



Agenda

FINANCE COMMITTEE

July 29, 2019

11:30 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 February 25, 2019, Finance Committee meeting (Lisa Driscoll, County Finance Director)
4. CONSIDER accepting the semi-annual Capital Projects Report (Ramesh Kanzaria, Capital Projects Division Manager/Public Works)
5. CONSIDER Countywide Single Audit for the Fiscal Year Ending June 30, 2018 (Lisa Driscoll, County Finance Director)
6. CONSIDER accepting Department of Conservation and Development's attached change in scope recommendation for previously awarded CDBG Project to RYSE, Inc. (Gabriel Lemus/CDBG Program Manager)
7. CONSIDER accepting Department of Conservation and Development's attached report regarding historical allocations of Community Development Block Grant (CDBG) funds. (Gabriel Lemus, CDBG Program Manager)
8. CONSIDER report of employee recognition programs (Lisa Driscoll, County Finance Director)
9. CONSIDER updated report on EMS System Funding Recommendations (Patricia Frost, Director, Emergency Medical Services)
10. DISCUSS the issues involved in a proposed sales tax measure; CONSIDER and provide staff direction on next steps (Supervisor John Gioia)
11. The next meeting is currently scheduled for Monday, August 26, 2019.

12. 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: 07/29/2019

Subject: Record of Action for February 25, 2019 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 February 25, 2019 meeting.

Recommendation(s)/Next Step(s):

Staff recommends approval of the Record of Action for the February 25, 2019 meeting.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Draft Record of Action February 25, 2019



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

Present: Chair Karen Mitchoff
Vice Chair John Gioia

Staff Present: Lisa Driscoll, Finance Director
Annie O, Chief of Staff, District IV
Gabriel Lemus, CDBG Program Manager/DCD

Attendees: Lana Tilley, Representative, RYSE, Inc
Ken Ikeda, Representative, RYSE, Inc
Toody Maher, Representative, Pogo Park

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

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

The Record of Action for the December 3, 2018 meeting was approved as recommended.

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

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

Gabriel Lemus, CDBG Program Manager, provided a summary of the recommendations regarding a portion of the additional funds available for FY 2018-19. The recommendation is to allocate an addition \$382,500 for the RYSE, Inc. to purchase two parcels adjacent to the RYSE Center; and an additional \$115,000 for POGO Park to complete construction of a mini playfield and associated amenities due

to actual constructions costs being higher than anticipated. Although the additional funding allocation was not competitive, both projects did submit formal requests for funding. The Committee recommended that the additional funds for both projects be approved. Supervisor Mitchoff asked that a report be provided to Finance Committee outlining projects that applied for funding over the last five-to-six years. The report is to include how projects apply for and are chosen to be recommended for funding.

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

5. The next meeting is currently scheduled for March 25, 2019.

6. Adjourn

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Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

4.

Meeting Date: 07/29/2019

Subject: SEMI-ANNUAL CAPITAL PROJECTS REPORT

Submitted For: FINANCE COMMITTEE,

Department: County Administrator

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

Referral Name: Capital Projects Report

Presenter: Ramesh Kanzaria, Capital Projects
Division Manager

Contact: Brian Balbas (925)
313-2284

Referral History:

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

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

Beginning in 2011, the Finance Committee requested that Capital Facility Reports be reviewed quarterly.

On December 3, 2018, the Committee asked that future reports be presented semi-annually.

Referral Update:

Semi-annual update. Per Committee request the report elements have been updated. The Capital Projects report is now broken-out by stages - feasibility, design and estimates. Projects under construction are also identified. The FLIP Projects report now break-outs the "in progress" projects for both Capital projects and Facilities Maintenance, and "completed" projects for both Capital projects and Facilities Maintenance are identified and include a completion date.

Recommendation(s)/Next Step(s):

ACCEPT semi-annual Capital Projects update.

Attachments

Semi-Annual Capital Projects Report

CAPITAL PROJECTS REPORT

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

Funding Source	Projects	
AB109	0	
Airport Enterprise Fund	0	
Capital Facilities Fund - Sheriff's	0	
CCFPD Capital Outlay Fund	0	
CSA R-9	0	
Conservation & Development	1	
County Drainage Maintenance	0	
DCD/Redevelopment	0	
Sheriff Law Enforcement Training Center	1	
Energy Fund	0	
Enterprise 1 Fund	7	
Federal/State Funds	1	
Federal/State County Funds	2	
Fire Protection Fund	2	
General Fund	8	
General Fund - HSD	13	
General Fund - EHSD	3	
Health Services Capital Budget	2	
HEAP	0	
Hospital Enterprise Fund	2	
	28	
Land Development Fund	0	
Measure WW	0	
Mental Health Realignment Funds	0	
MHSA	1	
PG&E On Bill Financing Loan	1	
Probation	0	
Risk Management	1	
Road Funds	0	
Sale of Property	1	
State/County Funds	0	
Stormwater Utility Assessment #17 (PWD)	1	
TLC Fund/Park Dedication Fees	1	
Various HSD	0	
Whole Person Care Initiative & HSD General Fund	0	
	72	
FUNDED PROJECTS:	72	\$345,650,692
CPM Flup/Projects in Progress	9	\$ 11,123,490
Job Order Contract (JOC), As Needed	1	\$ 14,700,000
TOTAL PROJECTS:	82	\$ 371,474,182

PROJECT SIZE	Projects
Under \$100,000 - \$100,000	6
between \$100,001 - \$250,000	11
between \$250,001 - \$500,000	8
between \$500,001 - \$1,000,000	8
Projects over \$1,000,001	18
To be determined	22
TOTAL PROJECTS:	72

14 NEW PROJECTS since last report:	APPROX. PROJECT VALUE
F/S 2 Roof Repair at 2012 Geary Road, Pleasant Hill	\$ 650,000
F/S 6 Roof Repair at 2210 Willow Pass Road, Concord	\$ 400,000
Assess ADA Parking Compliance at CCRMC	\$ 350,000
Wayfinding Analysis Estimate at CCRMC	\$ 100,000
Ventilation Upgrade at CCRMC	TBD
Replace Program Logic Controller (PLC) at CCRMC	\$ 600,000
New Antioch Care Center in Antioch	TBD
Concord Care Center IMP at 2047 Arnold Industrial Way, Concord	\$ 1,200,000
Est Res Youth Treatment Facility at 1034 Oak Grove Rd, Concord	\$ 3,000,000
Plan/Estimate Projects at 30 Douglas, Martinez	TBD
Estimate Personnel Move (PW) at 255 Glacier Drive, Martinez	\$ 230,000
Danville Boulevard UST Removal in Danville	\$ 120,000
EV Studies For multiple Sites in Downtown Martinez	TBD
Replace Camera System (MDF) at 1000 Ward Street, Martinez	TBD
TOTAL VALUE OF NEW PROJECTS:	\$ 6,650,000

12 COMPLETED PROJECTS since last report	APPROX. PROJECT VALUE
Parking Light Survey at CCRMC	TBD
Relocation of Richmond Health Center (WIC)	\$ 5,500,000
Est Parking Sec Cams at CCRMC	TBD
TI for agriculture and UIC extension	\$ 1,616,562
Surface Parking Lot Demo/Improvements at 1122 Esobar St., Martinez	\$ 2,637,148
Solar Panels at 1122 Escobar Street, Martinez	\$ 2,000,000
Negative Pressure Chemotherapy Room at CCRMC	\$ 1,500,000
ABCD Program Relocation	\$ 500,000
Remodel 2nd Floor, 40 Muir Road, Martinez	\$ 1,700,000
MSS Trailer Sliding Repair at CCRMC	\$ 143,628
Remodel on the 1st, 3rd and 4 Floor at 900 Ward, Martinez	\$ 1,228,364
Uppdale E Ward Restrooms	\$ 100,508
TOTAL VALUE OF COMPLETED PROJECTS:	\$ 16,926,210

2 CANCELLED PROJECTS since last report	APPROX. PROJECT VALUE
Restoration Center	\$ 2,000,000
Roof Truss Eval at 1275 Hall Avenue, Richmond (by building owner)	\$ 20,000
TOTAL VALUE OF CANCELLED PROJECTS:	\$ 2,020,000

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

PROJECTS IN THE ESTIMATE AND FEASIBILITY/DESIGN PHASES								
Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments	
Animal Services								
1	Additional Parking Lot and Play Area	4800 Imhoff Place, Martinez	Construction Documents	45%	6/30/2019	\$800,000	General Fund	Scope: Estimate only, Project Funding Under Review-Until then, On hold
2	Estimate to Renovate Lobby	910 San Pablo Avenue, San Pablo	Schematic Design	15%	TBD	\$290,000	General Fund	Pending additional funding. Project on hold
Contra Costa Fire District								
3	F/S 2 Roof Repair	2012 Geary Rd., Pleasant Hill	Bidding Phase	20%	10/1/2019	\$650,000	Fire Protection Fund	Proposal review in progress
4	F/S 6 Roof Repair	2210 Willow Pass Road, Concord	Bidding Phase	20%	10/1/2019	\$400,000	Fire Protection Fund	Proposal review in progress
5	New Fire Station No. 9 (CCCFPD)	550 Sally Ride Drive, Concord	Design Development	30%	6/1/2021	\$20,000,000	Fire Protection Fund	RRM Working on Design.
6	New Fire Station No. 86 (CCCFPD)	Willow Pass Rd. and Goble Dr. Bay Point	Design Development	10%	5/1/2021	\$14,000,000	Fire Protection Fund	RRM Working on Design.
7	Restoration of the Training Tower at Fire Station No. 10 (CCCFPD)	2945 Treat Blvd., Concord	Bidding Phase	20%	10/1/2019	\$650,000	Fire Protection Fund	
8	Tenant Improvement at CCCFPD Office	2010 Geary Road, Pleasant Hill	Feasibility	10%	6/30/2019	\$900,000	Fire Protection Fund/EMS Transport Fund	Scope: Estimate only, Project under discussion
County Administration								
9	Demolition of the Old Detention Facility	650 Pine Street, Martinez	Construction Documents	40%	TBD	\$1,600,000	General Fund	On hold
10	Remodel Suite 200 for CCTV	10 Douglas Drive, Martinez	Construction Documents	45%	6/30/2020	\$1,662,000	General Fund	Finalizing 95% CDs this month
11	M Module Remodel	1000 Ward Street, Martinez	Construction Documents	35%	TBD	\$975,000	General Fund	Project taken over by CAO

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
	Employment & Human Services							
12	Remodeling for Expanding Call Center	1275 Hall Avenue, Richmond	Construction Documents	50%	TBD	\$100,000	General Fund	Plans completed. Project on hold
13	Remodeling and Expand EHSD-Form Storage and Probation Area	1275 - A Hall Avenue, Richmond	Construction Documents	50%	8/30/2019	\$95,000	General Fund	In permit review
14	Modernize Elevator	4545 Delta Fair Blvd., Antioch	Design Development	15%	TBD	TBD	Federal, State, and County General Fund	In early design
15	Relocation of CSB Kitchen	Countywide	Feasibility	15%	TBD	TBD	Federal and State Funds	Project scope under review. Currently on hold
16	ADA Survey for PW Real Estate	4071 Port Chicago Hwy., Concord	Advisory Capacity	95%	TBD	TBD	Federal, State, and County General Fund	
	Health Services							
17	Assess ADA/MMDCP Parking	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$350,000	Hospital Enterprise Fund	Awaiting Consultant Proposal (PPD)
18	Wayfinding Analysis Estimate	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$100,000	Hospital Enterprise Fund	Hiring Consultant
19	Ventilation Upgrade	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	TBD	Hospital Enterprise Fund	Waiting for proposal from mechanical sub contractor and HSD directive to move forward
20	Replace Program Logic Controller (PLC)	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$600,000	Hospital Enterprise Fund	Hiring Consultant (Zeiger)
21	New Antioch Care Center	Antioch	Feasibility	2%	TBD	TBD	HEAP (Homeless Emergency Aid Program)	Waiting on HSD directive to move forward. Currently on hold
22	Concord Care Center Improvements	2047 Arnold Industrial Way Suite, A, Concord	Pre-design	10%	6/1/2020	\$1,200,000	HEAP (Homeless Emergency Aid Program)	Design Consultant on board
23	Estimate for Residential Youth Treatment Facility	1034 Oak Grove Rd, Concord	Schematic Design	15%	9/1/2020	\$3,000,000	MHSA Funds	Initial construction cost estimate high. Project on hold for now
24	Renovate Monument Signs	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	\$75,000	Hospital Enterprise Fund	On hold

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
25	Estimate for Survey of all Structures at the CCRMC Campus	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	TBD	Hospital Enterprise Fund	Waiting on direction from HSD
26	Estimate to Convert G Ward Basement to Office Space	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$1,625,000	Hospital Enterprise Fund	On hold
27	Estimate to Increase Parking Capacity	2500 Alhambra Avenue, Martinez	Feasibility	10%	TBD	\$8,100,000	Hospital Enterprise Fund	On hold
28	Install Controlled Access System on the 2nd Floor, the OR, And PACU	2500 Alhambra Avenue, Martinez	Schematic Design	5%	TBD	\$160,000	Hospital Enterprise Fund	Ratcliff will begin working on design once we are further along on the 5th Floor
29	Safety Improvements at Psych Emergency for Behavioral Health Services	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	\$490,000	Hospital Enterprise Fund	Report complete. Waiting on HSD directive to move forward
30	Additional CT Trailer	2500 Alhambra Avenue, Martinez	Feasibility	10%	TBD	\$675,000	Hospital Enterprise Fund	Scope: Determine location. Currently on hold
31	Elevator Modernization	2311 Lovelidge Road, Pittsburg	Bidding Phase	40%	6/30/2020	\$2,750,000	Hospital Enterprise Fund	5/22/19 Pre-Bid conference 5/23/19 walkthrough, bid opening scheduled for 6/13/19
32	Estimate to Install Dental Operator Bldg. 1	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	\$199,000	Hospital Enterprise Fund	On hold
33	Evaluation of Hospital Emergency Electrical	2500 Alhambra Avenue, Martinez	Pre-design	2%	TBD	TBD	100% Hospital Enterprise Fund	Electrical Engineer preparing cost proposal
34	201-Records Room Compliance	2500 Alhambra Avenue, Martinez	Feasibility	2%	TBD	TBD	Hospital Enterprise Fund	Under review w/HSD
35	201 - Segregate Sewer Lines	2500 Alhambra Avenue, Martinez	Feasibility	2%	TBD	TBD	Hospital Enterprise Fund	Under review w/HSD
36	Life Safety Drawings for all HSD Health Centers	Various Locations	Document	95%	7/15/2019	\$165,000	Hospital Enterprise Fund	Consultant to update the CCRMC drawings per the recent joint commission inspection comments
37	Medical Air Dryer Replacement	2500 Alhambra Avenue, Martinez	Permits	30%	TBD	\$72,500	Enterprise 1 Fund	In review for OSHPD permit
38	Estimate Electric Vehicle Chargers	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	TBD	Enterprise 1 Fund	Ongoing discussion with HSD
39	Analyze Resurface Parking Lot	2311 Lovelidge Road, Pittsburg	Bidding Phase	45%	8/30/2019	\$275,000	Enterprise 1 Fund	Mark Scott finalizing JOC proposal

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
40	Project to Replace Surgical Lights	2500 Alhambra Avenue, Martinez	Feasibility	10%	TBD	TBD	Enterprise 1 Fund	KMD to submit a fee proposal
41	Construct Data Center	2380 Bisso Lane, Concord	Bidding Phase	50%	9/1/2019	\$1,000,000	Enterprise 1 Fund	Awaiting Contractor proposal
42	Redesign Intake Desk	2500 Alhambra Avenue, Martinez	Feasibility	2%	TBD	TBD	Enterprise 1 Fund	Waiting on direction from HSD
43	Upgrade Access Control	2500 Alhambra Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	Architect is to submit cost proposal
44	Install Dehumidification System	2500 Alhambra Avenue, Martinez	Feasibility	25%	8/15/19	\$80,000	Enterprise 1 Fund???	Waiting for direction from HSD to start project
45	Expansion of mental health Center	2500 Alhambra Avenue, Martinez	Feasibility	TBD	TBD	TBD		To meet with HSD and identify the priority of this project in relation to the set list of projects. On hold
	Information Technology							
46	Plan/Estimate Projects	30 Douglas Drive, Martinez	Feasibility	5%	TBD	TBD	General Fund	On hold
	Public Works							
47	Estimate Personnel Move	255 Glacier Drive, Martinez	Feasibility	20%	TBD	\$0	General Fund	Consultant on board
48	Five Year Capital Facilities Plan	Countywide	Feasibility	20%	TBD	\$200,000	General Fund	DBA continuing data gathering and analysis - Project currently on hold
49	Public Works Expansion Project	255 Glacier Drive, Martinez	Feasibility	105%	TBD	TBD	General Fund	Work Request submitted to CAO. Project Currently on hold
50	Organization of Archive Documents	255 Glacier Drive, Martinez	Feasibility	90%	TBD	TBD	General Fund	Ongoing
51	Building Improvements	4191 Applan Way, El Sobrante	Construction	45%	8/30/2019	\$500,000	TLC Fund/Park Dedication Fund	Start construction this month
52	EV Studies for Multiple Sites in Downtown Martinez	800 Ferry Street, Martinez	Feasibility	3%	TBD	TBD	General Fund	CPM to review three sites

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
53	Sunpower Purchase Agreement	Various Locations	Design	5%	12/31/2020	\$21,350,614	General Fund	
	Risk Management							
54	Structural Repairs at Hope House	300 Illene Street, Martinez	Feasibility	10%	TBD	TBD	Risk Management	Drainage improvements complete. Structural repairs design in progress
	Sheriff Coroner							
55	Expansion of the West County Detention Facility	5555 Giant Highway, Richmond	Design Development	25%	TBD	\$95,000,000	\$70M from State Funds, \$25M County matched	50% Design Development will be completed this month
56	Relocation of the Sheriff Training Center	45 John Glenn Drive, Concord	Feasibility	0%	TBD	TBD	Sheriff Law Enforcement Training Center	On hold
57	Modify Existing Lighting, Module D, MDF	1000 Ward Street, Martinez	Feasibility	0%	TBD	TBD	General Fund	Per Joe Yee and Kevin L, this project needs to be reasigned
58	Replace Camera System	1000 Ward Street, Martinez	Feasibility	0%	TBD	\$1,500,000	General Fund	Project cancelled
Subtotal						\$181,589,114		
PROJECTS IN CONSTRUCTION								
	Conservation & Development							
59	Expand Onsite Storage for TI	40 Muir Road, Martinez	Construction	80%	7/15/2019	\$1,000,000	Conservation & Development Fund	Construction expected to complete this month
	Contra Costa Fire District							
60	New Fire Station No. 16 (CCCFPD)	4007 Los Arabis Road, Lafayette	Construction	95%	7/1/2019	\$5,200,000	Fire Protection Fund	Completion expected late June 2019
61	New Fire Station No. 70 (CCCFPD)	1800 23rd Street, San Pablo	Construction	65%	12/31/2020	\$13,000,000	Fire Protection Fund/City of San Pablo Funding \$2.5 M	Starting construction

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
	County Administration							
62	Replacement of the County Administration Building	1025 Escobar Street, Martinez	Construction	70%	4/30/2020	\$75,000,000	General Fund	In full swing construction.
	Health Services							
63	West County Health Center Expansion Install Clean Room in MIP Compounding Area at Inpatient Pharmacy	13585 San Pablo Avenue 2500 Alhambra Avenue, Martinez	Construction	65%	3/15/2020	\$17,474,000	Hospital Enterprise Fund	In full swing construction
64	Identify Additional Space for HSD Environmental	2120 Diamond Blvd. Suite 200 Concord	Construction	95%	7/15/2019	TBD	General Fund	
65	Install Doors at All Patient Sleeping Areas on 3C and 4C	2500 Alhambra Avenue, Martinez	Construction	95%	7/15/2019	\$245,000	Hospital Enterprise Fund	Ratcliff working on finalizing Construction Documents
67	HSD Mobile Clinic Lot Improvements	220 Glacier Dr., Martinez	Post Construction	95%	8/1/2019	\$287,701	General Fund	Close-out phase
68	Sheriff's Vehicle Storage Lot Improvements	220 Glacier Dr., Martinez	Post Construction	95%	8/1/2019	\$148,877	General Fund	Close-out phase
	Public Defenders							
69	Remodeling for the Public Defender's Juvenile Unit	2020 North Broadway, Walnut Creek	Construction	60%	8/30/2019	\$1,091,000	General Fund	Abatement done on 5/8/19, interior and exterior demo complete, framing in progress
	Public Works							
70	Danville Blvd. UST Removal	1193 Danville Blvd., Danville	Construction	0%	8/30/2019	\$120,000	Road Funds	
	Sheriff Coroner							
71	New Emergency Operations Center	1850 Muir Road, Martinez	Construction	75%	3/31/2020	\$50,000,000	General Fund	In full swing construction.

