcels) located at 4006 Macdonald Ave. in the City of Richmond (APN 517-320-025 and APN 517-320-005).
2. **APPROVE** staff's recommendation to allocate up to \$115,000 of FY 2018/19 Community Development Block Grant (CDBG) funds to Pogo Park for the construction of a mini playfield and associated amenities at Harbour-8 Park located in the City of Richmond.
3. **DIRECT** Conservation and Development staff to prepare staff reports on the Committee recommendation(s), to be considered by the Board of Supervisors on March 19, 2019.

BACKGROUND

On June 26, 2018, the Board approved the Contra Costa County Action Plan for the use of FY 2018/19 CDBG funds. As part of that Action Plan, there was approximately \$1,032,372 in unallocated CDBG funds for potential eligible, viable, and “shovel-ready” projects that may apply for project completion during the program year. That amount was based on projected program income that is received periodically throughout the program year. However, the amount of projected program income for FY 2018/19 is approximately \$1.1 million higher than most years due to a payoff of a previous CDBG housing loan.

The CDBG program income is considered by the U.S. Department of Housing and Urban Development (HUD) as part of the County’s available CDBG resources for FY 2018/19, but also is counted towards HUD’s expenditure requirements for the CDBG Program. In order to meet HUD’s expenditure requirements, some of the CDBG program income must be allocated and distributed to eligible and timely projects. Staff has received two requests for CDBG funds for two eligible and “shovel ready” projects that can be completed in a timely manner that would meet HUD’s expenditure requirements.

RYSE, Inc. – Acquisition of Real Property (Two Parcels)

On December 12, 2018, CDBG staff received an application from RYSE, Inc. (RYSE) for FY 2019/20 CDBG funds for the acquisition of two parcels that are contiguous and/or adjacent to its current property and youth/community center facility located at 205 41st Street, Richmond.

The proposed acquisition of the two parcels will allow RYSE to acquire real property located contiguous and/or adjacent to their current property and youth/community center located at 205 41st Street, in the City of Richmond. RYSE serves low-income youth in west Contra Costa County ages 13 to 21 including youth who are in and out of school, college bound, homeless, LGBT, and some who have been incarcerated. The acquisition of the property will allow RYSE to not only continue the full operations of the youth center, but will expand their facility parking, and will house RYSE’s administrative activities, and possibly host some of RYSE’s programming to add and/or enhance services provided to the youth in the City of Richmond. The County and RYSE have agreed on a negotiated price of \$425,000 for the acquisition of the two parcels. The agreed upon acquisition price is the combined market rate for the two parcels. If awarded the full recommendation of CDBG funds, RYSE will use funds from an award by the Hewlett Foundation that was previously committed to RYSE to make up the difference of the agreed upon acquisition price.

The proposed acquisition project is consistent with the County’s CDBG Consolidated Plan priority of maintaining quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities. Furthermore, the proposed acquisition is an eligible activity in accordance with federal regulations for the CDBG program [24CFR 570.201 (a) and 570.201 (c)]. In order to maintain eligibility, the facility must continue to operate to serve low-income youth for at least five years. If the facility ceases to operate during that timeframe, the CDBG funds must be returned

to the County based on the current Fair Market Value of the property at that time, less any portion of the value attributable to non-CDBG funds.

All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). Both the NEPA and CEQA reviews are in process of being completed and the project is expected to be converted to an exempt project. The project is not subject to Davis-Bacon federal prevailing wages because the CDBG funds will solely be used for acquisition of real property.

Pogo Park – Allocation of additional CDBG funds for Harbour-8 Park Mini Playfield Project

On May 10, 2016, the Board of Supervisors approved the Contra Costa County CDBG Action Plan for the use of FY 2016/17 CDBG funds. Under the Infrastructure/Public Facilities (IPF) category, Pogo Park was allocated \$220,210 of CDBG funds to construct a mini playfield and associated amenities (benches, lighting, landscaping) at Harbour-8 Park located in the Iron Triangle neighborhood within the City of Richmond. Experienced cost estimators using actual construction costs of similar projects during that time put the original budget together. After a couple of years preparing the design and landscape architectural plans, Pogo Park put the project out to bid in early January 2019, with bids due on January 31, 2019. Pogo Park received one bid for the project; however, due to the current high demand for construction, the bid was approximately \$115,000 higher than the original budget for the project. Consequently, Pogo Park is requesting \$115,000 in additional CDBG funds to fill the budget gap.

This project was previously found consistent the County's CDBG Consolidated Plan and eligible per the CDBG regulations. An environmental review under NEPA was previously completed on the project and the project converted to an exempt project.

Recommendations: Due to the nature of the RYSE project (acquisition) and due to County's CDBG program having sufficient program income on hand, staff is recommending this project as part of the FY 2018/19 Action Plan. Staff recommends that \$382,500 in FY 2018/19 CDBG funds be allocated to RYSE, Inc. for the acquisition of real property (two parcels) located at 4006 Macdonald Ave. in the City of Richmond (APN 517-320-025 and APN 517-320-005). Furthermore, the additional allocation counts towards the expenditure requirement established by HUD.

County CDBG staff also recommends allocating additional CDBG funds of up to \$115,000 of CDBG funds to Pogo Park for the construction of a mini playfield and associated amenities at Harbour-8 Park located in the City of Richmond. The additional funds would allow the project to commence construction and be completed in a timely manner.

Public Hearing and Transmittal of Recommendations: The Committee recommendations will be forwarded to the full Board of Supervisors prior to the public hearing that is scheduled for March 19, 2019.

cc: John Kopchik, Director – Department of Conservation and Development