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
72	Relocation of Sheriff's Delta Substation	9100 Brentwood Blvd. Brentwood	Construction	85%	6/30/2019	\$250,000	General Fund	Interior work complete. Parking lot underway
					Subtotal	\$164,061,578		
					GRAND TOTAL	\$345,650,692		

**FACILITIES LIFE-CYCLE
INVESTMENT PROGRAM
(FLIP) REPORT**

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

Project Name	Address	Status	Estimated Proj. Budget/Cost
CAPITAL PROJECTS MANAGEMENT FLIP PROJECTS			
IN PROGRESS			
1 ADA/Fire/Life/Safety & Rooftop Equipment (FLIP)	5555 Giant Highway, Richmond	Mech upgrades & fire/life/safety work complete. design and ADA complete. Obtain bid/proposal	\$4,961,000
2 Roof, Roof top Equipment, Accessibility and Fire, Life and Safety Upgrades (FLIP)	50 Douglas Drive, Martinez	Mech upgrades & roofing complete. ADA and fire/life/safety to start construction	\$1,000,000
3 ADA/Fire/Life/Safety & Rooftop Equipment (FLIP)	202 Glacier Drive, Martinez	Obtain Bid/Proposal	\$562,240
4 ADA/Fire/Life/Safety & Rooftop Equipment (FLIP) 202	202 Glacier Drive, Martinez	Obtain Bid/Proposal	\$417,361
5 ADA/Fire/Life/Safety & Rooftop Equipment (FLIP)	910 San Pablo Ave., San Pablo	Preparing final design and permit drawing	\$129,000
6 ADA/FLS (FLIP)	4491 Bixler ADA/FLS, Byron	Project on hold	\$1,180,000
7 ADA/Fire/Life/Safety Upgrades (FLIP)	1000 Ward St, Martinez	Obtain Bid/Proposal	\$733,889
8 Flip Generator (FLIP)	10 Douglas Drive, Martinez	Finalizing design	\$440,000
9 North Richmond Pump Station Capital Renewal (FLIP)	North Richmond	Final report received 12/12/16. Project on hold	\$1,700,000
Subtotal			\$11,123,490
FACILITIES MAINTENANCE FLIP PROJECTS			
IN PROGRESS			
10 Seismic Shut-off valve	968 23rd Street, Richmond CAMPUS	In progress	\$1,851
11 FLIP 2019 convert lighting from a higher voltage lighting to lower voltage lighting for safety and security	5555 Grant Highway	Work Order #6627420 In progress	TBD
12 FLIP 2019 LED Lighting Retrofit	1960 Muir Road	Work Order # 6629816 In progress	TBD
13 FLIP 2019 LED Lighting Retrofit	1980 Muir Road	Work Order #6629817 In progress	TBD

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

Project Name	Address	Status	Estimated Proj. Budget/Cost
14	FLIP 2019 convert lighting from a higher voltage lighting to a lower voltage lighting for safety and security	5555 Gian Highway CAMPUS Work Order #6627420.03 in progress	TBD
15	FLIP 2019 convert lighting from a higher voltage lighting to a lower voltage lighting for safety and security	5555 Gian Highway CAMPUS Work Order #6627420.04 in progress	TBD
16	FLIP 2019 convert lighting from a higher voltage lighting to a lower voltage lighting for safety and security	5555 Highway CAMPUS Work Order #6627420.05 in progress	TBD
17	FLIP 2019 convert lighting from a higher voltage lighting to a lower voltage lighting for safety and security	5555 Highway CAMPUS Work Order #6627420.06 in progress	TBD
		Subtotal	\$1,851
COMPLETED			
18	Roofing	920 Mellus St. Completed	\$61,639
		Subtotal	\$61,639
CANCELLED			
19	Stair guardrails	1111 Ward Street, Martinez Cancelled	\$8,332
		Subtotal	\$8,332
		Grand Total	\$11,133,673

POTENTIAL SURPLUS PROPERTY REPORT

Potential Surplus Property – Finance Committee

Potential Surplus Property – Vacant Land

Location	City	Lot Size	Comments	Current Status
Bailey Road/Highway 4	Bay Point	7.5 Acres	CCC as Successor Agency to RDA	DCD negotiating potential sale
Canal Road	Bay Point	1.54 Acres	CCC as Successor Agency to RDA	DCD evaluating marketability
Wayne Street	Martinez	.35 Acres	Single Family Lot	Survey and CEQA work proceeding. Estimated date for sale of surplus, Summer 2019

Potential Surplus Property – Improved Sites

Address	City	Lot Size	Comments	Current Status
100 38 th Street	Richmond	2.86 Acres	Imp. w / 83,884 sq.ft. 2 story bldg. w/full basement	Reviewing for possible sale to non-profit housing group
210 O'Hare	Oakley	.62 Acres	Sheriff Sub-Station	Relocating to City of Brentwood space Sept. 2019
303 41 st Street	Richmond		HSD – Children's Mental Health	Relocating to San Pablo Summer 2020



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

5.

Meeting Date: 07/29/2019

Subject: Countywide Single Audit for the Fiscal Year Ending June 30, 2018

Department: County Administrator

Referral No.: 11/8/1999

Referral Name: Countywide Single Audit

Presenter: Lisa Driscoll, County
Finance Director

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

Referral History:

On November 8, 1999, the Board established a policy and procedure for addressing the annual findings and recommendations of the County's external auditors. The procedure directs that the Board refer the annual Single Audit findings to the Finance Committee, and that the County Administrator make a report to the Finance Committee on the current- and prior-year audit findings and recommendations that identifies what corrective action has been taken or is planned to be taken on each recommendation.

Referral Update:

Inasmuch as the current year Single Audit report encompasses all unresolved or pending audit issues from prior-year audits, this report responds directly to the current-year Single Audit report (FY ending June 30, 2018).

Recommendation(s)/Next Step(s):

Accept attached report regarding the Countywide Single Audit for the Fiscal Year Ending June 30, 2018 (also attached).

Fiscal Impact (if any):

Not applicable.

Attachments

Staff Report regarding Countywide Single Audit for the Fiscal Year Ending June 30, 2018

Single Audit - June 30, 2018

County of Contra Costa
Office of the County Administrator
MEMORANDUM

DATE: June 18, 2019

TO: FINANCE COMMITTEE:
Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair

FROM:  DAVID TWA, County Administrator
BY: LISA DRISCOLL, Finance Director

SUBJECT: **COUNTYWIDE SINGLE AUDIT FOR THE
FISCAL YEAR ENDING JUNE 30, 2018**

On November 8, 1999, the Board established a policy and procedure for addressing the annual findings and recommendations of the County's external auditors. The procedure directs that the Board refer the annual Single Audit findings to the Finance Committee, and that the County Administrator make a report to the Finance Committee on the current- and prior-year audit findings and recommendations that identifies what corrective action has been taken or is planned to be taken on each recommendation. Inasmuch as the current year Single Audit report encompasses all unresolved or pending audit issues from prior-year audits, this report responds directly to the current-year Single Audit report (FY ending June 30, 2018).

Internal Control Over Financial Reporting. Government Auditing standards require the external auditor to obtain reasonable assurance that the general-purpose financial statements are free of material misstatement. The external auditor reported no findings for internal control over financial reporting.

Internal Control Over Compliance. Government Auditing Standards and OMB Circular A-133 (which is applicable to federal programs) require the external auditor to report on both compliance with and internal controls over the major federal programs carried out by the County. The external auditor found once instance of significant deficiency of internal control over compliance with 2018-001 "Wage Rate Requirements".

The reportable conditions are described in the following report:

◆ Finding 2018-001: Wage Rate Requirements

Recommendation: The County should evaluate the effectiveness of its current internal control policies and procedures and establish new policies and procedures over withholding payment to construction contractors until certified payrolls are received (in accordance with the Title 29-Labor Part 5-Standards Provisions Applicable to Contracts Covering Federally

Financed and Assisted Construction).

Background: During the audit of the County's compliance with the Wage Rate Requirement for the Highway Planning and Construction Program, the Auditors noted that the Public Works Department did not receive the required certified payroll for 14 of a sample of 40 reports prior to disbursing funds to the contractors. Contractors are required to submit monthly certified payrolls and the Department did not review and verify required documents were received before approval for payment.

Corrective Action: The Public Works Department has improved its procedures and documentations to ensure compliance with the Wage Rate Requirement by revising a "checklist" to include certified payroll for both the primary contractor as well as all subcontractors. Invoices will not be approved for payment until the checklist is completed.

Prior Year Findings – None.

Attachments

cc:

Joanne Bohren, Division Manager of Internal Audit, Auditor-Controller's Office

Brian Balbas, Public Works Director

Diana Oyler, Public Works Chief of Fiscal Services

COUNTY OF CONTRA COSTA

Single Audit Reports

For the Year Ended June 30, 2018



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**COUNTY OF CONTRA COSTA
Single Audit Reports
For the Year Ended June 30, 2018**

Table of Contents

	<i>Page</i>
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1
Independent Auditor’s Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance; and Report on the Supplemental Schedule of Expenditures of Federal and State Awards Provided by the California Department of Aging, Schedule of Child Nutritional Program Revenues, and Supplemental State of California Department of Community Services and Development Schedules of Revenue and Expenditures	3
Schedule of Expenditures of Federal Awards.....	7
Notes to the Schedule of Expenditures of Federal Awards.....	11
Schedule of Findings and Questioned Costs.....	14
Supplemental Schedules:	
Supplemental Schedule of Expenditures of Federal and State Awards Provided by the California Department of Aging	18
Schedule of Child Nutritional Program Revenues.....	19
Supplemental Schedules of Revenue and Expenditures – EHSD-Community Services Bureau	20
Corrective Action Plan and Schedule of Prior Year Findings	27



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**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Board of Supervisors
of the County of Contra Costa
Martinez, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Contra Costa, California (County), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated December 14, 2018. Our report includes a reference to other auditors who audited the financial statements of the First 5 Contra Costa Children and Families Commission and the Housing Authority of the County of Contra Costa, as described in our report on the County's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macias Gini & O'Connell LLP

Walnut Creek, California
December 14, 2018



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**Independent Auditor's Report on Compliance For Each Major Federal Program;
Report on Internal Control Over Compliance; Report on the Schedule of Expenditures of Federal
Awards Required by the Uniform Guidance; and Report on the Supplemental Schedule of
Expenditures of Federal and State Awards Provided by the California Department of Aging,
Schedule of Child Nutritional Program Revenues, and Supplemental State of California
Department of Community Services and Development Schedules of Revenue and Expenditures**

To the Board of Supervisors
of the County of Contra Costa
Martinez, California

Report on Compliance for Each Major Federal Program

We have audited the County of Contra Costa's, California (County), compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended June 30, 2018. The County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

The County's basic financial statements include the operations of the Housing Authority of the County of Contra Costa (Housing Authority), which expended \$122,487,946 in federal awards which is not included in the accompanying schedule of expenditures of federal awards during the year ended June 30, 2018. Our audit, described below, did not include the operations of the Housing Authority because the Housing Authority engaged other auditors to perform an audit in accordance with the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of the Uniform Guidance. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County's compliance.

Opinion on Each Major Federal Program

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified a certain deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2018-001, that we considered to be a significant deficiency.

The County's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The County's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance and Report on the Supplemental Schedule of Expenditures of Federal and State Awards Provided by the California Department of Aging, Schedule of Child Nutritional Program Revenues, and Supplemental State of California Department of Community Services and Development Schedules of Revenue and Expenditures

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated December 14, 2018, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards and supplemental schedule of expenditures of federal and state awards provided by the California Department of Aging, schedule of child nutritional program revenues, and supplemental State of California Department of Community Services and Development schedules of revenue and expenditures (collectively, Supplemental Schedules), as listed in the table of contents, are presented for the purposes of additional analysis as required by the Uniform Guidance and the State of California, respectively, and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and Supplemental Schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

Macias Gini & O'Connell LLP

Walnut Creek, California
March 28, 2019

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COUNTY OF CONTRA COSTA
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2018

Federal Grantor/ Pass-Through Entity/ Federal Title	Federal CFDA No.	Grant Identifying Number	Federal Expenditures	Amount Passed to Subrecipients
U.S. Department of Agriculture				
Supplemental Nutrition Assistance Program Cluster:				
<u>Passed through State of California Department of Public Health</u> Supplemental Nutrition Assistance Program (SNAP)	10.551	16-10165	\$ 1,108,266	\$ 288,365
<u>Passed through State of California Department of Social Services</u> State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	CFLS 17/18-12, 51, 60	21,596,431	-
<u>Passed through State of California Department of Aging</u> State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	SP-1718-07	32,708	52,015
		Subtotal	<u>21,629,139</u>	<u>52,015</u>
		Cluster Subtotal	<u>22,737,405</u>	<u>340,380</u>
<u>Passed through State of California Department of Education</u> National School Lunch Program	10.555	01107-SN-07-R	315,052	-
Child and Adult Care Food Program	10.558	07-1195-1J	904,776	-
<u>Passed through State of California Department of Public Health</u> Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	15-10068 A03	4,458,184	-
<u>Passed through State of California Department of Food and Agriculture</u>				
Plant and Animal Disease, Pest Control, and Animal Care	10.025	17-8506-1211-CA	38,304	-
Plant and Animal Disease, Pest Control, and Animal Care	10.025	17-8506-1317-CA	26,626	-
Plant and Animal Disease, Pest Control, and Animal Care	10.025	16-8506-0934-GR	237,919	-
Plant and Animal Disease, Pest Control, and Animal Care	10.025	16-8506-0484-CA 17-8506-0484-CA	199,130	-
Plant and Animal Disease, Pest Control, and Animal Care	10.025	15-8506-1165-CA 16-8506-1165-CA	259,079	-
Plant and Animal Disease, Pest Control, and Animal Care	10.025	15-8506-1164-CA 15-8506-1164-CA	20,827	-
Plant and Animal Disease, Pest Control, and Animal Care	10.025	15-8506-0572-CA 16-8506-0572-CA	68,850	-
		Subtotal	<u>850,735</u>	<u>-</u>
<u>Passed through California Department of Food and Agriculture</u> Senior Farmers Market Nutrition Program	10.576	AP-1718-07	25,000	-
Total U.S. Department of Agriculture			<u>29,291,152</u>	<u>340,380</u>
U.S. Department of Housing and Urban Development				
<u>Direct Programs:</u>				
Community Development Block Grants / Entitlement Grants	14.218	N/A	7,124,120	1,527,366
Emergency Solutions Grant Program	14.231	N/A	342,015	201,155
Supportive Housing Program	14.235	N/A	251,686	251,686
Shelter Plus Care	14.238	N/A	209,793	209,793
Home Investment Partnerships Program	14.239	N/A	365,286	-
Homeless Management Information Systems Technical Assistance	14.261	N/A	175,596	175,596
Continuum of Care Program	14.267	N/A	321,267	321,267
Fair Housing Assistance Program, State and Local	14.401	N/A	1,000,596	1,000,596
<u>Passed through State of California</u> Emergency Solutions Grant Program	14.231	16-ESG-11116	446,178	261,624
<u>Passed through City of Oakland</u> Housing Opportunities for Persons with AIDS	14.241	G462120	236,875	88,722
Total U.S. Department of Housing and Urban Development			<u>10,473,412</u>	<u>4,037,805</u>
U.S. Department of Veterans				
<u>Direct Program:</u>				
Emergency Solutions Grant Program	14.231	N/A	286,715	286,715
Total U.S. Department of Veterans			<u>286,715</u>	<u>286,715</u>
U.S. Department of Justice				
<u>Direct Programs:</u>				
Services for Trafficking Victims	16.320	N/A	340,297	169,505
Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	16.590	N/A	630,929	393,604
Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	16.590	2015-WE-AX-0014	37,743	-
		Subtotal	<u>668,672</u>	<u>393,604</u>
DNA Backlog Reduction Program	16.741	N/A	189,183	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	N/A	71,610	71,610
Byrne Criminal Justice Innovation Program	16.817	N/A	165,188	-
Equitable Sharing Program	16.922	N/A	170,125	-
<u>Passed through State of California Department of Corrections and Rehabilitation</u> Juvenile Accountability Block Grants	16.523	BSCC 215-16	225	-
<u>Passed through Board of State & Community Corrections</u> Edward Byrne Memorial Justice Assistance Grant Program	16.738	BSCC 614-16	5,121	-
<u>Passed through State of California Office of Emergency Services</u>				
Crime Victim Assistance	16.575	VW16350070	246,705	-
Crime Victim Assistance	16.575	2015-VA-GX-0058	636,421	172,700
Crime Victim Assistance	16.575	VW17360070	583,904	-
Crime Victim Assistance	16.575	HA17040070	34,159	-
Crime Victim Assistance	16.575	UV16020070	176,641	-
Crime Victim Assistance	16.575	HA16030070	15,900	-
		Subtotal	<u>1,693,730</u>	<u>172,700</u>
<u>Passed through State of California Office of Emergency Services</u> Edward Byrne Memorial Justice Assistance Grant Program	16.738	BSCC 614-16	124,100	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	BSCC 614-17	323,720	323,720
Edward Byrne Memorial Justice Assistance Grant Program	16.738	BSCC 614-15	5,678	-
		Subtotal	<u>453,498</u>	<u>323,720</u>
Paul Coverdell Forensic Sciences Improvement Grant Program	16.742	CQ16120070	9,866	-
Paul Coverdell Forensic Sciences Improvement Grant Program	16.742	CQ17130070	13,428	-
		Subtotal	<u>23,294</u>	<u>-</u>
<u>Passed through Bureau of Juvenile Justice</u>				
Second Chance Act Reentry Initiative	16.812	MOU-BALA	61,131	-
Second Chance Act Reentry Initiative	16.812	2016-CZ-BX-0012	40,000	-
Second Chance Act Reentry Initiative	16.812	N/A	15,532	-
		Subtotal	<u>116,663</u>	<u>-</u>
Total U.S. Department of Justice			<u>3,897,606</u>	<u>1,131,139</u>

See accompanying notes to the Schedule of Expenditures of Federal Awards.

COUNTY OF CONTRA COSTA
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2018

Federal Grantor/ Pass-Through Entity/ Federal Title	Federal CFDA No.	Grant Identifying Number	Federal Expenditures	Amount Passed to Subrecipients
U.S. Department of Labor				
<u>Passed through National Asian Pacific Center</u>				
Senior Community Service Employment Program	17.235	PY2017 NAPCA SCSEP	\$ 532,429	\$ -
		Subtotal	<u>532,429</u>	<u>-</u>
Workforce Innovation and Opportunity Act (WIOA) Cluster:				
<u>Passed through State of California Employment Development Department</u>				
WIOA Adult Program	17.258	K8106027	1,818,451	67,288
WIOA Adult Program	17.258	K7102026	863,388	91,539
		Subtotal	<u>2,681,839</u>	<u>158,827</u>
WIOA Youth Activities	17.259	K8106027	911,962	480,955
WIOA Youth Activities	17.259	K7102026	576,712	461,498
		Subtotal	<u>1,488,674</u>	<u>942,453</u>
WIOA Dislocated Worker Formula Grants	17.278	K8106027	1,057,078	-
WIOA Dislocated Worker Formula Grants	17.278	K7102026	252,191	-
WIOA Dislocated Worker Formula Grants	17.278	K8106027	242,425	-
WIOA Dislocated Worker Formula Grants	17.278	K698357	148,206	-
		Subtotal	<u>1,699,900</u>	<u>-</u>
		Cluster Subtotal	<u>5,870,413</u>	<u>1,101,280</u>
			<u>6,402,842</u>	<u>1,101,280</u>
Total U.S. Department of Labor				
U.S. Department of Transportation				
<u>Direct Programs:</u>				
Airport Improvement Program	20.106	N/A	373,136	-
<u>Passed through State of California Department of Transportation</u>				
Highway Planning and Construction	20.205	HSIPL-5928 (131)	17,068	-
Highway Planning and Construction	20.205	HSIP 5928 (130)	101,040	-
Highway Planning and Construction	20.205	HSIPL-5928 (133)	111,880	-
Highway Planning and Construction	20.205	HSIPL-5928 (132)	38,267	-
Highway Planning and Construction	20.205	HSIPL-5928 (145)	72,186	-
Highway Planning and Construction	20.205	HSIPL 5928 (143)	41,026	-
Highway Planning and Construction	20.205	HSIPL-5928 (142)	47,175	-
Highway Planning and Construction	20.205	HSIPL 5928 (144)	40,000	-
Highway Planning and Construction	20.205	BRLS 5928 (107)	2,093,672	-
Highway Planning and Construction	20.205	BRL0 5928 (108)	1,661,381	-
Highway Planning and Construction	20.205	BRLS 5928 (125)	375,311	-
Highway Planning and Construction	20.205	HSIPL-5928 (117)	1,790,503	-
Highway Planning and Construction	20.205	HSIPL-5928 (118)	365,391	-
Highway Planning and Construction	20.205	BRLS 5928 (128)	234,152	-
Highway Planning and Construction	20.205	ATPL 5928 (136)	187,998	-
Highway Planning and Construction	20.205	HSIPL 5928 (140)	110,627	-
Highway Planning and Construction	20.205	BRLS-5928(104)	30,424	-
Highway Planning and Construction	20.205	CML-5928(121)	56,676	-
		Subtotal	<u>7,374,777</u>	<u>-</u>
<u>Passed through State of California Office of Traffic Safety</u>				
National Priority Safety Programs	20.616	DI18004	207,085	-
National Priority Safety Programs	20.616	OP18006	34,917	-
		Subtotal	<u>242,002</u>	<u>-</u>
<u>Passed through Job Access and Reverse Commute-Keys Auto Loan Program</u>				
Job Access and Reverse Commute Program	20.516	CA-37-X177	75,788	-
<u>Passed through State of California Office of Traffic Safety</u>				
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	AL1702	80,172	-
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	AL18010	230,851	-
		Subtotal	<u>311,023</u>	<u>-</u>
			<u>8,376,726</u>	<u>-</u>
Total U.S. Department of Transportation				
Institute of Museum and Library Services				
<u>Passed through State Office of the State Librarian</u>				
Promotion of the Humanities_Federal/State Partnership	45.129	N/A	5,000	-
<u>Passed through California State Library</u>				
Grants to States	45.310	40-8771	4,164	-
			<u>9,164</u>	<u>-</u>
Small Business Administration				
<u>Passed through Humboldt State University</u>				
Small Business Development Centers	59.037	SBAHQ-15-B-0068	204,754	-
			<u>204,754</u>	<u>-</u>
Environmental Protection Agency				
<u>Direct Program</u>				
The San Francisco Bay Water Quality Improvement Fund	66.126	N/A	53,054	-
			<u>53,054</u>	<u>-</u>
U.S. Department of Education				
<u>Passed through State of California Department of Rehabilitation</u>				
Rehabilitation Services_Vocational Rehabilitation Grants to States	84.126	29555	983,429	-
			<u>983,429</u>	<u>-</u>
U.S. Department of Health and Human Services				
<u>Direct Programs:</u>				
Head Start	93.600	N/A	24,076,585	3,945,486
Grants to Provide Outpatient Early Intervention Services with Respect to HIV Disease	93.918	N/A	320,195	55,378
Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224	N/A	3,246,347	-
Teenage Pregnancy Prevention Program	93.297	N/A	994,002	70,718

See accompanying notes to the Schedule of Expenditures of Federal Awards.

COUNTY OF CONTRA COSTA
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2018

Federal Grantor/ Pass-Through Entity/ Federal Title	Federal CFDA No.	Grant Identifying Number	Federal Expenditures	Amount Passed to Subrecipients
U.S. Department of Health and Human Services (Continued)				
<u>Passed through State of California Department of Aging</u>				
Special Programs for the Aging Title IV and Title II Discretionary Projects Aging Cluster:	93.048	90MP0203-01-04	\$ 3,000	\$ -
Special Programs for the Aging Title VII, Chapter 3 Programs for Prevention of Elder Abuse, Neglect, and Exploitation	93.041	AP-1718-07	14,334	14,334
Special Programs for the Aging Title VII, Chapter 2 Long Term Care Ombudsman Services for Older Individuals	93.042	AP-1718-07	55,036	52,148
Special Programs for the Aging Title III, Part D Disease Prevention and Health Promotion Services	93.043	AP-1718-07	58,382	44,556
National Family Caregiver Support, Title III, Part E	93.052	AP-1718-07	428,596	256,182
Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers	93.044	AP-1718-07	957,783	359,533
Special Programs for the Aging Title III, Part C Nutrition Services	93.045	AP-1718-07	1,585,772	312,494
Nutrition Services Incentive Program	93.053	AP-1718-07	386,544	-
		Cluster Subtotal	<u>3,486,447</u>	<u>1,039,247</u>
Medicare Enrollment Assistance Program	93.071	MI-1718-07	54,208	-
State Health Insurance Assistance Program	93.324	HI-1718-07	116,413	4,838
<u>Passed through State of California Department of Social Services</u>				
Guardianship Assistance	93.090	N/A	1,189,919	-
Guardianship Assistance	93.090	CFL 11/12-18; CFL 17/18-10	93,143	-
		Subtotal	<u>1,283,062</u>	<u>-</u>
Adoption Incentive Payments	93.603	CFL 17/18-48	66,178	-
Stephanic Tubbs Jones Child Welfare Services Program	93.645	CFL 17/18-11	623,383	-
Foster Care - Title IV-E	93.658	N/A	14,449,501	67,591
Foster Care - Title IV-E	93.658	CFL 11/12-18; CFL 16/17-77	90,146	-
Foster Care - Title IV-E	93.658	CFL 17/18-43	79,460	-
Foster Care - Title IV-E	93.658	CFL 11/12-18; CFL 17/18-10	583,985	59,330
Foster Care - Title IV-E	93.658	CFL 17/18-50	13,150	-
Foster Care - Title IV-E	93.658	CFL 11/12-18, CFL 17/18-11	1,717,655	-
Foster Care - Title IV-E	93.658	CFL 17/18-47, CFL 17/18-76, CFL 17/18-	735,344	215
		Subtotal	<u>17,669,239</u>	<u>127,136</u>
Adoption Assistance	93.659	CFL 11/12-18	1,118,529	-
Adoption Assistance	93.659	N/A	7,357,737	-
		Subtotal	<u>8,476,266</u>	<u>-</u>
Social Services Block Grant	93.667	CFL 17/18-11	923,565	-
Social Services Block Grant	93.667	N/A	864,953	-
		Subtotal	<u>1,788,518</u>	<u>-</u>
Community-Based Child Abuse Prevention Grants	93.590	ACIN J-80-17	39,829	-
Chafee Foster Care Independence Program	93.674	CFL 11/12-18, CFL 17/18-20	349,438	-
Promoting Safe and Stable Families	93.556	CFL 17/18-07 & 22	696,806	546,944
Temporary Assistance for Needy Families	93.558	CFL 17/18-16 & 62	35,939,567	2,051,796
Temporary Assistance for Needy Families	93.558	ACL 17-115	32,500	-
Temporary Assistance for Needy Families	93.558	CFL 17/18-15	2,250,958	-
Temporary Assistance for Needy Families	93.558	CFL 17/18-11	4,701,601	-
Temporary Assistance for Needy Families	93.558	CF 17/18-02	1,215,772	-
Temporary Assistance for Needy Families	93.558	CF 17/18-06	552,179	-
Temporary Assistance for Needy Families	93.558	N/A	12,536,551	-
		Subtotal	<u>57,209,128</u>	<u>2,031,796</u>
Refugee and Entrant Assistance_State Administered Programs	93.566	N/A	3,294	-
<u>Passed through California Department of Health & Human Services</u>				
Refugee and Entrant Assistance_State Administered Programs	93.566	N/A	95,123	-
HIV Care Formula Grants	93.917	15-11053 & 16-10846	559,747	5,352
HIV Prevention Activities_Health Department Based	93.940	15-10939	361,061	19,448
National Bioterrorism Hospital Preparedness Program	93.889	Agreement 14-10498 Reg #EP 1395123 - Contract #28-700-21	352,077	-
<u>Passed through State of California Department of Child Support Services</u>				
Child Support Enforcement	93.563	N/A	12,202,777	-
<u>Passed through the State of California Department of Community Services and Development</u>				
Low-Income Home Energy Assistance	93.568	17B-3005	1,274,821	-
Low-Income Home Energy Assistance	93.568	18B-4005	748,461	-
		Subtotal	<u>2,023,282</u>	<u>-</u>
Community Services Block Grant	93.569	17F-2007	508,260	274,887
Community Services Block Grant	93.569	18F-5007	377,744	100,766
		Subtotal	<u>886,004</u>	<u>375,653</u>
<u>Passed through State of California Department of Education - Child Development Program</u>				
CCDF Program Cluster:				
Child Care and Development Block Grant	93.575	C2AP7009	1,671,027	-
Child Care and Development Block Grant	93.575	CCTR7025	416,842	-
Child Care and Development Block Grant	93.575	CSPP7050	390,130	-
		Subtotal	<u>2,477,999</u>	<u>-</u>
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	CAPP7010	991,657	-
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	CCTR7025	906,849	-
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	CSPP7050	849,415	-
		Subtotal	<u>2,747,921</u>	<u>-</u>
		Cluster Subtotal	<u>5,225,920</u>	<u>-</u>

See accompanying notes to the Schedule of Expenditures of Federal Awards.

COUNTY OF CONTRA COSTA
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2018

Federal Grantor/ Pass-Through Entity/ Federal Title	Federal CFDA No.	Grant Identifying Number	Federal Expenditures	Amount Passed to Subrecipients
U.S. Department of Health and Human Services (Continued)				
<u>Passed through State of California Department of Support Services</u>				
Medical Assistance Program	93.778	CFL 17/18-44	\$ 1,007,646	\$ -
Medical Assistance Program	93.778	CFL 17/18-40	6,333,917	-
<u>Passed through State of California Department of Public Health</u>				
Medical Assistance Program	93.778	29-338-23	86,364	-
Medical Assistance Program	93.778	CFL 11/12-18	1,797,836	-
Medical Assistance Program	93.778	MCAC 2017-18-01-03-05-07	29,021,681	-
Medical Assistance Program	93.778	Alloc 201707	904,295	-
<u>Passed through State of California Department of Veterans Affairs</u>				
Medical Assistance Program	93.778	CFL 11/12-18, 12/13-16	1,572,089	-
<u>Passed through State of California Department of Aging</u>				
Medical Assistance Program	93.778	CFL 17/18-13, 13E, 21, 40, 44	4,599,730	-
Medical Assistance Program	93.778	CFL 11/12-18 PIN 168 Only	70	-
		Subtotal	<u>45,323,628</u>	<u>-</u>
<u>Passed through the County of Alameda</u>				
HIV Emergency Relief Project Grants	93.914	14797	1,619,016	199,179
<u>Passed through Public Health Foundation Enterprise Inc.</u>				
Antimicrobial Resistance Surveillance in Retail Food Specimens	93.876	5U01FD005796-02	59,258	-
<u>Passed through State of California Department of Health Care Services</u>				
Projects for Assistance in Transition from Homelessness (PATH)	93.150	2X06SM016005-17	143,607	-
Block Grants for Community Mental Health Services	93.958	3B09SM010005-17	2,162,609	654,694
<u>Passed through State of California Department of Alcohol and Drug Programs</u>				
Block Grants for Prevention and Treatment of Substance Abuse	93.959	07-NNA-07	5,996,844	3,573,457
<u>Passed through State of California Department of Public Health</u>				
Public Health Emergency Preparedness	93.069	14-10498 A04	990,990	-
Project Grants and Cooperative Agreements for Tuberculosis Control Programs	93.116	5NUS2PS004656	134,601	-
Disabilities Prevention	93.184	29-338-23	792,338	-
Childhood Lead Poisoning Prevention Projects_State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children	93.197	14-40064	47,639	-
Immunization Cooperative Agreements	93.268	10-95366	265,434	-
Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	0187.0290	20,651	-
Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program	93.505	15-10155	936,607	-
Refugee and Entrant Assistance_State / Replacement Designee Administered Programs	93.566	16-07-90899-00	331,600	-
		Subtotal	<u>331,600</u>	<u>-</u>
Maternal and Child Health Services Block Grant to the States Total U.S. Department of Health and Human Services	93.994	ALLOC 201707	<u>637,362</u>	<u>-</u>
			<u>201,670,513</u>	<u>12,649,326</u>
U.S. Department of Homeland Security				
<u>Passed through State of California Natural Resources</u>				
Boating Safety Financial Assistance	97.012	C17L0604	31,047	-
Boating Safety Financial Assistance	97.012	C1470032	2,424	-
Boating Safety Financial Assistance	97.012	C1570605	16,586	-
Boating Safety Financial Assistance	97.012	C1770601	6,168	-
Boating Safety Financial Assistance	97.012	N/A	11,939	-
		Subtotal	<u>68,164</u>	<u>-</u>
<u>Passed through State of California Office of Emergency Services</u>				
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-4301-DR-CA, Cal OES ID: 0130000	674,430	-
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-4305-DR-CA, Cal OES ID: 0130000	61,300	-
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-4308-DR-CA, Cal OES ID: 0130000	2,956,120	-
		Subtotal	<u>3,691,850</u>	<u>-</u>
Emergency Management Performance Grants	97.042	2017-0007	343,410	36,600
Pre-Disaster Mitigation	97.047	2016-0001	94,393	-
<u>Passed through Sonoma County Fire & Emergency Services</u>				
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	DR-4344-CA	15,986	-
<u>Homeland Security Grant Program:</u>				
<u>Passed through State of California Emergency Management Agency</u>				
Homeland Security Grant Program	97.067	2015-0078	258,082	54,775
Homeland Security Grant Program	97.067	2016-0102	107,939	-
Homeland Security Grant Program	97.067	2017-0083	160,273	-
		Subtotal	<u>526,294</u>	<u>54,775</u>
<u>Passed through the City and County of San Francisco</u>				
Homeland Security Grant Program	97.067	2016-0102	375,508	-
Homeland Security Grant Program	97.067	2017-0083	76,206	-
		Subtotal	<u>451,714</u>	<u>-</u>
		97.067 Subtotal	<u>978,008</u>	<u>54,775</u>
Total U.S. Department of Homeland Security			<u>5,191,811</u>	<u>91,375</u>
Total Expenditures of Federal Awards			<u>\$ 266,841,178</u>	<u>19,638,020</u>

See accompanying notes to the Schedule of Expenditures of Federal Awards.

COUNTY OF CONTRA COSTA
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2018

1. REPORTING ENTITY

The financial reporting entity, as defined by the Governmental Accounting Standards Board (GASB), consists of the primary government, which is the County of Contra Costa, California (County), organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

Funds received under the various grant programs have been recorded within the general fund, special revenue funds, capital projects fund, and enterprise funds of the County. The County utilizes the modified accrual method of accounting for the general fund, special revenue funds, and capital projects fund and full accrual basis of accounting for the enterprise funds.

The accompanying schedule of expenditures of federal awards (SEFA) is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in the SEFA may differ from amounts presented in, or used in, the preparation of the County's basic financial statements.

B. Schedule of Expenditures of Federal Awards

The accompanying SEFA presents the activity of all federal financial assistance programs of the County except for the awards related to the County of Contra Costa Housing Authority (Housing Authority) that conducted a separate single audit in accordance with the Uniform Guidance. Federal financial assistance received directly from federal agencies, as well as any federal financial assistance passed through the State of California and other agencies, is included in the SEFA. The SEFA was prepared from only the accounts of various grant programs and therefore does not present the financial position, change in fund balance/net position, or results of operations of the County. The SEFA includes the State defined Aging Cluster, which is different than Part 5 of the OMB Compliance Supplement, as permitted by the Uniform Guidance in 2 CFR 200.217.

The SEFA also includes the grant identifying number as provided by the federal or pass-through grantors. If no such number was provided, the County will denote "N/A" on the SEFA.

C. Loan Programs

The County has provided loans under several U.S. Department of Housing and Urban Development programs. These loans are made to carry out activities for affordable housing and economic development. The programs are administered both internally and by servicing and trust arrangements with financial institutions to collect loan repayments. The funds will be returned to the County programs upon repayment of the principal and interest and will be recorded as program income at that time. Loans extended under the Community Development Block Grants/Entitlement Grants (CDBG) and the Home Investment Partnerships Program (HOME) by the County are not considered loans as described in 2 CFR section 200.502, Basis for determining Federal awards expended, (b) Loans and Loan Guarantees (Loans).

COUNTY OF CONTRA COSTA
Notes to the Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2018

3. SUMMARY OF FEDERAL EXPENDITURES OF THE HOUSING AUTHORITY

The Housing Authority's expenditures are excluded from the accompanying SEFA because they are separately audited by other auditors. The programs of the Housing Authority for the fiscal year ended March 31, 2018, were as follows:

Program Title	Federal CFDA Number	Amount
U.S. Department of Housing and Urban Development		
Continuum of Care Program	14.267	\$ 5,585,045
Public and Indian Housing	14.850	5,388,086
Lower Income Housing Assistance Program		
Section 8 Moderate Rehabilitation	14.856	95,027
Housing Choice Voucher Program	14.871	108,878,351
Public Housing - Capital Fund Program	14.872	2,406,233
Family Self Sufficiency Program Coordinators	14.896	135,204
Total U.S. Department of Housing and Urban Development		<u>122,487,946</u>
Total Expenditures of Federal Awards		<u>\$ 122,487,946</u>

4. PROGRAMS FUNDED THROUGH THE STATE OF CALIFORNIA OFFICE OF EMERGENCY SERVICES:

The County had program specific audits performed by an independent auditor on the following programs passed through the State of California Office of Emergency Services:

State Grant Title	Federal CFDA Number	Grant Number
Human Trafficking Advocacy Program	16.575	HA17040070
Victim Witness Assistance Program	16.575	VW17360070
Underserved Victim Advocacy and Outreach	16.575	UV16020070

A copy of the audit report for the above programs can be obtained from the Office of the Auditor-Controller at 625 Court Street, Room 103, Martinez, California, 94553-1282.

5. INDIRECT COSTS

The County did not elect to use the 10% de minimis cost rate as covered in 2 CFR section 200.414 Indirect (F&A) costs.

COUNTY OF CONTRA COSTA
Notes to the Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2018

6. PROGRAM TOTALS

The following table summarizes programs funded by various sources or grants whose totals are not shown on the SEFA.

<u>Program Title/Federal Grantor or Pass through Grantor</u>	<u>CFDA Number</u>	<u>Expenditures</u>
<i>Emergency Solutions Grant Program</i>		
Direct from U.S. Department of Housing and Urban Development	14.231	\$ 342,015
Direct from U.S. Department of Veterans	14.231	286,715
Passed through State of California	14.231	446,178
Total Emergency Solutions Grant Program		<u>\$ 1,074,908</u>
<i>Edward Byrne Memorial Justice Assistance Grant Program</i>		
Direct	16.738	\$ 71,610
Passed through State of California Office of Emergency Services	16.738	453,498
Passed through Board of State & Community Corrections	16.738	5,121
Total Edward Byrne Memorial Justice Assistance Grant Program		<u>\$ 530,229</u>
<i>Refugee and Entrant Assistance_State Administered Programs</i>		
Passed through State of California Department of Social Services	93.566	\$ 3,294
Passed through State of California Department of Public Health	93.566	331,600
Passed through State of California Department of Health and Human Services	93.566	95,123
Total Refugee and Entrant Assistance_State Administered Programs		<u>\$ 430,017</u>
<i>Disaster Grants - Public Assistance (Presidentially Declared Disasters)</i>		
Passed through State of California Office of Emergency Services	97.036	\$ 3,691,850
Passed through Sonoma County Fire & Emergency Services	97.036	15,986
Total Disaster Grants - Public Assistance (Presidentially Declared Disasters)		<u>\$ 3,707,836</u>

COUNTY OF CONTRA COSTA
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2018

Section I **Summary of Auditor's Results**

Financial Statements:

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards:

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? Yes

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)? Yes

COUNTY OF CONTRA COSTA
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2018

Section I Summary of Auditor's Results (Continued)

Identification of major programs:

- | | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| (1) CFDA No. 10.557 | Special Supplement Nutrition Program for Women, Infants and Children |
| (2) CFDA No. 14.218 | Community Development Block Grants/Entitlement Grants |
| (3) CFDA No. 20.205 | Highway Planning and Construction (Federal-Aid Highway Program) |
| (4) CFDA No. 93.224 | Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care) |
| (5) CFDA No. 93.558 | Temporary Assistance for Needy Families (TANF) |
| (6) CFDA No. 93.563 | Child Support Enforcement |
| (7) CFDA No. 97.036 | Disaster Grants – Public Assistance (Presidentially Declared Disasters) |

Dollar threshold used to distinguish between Type A and Type B programs: \$3,000,000

Auditee qualified as low-risk auditee? Yes

Section II Financial Statement Findings

None reported in the current year.

COUNTY OF CONTRA COSTA
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2018

Section III Federal Award Findings and Questioned Costs

Finding 2018-001 Wage Rate Requirements
(Significant Deficiency in Internal Control Over Compliance)

Program Identification:

Awarding Agency: U.S. Department of Transportation
Passed Through: State of California Department of Transportation
Program Name: Highway Planning and Construction (HPC) Program
CFDA No.: 20.205
Award Number: All Awards
Award Year: Fiscal Year Ending June 30, 2018

Criteria:

Title 29 - Labor Part 5 – Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act), Subpart A – Davis-Bacon and Related Acts Provisions and Procedures §5.5 Contract provisions and related matters.

(a) The agency head shall cause or require the contracting officer to insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in §5.1, the following clauses (or any modifications thereof to meet the particular needs of the agency, provided, that such modifications are first approved by the Department of Labor):

(1) Minimum wages. (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

(ii) (A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the agency that is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number).

COUNTY OF CONTRA COSTA
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2018

Finding 2018-001 Wage Rate Requirement (Continued)

Condition:

During our audit of the County's compliance with the Wage Rate Requirement for the HPC Program, we selected a statistically valid sample of forty certified payroll reports from a population of approximately 533 certified payrolls for the construction period July 1, 2017 through June 30, 2018. We noted that the County did not receive the required certified payroll prior to the County's project managers' instruction to disburse funds to the prime contractors for 14 of the items selected. The 14 items were a combination of payments to both prime contractors and subcontractors.

Cause of Condition:

The County makes monthly payments to contractors. Although contractors are required to submit certified payrolls by the 15th of the next month, the County did not carefully review and verify required documents were received before approval for payment.

Effect:

The County's Public Works Department, who is responsible for overseeing compliance with the Wage Rate Requirement, did not consistently verify the laborers and mechanics employed by the contractors were paid prevailing wage rates before payment was released to the contractors. There is a risk that federal funds may be paid to contractors who do not comply with the Wage Rate Requirements, resulting in unallowable costs.

Questioned Costs:

None.

Recommendation:

We recommend that the County evaluate the effectiveness of its current internal control policies and procedures. In addition, we recommend, that the County establish internal control policies and procedures over withholding payment until the certified payrolls are received.

Views of Responsible Officials:

Public Works has identified procedure and documentation improvements to ensure compliance with the Wage Rate Requirement and that all certified payroll is received prior to the issuance of payment to the contractor. The "checklist" utilized in the review and approval process of invoices, will be revised to include certified payroll for both the primary contractor and all subcontractors. Invoices are not approved for payment until the checklist is completed. We have identified two opportunities to include additional notation to the contractor regarding the requirement for certified payroll. A specific notice will be made to the front of the Special Provisions to point out Section 7-1.03K(3) Certified Payroll Records of the Caltrans Standard Specifications to the contractor's attention, specifying the requirement for weekly certified payroll, including all subcontractors, as part of the invoicing process and prior to any approval for payments. An additional item will be added on the Preconstruction Checklist to the contractor regarding the requirement of certified payroll.

COUNTY OF CONTRA COSTA
Supplemental Schedule of Expenditures of Federal and State Awards Provided by the California Department of Aging
For the Year Ended June 30, 2018

Federal/State Grantor Pass-through Grantor Program Title	Catalog of Federal Domestic Assistance Number (CFDA)	Grant/ Contract Number	State Expenditures	Federal Expenditures
Federal and State Awards				
U.S. Department of Health & Human Services				
Aging Cluster				
Special Programs for the Aging Title VII, Part A Chapter 2 Long Term Care Ombudsman Services for Older Individuals	93.042	AP-1718-07	\$ -	\$ 55,036
Special Programs for the Aging Title VII, Part B Chapter 3 Programs for Prevention of Elder Abuse, Neglect, and Exploitation	93.041	AP-1718-07	-	14,334
Special Programs for the Aging Title III, Part D Disease Prevention and Health Promotion Services	93.043	AP-1718-07	-	58,382
Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers	93.044	AP-1718-07	38,449	957,783
Special Programs for the Aging Title III, Part C Nutrition Services	93.045	AP-1718-07	183,482	1,585,772
National Family Caregiver Support, Title III, Part E	93.052	AP-1718-07	-	428,596
Nutrition Services Incentive Program	93.053	AP-1718-07	-	386,544
		Subtotal Aging Cluster	<u>221,931</u>	<u>3,486,447</u>
Other Aging Programs				
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	SP-1718-07	-	32,708
Special Programs for the Aging Title IV and Title II Discretionary Projects	93.048	90MP0203-01-04	-	3,000
State Health Insurance Assistance Program	93.324	HI-1718-07	211,213	116,413
Medicare Improvements for Patients and Providers Act	93.071	MI-1718-07	-	54,208
U.S. Department of Agriculture				
Pass through California Department of Food and Agriculture				
Senior Farmers Market Nutrition Program	10.576	AP-1718-07	-	25,000
Total Expenditures of Federal and State Awards			<u>\$ 433,144</u>	<u>\$ 3,717,776</u>
STATE AWARDS				
California Department of Aging				
Special Deposit Fund (SDF)-State Facilities Citation Penalties	NA	AP-1718-07	\$ 49,083	
Skilled Nursing Facility Quality and Accountability (SNFQAF)	NA	AP-1718-07	73,054	
Public Health L & C Program Fund (PH L&C)	NA	AP-1718-07	15,380	
HICAP State Reimbursement Admin	NA	HI-1718-07	140,817	
HICAP FUND	NA	HI-1718-07	70,396	
Total Expenditures State Awards			<u>\$ 348,730</u>	

**COUNTY OF CONTRA COSTA
 EHSD-Community Services Bureau
 Schedule of Child Nutritional Program Revenues
 For the Year Ended June 30, 2018**

Child and Adult Care Food Program (CACFP)
 CFDA 10.558

The Child Care food program income represents the assistance received from the Federal government in relation to the maintenance of a subsidized food program. The following is a summary of the total assistance received by the County and the various child development programs to which the funds were allocated for the fiscal year ended June 30, 2018.

	Total Federal Assistance
State Funded Programs:	
General Child Care Program	\$ 170,859
CA State Preschool Program	561,181
Other Programs:	
Head Start and Early Head Start	172,736
Total Federal Assistance	\$ 904,776

COUNTY OF CONTRA COSTA
EHSD-Community Services Bureau
Supplemental Schedule of Revenue and Expenditures
DCSD Contract No. 17F-2007 (CFDA # 93.569)
For the Period Jan. 1, 2017 through February 28, 2018

REVENUE	July 1, 2016 through June 30, 2017	July 1, 2017 through June 30, 2018	Total Amount	Total Reported Expenses	Total Budget
Grant Revenue	\$ 265,949	\$ 580,530	\$ 846,479	\$ 846,479	\$ 846,479
Interest Income	-	-	-	-	-
Total Revenue	265,949	580,530	846,479	846,479	846,479
 EXPENDITURES					
Administrative Costs					
Salaries & Wages	9,851	7,753	17,604	17,604	17,446
Fringe Benefits	5,746	4,255	10,001	10,001	12,212
Other Costs	53,660	20,311	73,971	73,971	71,918
Total Administrative Costs	69,257	32,319	101,576	101,576	101,576
Program Costs					
Salaries & Wages	92,629	126,910	219,539	219,539	213,687
Fringe Benefits	43,078	54,190	97,268	97,268	98,842
Operating Expenses	7,167	7,644	14,811	14,811	14,768
Out-of-State Travel	-	4,449	4,449	4,449	4,500
Subcontractor Services	126,088	282,748	408,836	408,836	413,106
Total Program Costs	268,962	475,941	744,903	744,903	744,903
Total Costs	\$ 338,219	\$ 508,260	\$ 846,479	\$ 846,479	\$ 846,479
Revenue over (under) costs	\$ (72,270)	\$ 72,270	\$ -	\$ -	\$ -

COUNTY OF CONTRA COSTA
EHSD-Community Services Bureau
Supplemental Schedule of Revenue and Expenditures
DCSD Contract No. 18F-5007 (CFDA # 93.569)
For the Period Jan. 1, 2018 through Dec. 31, 2018

REVENUE	July 1, 2017 through June 30, 2018	Total Amount	Total Reported Expenses	Total Budget
Grant Revenue	\$ 254,815	\$ 254,815	\$ 254,815	\$ 838,958
Interest Income	-	-	-	-
Total Revenue	<u>254,815</u>	<u>254,815</u>	<u>254,815</u>	<u>838,958</u>
 EXPENDITURES				
Administrative Costs				
Salaries & Wages	10,058	10,058	10,058	17,703
Fringe Benefits	5,899	5,899	5,899	12,924
Operating Expenses	-	-	-	-
Other Costs	46,712	46,712	46,712	69,933
Total Administrative Costs	<u>62,669</u>	<u>62,669</u>	<u>62,669</u>	<u>100,560</u>
Program Costs				
Salaries & Wages	99,489	99,489	99,489	223,840
Fringe Benefits	56,904	56,904	56,904	104,270
Operating Expenses	4,069	4,069	4,069	15,306
Out-of-State Travel	-	-	-	3,960
Subcontractor Services	154,613	154,613	154,613	391,022
Total Program Costs	<u>315,075</u>	<u>315,075</u>	<u>315,075</u>	<u>738,398</u>
Total Costs	<u>\$ 377,744</u>	<u>\$ 377,744</u>	<u>\$ 377,744</u>	<u>\$ 838,958</u>
Revenue over (under) costs	<u>\$ (122,929)</u>	<u>\$ (122,929)</u>	<u>\$ (122,929)</u>	<u>\$ -</u>

COUNTY OF CONTRA COSTA
EHSD-Community Services Bureau
Supplemental Schedule of Revenue and Expenditures
DCSD Contract No. 17B-3005 LIHEAP-Weatherization (CFDA # 93.568)
For the Period Oct. 1, 2016 through December 31, 2018

REVENUE	July 1, 2016 through June 30, 2017	July 1, 2017 through June 30, 2018	Total Amount	Total Reported Expenses	Total Budget
Grant Revenue	\$ 91,536	\$ 872,401	\$ 963,937	\$ 963,937	\$ 963,937
Interest Income	-	-	-	-	-
Total Revenue	91,536	872,401	963,937	963,937	963,937
 EXPENDITURES					
Program Costs					
Intake	17,248	29,302	46,550	46,550	46,550
Outreach	2,165	15,835	18,000	18,000	18,000
Training and Technical Assistance	11,807	32,849	44,656	44,656	48,000
General Operating Costs	48,197	71,803	120,000	120,000	120,000
Subtotal	79,417	149,789	229,206	229,206	232,550
Direct Program Costs					
Direct Program Activities	74,519	360,166	434,685	434,685	731,387
Other Program Costs	37,439	262,607	300,046	300,046	-
Subtotal	111,958	622,773	734,731	734,731	731,387
Total Costs	\$ 191,375	\$ 772,562	\$ 963,937	\$ 963,937	\$ 963,937

COUNTY OF CONTRA COSTA
EHSD-Community Services Bureau
Supplemental Schedule of Revenue and Expenditures
DCSD Contract No. 17B-3005 ECIP (CFDA # 93.568)
For the Period Oct. 1, 2016 through December 31, 2018

REVENUE	July 1, 2016 through June 30, 2017	July 1, 2017 through June 30, 2018	Total Amount	Total Reported Expenses	Total Budget
Grant Revenue	\$ 358,825	\$ 625,711	\$ 984,536	\$ 984,536	\$ 984,576
Interest Income	-	-	-	-	-
Total Revenue	358,825	625,711	984,536	984,536	984,576
 EXPENDITURES					
Administrative Costs					
Salaries & Wages	27,200	36,563	63,763	63,763	40,948
Fringe Benefits	14,395	8,877	23,272	23,272	29,574
Facilities	5,942	7,303	13,245	13,245	6,825
Telephone-Communications	14,149	11,829	25,978	25,978	13,649
Travel	-	-	-	-	2,275
Accounting	4,204	5,109	9,313	9,313	18,199
Office Supplies	-	-	-	-	2,275
Indirect Costs	62,353	29,566	91,919	91,919	113,745
Subtotal	128,243	99,247	227,490	227,490	227,490
Total A-16/ECIP/HEAP Administrative Costs	128,243	99,247	227,490	227,490	227,490
Program Costs					
Assurance 16 Costs	90,250	137,240	227,490	227,490	227,490
ECIP/HEAP Intake	69,393	124,905	194,298	194,298	194,298
ECIP/HEAP Outreach	54,275	66,834	121,109	121,109	121,109
Training & Technical Assistance	15,034	21,350	36,384	36,384	36,384
Out-of-State Travel	197	5,913	6,110	6,110	6,150
ECIP Emergency Heating & Cooling Services	124,885	46,770	171,655	171,655	171,655
Total Program Costs	354,034	403,012	757,046	757,046	757,086
Total Costs	\$ 482,277	\$ 502,259	\$ 984,536	\$ 984,536	\$ 984,576

COUNTY OF CONTRA COSTA
EHSD-Community Services Bureau
Supplemental Schedule of Revenue and Expenditures
DCSD Contract No. 18B-4005 LIHEAP-Weatherization (CFDA # 93.568)
For the Period Oct. 1, 2017 through July 31, 2019

REVENUE	July 1, 2017 through June 30, 2018	Total Amount	Total Reported Expenses	Total Budget
Grant Revenue	\$ 176,456	\$ 176,456	\$ 176,456	\$ 908,636
Interest Income	-	-	-	-
Total Revenue	176,456	176,456	176,456	908,636
 EXPENDITURES				
Program Costs				
Intake	10,082	10,082	10,082	72,691
Outreach	6,157	6,157	6,157	45,432
Training and Technical Assistance	15,800	15,800	15,800	45,432
Out of State Travel	-	-	-	-
General Overhead Costs	-	-	-	-
Subtotal	32,039	32,039	32,039	163,555
Direct Program Costs				
WX Prog Activities & Prog Costs	309,665	309,665	309,665	745,081
Subtotal	309,665	309,665	309,665	745,081
Total Costs	\$ 341,704	\$ 341,704	\$ 341,704	\$ 908,636

COUNTY OF CONTRA COSTA
EHSD-Community Services Bureau
Supplemental Schedule of Revenue and Expenditures
DCSD Contract No. 18B-4005 ECIP (CFDA # 93.568)
For the Period Oct. 1, 2017 through July 31, 2019

REVENUE	July 1, 2017 through June 30, 2018	Total Amount	Total Reported Expenses	Total Budget
Grant Revenue	\$ 386,283	\$ 386,283	\$ 386,283	\$ 907,105
Interest Income	-	-	-	-
Total Revenue	386,283	386,283	386,283	907,105
EXPENDITURES				
Administrative Costs				
Salaries & Wages	21,869	21,869	21,869	45,186
Fringe Benefits	12,551	12,551	12,551	11,946
Facilities	5,629	5,629	5,629	13,140
Telephone-Communications	19,712	19,712	19,712	23,855
Travel	-	-	-	-
Accounting	5,136	5,136	5,136	18,832
Office Supplies	-	-	-	-
Indirect Costs	69,485	69,485	69,485	116,711
Subtotal	134,382	134,382	134,382	229,670
Total A-16/ECIP/HEAP Administrative Costs	134,382	134,382	134,382	229,670
Program Costs				
Assurance 16 Costs	103,557	103,557	103,557	229,670
ECIP/HEAP Intake	81,530	81,530	81,530	238,808
ECIP/HEAP Outreach	37,579	37,579	37,579	149,255
Training & Technical Assistance	14,248	14,248	14,248	59,702
ECIP Emergency Heating & Cooling Services	35,461	35,461	35,461	-
Total Program Costs	272,375	272,375	272,375	677,435
Total Costs	\$ 406,757	\$ 406,757	\$ 406,757	\$ 907,105

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Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller



Harjit S. Nahal
Assistant Auditor-Controller

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Martinez, California 94553-1282
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CORRECTIVE ACTION PLAN
Fiscal Year End June 30, 2018

Finding 2018-001 Wage Rate Requirements
(Significant Deficiency in Internal Control Over Compliance)

Program Identification:

Awarding Agency: U.S. Department of Transportation
Passed Through: State of California Department of Transportation
Program Name: Highway Planning and Construction (HPC) Program
CFDA No.: 20.205
Award Number: All Awards
Award Year: Fiscal Year Ending June 30, 2018

Management Response and Corrective Action

Public Works has identified procedure and documentation improvements to ensure compliance with the Wage Rate Requirement and that all certified payroll is received prior to the issuance of payment to the contractor. The "checklist" utilized in the review and approval process of invoices, will be revised to include certified payroll for both the primary contractor and all subcontractors. Invoices are not approved for payment until the checklist is completed. We have identified two opportunities to include additional notation to the contractor regarding the requirement for certified payroll. A specific notice will be made to the front of the Special Provisions to point out Section 7-1.03K(3) Certified Payroll Records of the Caltrans Standard Specifications to the contractor's attention, specifying the requirement for weekly certified payroll, including all subcontractors, as part of the invoicing process and prior to any approval for payments. An additional item will be added on the Preconstruction Checklist to the contractor regarding the requirement of certified payroll.

Contract person responsible for corrective action plan:

Diana Oyler, Chief of Fiscal Services
Contra Costa County Public Works Department

Joanne Bohren, Auditor-Controller Division Manager
Contra Costa County Office of the Auditor-Controller

**COUNTY OF CONTRA COSTA
Schedule of Prior Year Findings
For the Year Ended June 30, 2018**

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

Federal Award Findings:

There were no audit findings nor questioned costs reported for the year ended June 30, 2017.



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

6.

Meeting Date: 07/29/2019

Subject: Change in scope to a FY 2018/19 Community Development Block Grant funded project (RYSE, Inc.)

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 change in scope recommendation for previously awarded CDBG Project to RYSE, Inc.

Recommendation(s)/Next Step(s):

Attachments

CDBG Reallocation Recommendation - RYSE, Inc.




**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND
DEVELOPMENT**
30 Muir Road
Martinez, CA 94553
Telephone: (925) 674-7887

MEMORANDUM

DATE: July 29, 2019

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

FROM: Gabriel Lemus, CDBG Program Manager
By: Jaclyn Tummings, CDBG Planner 

SUBJECT: Change in scope to a FY 2018/19 Community Development Block Grant funded project

RECOMMENDATION

1. Approve staff's recommendation to revise the scope of work of a previously awarded CDBG project (18-52-IPF) to RYSE, Inc.
2. Direct Conservation and Development staff to prepare a staff report on Committee recommendation(s) to be considered by the Board of Supervisors on August 6, 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, \$693,872 was allocated in the Infrastructure/Public Facilities (IPF) category to eleven projects. Originally, RYSE, Inc. was awarded \$70,550 in FY 2018/19 CDBG funds for the RYSE Center Door Replacement Project (18-52-IPF); however, the project has not moved forward due to updated architecture analysis and updated construction costs. Furthermore, RYSE, Inc. is planning a larger renovation project of the RYSE Center where replacing the doors now

would not be feasible since the overall design for the renovation would require uninstalling the doors then reinstalling them, and possibly redesigning or reconfiguring the placement of doors. RYSE, Inc. is proposing to replace the doors during and as part of their larger renovation project of the RYSE Center that they plan to take place in 2021.

RYSE, Inc. has requested to change the project scope of their original project, now focusing on a recently acquired building on a neighboring parcel, located at 4006 Macdonald Avenue in Richmond and part of the RYSE Center. The revised scope consists of installing fire alarm equipment and an air conditioning system, roof replacement, and a new backdoor. The RYSE Center is a youth center that 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, LGBTQ, and some who have been incarcerated. Reallocating funds to this new scope of work will allow RYSE, Inc. to not only continue the full operations of the youth center during construction but also will allow expansion of the youth center to the 4006 Macdonald Avenue building that will add and/or enhance services provided for youth in the City of Richmond.

The proposed upgrades are 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 project is an eligible activity in accordance with federal regulations for the CDBG program [24CFR 570.201 (c)].

The project is subject to review under the National Environmental Policy Act (NEPA). No environmental issues are anticipated. The project is subject to Davis-Bacon federal prevailing wages.

Recommendation: Staff recommends that the \$70,550 in FY 2018/19 CDBG funds originally awarded to RYSE, Inc. to remain with RYSE, Inc. but for a revised scope of work on the property located at 4006 Macdonald Avenue in the City of Richmond.

Public Hearing and Transmittal of Recommendations: The Committee recommendation will be forwarded to the full Board of Supervisors prior to the public hearing that is scheduled for August 6, 2019.

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



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

7.

Meeting Date: 07/29/2019

Subject: Report on How Community Development Block Grant (CDBG) Funds have been Allocated

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. The Committee asked for historical information regarding how projects are chosen, which agencies have applied in the last five years, and which were funded.

Referral Update:

See attached report regarding historic funding allocations.

Recommendation(s)/Next Step(s):

Accept report from Department of Conservation and Development regarding historical allocations of Community Development Block Grant (CDBG) funds.

Attachments

CDBG Funding History




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

MEMORANDUM

DATE: July 29, 2019

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

FROM: Gabriel Lemus, CDBG Program Manager 

SUBJECT: Report on Contra Costa County's CDBG Program - FY 2013/14 through FY 2018/19.

BACKGROUND

On February 25, 2019, the Finance Committee requested a report on the number of CDBG applications/projects that were awarded and not awarded CDBG funds throughout all CDBG categories over the last several years, starting with FY 2013/14. The County receives a CDBG entitlement allocation on an annual basis from the U.S. Department of Housing and Urban Development (HUD). Per federal regulations, the CDBG funds must primarily benefit low/moderate income residents and/or areas of the County¹. There are four primary funding categories under the County's CDBG program: 1) Public Services, 2) Economic Development, 3) Infrastructure/Public Facilities, and 4) Housing. Per the Board of Supervisor's policy, approved on May 5, 2015, the amounts available for each funding category are the following:

- Public Services: 15 percent of the entitlement amount
- Economic Development: 10 percent of the entitlement amount
- Infrastructure/Public Facilities: 8 percent of the entitlement amount
- Housing: 45 percent of the entitlement amount

¹ Low/moderate-income is defined as households earning less than 80% of the Area Median Income.

Attachments A through E are application/project tables for each fiscal year starting with FY 2013/14, indicating the amount of CDBG funds awarded for each application/project in each funding category. From FY 2013/14 through FY 2018/19, the County's CDBG Program received 328 applications across all CDBG categories. Below is a snapshot of the number of applications received, the number of applications awarded, the number of applications not awarded, and the total amount of CDBG funds awarded to projects for each fiscal year starting with FY 2013/14 through FY 2018/19:

	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
Number of CDBG applications:	54	49	57	50	59	59
Number of CDBG applications awarded:	52	48	54	50	59	58
Number of CDBG application not awarded:	2	1	3	0	0	1
Total amount of CDBG funds awarded to projects:	\$2,957,519	\$2,177,050	\$3,047,715	\$4,254,075	\$3,919,661	\$4,737,039

Of the 328 applications received during those years, only seven projects were not recommended any funding. As indicated in the table above, two applications were not funded in FY 2013/14 (one in the Public Service category and one in the Housing category), one application was not funded in FY 2014/15 (application in the Infrastructure/Public Facilities category), three applications were not funded in FY 2015/16 (one application in the Public Services category, one in the Economic Development category and one in the Housing category), and application (in the Housing category) was not funded in FY 2018/19. However, two of those seven projects did receive funds via another federal program administered by County CDBG staff or was awarded CDBG funds in a subsequent year. Furthermore, another application of those seven was not awarded funds due to the project sponsor having a substantial amount of funds unspent from a previous award, and staff recommended to extend the project sponsor's previous contract.

One thing to note is that the County's CDBG program did have a significant change that started with FY 2016/17. FY 2016/17 was the first year that the City of Richmond became part of Contra Costa County's CDBG Program. Due to that change, the City of Richmond became part of the County's CDBG eligible area and therefore increased the entitlement amount for the County's CDBG Program.

Any questions regarding the County's CDBG Program or the information presented in this report can be directed to Gabriel Lemus, CDBG Program Manager, at (925) 674-7882 or via email at gabriel.lemus@dcd.cccounty.us.

Attachments

- Attachment A: FY 2013/14 CDBG Recommendations
- Attachment B: FY 2014/15 CDBG Recommendations
- Attachment C: FY 2015/16 CDBG Recommendations
- Attachment D: FY 2016/17 CDBG Recommendations

Attachment E: FY 2017/18 CDBG Recommendations

Attachment F: FY 2018/19 CDBG Recommendations

Attachment G: Agencies Funded with CDBG Funds (All Categories): FY 2013/14 – FY 2018/19

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

**Attachment A:
FY 2013/14 CDBG
Recommendations**

**FY 2013/14 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 FHS Committee Recommendations	Total Cost of Project
Priority CD-1 General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues.						
13-01-PS	Bay Area Legal Aid 1025 MacDonald Ave. Richmond, CA 94801 (510) 903-2612	Landlord/Tenant Counseling Services Urban County	Provide landlord/tenant counseling and legal assistance to 535 lower income Urban County households.	\$55,000	\$55,000	\$324,773
13-02-PS	CCC Service Integration Program 2530 Arnold Drive, Suite 100 Martinez, CA 94553 (925) 646-1202	Service Integration Bay Point Works Community Career Center Bay Point	Operate the Community Career Center in Bay Point to assist 140 residents get a job or improve their position at an existing job.	\$22,000	\$22,000	\$235,000
13-03-PS	Community Housing Development Corporation of North Richmond 1535-A Third Street Richmond, CA 94801 (510) 412-9290	West Contra Costa County Independent Development Account Program (CC MATCH) West County	Open and service an Individual Development Account (IDA) for 12 lower income families and assist 5 clients save for and acquire a productive asset such as a home, small business or post-secondary education.	\$5,000	\$5,000	\$128,000
13-04-PS	Community Housing Development Corporation of North Richmond 1535-A Third Street Richmond, CA 94801 (510) 412-9290	Home Equity Preservation Alliance Urban County	Provide one-on-one or group assistance to 140 lower income Urban County homeowners who are facing or in foreclosure and conduct community education events.	\$30,000	\$30,000	\$205,500
13-05-PS	Community Violence Solutions 2101 Van Ness Street San Pablo, CA 94806 (510) 307-4121	Children Sexual Assault Intervention Program Urban County	Provide in-depth forensic interview, counseling advocacy, and case management services to 70 child victims of sexual assault and their families to help clients show positive changes in behavior and psychological well being.	\$15,000	\$15,000	\$433,500
13-06-PS	Food Bank of Contra Costa and Solano 4010 Nelson Avenue PO Box 271966 Concord, CA 94520 (925) 676-7542	Collaborative Food Distribution Program Urban County	Provide food to over 7,900 lower income persons.	\$31,500	\$31,500	\$3,786,482
13-07-PS	Monument Crisis Center 1290 Monument Blvd. Suite F Concord, CA 94520 (925) 825-7751	Nutrition and Community Resources for Low Income Seniors and Adults with Disabilities Central County	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services to 335 Urban County residents.	\$10,000	\$10,000	\$123,950

**FY 2013/14 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 FHS Committee Recommendations	Total Cost of Project
13-08-PS	Neighborhood House of North Richmond 305 Chesley Avenue Richmond, CA 94801 (510)232-3511	Multicultural/ Senior Family Center North Richmond	Operate and maintain a community center for residents of North Richmond providing nutrition programs, senior services, educational, social and multi-cultural programs. It is expected that the Center will provide services to at least 400 residents of North Richmond.	\$30,000	\$30,000	\$176,000
13-09-PS	New Horizons Career Development Center, Inc. 199 Parker Ave. Rodeo, CA 94572 (510) 799-2916	RYSE Dollar and Sense Program West County	Provide job readiness education, job training, life skills, and placement services to 195 lower income West County residents who are unemployed or underemployed.	\$25,000	\$25,000	\$322,215
13-10-PS	Village Community Resource Center 633 Village Dr. Brentwood, CA 94513 (925) 325-6507	Village Community Resource Center Program Support East County	Operate the Food and Clothing distribution, and afterschool Academy programs. A total of 100 unduplicated persons/families will be provided services.	\$13,000	\$13,000	\$151,701
13-11-PS	YWCA of Contra Costa County 1320 Arnold Drive, Suite 170 Martinez, CA 94553 (925) 372-4213	YWCA Family Empowerment Program Bay Point	Provide mental health, physical health, and social/emotional skills training services to 125 families who have children in the YWCA's day care program. At the end of the school year, all children will have passed the Desired Results Development Profile Assessment tool.	\$10,000	\$10,000	\$20,000
Priority CD-2 Seniors: Enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence.						
13-12-PS	Contra Costa Senior Legal Services 4006 MacDonald Avenue Richmond, CA 94805 (510) 412-3150	Legal Services for Needy Urban County Seniors Urban County	Provide free legal advice to 200 seniors resulting in the retention of housing, protection from physical and financial abuse, and consumer and individual rights.	\$10,000	\$10,000	\$400,000
13-13-PS	Pleasant Hill Recreation & Park District 147 Gregory Lane Pleasant Hill, CA 94523 (925) 798-8787	Senior Service Network 233 Gregory Lane Pleasant Hill	Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization.	\$10,000	\$10,000	\$38,928
13-14-PS	Senior Outreach Services of Contra Costa 1300 Civic Drive Walnut Creek, CA 94596 (925) 937-8311	Senior Center Care Management Program Urban County	Provide care management services to 90 Urban County seniors resulting in the resolution of issues affecting health and wellness, quality of life, and ability to live independently.	\$10,000	\$10,000	\$105,685
13-15-PS	Senior Outreach Services of Contra Costa 1300 Civic Drive Walnut Creek, CA 94596 (925) 937-8311	Senior Nutrition - Congregate Café Bay Point, Crockett, and Rodeo	Provide hot and nutritious lunches to 200 Urban County seniors resulting in maintained and/or improved health and welfare.	\$10,000	\$10,000	\$217,445

**FY 2013/14 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 FHS Committee Recommendations	Total Cost of Project
13-16-PS	West County Adult Day Care 1015 Nevin Avenue, Suite 108 Richmond, CA 94801 (510) 235-6276	Alzheimer's Respite Center West County	Provide day care services six days per week for 20 seniors with Alzheimer's/dementia resulting in retention of housing and delay of institutionalization.	\$15,000	\$15,000	\$237,000
Priority CD-3 Youth: Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood.						
13-17-PS	A Place of Learning 315 Orchard Avenue Brentwood, CA 94513 (925) 642-5529	After School Tutoring and Mentoring Program	Provide after school mentoring/tutoring services and a summer enrichment program to 60 low-income students resulting in improved academic performance and decision making skills and increased self esteem as measured by pre- and post-participation evaluations and feedback from school staff and parents.	\$10,000	\$10,000	\$36,600
13-18-PS	East Bay Center for Performing Arts 339 - 11th Street Richmond, CA 94801 (510) 234-5624	After School Outreach Performing Arts Program North Richmond and San Pablo	Provide classes in music, dance, and drama to 140 children living in San Pablo and North Richmond resulting in positive changes to the students self esteem, personal growth and knowledge of the arts measured by evaluations completed by the children, their parents and program staff.	\$7,500	\$7,500	\$47,500
13-19-PS	Mt. Diablo Unified School District 1266 San Carolos Ave., Room A6 Concord, CA 94518 (925) 691-0351	CARES After School Enrichment Program Bay Point	Provide after school enrichment classes for 700 K-8 students in Bay Point resulting in improved academic performance of 200 students measured through evaluations completed by students, parents and teachers	\$10,000	\$10,000	\$3,651,748
13-20-PS	YMCA of the East Bay (Fiscal Agent) 2330 Broadway Oakland, CA 94612	James Morehouse Project at El Cerrito High School 540 Ashbury Ave. El Cerrito, CA 94530 West County	Provide comprehensive mental health and student support services to 55 students attending El Cerrito High School resulting in improved well-being and an increase in school connectedness measured by student pre- and post-evaluations.	\$9,000	\$9,000	\$220,300
13-21-PS	RYSE Center 205 41st Street Richmond, CA 94804 (510) 374-3231	RYSE Dollar and Sense Program West County	Operate the Dollars and Sense Program that supports household financial stability by providing career development and training, job readiness, search and placement assistance to RYSE members. The program will also provide needed academic support and basic skill acquisition that enable youth to maintain long-term financial stability. A total of 130 RYSE members will be provided services during the year.	\$15,000	\$15,000	\$321,213
13-22-PS	Urban Tilth 855 Meadow View Drive Richmond CA 94806 (510) 243-0122	Verde School Service Learning Project North Richmond	Provide a service-learning program for Verde students with an after-school market garden program that provides fresh, organic produce to students, parents, and the community; family nutrition support and learning; and the Peace Maker program.	\$15,000	\$15,000	\$91,000

**FY 2013/14 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 FHS Committee Recommendations	Total Cost of Project
CD-4 Non-Homeless Special Needs: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as disabled persons, victims of domestic violence, abused children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.						
13-23-PS	Court Appointed Special Advocates 2020 N. Broadway, Suite 204 Walnut Creek, CA 94596 (925) 256-7284	Children At Risk Urban County	Provide advocacy and representation services to 37 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services and a safe and permanent living situation.	\$18,000	\$18,000	\$541,780
13-24-PS	Lions Blind Center of Diablo Valley 175 Alvarado Avenue Pittsburg, CA 94565 (925) 432-3013	Independent Living Skills for Visually Impaired Urban County	Provide in-home independent living skills instruction and training to 40 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization.	\$10,000	\$10,000	\$511,156
13-25-PS	Ombudsman Services of Contra Costa 1601 Sutter Street, Suite A Concord, CA 94520-2621 (925)685-2070	Ombudsman Services of Contra Costa Urban County	Provide advocacy services to 775 Urban County elders residing in long term care facilities, insuring that these elderly residents receive proper health care and necessary daily living support.	\$10,000	\$10,000	\$312,265
13-26-PS	Rainbow Community Center of Contra Costa 3024 Willow Pass Road Concord, CA 94553 (925) 692-0090	Kind Hearts Community Support Program	Provide home/friendly visitor services and wellness calls to 54 Urban County People with AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life.	\$10,000	\$10,000	\$80,509
CD-5 Fair Housing: Continue to promote fair housing activities and affirmatively further fair housing.						
13-27-PS	Bay Area Legal Aid 1025 MacDonald Ave. Richmond, CA 94801 (510) 903-2612	Fair Housing Services Urban County	All cases of alleged housing discrimination will be investigated. It is expected that at least 40 households will be provided fair housing counseling services.	\$24,000	\$24,000	\$84,290

**FY 2013/14 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 FHS Committee Recommendations	Total Cost of Project
H-1 Homeless: Assist the homeless and those at risk of becoming homeless by providing emergency, transitional, and permanent affordable housing with appropriate supportive services.						
13-28-PS	Anka Behavioral Health, Inc. 1875 Willow Pass Road, #300 Concord, CA 94520 (925) 825-4700	HOPE Plus Urban County	Provide 480 homeless Urban County clients suffering from mental health and substance abuse disorders with access to integrated health, mental health and substance abuse services and to living environments which support their recovery.	\$10,000	\$10,000	\$142,288
13-29-PS	Contra Costa Crisis Center PO Box 3364 Walnut Creek, CA 94598 (925) 939-1916	24-Hour Homeless Hotline & Emergency Shelter Program Urban County	Provide information and referrals to 2,000 Urban County residents including homeless persons, abuse children, seniors, battered spouses, persons with HIV/AIDS and the disabled.	\$18,000	\$18,000	\$560,235
13-30-PS	Contra Costa County Health Services 597 Center Avenue, Suite 335 Martinez, CA 94553 (925) 313-6737	Adult Interim Housing Program 2047-A Arnold Industrial Drive, Concord Urban County	Provide up to 175 year-round emergency shelter beds per night for homeless single adults in Contra Costa County.	\$52,056	\$52,056	\$1,836,349
13-31-PS	Loaves & Fishes of Contra Costa PO Box 3335 Danville, CA 94526 (925)837-8758	Martinez Dining Room Martinez	Provide emergency food assistance to 500 people, resulting in improved nutrition.	\$15,000	\$15,000	\$255,587
13-32-PS	Shelter Inc. of Contra Costa County 1070 Concord Avenue, Suite 200 Concord, CA 94520 (925) 335-0698	Homeless Prevention Program Urban County	Provide 160 Urban County residents with one-time financial assistance to prevent homelessness and maintain housing.	\$10,000	\$0 (Receiving an award of \$83,383 in ESG Funds)	\$518,389
Totals				\$545,056	\$535,056	\$ 16,117,388

**FY 2013/14 FINANCE COMMITTEE
RECOMMENDATIONS
CDBG - ECONOMIC DEVELOPMENT PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 Finance Committee Recommendations	Total Cost of Project
Objective CD-6 Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas.						
13-32-ED	Contra Costa Child Care Council 1035 Detroit Avenue Suite 200 Concord, CA 94518 (925) 676-5442	Road to Success - Family Day Care Development Project/ Urban County	Provide recruitment, training, and ongoing support services to 100 low- and moderate income persons so they can sustain their licensed family day care business or receive a child care license to open and operate a new licensed family day care business (microenterprise).	\$70,000	\$70,000	\$251,500
13-33-ED	Opportunity Junction 3102 Delta Fair Blvd. Antioch, CA 94509 (925) 776-1133	Opportunities for Technology Information Careers for Low-Income Residents/ East County	Provide training and job placement assistance to 10 low-income persons that leads to economic self-sufficiency through careers in the field of information technology.	\$100,000	\$100,000	\$873,691
13-34-ED	The Stride Center 2300 El Portal Drive, Suites F & G San Pablo, CA 94806 (510) 234-1300	Tech Job Training/Job Placement Program/ West County	Provide job training and placement assistance to 10 low-income persons that leads to economic self-sufficiency through careers in the field of information technology.	\$45,000	\$45,000	\$208,599
13-35-ED	West Contra Costa Business Development Center, Inc. 3260 Blume Drive, Suite 110 Richmond CA, 94806 (510) 223-9900	Strengthening Neighborhood Economies - Commercial Corridor Revitalization/ West County	Provide technical assistance and support to 60 existing businesses or persons wishing to open a business as a way to create or retain jobs.	\$90,000	\$90,000	\$242,700
13-36-ED	Workforce Development Board 300 Ellinwood, Suite 300 Pleasant Hill, CA 94523 (925) 602-6840	Small Business Management Assistance Program/ Urban County	Provide business management training and consulting services to 38 new or existing businesses as a way to create or retain jobs.	\$61,571	\$61,571	\$183,140
Totals				\$366,571	\$366,571	\$1,759,630

**FY 2013/14 FINANCE COMMITTEE
RECOMMENDATIONS
CDBG - INFRASTRUCTURE/PUBLIC FACILITIES PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 Finance Committee Recommendations	Total Cost of Project
Objective CD-7 Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities.						
13-01-IPF	City of Martinez 525 Henrietta Street Martinez, CA 94553 (925) 372-3580	Pedestrian Signals and Curb Ramps - Martinez	Installation of audible pedestrian signals and curb ramp improvements at five intersections in the City of Martinez to improve crosswalk safety for the blind and the vision impaired persons.	\$60,800	\$50,000	\$76,000
13-02-IPF	City of San Pablo 13831 San Pablo Ave. San Pablo CA 94806 (510) 215-3068	Park Play Structure and Surface Replacement - San Pablo	Replace existing play structure and playground surface at Davis Park.	\$197,000	\$65,624	\$246,250
13-03-IPF	Community Housing Development Corporation of North Richmond 1535-A Third Street Richmond, CA 94801 (510) 412-9290	North Richmond Multicultural Senior and Family Center - North Richmond	Roof replacement of the North Richmond Multicultural Senior Center	\$46,782	\$46,782	\$51,980
13-04-IPF	CCC Public Works Dept. 255 Glacier Dr. Martinez, CA 94553 (925) 313-2000	Clearland Drive Curb Ramp Project - Bay Point	Construct six curb ramps and fill a 50 foot sidewalk gap on Clearland Drive from the Casa Serena Community housing project near the Delta De Anza trail to connect to commercial, offices and recreational land uses on Willow Pass Road.	\$50,000	\$50,000	\$136,000
13-05-IPF	CCC Public Works Dept. 255 Glacier Dr. Martinez, CA 94553 (925) 313-2000	Giaramita Street Sidewalk Replacement Project - North Richmond	Replace sidewalk on Giaramita Street from Verde Avenue to Market Avenue to provide ADA accessibility, a safe route to walk to school, and provide an aesthetic improvement.	\$60,000	\$40,000	\$416,000
13-06-IPF	CCC Public Works Dept. 255 Glacier Dr. Martinez, CA 94553 (925) 313-2000	MonTaraBay Community Center Improvements - Montalvin Manor	Interior and exterior painting, installation of new flooring, and replace of signage for the MonTaraBay Community Center	\$37,831	\$37,831	\$42,000

**FY 2013/14 FINANCE COMMITTEE
RECOMMENDATIONS
CDBG - INFRASTRUCTURE/PUBLIC FACILITIES PROJECTS**

ATTACHMENT A

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2013/14 Finance Committee Recommendations	Total Cost of Project
13-07-IPF	Guardian Adult Day Health Center 3905 San Pablo Dam Road El Sobrante, CA 94806 (510) 669-1005	Facility improvements to both bathrooms and kitchen - El Sobrante	Bathroom and Kitchen improvements/upgrades	\$24,200	\$13,609	\$27,218
13-08-IPF	Martinez Early Childhood Center, Inc. 615 Arch Street Martinez, CA 94553 (925) 229-2000	Preschool Bathroom Improvements - Martinez	Renovate and expand the existing bathroom to accommodate 36 preschool children. The existing bathroom does not allow for close supervision of children, as is required by California Community Care Licensing.	\$33,400	\$33,400	\$36,950
13-09-IPF	Ujima Family Recovery Services 1901 Church Lane San Pablo, CA 94806 (510) 236-3139	Ujima Renovation Project -- The Rectory - San Pablo	Interior painting, installation of new flooring, and installation of energy efficient heating and air conditioning at the Rectory Women's Recovery Center.	\$41,100	\$41,100	\$45,667
13-10-IPF	Urban Tilth 855 Meadow View Drive Richmond, CA 94806 (510) 243-0122	Roots and Restoration Farm - North Richmond	Installation of a paved driveway, fencing, and lighting at a vacant 3.65 acre site that will be developed as the Roots and Restoration Agricultural Park and Riparian Restoration Learning Center.	\$50,000	\$50,000	\$90,000
Totals				\$601,113	\$428,346	\$1,168,065

**Community Development Block Grant and HOME Investment Partnerships Act
FY 2013/14 Affordable Housing Program and CDBG/HOME Administration**

ATTACHMENT A

Project ID#	Sponsor	Project Name/Location	Sponsor's Website	Description/Purpose	Funds Requested		AHFC Recommendations	
					CDBG	Total Cost	CDBG	Other funds (a)
Objective AH-1 - Rental Housing: Expand housing opportunities for lower-income households through an increase in the supply of decent, safe and affordable housing and rental assistance.								
13-06 HSG	Housing Authority of Contra Costa P.O. Box 2759 Martinez, CA 94553	Rental Rehabilitation Loan Program Urban County	www.contracostahousing.org	Provision of subsidized loans for the rehabilitation of 15-25 units of rental housing affordable to & occupied by extremely, very, and low-income HHs.	\$225,000	\$600,000	\$0	
Objective AH-2 - Homeownership: Increase homeownership opportunities for lower-income households.								
13-08 HSG	Habitat for Humanity East Bay Silicon Valley 2619 Broadway Oakland, CA 94612	Habitat East Bay Renovation Program Scattered Sites	www.habitatetsv.org	Purchase, rehabilitate and sell 10 homes to low and very low income HHs.	\$750,000	\$3,789,000	\$450,000	
Objective AH-3 - Preservation: Maintain and preserve the affordable housing stock								
13-09 HSG	Resources for Community Development 2220 Oxford Street Berkeley, CA 94596	Bella Monte Apartments Bay Point	www.rcdev.org	To construct perimeter fencing to improve the safety and security of the multifamily rental housing affordable to and occupied by lower income households.	\$227,000	\$250,000	\$227,000	
13-10 HSG	CCC DCD 30 Muir Road Martinez, CA 94553	Neighborhood Preservation Program Urban County	www.co.contra-costa.ca.us	Provision of 26 zero and low interest loans & grants for rehab of housing owned and occupied by very-low and low-income HHs. <i>Total budget includes \$300,000 in anticipated program income.</i>	\$700,000	\$1,000,000	\$700,000	
Objective AH-5 - Special Needs Housing: Increase the supply of appropriate and supportive housing for special needs populations.								
Objective AH-6 - Preservation: Preserve existing special needs housing.								
Objective AH-7 - Supportive Housing: Adapt or modify existing housing to meet the needs of special needs populations								
13-11 HSG	Contra Costa Interfaith Housing 3164 Putnam Boulevard, Suite C Walnut Creek, CA 94597	Garden Park Apartments Pleasant Hill	ccinterfaithhousing.org	To install security devices and improve energy efficiency of the multifamily rental housing affordable to and occupied by formerly homeless families with special needs.	\$110,546	\$134,781	\$110,546	

**Community Development Block Grant and HOME Investment Partnerships Act
FY 2013/14 Affordable Housing Program and CDBG/HOME Administration**

ATTACHMENT A

Project ID#	Sponsor	Project Name/Location	Sponsor's Website	Description/Purpose	Funds Requested		AHFC Recommendations	
					CDBG	Total Cost	CDBG	Other funds (a)
13-12 HSG	Community Energy Services Corporation 1013 Pardee St. # 201 Berkeley, CA 94710	Healthy Homes West County	www.ebenergy.org	To provide multi-trigger asthma assessment, remediation, and education to 35 low-income households where people with asthma reside. <i>Funds contingent on receipt of \$50,000 program income.)</i>	\$84,750	\$93,225	\$50,000	
13-13 HSG	Community Energy Services Corporation 1013 Pardee St. # 201 Berkeley, CA 94710	Home Repair West County	www.ebenergy.org	To provide free safety home repairs to 45 low income residents.	\$90,000	\$99,000	\$90,000	
APPLICATION TOTAL FY 2013/14					\$2,187,296	\$5,966,006	\$1,627,546	

**Attachment B:
FY 2014/15 CDBG
Recommendations**

**FY 2014/15 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT B

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2014/15 FHS Committee Recommendations	Total Cost of Project
Priority CD-1 General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues.						
14-01-PS	Bay Area Legal Aid 1025 MacDonalld Ave. Richmond, CA 94801 (510) 903-2612	Landlord/Tenant Counseling Services Urban County	Provide landlord/tenant counseling and legal assistance to 535 lower income Urban County households.	\$55,000	\$55,000	\$324,773
14-02-PS	CCC Service Integration Program 2530 Arnold Drive, Suite 100 Martinez, CA 94553 (925) 646-1202	Service Integration Bay Point Works Community Career Center Bay Point	Operate the Community Career Center in Bay Point to assist 140 residents get a job or improve their position at an existing job.	\$22,000	\$22,000	\$241,250
14-03-PS	Community Housing Development Corporation of North Richmond 1535-A Third Street Richmond, CA 94801 (510) 412-9290	West Contra Costa County Independent Development Account Program (CC MATCH) West County	Open and service an Individual Development Account (IDA) for 12 lower income families and assist 5 clients save for and acquire a productive asset such as a home, small business or post-secondary education.	\$5,000	\$5,000	\$128,000
14-04-PS	Community Housing Development Corporation of North Richmond 1535-A Third Street Richmond, CA 94801 (510) 412-9290	Home Equity Preservation Alliance Urban County	Provide one-on-one or group assistance to 140 lower income Urban County homeowners who are facing or in foreclosure and conduct community education events.	\$30,000	\$30,000	\$195,918
14-05-PS	Community Violence Solutions 2101 Van Ness Street San Pablo, CA 94806 (510) 307-4121	Children Sexual Assault Intervention Program Urban County	Provide in-depth forensic interview, counseling advocacy, and case management services to 70 child victims of sexual assault and their families to help clients show positive changes in behavior and psychological well being.	\$15,000	\$15,000	\$437,767
14-06-PS	Food Bank of Contra Costa and Solano 4010 Nelson Avenue PO Box 271966 Concord, CA 94520 (925) 676-7542	Collaborative Food Distribution Program Urban County	Provide food to over 7,900 lower income persons.	\$31,500	\$31,500	\$3,415,936

**FY 2014/15 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT B

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2014/15 FHS Committee Recommendations	Total Cost of Project
14-07-PS	Monument Crisis Center 1290 Monument Blvd. Suite F Concord, CA 94520 (925) 825-7751	Nutrition and Community Resources for Low Income Seniors and Adults with Disabilities Central County	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services to 335 Urban County residents.	\$10,000	\$10,000	\$263,327
14-08-PS	Neighborhood House of North Richmond 305 Chesley Avenue Richmond, CA 94801 (510)232-3511	Multicultural/ Senior Family Center North Richmond	Operate and maintain a community center for residents of North Richmond providing nutrition programs, senior services, educational, social and multi-cultural programs. It is expected that the Center will provide services to at least 400 residents of North Richmond.	\$30,000	\$30,000	\$165,526
14-09-PS	New Horizons Career Development Center, Inc. 199 Parker Ave. Rodeo, CA 94572 (510) 799-2916	RYSE Dollar and Sense Program West County	Provide job readiness education, job training, life skills, and placement services to 195 lower income West County residents who are unemployed or underemployed.	\$25,000	\$25,000	\$181,000
14-10-PS	Village Community Resource Center 633 Village Dr. Brentwood, CA 94513 (925) 325-6507	Village Community Resource Center Program Support East County	Operate the Food and Clothing distribution, and afterschool Academy programs. A total of 100 unduplicated persons/families will be provided services.	\$13,000	\$13,000	\$180,507
14-11-PS	YWCA of Contra Costa County 1320 Arnold Drive, Suite 170 Martinez, CA 94553 (925) 372-4213	YWCA Family Empowerment Program Bay Point	Provide mental health, physical health, and social/emotional skills training services to 125 families who have children in the YWCA's day care program. At the end of the school year, all children will have passed the Desired Results Development Profile Assessment tool.	\$10,000	\$10,000	\$20,000

**FY 2014/15 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT B

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2014/15 FHS Committee Recommendations	Total Cost of Project
Priority CD-2 Seniors: Enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence.						
14-12-PS	Contra Costa Senior Legal Services 4006 MacDonald Avenue Richmond, CA 94805 (510) 412-3150	Legal Services for Needy Urban County Seniors Urban County	Provide free legal advice to 200 seniors resulting in the retention of housing, protection from physical and financial abuse, and consumer and individual rights.	\$14,000	\$10,000	\$439,500
14-14-PS	Pleasant Hill Recreation & Park District 147 Gregory Lane Pleasant Hill, CA 94523 (925) 798-8787	Senior Service Network 233 Gregory Lane Pleasant Hill	Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization.	\$10,000	\$10,000	\$38,928
14-14-PS	Senior Outreach Services of Contra Costa 1300 Civic Drive Walnut Creek, CA 94596 (925) 937-8311	Senior Center Care Management Program Urban County	Provide care management services to 90 Urban County seniors resulting in the resolution of issues affecting health and wellness, quality of life, and ability to live independently.	\$0	\$10,000	\$178,271
14-15-PS	Senior Outreach Services of Contra Costa 1300 Civic Drive Walnut Creek, CA 94596 (925) 937-8311	Senior Nutrition - Congregate Café Bay Point, Crockett, and Rodeo	Provide hot and nutritious lunches to 200 Urban County seniors resulting in maintained and/or improved health and welfare.	\$10,000	\$10,000	\$230,708
14-16-PS	West County Adult Day Care 1015 Nevin Avenue, Suite 108 Richmond, CA 94801 (510) 235-6276	Alzheimer's Respite Center West County	Provide day care services six days per week for 20 seniors with Alzheimer's/dementia resulting in retention of housing and delay of institutionalization.	\$15,000	\$15,000	\$230,708

**FY 2014/15 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT B

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2014/15 FHS Committee Recommendations	Total Cost of Project
Priority CD-3 Youth: Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood.						
14-17-PS	A Place of Learning 315 Orchard Avenue Brentwood, CA 94513 (925) 642-5529	After School Tutoring and Mentoring Program	Provide after school mentoring/tutoring services and a summer enrichment program to 60 low-income students resulting in improved academic performance and decision making skills and increased self esteem as measured by pre- and post-participation evaluations and feedback from school staff and parents.	\$10,000	\$10,000	\$37,012
14-18-PS	East Bay Center for Performing Arts 339 - 11th Street Richmond, CA 94801 (510) 234-5624	After School Outreach Performing Arts Program North Richmond and San Pablo	Provide classes in music, dance, and drama to 140 children living in San Pablo and North Richmond resulting in positive changes to the students self esteem, personal growth and knowledge of the arts measured by evaluations completed by the children, their parents and program staff.	\$7,500	\$7,500	\$47,500
14-19-PS	Mt. Diablo Unified School District 1266 San Carolos Ave., Room A6 Concord, CA 94518 (925) 691-0351	CARES After School Enrichment Program Bay Point	Provide after school enrichment classes for 700 K-8 students in Bay Point resulting in improved academic performance of 200 students measured through evaluations completed by students, parents and teachers	\$10,000	\$10,000	\$3,434,660
14-20-PS	YMCA of the East Bay (Fiscal Agent) 2330 Broadway Oakland, CA 94612	James Morehouse Project at El Cerrito High School 540 Ashbury Ave. El Cerrito, CA 94530 West County	Provide comprehensive mental health and student support services to 55 students attending El Cerrito High School resulting in improved well-being and an increase in school connectedness measured by student pre- and post-evaluations.	\$9,000	\$9,000	\$220,300
14-21-PS	RYSE Center 205 41st Street Richmond, CA 94804 (510) 374-3231	RYSE Dollar and Sense Program West County	Operate the Dollars and Sense Program that supports household financial stability by providing career development and training, job readiness, search and placement assistance to RYSE members. The program will also provide needed academic support and basic skill acquisition that enable youth to maintain long-term financial stability. A total of 130 RYSE members will be provided services during the year.	\$15,000	\$15,000	\$252,951
14-22-PS	Urban Tilth 855 Meadow View Drive Richmond CA 94806 (510) 243-0122	Verde School Service Learning Project North Richmond	Provide a service-learning program for Verde students with an after-school market garden program that provides fresh, organic produce to students, parents, and the community; family nutrition support and learning; and the Peace Maker program.	\$15,000	\$15,000	\$89,970

**FY 2014/15 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT B

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2014/15 FHS Committee Recommendations	Total Cost of Project
CD-4 Non-Homeless Special Needs: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as disabled persons, victims of domestic violence, abused children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.						
14-23-PS	Court Appointed Special Advocates 2020 N. Broadway, Suite 204 Walnut Creek, CA 94596 (925) 256-7284	Children At Risk Urban County	Provide advocacy and representation services to 37 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services and a safe and permanent living situation.	\$18,000	\$18,000	\$582,399
14-24-PS	Lions Blind Center of Diablo Valley 175 Alvarado Avenue Pittsburg, CA 94565 (925) 432-3013	Independent Living Skills for Visually Impaired Urban County	Provide in-home independent living skills instruction and training to 40 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization.	\$10,000	\$10,000	\$504,542
14-25-PS	Ombudsman Services of Contra Costa 1601 Sutter Street, Suite A Concord, CA 94520-2621 (925)685-2070	Ombudsman Services of Contra Costa Urban County	Provide advocacy services to 775 Urban County elders residing in long term care facilities, insuring that these elderly residents receive proper health care and necessary daily living support.	\$10,000	\$10,000	\$315,665
14-26-PS	Rainbow Community Center of Contra Costa 3024 Willow Pass Road Concord, CA 94553 (925) 692-0090	Kind Hearts Community Support Program	Provide home/friendly visitor services and wellness calls to 54 Urban County People with AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life.	\$10,000	\$10,000	\$74,751
CD-5 Fair Housing: Continue to promote fair housing activities and affirmatively further fair housing.						
14-27-PS	Bay Area Legal Aid 1025 MacDonald Ave. Richmond, CA 94801 (510) 903-2612	Fair Housing Services Urban County	All cases of alleged housing discrimination will be investigated. It is expected that at least 40 households will be provided fair housing counseling services.	\$24,000	\$24,000	\$84,290

**FY 2014/15 FAMILY AND HUMAN SERVICES COMMITTEE
RECOMMENDATIONS
CDBG - PUBLIC SERVICE PROJECTS**

ATTACHMENT B

Project ID	Sponsor	Project Name / Location	Program Outcome / Description	Amount Requested	FY 2014/15 FHS Committee Recommendations	Total Cost of Project
H-1 Homeless: Assist the homeless and those at risk of becoming homeless by providing emergency, transitional, and permanent affordable housing with appropriate supportive services.						
14-28-PS	Anka Behavioral Health, Inc. 1875 Willow Pass Road, #300 Concord, CA 94520 (925) 825-4700	HOPE Plus Urban County	Provide 480 homeless Urban County clients suffering from mental health and substance abuse disorders with access to integrated health, mental health and substance abuse services and to living environments which support their recovery.	\$10,000	\$10,000	\$134,704
14-29-PS	Contra Costa Crisis Center PO Box 3364 Walnut Creek, CA 94598 (925) 939-1916	24-Hour Homeless Hotline & Emergency Shelter Program Urban County	Provide information and referrals to 2,000 Urban County residents including homeless persons, abuse children, seniors, battered spouses, persons with HIV/AIDS and the disabled.	\$18,000	\$18,000	\$472,790
14-30-PS	Contra Costa County Health Services 597 Center Avenue, Suite 335 Martinez, CA 94553 (925) 313-6737	Adult Interim Housing Program 2047-A Arnold Industrial Drive, Concord Urban County	Provide up to 175 year-round emergency shelter beds per night for homeless single adults in Contra Costa County.	\$62,056	\$62,056	\$2,056,280
14-31-PS	Loaves & Fishes of Contra Costa 510 Garcia Avenue Unit H Pittsburg, CA 94565 (925)837-8758	Martinez Dining Room Martinez	Provide emergency food assistance to 500 people, resulting in improved nutrition.	\$15,000	\$15,000	\$254,493
14-32-PS	Shelter Inc. of Contra Costa County 1070 Concord Avenue, Suite 200 Concord, CA 94520 (925) 335-0698	Homeless Prevention Program Urban County	Provide homelessness prevention and rapid rehousing services to 60 low-income (30% – 80% of Area Median Income) Urban County households to prevent homelessness and to help them quickly regain housing following an episode of homelessness.	\$26,675	\$26,675	\$425,306
Totals				\$571,731	\$571,731	\$ 15,659,732

**FY 2014/15
STAFF FUNDING RECOMMENDATIONS
CDBG - ECONOMIC DEVELOPMENT PROJECTS**

ATTACHMENT B

Project #	Applicant	Project Name	Amount Requested	FY 2014/15 Finance Committee Recommendation	Total Budget
Priority CD-6 Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas					
14-33-ED	Contra Costa Child Care Council	Road to Success	\$70,000	\$70,000	\$226,500
14-34-ED	Opportunity Junction	Job Training and Placement Program	\$100,000	\$100,000	\$847,255
14-35-ED	The Stride Center	Tech Job Training/Job Placement Program	\$45,000	\$45,000	\$160,851
14-36-ED	West Contra Costa Business Dev. Center, Inc.	Strengthening Neighborhood Economies	\$90,000	\$90,000	\$230,200
14-37-ED	Workforce Development Board of Contra Costa County	Small Business Management Development Center (SBDC)	\$79,571	\$79,571	\$201,141
TOTALS			\$384,571	\$384,571	\$1,665,947

FY 2014/15 INFRASTRUCTURE/PUBLIC FACILITY APPLICATIONS

Project No.	Applicant	Project Name	Amount Requested	Total Project Budget	Staff Recommendation
Objective CD-7 Infrastructure/Public Facility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility impaired by addressing physical access to public facilities					
14-06-IPF	Ambrose Recreation & Park District	Auditorium floor replacement	\$19,029.00	\$25,372.00	\$ 19,000.00
14-02-IPF	Bethel Island Municipal Improvement District	Bethel Island stormwater/levee pump replacement	\$30,000.00	\$40,000.00	\$ 30,000.00
14-09-IPF	Boys & Girls Club of El Sobrante	Door replacement	\$31,500.00	\$35,000.00	\$ 31,500.00
14-07-IPF	City of San Pablo	Davis Park restrooms and concession stand renovations	\$45,000.00	\$60,000.00	\$ 44,598.00
14-08-IPF	Community Housing Development Corporation (CHDC)	North Richmond Multicultural Senior and Family Center renovations	\$46,058.00	\$50,000.00	\$ 27,500.00
14-04-IPF	Contra Costa County Public Works	Giaramita Street sidewalk improvements	\$100,000.00	\$525,000.00	\$ 50,000.00
14-01-IPF	Martinez Early Childhood Center, Inc.	HVAC replacement	\$21,600.00	\$24,000.00	\$ 21,600.00
14-10-IPF	Martinez Early Childhood Center, Inc.	Toddler playground renovation	\$26,550.00	\$29,500.00	\$ 26,550.00
14-05-IPF	Martinez Early Childhood Center, Inc.	Roof replacement and up-grade of kitchen vent system	\$48,600.00	\$54,000.00	\$ -
TOTALS			\$368,337.00	\$842,872.00	\$ 250,748.00

Community Development Block Grant
FY 2014/15 Affordable Housing Program

ATTACHMENT B

Project ID#	Sponsor	Project Name/Location	Description/Purpose	Funds Requested		AHFC Recommendation
				CDBG	Total Cost	CDBG
Objective AH-3 - Preservation: Maintain and preserve the affordable housing stock						
14-05 HSG	CCC DCD 30 Muir Road Martinez, CA 94553	Neighborhood Preservation Program Urban County	Provision of 25 zero and low interest loans & grants for rehab of housing owned and occupied by very-low and low-income HHs. <i>Total budget includes \$300,000 in anticipated program income.</i>	\$700,000	\$1,000,000	\$700,000
Objective AH-7 - Supportive Housing: Adapt or modify existing housing to meet the needs of special needs populations						
14-06 HSG	Community Energy Services Corporation 1013 Pardee St. # 201 Berkeley, CA 94710	Healthy Homes West County	To provide multi-trigger asthma assessment, remediation, and education to 40 low-income households where people with asthma reside.	\$90,000	\$90,000	\$90,000
14-07 HSG	Community Energy Services Corporation 1013 Pardee St. # 201 Berkeley, CA 94710	Home Repair West County	To provide free safety home repairs to 75 low income residents.	\$180,000	\$198,000	\$125,000
APPLICATION TOTAL FY 2014/15				\$970,000	\$1,288,000	\$915,000

**Attachment C:
FY 2015/16 CDBG
Recommendations**

**Family and Human Services Committee Recommendations: Public Services Category
FY 2015/16**

CCC Project No.	Applicant	Project Name	Outcome/Description	Amount Requested	Family & Human Services Committee Recommendation FY 2015/16	Total Budget
15-01-PS	Anka Behavioral Health, Inc.	HOPE Plus	Provide basic needs and mental health and addiction services for 480 homeless clients.	\$15,831	\$10,000	\$188,609
15-02-PS	Bay Area Legal Aid (BayLegal)	Tenant Landlord Housing Services Collaborative	Provide landlord/tenant counseling and legal services for 550 landlords/tenants.	\$63,000	\$55,000	\$194,466
15-03-PS	Bay Area Legal Aid (BayLegal)	Fair Housing Services Collaborative Project –	Investigate fair housing complaints, educate landlords/tenants, serve 155 clients.	\$27,000	\$25,000	\$105,058
15-04-PS	Community Housing Development Corporation of North Richmond	Multicultural/ Senior Family Center	Provide 400 persons with educational, recreational and nutritional programs at community center.	\$55,210	\$55,000	\$142,193
15-05-PS	Community Housing Development Corporation	Contra Costa County Home Equity Preservation Alliance (HEPA)	Provide foreclosure counseling, education and legal assistance to 120 clients.	\$30,000	\$25,000	\$130,536
15-06-PS	Community Violence Solutions (CVS)	CIC Child sexual assault intervention	Provide forensic interview, case management, advocacy for 70 children and caregivers.	\$20,000	\$15,000	\$448,000
15-07-PS	Contra Costa Behavioral Health Services Homeless Program	Adult Interim Housing Program	Provide 24-hour shelter/wrap-around services for 150 homeless adults.	\$75,000	\$54,000	\$2,067,741
15-08-PS	Contra Costa Crisis Center	Crisis / 211 Contra Costa	Provide telephone 24-hour crisis intervention and 211 referral service for 8,200 clients.	\$20,000	\$18,000	\$1,089,509
15-09-PS	Contra Costa Senior Legal Services	Legal Services for Older Americans	Provide legal counseling services for 200 seniors.	\$12,000	\$12,000	\$467,500
15-10-PS	Court Appointed Special Advocates (CASA)	Children At Risk	Provide advocacy, mentoring, and representation services for 37 abused and neglected children.	\$18,000	\$18,000	\$638,165

**Family and Human Services Committee Recommendations: Public Services Category
FY 2015/16**

CCC Project No.	Applicant	Project Name	Outcome/Description	Amount Requested	Family & Human Services Committee Recommendation FY 2015/16	Total Budget
15-11-PS	Food Bank of Contra Costa and Solano	Collaborative Food Distribution	Provide food distribution services for 9,300 low-income clients.	\$31,500	\$31,500	\$3,641,234
15-12-PS	James Morehouse Project/YMCA of the East Bay(fiscal sponsor)	James Morehouse Project at El Cerrito HS (YMCA of the East Bay fiscal sponsor)	Provide comprehensive mental health and support services for 55 students.	\$10,000	\$10,000	\$239,400
15-13-PS	LITA OF CONTRA COSTA	Love Is The Answer Music Awakenings & iPod Compassion Project	Provide music therapy for 394 senior/disabled clients.	\$22,000	\$10,000	\$72,200
15-14-PS	Lamorinda Spirit - City of Lafayette	Lamorinda Spirit Van Senior Transportation Program	Provide free or low-cost transportation to 150 seniors living in Moraga, Orinda and Lafayette.	\$10,000	\$10,000	\$168,199
15-15-PS	Lions Center for the Visually Impaired	Independent Living Skills for Blind & Visually Impaired Adults	Provide in-home independent living skills and mobility training for 42 visually impaired persons.	\$15,000	\$10,000	\$482,951
15-16-PS	Loaves and Fishes of Contra Costa	Feeding the hungry in Martinez	Provide hot buffet-style meal weekdays to 500 low-income/homeless.	\$15,000	\$15,000	\$947,263
15-18-PS	Meals On Wheels and Senior Outreach Services	Care Management	Provide long-term care services case management for 120 seniors.	\$20,000	\$15,000	\$349,585
15-19-PS	Meals On Wheels and Senior Outreach Services	Senior Nutrition - CC Cafes	Provide hot, weekday lunches to 303 seniors at six senior centers.	\$20,000	\$15,000	\$278,025
15-20-PS	Monument Crisis Center	Nutrition/Community Resources for Low Income Seniors/ Adults with Disabilities	Provide wrap-around safety net services for 2,766 low-income clients.	\$50,000	\$15,000	\$2,014,620
15-21-PS	Mount Diablo Unified School District	CARES After School Enrichment Program	Provide after-school programing for 580 elementary and middle school students.	\$10,000	\$10,000	\$3,497,797

**Family and Human Services Committee Recommendations: Public Services Category
FY 2015/16**

CCC Project No.	Applicant	Project Name	Outcome/Description	Amount Requested	Family & Human Services Committee Recommendation FY 2015/16	Total Budget
15-22-PS	New Horizons Career Development Center	Education, Job Training, Life Skills, and Job Placement Services	Provide job training/placement, GED prep, and life skills for 300 clients.	\$25,000	\$25,000	\$154,000
15-23-PS	Northern California Family Center	Runaway Shelter Services	Provide runaway shelter and mediation/placement for 6 youth.	\$20,000	\$0	\$220,000
15-24-PS	Ombudsman Services of Contra Costa	Ombudsman Services of Contra Costa	Provide abuse/compliance investigation for 775 seniors living in nursing facilities.	\$10,000	\$10,000	\$292,665
15-25-PS	Opportunity Junction	Bay Point Career Development Services	Provide individual vocational services for 40 low-income clients.	\$20,000	\$20,000	\$174,745
15-27-PS	Pacheco/Mtz Homeless Outreach, Inc. dba Central County Homeless Outreach	Reaching Out to the Homeless	Provide basic needs, transportation, shelter placement, and health assessment for 200 homeless.	\$23,340	\$12,626	\$193,600
15-28-PS	Pleasant Hill Recreation & Park District	Senior Service Network	Provide on-site care management and crisis intervention for 150 seniors.	\$10,000	\$10,000	\$48,305
15-29-PS	Rainbow Community Center of Contra Costa	Kind Hearts Community Support Program	Provide congregate meals, food pantry, wellness calls, home visits for 60 LGBT seniors/ people with HIV/AIDS.	\$10,000	\$10,000	\$71,786
15-30-PS	RYSE, Inc.	RYSE Career Pathway Program	Provide career development, media arts education, paid work exp. and academic support for 115 low-income youth.	\$15,000	\$15,000	\$249,451
15-31-PS	SHELTER, Inc.	Homeless Prevention and Rapid Rehousing	Provide homeless prevention and rapid rehousing for 270 low-income clients.	\$27,000	\$15,075	\$792,660
15-32-PS	Village Community Resource Center	Village Community Resource Center Program Support	Provide support for afterschool program for 115 students.	\$13,000	\$13,000	\$272,756

**Family and Human Services Committee Recommendations: Public Services Category
FY 2015/16**

CCC Project No.	Applicant	Project Name	Outcome/Description	Amount Requested	Family & Human Services Committee Recommendation FY 2015/16	Total Budget
15-33-PS	West Contra Costa Family Justice Center/Tides Center	Family Justice Center	Provide one-stop center services for 500 victims of abuse and domestic violence.	\$30,000	\$15,000	\$852,904
15-34-PS	West County Adult Day Care	West County Adult Day/Alzheimer Respite Center	Provide comprehensive adult day care services for 25 seniors with Alzheimers.	\$18,000	\$18,000	\$230,500
15-35-PS	YWCA of Contra Costa/Sacramento	YWCA Family Empowerment Program	Provide mental, physical, social, and emotional health skills training for 125 families.	\$12,000	\$10,000	\$24,000
TOTALS				\$772,881	\$602,201	\$20,740,423

**Internal Operations Committee Recommendations: Economic Development Projects
FY 2015/16**

ATTACHMENT C

CCC Project No.	Applicant	Project Name	Outcome	Amount Requested	Internal Operations Committee Recommendation	Total Budget
					FY 2015/16	
15-01-ED	Contra Costa Child Care Council	Road to Success	Microenterprise growth and assistance for 100 FCCH child care providers.	\$70,000	\$56,000	\$289,651
15-02-ED	Open Opportunities, Inc	Future Build Pre-Apprenticeship Training Program	Train and place 8 pre-apprentices in solar, energy, and construction trade jobs.	\$9,640	\$9,636	\$349,596
15-03-ED	Opportunity Junction	Job Training and Placement Program	Provide 10 participants with job training and job placement in Information Technology jobs.	\$100,000	\$85,000	\$853,855
15-04-ED	San Pablo Economic Development Corporation	SMaRT Program: Social Media Resource Training for Small Business & Workforce	Provide 24 participants with social media marketing technical training.	\$40,000	\$0	\$70,985
15-05-ED	The Stride Center	Tech Job Training/Job Placement Program	Job training and placement in Information Technology jobs for 10 participants.	\$50,000	\$40,000	\$180,000
15-06-ED	West Contra Costa Business Development Center, Inc	Strengthening Neighborhood Economies	Provide technical assistance, training, capital, and incubator services for 60 existing and prospective microenterprises.	\$96,500	\$65,000	\$254,000
15-07-ED	Workforce Development Board of Contra Costa County	Small Business Development Center (SBDC)	Small business training and technical assistance to 50 existing and prospective microenterprises.	\$80,000	\$50,000	\$400,000
TOTALS				\$446,140	\$305,636	\$2,398,087

**Internal Operations Committee Recommendations: Infrastructure/Public Facilities Projects
FY 2015/16**

ATTACHMENT C

CCC Project No.	Applicant	Project Name	Outcome				Total Budget
				Amount Requested	Internal Operations Committee Recommendation FY 2015/16	Internal Operations Committee Recommendation FY 2016/17	
15-01-IPF	Ambrose Recreation & Park District	Renovate Ambrose Community Center public restrooms	Renovate the public restrooms that serve the auditorium and multipurpose room.	\$50,000	\$50,000	n/a	\$73,985
15-02-IPF	Anka Behavioral Health, Inc.	Homeless Multi Service Centers & Mental Health Services Act (MHSA) Homes	Install wheelchair lift at the Homeless Multi-Service Center in Concord.	\$9,000	\$9,000	n/a	\$320,500
15-03-IPF	Bethel Island Municipal Improvement District	Bethel Island Municipal Improvement District (BIMID) Emergency Response Trailer	Purchase emergency response trailer for levee and other emergencies on the Island.	\$13,600	\$0	\$13,600	\$17,000
15-04-IPF	Martinez Early Childhood Center, Inc.	Air Conditioning Installation	Install more efficient air conditioning system in the main building of the Martinez Early Childhood Center.	\$38,878	\$38,878	n/a	\$43,198
15-05-IPF	Martinez Early Childhood Center, Inc.	Roof Replacement/Main building	Replace the roof of the main building of the Martinez Early Childhood Center	\$28,350	\$0	\$28,350	\$31,500
15-06-IPF	Martinez Early Childhood Center, Inc.	Main Kitchen Renovation	Replace kitchen floor, cabinets, counters, and install industrial dishwasher of the Martinez Early Childhood Center	\$30,825	\$30,000	n/a	\$34,250

**Internal Operations Committee Recommendations: Infrastructure/Public Facilities Projects
FY 2015/16**

ATTACHMENT C

CCC Project No.	Applicant	Project Name	Outcome				Total Budget
				Amount Requested	Internal Operations Committee Recommendation FY 2015/16	Internal Operations Committee Recommendation FY 2016/17	
15-07-IPF	Trinity Center Walnut Creek	Trinity Center Bathroom Renovation	Rehabilitate two bathrooms, including making them ADA compliant, of Trinity's Homeless Day Center that serves 50-60 homeless clients daily.	\$60,000	\$40,000	n/a	\$150,000
15-08-IPF	Ujima Family Recovery Services	Ujima West Infrastructure/Public Facilities Acquisition	Acquisition of site that houses its West Outpatient Treatment Services.	\$52,000	\$0	\$21,875	\$700,000
15-09-IPF	West Contra Costa Family Justice Center/Tides Center	Facilities Improvement at Family Justice Center	Renovate outdoor space (Peace Plaza), and replace roof.	\$50,000	\$50,000	n/a	\$168,000
TOTALS				\$332,653	\$217,878	\$63,825	\$1,538,433

Community Development Block Grant
FY 2015/16 Affordable Housing Program

				Staff/AHFC Recommendation	
Project ID#	Sponsor/ Sponsor's Website	Project Name/Location	Description/Purpose	CDBG	Total Cost
Objective AH-1 - Rental Housing: Expand housing opportunities for extremely low-income, very-low income, and low-income, households through an increase in the supply of decent, safe and affordable rental housing.					
15-04-HSG	Community Housing Development Corporation, NR 1535A Fred Jackson Way Richmond, CA 94801 www.chdcnr.com	Heritage Pointe 1500 Fred Jackson Way North Richmond	New construction of 42 rental units/mixed-use affordable to and occupied by very-low income families.	\$150,000	\$17,083,066
15-05-HSG	Domus Development LLC 9 Cushing, Suite 200 Irvine, CA 92618 www.domusd.com	Laurel Terrace San Pablo Ave. at Church Lane San Pablo	New construction of 120 rental units affordable to and occupied by low and very-low income seniors households.	\$540,000	\$39,291,334
Objective AH-3 - Preservation: Maintain and preserve the affordable housing stock, including housing for persons with special needs.					
15-07-HSG	CCC DCD 30 Muir Road Martinez, CA 94553 www.cccounty.us/dcd	Neighborhood Preservation Program Urban County	Provision of 16 zero and low interest loans & grants for rehab of housing owned and occupied by very-low and low-income HHs. <i>Total budget includes \$300,000 in anticipated program income.</i>	\$400,000	\$0
15-08-HSG	Community Energy Services Corporation 1013 Pardee St. # 201 Berkeley, CA 94710 www.ebenergy.org	Home Repair Urban County	To provide free safety home repairs to 70 low income residents.	\$125,000	\$198,000
15-09-HSG	Community Energy Services Corporation 1013 Pardee St. # 201 Berkeley, CA 94710 www.ebenergy.org	Healthy Homes West County	To provide multi-trigger asthma assessment, remediation, and education to 35 low-income households where people with asthma reside.	\$0 Extend current contract thru 2015/16	\$99,000
Objective AH-4 - Special Needs Housing: Increase the supply of appropriate and supportive housing for special needs populations, which may include short term tenant-based rental subsidies.					

Community Development Block Grant
 FY 2015/16 Affordable Housing Program

ATTACHMENT C

				Staff/AHFC Recommendation	
Project ID#	Sponsor/ Sponsor's Website	Project Name/Location	Description/Purpose	CDBG	Total Cost
15-10-HSG	Bonita House Inc. 6333 Telegraph Ave. Oakland, CA 94609	Knightsen Farm 2950 Penny Lane Knightsen	Rehabilitation of an existing single-family home for up to 10 adults with mental health disabilities.	\$707,000	\$791,291
APPLICATION TOTAL FY 2015/16				\$1,922,000	\$57,462,691

**Attachment D:
FY 2016/17 CDBG
Recommendations**

Community Development Block Grant
Public Services Category
FY 2016/17

ATTACHMENT D

CCC Project No.	Applicant	Project Name	Outcome	Amount Requested	Staff/FHS Recommendation for	Total Budget
					FY 2016/17	
Public Service Projects						
16-01-PS	HHS: CORE Homeless Outreach Program	CORE Homeless Outreach Program	Provide street outreach and basic needs, including mental health and addiction services to the homeless population within the Urban County	\$22,224	\$22,224	\$322,591
16-02-PS	Bay Area Legal Aid (BayLegal)	Tenant Landlord Housing Services Collaborative	Provide landlord/tenant counseling and legal services for 550 landlords/tenants.	\$80,000	\$80,000	\$194,466
16-03-PS	Bay Area Legal Aid (BayLegal)	Fair Housing Services Collaborative Project –	Investigate fair housing complaints, educate landlords/tenants, serve 155 clients.	\$40,000	\$40,000	\$105,058
16-04-PS	Community Housing Development Corporation of North Richmond	Multicultural/ Senior Family Center	Provide 400 persons with educational, recreational and nutritional programs at community center.	\$55,000	\$55,000	\$142,193
16-05-PS	Community Housing Development Corporation	Contra Costa County Home Equity Preservation Alliance (HEPA)	Provide foreclosure counseling, education and legal assistance to 120 clients.	\$25,000	\$25,000	\$130,536
16-06-PS	Community Violence Solutions (CVS)	CIC Child sexual assault intervention	Provide forensic interview, case management, advocacy for 70 children and caregivers.	\$15,000	\$15,000	\$448,000

Community Development Block Grant
Public Services Category
FY 2016/17

ATTACHMENT D

CCC Project No.	Applicant	Project Name	Outcome	Amount Requested	Staff/FHS Recommendation for FY 2016/17	Total Budget
16-07-PS	Contra Costa Behavioral Health Services Homeless Program	Adult Interim Housing Program	Provide 24-hour shelter/wrap-around services for 150 homeless adults.	\$54,000	\$54,000	\$2,067,741
16-08-PS	Contra Costa Crisis Center	Crisis / 211 Contra Costa	Provide telephone 24-hour crisis intervention and 211 referral service for 8,200 clients.	\$18,000	\$18,000	\$1,111,840
16-09-PS	Contra Costa Senior Legal Services	Legal Services for Older Americans	Provide legal counseling services for 200 seniors.	\$12,000	\$12,000	\$467,500
16-10-PS	Court Appointed Special Advocates (CASA)	Children At Risk	Provide advocacy, mentoring, and representation services for 37 abused and neglected children.	\$18,000	\$18,000	\$817,600
16-11-PS	Food Bank of Contra Costa and Solano	Collaborative Food Distribution	Provide food distribution services for 9,300 low-income clients.	\$46,500	\$46,500	\$3,641,234
16-12-PS	Girls, Inc.	Afterschool and Education Enrichment Program	Provide afterschool and education enrichment programming to 495 youth from the City of Richmond	\$11,000	\$11,000	\$46,000

Community Development Block Grant
Public Services Category
FY 2016/17

ATTACHMENT D

CCC Project No.	Applicant	Project Name	Outcome	Amount Requested	Staff/FHS Recommendation for FY 2016/17	Total Budget
16-13-PS	James Morehouse Project/YMCA of the East Bay(fiscal sponsor)	James Morehouse Project at El Cerrito HS (YMCA of the East Bay fiscal sponsor)	Provide comprehensive mental health and support services for 55 students.	\$10,000	\$10,000	\$239,400
16-14-PS	Lamorinda Spirit - City of Lafayette	Lamorinda Spirit Van Senior Transportation Program	Provide free or low-cost transportation to 150 seniors living in Moraga, Orinda and Lafayette.	\$10,000	\$10,000	\$168,199
16-15-PS	Lions Center for the Visually Impaired	Independent Living Skills for Blind & Visually Impaired Adults	Provide in-home independent living skills and mobility training for 42 visually impaired persons.	\$10,000	\$10,000	\$482,951
16-16-PS	Loaves and Fishes of Contra Costa	Feeding the hungry in Martinez	Provide hot buffet-style meal weekdays to 500 low-income/homeless.	\$15,000	\$15,000	\$1,093,149
16-17-PS	Meals On Wheels and Senior Outreach Services	Care Management	Provide long-term care services case management for 120 seniors.	\$15,000	\$15,000	\$378,300
16-18-PS	Meals On Wheels and Senior Outreach Services	Senior Nutrition - CC Cafes	Provide hot, weekday lunches to 303 seniors at six senior centers.	\$15,000	\$15,000	\$272,723
16-19-PS	Monument Crisis Center	Nutrition/Community Resources for Low Income Seniors/ Adults with Disabilities	Provide wrap-around safety net services for 2,766 low-income clients.	\$15,000	\$15,000	\$2,014,620

Community Development Block Grant
Public Services Category
FY 2016/17

ATTACHMENT D

CCC Project No.	Applicant	Project Name	Outcome	Amount Requested	Staff/FHS Recommendation for FY 2016/17	Total Budget
16-20-PS	Mount Diablo Unified School District	CARES After School Enrichment Program	Provide after-school programming for 580 elementary and middle school students.	\$10,000	\$10,000	\$3,497,797
16-21-PS	New Horizons Career Development Center	Education, Job Training, Life Skills, and Job Placement Services	Provide job training/placement, GED prep, and life skills for 300 clients.	\$25,000	\$25,000	\$154,000
16-22-PS	Ombudsman Services of Contra Costa	Ombudsman Services of Contra Costa	Provide abuse/compliance investigation for 775 seniors living in nursing facilities.	\$10,000	\$10,000	\$564,387
16-23-PS	Opportunity Junction	Bay Point Career Development Services	Provide individual vocational services for 40 low-income clients.	\$20,000	\$20,000	\$174,745
16-24-PS	Pleasant Hill Recreation & Park District	Senior Service Network	Provide on-site care management and crisis intervention for 150 seniors.	\$10,000	\$10,000	\$48,305
16-25-PS	Rainbow Community Center of Contra Costa	Kind Hearts Community Support Program	Provide congregate meals, food pantry, wellness calls, home visits for 60 LGBT seniors/ people with HIV/AIDS.	\$10,000	\$10,000	\$70,366
16-26-PS	RYSE, Inc.	RYSE Career Pathway Program	Provide career development, media arts education, paid work exp, and academic support for 115 low-income youth.	\$40,000	\$40,000	\$249,451

Community Development Block Grant
Public Services Category
FY 2016/17

ATTACHMENT D

CCC Project No.	Applicant	Project Name	Outcome	Amount Requested	Staff/FHS Recommendation for FY 2016/17	Total Budget
16-27-PS	SHELTER, Inc.	Homeless Prevention and Rapid Rehousing	Provide homeless prevention and rapid rehousing for 270 low-income clients.	\$25,075	\$25,075	\$782,660
16-28-PS	STAND! For Families Free of Violence	Rollie Mullen Center - Emergency Shelter	Provide emergency shelter and services to victims of domestic violence.	\$10,000	\$10,000	\$538,098
16-29-PS	Village Community Resource Center	Village Community Resource Center Program Support	Provide support for afterschool program for 115 students.	\$13,000	\$13,000	\$272,756
16-30-PS	West Contra Costa Family Justice Center/Tides Center	Family Justice Center	Provide one-stop center services for 500 victims of abuse and domestic violence.	\$32,000	\$32,000	\$804,500
16-31-PS	West County Adult Day Care	West County Adult Day/Alzheimer Respite Center	Provide comprehensive adult day care services for 25 seniors with Alzheimers.	\$40,000	\$40,000	\$230,500
16-32-PS	YWCA of Contra Costa/Sacramento	YWCA Family Empowerment Program	Provide mental, physical, social, and emotional health skills training for 125 families.	\$10,000	\$10,000	\$24,000
TOTALS				\$741,799	\$741,799	\$21,555,666

Community Development Block Grant
Economic Development Category
FY 2016/17

ATTACHMENT D

CCC Project No.	Applicant	Project Name	Outcome/Description	Amount Requested	County Staff/Finance Committee Rec. for FY 2016/17	Total Budget
Economic Development Projects						
16-01-ED	Contra Costa Child Care Council	Road to Success	Microenterprise growth and assistance for 100 FCCH child care providers.	\$81,000	\$81,000	\$213,500
16-02-ED	Open Opportunities, Inc	Future Build Pre-Apprenticeship Training Program	Train 8 pre-apprentices in solar, energy, and construction trades.	\$9,636	\$9,636	\$349,596
16-03-ED	Opportunity Junction	Job Training and Placement Program	Provide 10 participants with job training, support services and job placement.	\$85,000	\$85,000	\$896,518
16-04-ED	The Stride Center	Tech Job Training/Job Placement Program	Job training and placement assistance in IT for 10 participants.	\$40,000	\$40,000	\$170,000
16-05-ED	West Contra Costa Business Development Center, Inc	Strengthening Neighborhood Economies	Provide technical assistance, training, capital, and incubator services for 60 clients.	\$65,000	\$65,000	\$206,300
16-06-ED	Workforce Development Board of Contra Costa County	Small Business Development Center (SBDC)	Small business training for 50 clients.	\$50,000	\$50,000	\$315,000
Total				\$330,636	\$330,636	\$2,150,914

Community Development Block Grant
Infrastructure/Public Facilities Category
FY 2016/17

Project Application #	Applicant	Project Name	Amount Requested	Staff/Finance Committee Recommendation	Total Budget
CD-6 : Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities					
16-01-IPF	Ambrose Recreation & Park District	Ambrose Community Center Auditorium Ceiling Tile Replacement and Auditorium Paint	\$47,385	\$47,385	\$63,180
16-02-IPF	Bethel Island Municipal Improvement District	Bethel Island Municipal Improvement District (BIMID) Emergency Response Trailer	\$13,600	\$13,600	\$17,000
16-03-IPF	City of San Pablo	San Pablo Senior Center Automatic Restroom Doors	\$16,000	\$16,000	\$20,520
16-04-IPF	Community Housing Development Corporation of North	North Richmond Multicultural Senior and Family Center - Roof Replacement, HVAC Replacement, and Bathroom Improvments	\$64,200	\$64,200	\$73,830
16-05-IPF	Martinez Early Childhood Center, Inc.	Roof Replacement/Main building	\$28,350	\$28,350	\$31,500
16-06-IPF	Martinez Early Childhood Center, Inc.	Seismic repair and retro-fit to classroom/building	\$37,962	\$33,795	\$50,000
16-07-IPF	POGO PARK	Harbour-8 Park Improvements: Sports field, picnic amenities	\$220,210	\$220,210	\$243,485
16-08-IPF	Ujima Family Recovery Services	The Rectory Women's Recovery Center - Drain System and Children Play Area Improvements	\$67,300	\$67,300	\$75,500
		TOTAL	\$495,007	\$490,840.00	\$575,015.00

				Amount Requested	Staff /AHFC Recommendation	
Project ID#	Sponsor	Project Name/Location	Description/Purpose	CDBG	CDBG	Total Cost
Objective AH-1 - New Construction of Affordable Rental Housing.						
HSG-16-02	Community Housing Development Corporation, NR 1535A Fred Jackson Way Richmond, CA 94801	Heritage Point 1500 Fred Jackson Way North Richmond	New construction of 42 rental units/mixed-use affordable to and occupied by very-low income families. <i>Project received previous allocation of \$150,000 in CDBG funds and \$48,000 in HOME funds.</i>	\$1,700,000	\$1,550,000	\$22,769,118
HSG-16-03	Resources for Community Development 2220 Oxford Street Berkeley, CA 94596	St. Paul's Commons 1860 Trinity Avenue, Walnut Creek	New construction of 45 rental units/mixed-use affordable housing and public facility for homeless day program. <i>Project fits best as a public facility for homeless programs.</i>	\$800,000	\$800,000	\$21,256,766
Objective AH-3 - Maintain and preserve affordable housing.						
HSG-16-04	CCC DCD 30 Muir Road Martinez, CA 94553	Neighborhood Preservation Program Urban County	Provision of 8 low interest loans, 5 mobile home grants, & 3 single-family grants for rehab of housing owned and occupied by very-low and low-income HHs. <i>Total budget includes \$561,200 in anticipated repaid loans to the program.</i>	\$300,000	\$240,800	\$801,000
HSG-16-06	Resources for Community Development 2220 Oxford Street Berkeley, CA 94596	Elaine Null 112 Alves Lane 300-310 Water Street Bay Point	Rehabilitation of an existing 14 unit rental development affordable to and occupied by very-low income families.	\$30,000	\$100,000	\$30,500,000
Total				\$2,830,000	\$2,690,800	\$75,326,884

**Attachment E:
FY 2017/18 CDBG
Recommendations**

Community Development Block Grant
Public Services Category
FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome/Description	Amount Requested	County Staff/FHS Recommendation for FY 2017/18	Total Budget
17-01-PS	A Place of Learning (APOL)	After School Tutoring and Mentoring Program	Provide free after-school/Summer mentoring/tutoring services to 60 low-income Urban County students.	\$10,000	\$10,000	\$37,950
17-02-PS	Bay Area Legal Aid (BayLegal)	Landlord/Tenant Counseling Program	Provide landlord/tenant counseling and legal services for 550 landlords/tenants.	\$100,000	\$80,000	\$157,075
17-03-PS	Community Housing Development Corporation of North Richmond	Multicultural/Senior Family Center	Provide 400 persons with educational, recreational and nutritional programs at community center.	\$98,291	\$55,000	\$149,691
17-04-PS	Community Housing Development Corporation	Contra Costa County Home Equity Preservation Alliance (HEPA)	Provide foreclosure counseling, education and legal assistance to 120 clients.	\$30,000	\$25,000	\$160,536
17-05-PS	Community Violence Solutions (CVS)	CIC Child Sexual Assault Intervention	Provide forensic interview, case management, advocacy for 70 children and caregivers.	\$15,000	\$15,000	\$320,500
17-06-PS	Contra Costa County Health Services - Health, Housing and Homeless Services Division, Homeless Program	Coordinated Outreach, Referral, and Engagement Program (CORE)	Provide day and evening homeless street outreach services to at least 450 Urban County individuals living outside throughout the County.	\$25,000	\$22,300	\$669,265

Community Development Block Grant
Public Services Category
FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome/Description	Amount Requested	County Staff/FHS Recommendation for FY 2017/18	Total Budget
17-07-PS	Contra Costa Crisis Center	Crisis / 211 Contra Costa	Provide telephone 24-hour crisis intervention and 211 referral service for 8,200 clients.	\$18,000	\$18,000	\$1,204,578
17-08-PS	Contra Costa Family Justice Alliance	West County Family Justice Center	Provide one-stop center services for 500 victims of abuse and domestic violence.	\$40,000	\$32,000	\$1,260,076
17-09-PS	Contra Costa Health, Housing and Homeless Services Homeless Program	Contra Costa Adult Continuum of Services	Provide 24-hour shelter/wrap-around services for 150 homeless adults.	\$54,000	\$54,000	\$2,067,741
17-10-PS	Contra Costa Senior Legal Services	Legal Services for Seniors	Provide legal counseling services for 200 seniors.	\$15,000	\$12,000	\$604,000
17-11-PS	Contra Costa Service Integration Program - SparkPoint Contra Costa	Community Career Center	Provide services to 200 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.	\$20,000	\$12,000	\$236,000
17-12-PS	Court Appointed Special Advocates (CASA)	Children At Risk	Provide advocacy, mentoring, and representation services for 37 abused and neglected children.	\$20,000	\$18,000	\$769,300
17-13-PS	ECHO Housing	Fair Housing Services	Provide comprehensive fair housing counseling services to approximately 210 Urban County residents.	\$40,000	\$40,000	\$268,037

Community Development Block Grant
Public Services Category
FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome/Description	Amount Requested	County Staff/FHS Recommendation for FY 2017/18	Total Budget
17-14-PS	East Bay Center for the Performing Arts	Deep Roots, Wide World Program	Provide literacy and performing arts summer programs to 150 children aged 3-9, resulting in improved academic performance, community building, and exposure to diverse global art traditions.	\$14,200	\$11,500	\$66,710
17-15-PS	Food Bank of Contra Costa and Solano	Collaborative Food Distribution	Provide food distribution services for 9,300 low-income clients.	\$46,500	\$46,500	\$3,822,358
17-16-PS	Girls Inc.	Summer/Afterschool and Education Enrichment Programming	Provide afterschool and education enrichment programming to 495 youth from the City of Richmond	\$15,000	\$11,000	\$239,960
17-17-PS	James Morehouse Project / YMCA of the East Bay (fiscal sponsor)	James Morehouse Project at El Cerrito High School	Provide comprehensive mental health and support services for 55 students.	\$20,000	\$10,000	\$299,000
17-18-PS	Lamorinda Spirit - City of Lafayette	Lamorinda Spirit Van Senior Transportation Program	Provide free or low-cost transportation to 150 seniors living in Moraga, Orinda and Lafayette.	\$10,000	\$10,000	\$183,298
17-19-PS	Lions Center for the Visually Impaired	Independent Living Skills for Blind and Visually Impaired Adults	Provide in-home independent living skills and mobility training for 42 visually impaired persons.	\$15,000	\$10,000	\$197,188

Community Development Block Grant
Public Services Category
FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome/Description	Amount Requested	County Staff/FHS Recommendation for FY 2017/18	Total Budget
17-20-PS	Loaves and Fishes of Contra Costa	Nourishing Lives in Martinez, Antioch and Pittsburg	Provide hot buffet-style meal weekdays to 500 low-income/homeless.	\$15,000	\$15,000	\$1,157,825
17-21-PS	Meals On Wheels and Senior Outreach Services	Care Management	Provide long-term care services case management for 120 seniors.	\$20,000	\$15,000	\$347,500
17-22-PS	Meals On Wheels and Senior Outreach Services	Senior Nutrition - CC Cafes	Provide hot, weekday lunches to 303 seniors at six senior centers.	\$18,750	\$15,000	\$313,973
17-23-PS	Monument Crisis Center	Critical Safety Net Resources for Families and Individuals	Provide wrap-around safety net services for 2,766 low-income clients.	\$20,000	\$15,000	\$2,819,648
17-24-PS	Mount Diablo Unified School District	CARES After School Enrichment Program	Provide after-school programming for 580 elementary and middle school students.	\$10,000	\$10,000	\$3,497,797
17-26-PS	New Horizons Career Development Center	Education, Job Training, Life Skills, and Job Placement Services	Provide job training/placement, GED prep, and life skills for 300 clients.	\$25,000	\$25,000	\$154,000
17-27-PS	Northern California Family Center	Runaway Shelter Services	Provide 1-5 nights of emergency shelter, mediation services, clothing and food to 10 Urban County youth to prevent homelessness and long-term institutionalization.	\$20,000	\$11,500	\$220,000

Community Development Block Grant
Public Services Category
FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome/Description	Amount Requested	County Staff/FHS Recommendation for FY 2017/18	Total Budget
17-28-PS	Ombudsman Services of Contra Costa	Ombudsman Services of Contra Costa	Provide abuse/compliance investigation for 775 seniors living in nursing facilities.	\$17,000	\$10,000	\$702,084
17-29-PS	Pleasant Hill Recreation & Park District	Senior Service Network	Provide on-site care management and crisis intervention for 150 seniors.	\$15,000	\$10,000	\$60,650
17-30-PS	Rainbow Community Center of Contra Costa	Kind Hearts Community Support Program	Provide congregate meals, food pantry, wellness calls, home visits for 60 LGBT seniors/ people with HIV/AIDS.	\$12,000	\$10,000	\$80,712
17-31-PS	RYSE, Inc.	RYSE Career Pathway Program	Provide career development, media arts education, paid work exp, and academic support for 115 low-income youth.	\$40,000	\$40,000	\$280,995

Community Development Block Grant
Public Services Category
FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome/Description	Amount Requested	County Staff/FHS Recommendation for FY 2017/18	Total Budget
17-32-PS	Richmond Public Library	Words on Wheels	Provide Mobile Library Services to serve 125 seniors and low-income residents living in areas of Richmond that have limited access to computers and library services.	\$31,905	\$12,000	\$225,528
17-33-PS	SHELTER, Inc. (CDBG)	Homeless Prevention & Rapid Rehousing Program	Provide homeless prevention and rapid rehousing for 270 low-income clients.	\$30,000	\$25,075	\$876,439
17-34-PS	St. Vincent de Paul of Contra Costa County	RotaCare Pittsburg Free Medical Clinic at St. Vincent de Paul	Provide free urgent and chronic medical care to 480 uninsured clients.	\$13,500	\$12,000	\$261,010
17-35-PS	Village Community Resource Center	Village Community Resource Center Program Support	Provide support for afterschool program for 115 students.	\$17,550	\$13,000	\$282,650
17-36-PS	West County Adult Day Care	West County Adult Day/Alzheimer	Provide comprehensive adult day care services for 25 seniors with Alzheimers.	\$40,000	\$40,000	\$215,780
17-37-PS	YWCA of Contra Costa/Sacramento	YWCA Family Empowerment Program	Provide mental, physical, social, and emotional health skills training for 125 families.	\$12,000	\$10,000	\$24,000
Total				\$963,696	\$780,875	\$24,233,854

Community Development Block Grant
Economic Development Category
FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome	Amount Requested	County Staff/Finance Committee Recommendation for FY 2017/18	Total Budget
Economic Development Projects						
17-01-ED	Contra Costa Child Care Council	Road to Success	Microenterprise growth and assistance for 90 FCCH child care providers.	\$90,000	\$85,000	\$245,250
17-02-ED	Multicultural Institute	Lifeskills/Day Labor Program	Provide job-matching, individualized assistance with health, legal, and educational needs to 300 poverty level and extremely-low income day laborers.	\$30,000	\$26,000	\$79,273
17-03-ED	Open Opportunities, Inc.	Future Build Pre-Apprenticeship Training Program	Train 8 pre-apprentices in solar, energy, and construction trades.	\$9,640	\$9,640	\$481,444
17-04-ED	Opportunity Junction	Job Training and Placement Program	Provide 10 participants with job training, support services and job placement.	\$100,000	\$100,000	\$947,003
17-05-ED	Opportunity Junction	Bay Point Career Development Services	Provide intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals to 30 low-income persons.	\$20,000	\$20,000	\$172,491
17-06-ED	Renaissance Entrepreneurship Center	Renaissance Richmond	Intensive small business/microenterprise training and technical assistance to 50 unduplicated lower-income individuals who own or wish to start a small business/microenterprise	\$50,000	\$42,000	\$295,984

Community Development Block Grant
 Economic Development Category
 FY 2017/18

ATTACHMENT E

CCC Application No.	Applicant	Project Name	Outcome	Amount Requested	County Staff/Finance Committee Recommendation for FY 2017/18	Total Budget
17-07-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	To provide technical assistance and support to 50 existing businesses or persons wishing to open a business as a way to create/retain jobs.	\$80,800	\$77,152	\$244,800
17-08-ED	Workforce Development Board of Contra Costa County	Small Business Development Center (SBDC)	Small business training for 50 clients.	\$50,000	\$50,000	\$325,000
Total				\$430,440	\$409,792	\$2,466,245

Community Development Block Grant
 Infrastructure/Public Facilities Category
 FY 2017/18

CCC Application No.	Applicant	Project Name	Outcome				Total Budget
				Amount Requested	County Staff Recommendation for FY 2017/18	County Staff Recommendation for FY 2018/19	
Infrastructure/Public Facilities Projects							
17-01-IPF	City of Oakley	Oakley Senior Center Renovations	Improvements/Renovation of the Oakley Senior Center located at 215 2nd Street, Oakley	\$130,500	\$98,000	N/A	\$149,000
17-02-IPF	Bethel Island Municipal Improvement District	Pump and Drainage Pipe Replacement Project	Replacement of existing pump and drainage pipe to prevent flooding in the Bethel Island neighborhood.	\$110,000	\$82,500	N/A	\$110,000
17-03-IPF	Contra Costa Family Justice Alliance	West County Family Justice Center Roof Replacement Project	Roof Replacement of the West County Family Justice Center located in the City of Richmond	\$191,000	\$0	\$95,000	\$191,000
17-04-IPF	Harmony Home, Associated	Wheel Char lift Installation and Exterior Stairs Replacement Project	Install a wheelchair lift and rebuild the existing stairs to Harmony Home's office building in Martinez to improve accessibility and allow more space for client services	\$87,000	\$78,000	N/A	\$87,000
17-05-IPF	Martinez Early Childhood Center, Inc.	Children's Bathroom Addition and Floor Replacement Project	Addition of a new ADA bathroom for children and replacement of interior floors of all the classrooms of the Martinez Early Childhood Center	\$69,040	\$65,494	N/A	\$76,600

Community Development Block Grant
 Infrastructure/Public Facilities Category
 FY 2017/18

CCC Application No.	Applicant	Project Name	Outcome				Total Budget
				Amount Requested	County Staff Recommendation for FY 2017/18	County Staff Recommendation for FY 2018/19	
17-06-IPF	Martinez Early Childhood Center, Inc.	Playground Re-Surfacing Project	Replace the surfacing of an existing playground within the Martinez Early Childhood Center	\$27,630	\$0	\$27,630	\$30,719
17-07-IPF	Pogo Park	Harbour-8 Park Shade Structure Project	Install a new shade structure for an existing playground within Harbour-8 Park located in the City of Richmond	\$80,000	\$0	\$80,000	\$94,800
TOTALS				\$695,170	\$323,994	\$202,630	\$739,119

Community Development Block Grant
FY 2017/18 Affordable Housing Program

				Funds Requested	Staff/AHFC Recommendation	
Project ID#	Sponsor	Project Name/Location	Description/Purpose	CDBG	CDBG	Total Cost
Objective AH-1 - New Construction of Affordable Rental Housing.						
HSG-17-01	Community Housing Development Corporation, NR 1535A Fred Jackson Way Richmond, CA 94801	Heritage Point 1500 Fred Jackson Way North Richmond	New construction of 42 rental units/mixed-use affordable to and occupied by very-low income families. <i>Project received previous allocation of \$1,700,000 in CDBG funds.</i>	\$1,273,033	\$1,250,000	\$23,243,608
HSG-17-02	Resources for Community Development 2220 Oxford Street Berkeley, CA 94596	St. Paul's Commons 1860 Trinity Avenue, Walnut Creek	New construction of 45 rental units/mixed-use affordable to and occupied by very-low income families. <i>Previous award of \$800,000 in CDBG funds for tenant improvements for Trinity Center</i>	\$625,000	\$ 200,000	\$19,569,875
Objective AH-3 - Maintain and preserve affordable housing.						
HSG-17-04	Richmond Neighborhood Housing Services 2320 Cutting Boulevard Richmond, CA 94804	Low-Income Housing Preservation and EA Assessment Scattered Sites, Richmond	Rehabilitation of 18 single-family rental homes affordable to and occupied by low-income families.	\$283,885	\$280,000	\$315,428
HSG-17-06	Community Housing Development Corporation, NR 1535A Fred Jackson Way Richmond, CA 94801	Chesley Mutual Housing 802 Chesley Avenue Richmond	Rehabilitation of 30 existing units affordable to and occupied by very-low income families.	\$464,812	\$350,000	\$516,458
HSG-17-07	CCC DCD 30 Muir Road Martinez, CA 94553	Neighborhood Preservation Program Urban County	Provision of 8 low interest loans, 3 mobile home grants, & 2 single-family grants for rehab of housing owned and occupied by very-low and low-income HHs. <i>Total budget includes \$609,000 in anticipated repaid loans to the program.</i>	\$150,000	No new allocation. Program will be funded with loan repayments	\$759,000

Community Development Block Grant
 FY 2017/18 Affordable Housing Program

ATTACHMENT E

				Funds Requested	Staff/AHFC Recommendation	
Project ID#	Sponsor	Project Name/Location	Description/Purpose	CDBG	CDBG	Total Cost
HSG-17-08	Habitat for Humanity East Bay Silicon Valley 2619 Broadway Oakland CA 94612	Homeowner Rehab Program Urban County	17 mobile home grants and 22 single-family grants for rehab of housing owned and occupied by very-low and low-income households.	\$500,000	\$250,000	\$550,000
HSG-17-09	Community Energy Services Corporation 1013 Pardee Street Berkeley, CA 94710	Home Repair Program Urban County	To provide free safety home repairs to 75 low income residents.	\$175,000	\$75,000	\$192,500
APPLICATION TOTAL FY 2017/18				\$3,471,730	\$2,405,000	\$45,146,869

**Attachment F:
FY 2018/19 CDBG
Recommendations**

Community Development Block Grant
Public Services Category
FY 2018/19

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County		
				Amount Requested	Amount Received In FY 2017/18	County Staff/FHS Committee Recommendation for FY 2018/19
Public Service Projects						
18-01-PS	Bay Area Legal Aid	Tenant Landlord Housing Services Collaborative	Provide landlord/tenant counseling and legal services for 510 landlords/tenants.	\$100,000	\$80,000	\$80,000
18-02-PS	Community Housing Development Corporation	Contra Costa County Home Equity Preservation Alliance (HEPA)	Provide foreclosure counseling, education and legal assistance to 80 clients.	\$30,000	\$25,000	\$25,000
18-03-PS	Community Housing Development Corporation of North Richmond	Multicultural/ Senior Family Center	Provide 350 persons with educational, recreational and nutritional programs at community center.	\$98,291	\$55,000	\$55,000
18-04-PS	Community Violence Solutions (CVS)	CIC Child sexual assault intervention	Provide forensic interview, case management, advocacy for 70 children and caregivers.	\$15,000	\$15,000	\$15,000
18-05-PS	Contra Costa Service Integration Program	Spark Point Contra Costa	Provide services to 200 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.	\$20,000	\$12,000	\$12,000
18-06-PS	Food Bank of Contra Costa and Solano	Collaborative Food Distribution	Provide food distribution services for 9,300 low-income clients.	\$46,500	\$46,500	\$46,500
18-07-PS	Monument Crisis Center	Nutrition/Community Resources for Low Income Seniors/ Adults with Disabilities	Provide wrap-around safety net services for 2,000 low-income clients.	\$20,000	\$15,000	\$15,000

Community Development Block Grant
Public Services Category
FY 2018/19

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County		
				Amount Requested	Amount Received In FY 2017/18	County Staff/FHS Committee Recommendation for FY 2018/19
18-08-PS	New Horizons Career Development Center	Education, Job Training, Life Skills, and Job Placement Services	Provide job training/placement, GED prep, and life skills for 300 clients.	\$25,000	\$25,000	\$25,000
18-09-PS	Richmond Public Library	Words on Wheels	Provide Mobile Library services to serve 125 seniors living in areas of Richmond that have limited access	\$15,000	\$12,000	\$12,000
18-10-PS	St. Vincent de Paul of Contra Costa County	RotaCare Pittsburg Free Medical Clinic at St. Vincent de Paul	Provide free urgent and chronic medical care to 480 uninsured clients.	\$13,000	\$12,000	\$12,000
18-11-PS	Village Community Resource Center	Village Community Resource Center Program Support	Provide support for afterschool program for 115 students.	\$13,000	\$13,000	\$13,000
18-12-PS	YWCA of Contra Costa/Sacramento	YWCA Family Empowerment Program	Provide mental, physical, social, and emotional health skills training for 125 families.	\$10,000	\$10,000	\$10,000
18-13-PS	Contra Costa Senior Legal Services	Legal Services for Older Americans	Provide legal counseling services for 200 seniors.	\$12,000	\$12,000	\$12,000
18-14-PS	Court Appointed Special Advocates (CASA)	Children At Risk	Provide advocacy, mentoring, and representation services for 37 abused and neglected children.	\$20,000	\$18,000	\$18,000
18-15-PS	Lamorinda Spirit - City of Lafayette	Lamorinda Spirit Van Senior Transportation Program	Provide free or low-cost transportation to 160 seniors living in Moraga, Orinda and Lafayette.	\$10,000	\$10,000	\$10,000

Community Development Block Grant
Public Services Category
FY 2018/19

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County		
				Amount Requested	Amount Received In FY 2017/18	County Staff/FHS Committee Recommendation for FY 2018/19
18-16-PS	Lions Center for the Visually Impaired	Independent Living Skills for Blind & Visually Impaired Adults	Provide in-home independent living skills and mobility training for 42 visually impaired persons.	\$15,000	\$10,000	\$10,000
18-17-PS	Meals On Wheels and Senior Outreach Services	Care Management	Provide long-term care services case management for 140 seniors.	\$20,000	\$15,000	\$15,000
18-18-PS	Meals On Wheels and Senior Outreach Services	Senior Nutrition - CC Cafes	Provide hot, weekday lunches to 250 seniors at six senior centers.	\$18,750	\$15,000	\$15,000
18-19-PS	Ombudsman Services of Contra Costa	Ombudsman Services of Contra Costa	Provide abuse/compliance investigation for 775 seniors living in nursing facilities.	\$17,000	\$10,000	\$10,000
18-20-PS	Pleasant Hill Recreation & Park District	Senior Service Network	Provide on-site care management and crisis intervention for 150 seniors.	\$15,000	\$10,000	\$10,000
18-21-PS	Rainbow Community Center of Contra Costa	Kind Hearts Community Support Program	Provide congregate meals, food pantry, wellness calls, home visits for 60 LGBT seniors/ people with HIV/AIDS.	\$12,000	\$10,000	\$10,000
18-22-PS	Family Justice Alliance	West Contra Costa Family Justice Center	Provide one-stop center services for 300 victims of abuse and domestic violence.	\$46,000	\$32,000	\$32,000
18-23-PS	West County Adult Day Care	West County Adult Day/Alzheimer Respite Center	Provide comprehensive adult day care services for 56 seniors with Alzheimers.	\$40,000	\$40,000	\$40,000

Community Development Block Grant
Public Services Category
FY 2018/19

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County		
				Amount Requested	Amount Received In FY 2017/18	County Staff/FHS Committee Recommendation for FY 2018/19
18-24-PS	A Place of Learning	Afterschool Training and Mentoring Program	Provide free after-school mentoring and tutorial services to 60 underprivileged/english-learning children in Far East County.	\$10,000	\$10,000	\$10,000
18-25-PS	East Bay Center for Performing Arts	Deep Roots, Wide World Program	Provide performing arts and summer literacy programming to 150 children in Richmond, CA.	\$14,200	\$11,500	\$11,500
18-26-PS	Girls, Inc.	Afterschool and Education Enrichment Program	Provide Summer and after-school literacy and STEM enrichment programming to 330 students	\$11,000	\$11,000	\$11,000
18-27-PS	Mount Diablo Unified School District	CARES After School Enrichment Program	Provide after-school programming for 817 elementary and middle school students.	\$10,000	\$10,000	\$10,000
18-28-PS	RYSE, Inc.	RYSE Career Pathway Program	Provide career development, media arts education, paid work exp, and academic support for 230 low-income youth.	\$40,000	\$40,000	\$40,000
18-29-PS	James Morehouse Project/YMCA of the East Bay(fiscal sponsor)	James Morehouse Project at El Cerrito HS (YMCA of the East Bay fiscal sponsor)	Provide comprehensive mental health and support services for 55 students.	\$10,000	\$10,000	\$10,000
18-30-PS	Eden Council for Hope and Opportunity	Fair Housing Services	Provide comprehensive fair housing counseling services to approximately 80 Urban County residents.	\$40,000	\$40,000	\$40,000

Community Development Block Grant
Public Services Category
FY 2018/19

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County		
				Amount Requested	Amount Received In FY 2017/18	County Staff/FHS Committee Recommendation for FY 2018/19
18-31-PS	Contra Costa County Health Services	Coordinated Outreach, Referral, and Engagement Program (CORE)	Provide day and evening homeless street outreach services to 450 Urban County individuals	\$22,300	\$22,300	\$22,300
18-32-PS	Contra Costa Behavioral Health Services Homeless Program	Adult Interim Housing Program	Provide 24-hour shelter/wrap-around services for 150 homeless adults.	\$54,000	\$54,000	\$54,000
18-33-PS	Contra Costa Crisis Center	Crisis / 211 Contra Costa	Provide telephone 24-hour crisis intervention and 211 referral service for 8,200 clients.	\$18,000	\$18,000	\$18,000
18-34-PS	Loaves and Fishes of Contra Costa	Feeding the hungry in Martinez	Provide hot buffet-style meal weekdays to 500 low-income/homeless.	\$15,000	\$15,000	\$15,000
18-35-PS	SHELTER, Inc.	Homeless Prevention and Rapid Rehousing	Provide homeless prevention and rapid rehousing for 270 low-income clients.	\$25,075	\$25,075	\$25,075
TOTALS				\$901,116	\$769,375	\$769,375

Community Development Block Grant
Economic Development Category
FY 2018/19

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County		
				Amount Requested	Amount Received FY 2017/18	County Staff/Finance Committee Rec. for FY 2018/19
Economic Development Projects						
18-01-ED	Contra Costa Child Care Council	Road to Success	Microenterprise growth and assistance for 90 FCCH child care providers.	\$85,000	\$85,000	\$85,000
18-02-ED	Multicultural Institute	Lifeskills/Day Labor Program	Provide job-matching, individualized assistance with health, legal, and educational needs to 300 poverty level and extremely-low income day laborers.	\$26,000	\$26,000	\$26,000
18-03-ED	Open Opportunities, Inc.	Future Build Pre-Apprenticeship Training Program	Train 8 pre-apprentices in solar, energy, and construction trades.	\$9,640	\$9,640	\$9,640
18-04-ED	Opportunity Junction	Job Training and Placement Program	Provide 10 participants with job training, support services and job placement.	\$100,000	\$100,000	\$100,000
18-05-ED	Opportunity Junction	Bay Point Career Development Services	Provide intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals to 30 low-income persons.	\$20,000	\$20,000	\$20,000
18-06-ED	Renaissance Entrepreneurship Center	Renaissance Richmond	Intensive small business/microenterprise training and technical assistance to 50 unduplicated lower-income individuals who own or wish to start a small business/microenterprise	\$42,000	\$42,000	\$42,000

Community Development Block Grant
 Economic Development Category
 FY 2018/19

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County		
				Amount Requested	Amount Received FY 2017/18	County Staff/Finance Committee Rec. for FY 2018/19
18-07-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	To provide technical assistance and support to 50 existing businesses or persons wishing to open a business as a way to create/retain jobs.	\$77,152	\$77,152	\$77,152
18-08-ED	Workforce Development Board of Contra Costa County	Small Business Development Center (SBDC)	Small business training for 50 clients.	\$50,000	\$50,000	\$50,000
Total				\$409,792	\$409,792	\$409,792

Community Development Block Grant
Infrastructure Public Facilities Category
FY 2018/19

ATTACHMENT F

CCC Application No.	Applicant	Project Name/Location	Outcome	Amount Requested	FY 2018/19 Staff Recommendation
IPF: Infrastructure/Public Facilities					
18-01-IPF	Ambrose Recreation & Park District	Auditorium Doors and Stage Curtain Replacement / Bay Point	Remove and replace the interior and exterior doors in the auditorium at the Ambrose facility at 3105 Willow Pass Rd, Bay Point.	\$33,973	\$18,575
18-02-IPF	Bethel Island Municipal Improvement District	Bethel Island Flood Water Drainage Facility/ Bethel Island	Replace an existing pump that helps drive seepage and drainage water out of the watershed to prevent major flooding on Bethel Island, increase public safety, and provide vector control.	\$51,000	\$51,000
18-03-IPF	Boys & Girls Clubs of Contra Costa	Martinez Clubhouse HVAC Project/Martinez	Remove and replace the HVAC system at the Martinez facility at 1301 Alhambra Ave.	\$78,414	\$78,414
18-04-IPF	CocoKids, Inc.	Safety and Access Project / Concord	Installation of ADA compliant power-operated doors at the two primary entrances, two restrooms, and the entrance to the main conference at CocoKids main office at 1035 Detroit Ave #200, Concord	\$36,855	\$36,855
18-05-IPF	Contra Costa County Health Services - Health, Housing and Homeless Services	Adult Shelter Improvements / Concord sites	Installation of ADA compliant power-operated doors and physical security improvements of the adult and youth homeless shelters in Richmond and Concord.	\$95,433	\$95,433

Community Development Block Grant
Infrastructure Public Facilities Category
FY 2018/19

ATTACHMENT F

18-06-IPF	Contra Costa County Health Services - Health, Housing and Homeless Services	Adult and Youth Shelter Improvements / Richmond sites	Installation of ADA compliant power-operated doors and physical security improvements of the adult and youth homeless shelters in Richmond and Concord.	\$95,165	\$95,165
18-07-IPF	Martinez Early Childhood Center, Inc.	Playground Re-Surfacing Project / Martinez	Replace the surfacing of an existing playground within the Martinez Early Childhood Center	\$27,630	\$27,630
18-08-IPF	Pogo Park	Harbour-8 Park Shade Structure Project / Richmond	Install a new shade structure for an existing playground within Harbour-8 Park located in the City of Richmond	\$80,000	\$80,000
18-09-IPF	RYSE, Inc.	RYSE Commons Door Replacment Project / Richmond	Remove and replace the interior and exterior doors in the auditorium at the RYSE facility at 205 41st St., Richmond.	\$70,550	\$70,550
18-10-IPF	Reclamation District 799	Storm Drainage Pump Station No 1 & 2 Rehabilitation / Oakley-Bethel Island (Hotchkiss Tract)	Installation of manual transfer switches at Pump Station 1 & 2, allowing for mobile backup generators to be utilized in the event of a power outage. Additionally, electrical service at Pump Station 1 will be updated to meet current electrical standards. These pump stations protect the land within the Hotchkiss Tract (Oakley/Bethel Island) from becoming inundated by flood waters during times of heavy rainfall and elevated water stages; thereby preventing property damage, increasing public safety, and providing vector	\$56,250	\$56,250

Community Development Block Grant
 Infrastructure Public Facilities Category
 FY 2018/19

ATTACHMENT F

18-11-IPF	Reclamation District 799	Storm Drainage Pump Station Nos. 3 & 4 Rehabilitation / Oakley-Bethel Island (Hotchkiss Tract)	Installation of manual transfer switches at Pump Stations 3 & 4, allowing for mobile backup generators to be utilized in the event of a power outage. Additionally, pump efficiency tests will be performed, outlining operational efficiency. Finally, a dilapidated trash screen will be replaced at Pump Station 3. These pump stations protect the land within the Hotchkiss Tract (Oakley/Bethel Island) from becoming inundated by flood waters during times of heavy rainfall and elevated water stages; thereby preventing property damage, increasing public safety, and providing vector control.	\$84,000	\$84,000
Totals				\$709,270	\$693,872

Community Development Block Grant
FY 2018/19 Affordable Housing Program

Project ID#	Sponsor	Project Name/Location	Description/Purpose	Funds Requested	Staff/AHFC Recommendation
				CDBG	CDBG
Objective AH-1 - New Construction of Affordable Rental Housing.					
HSG-18-02	Choice in Aging 490 Golf Club Rd Pleasant Hill, CA 94523 Satellite Affordable Housing Associates 1835 Alcatraz Ave Berkeley, CA 94703	Aging in Place Campus 490 Golf Club Rd Pleasant Hill, CA 94523	New construction of 82 units affordable to and occupied by extremely low, very low, and lower income seniors. 17 County-assisted units. <i>Previous award of \$100,000 in CDBG for demolition or site acquisition.</i>	\$ 1,000,000	\$ -
HSG-18-06	Richmond Neighborhood Housing Services 2320 Cutting Blvd Richmond, CA 94804	RNHS Rehab Phase 2 Scattered Sites, Richmond	Rehabilitation of 21 single-family rental homes affordable to and occupied by low-income families. <i>Previously awarded \$280,000 in CDBG funds.</i>	\$151,535	\$151,000
HSG-18-07	CCC DCD 30 Muir Road Martinez, CA 94553	Neighborhood Preservation Program Urban County	Provision of 8 low interest loans, 15 mobile home grants, & 2 single-family grants for rehab of housing owned and occupied by very-low and low-income HHs. <i>Total budget includes \$666,000 in anticipated repaid loans to the program.</i>	\$723,000	\$723,000
HSG-18-08	Habitat for Humanity East Bay/Silicon Valley 2619 Broadway Oakland, CA 94612	Neighborhood Preservation Program Administration Urban County	17 mobile home grants and 15 single- family grants for rehab of housing owned and occupied by very-low and low-income households. <i>Previously awarded \$250,000 in CDBG funds.</i>	\$500,000	\$180,000
HSG-18-10	Mercy Housing California 1360 Mission St San Francisco, CA 94103	Hacienda 1300 Roosevelt Ave Richmond, CA 94801	Rehabilitation of a 150 unit rental housing complex affordable to and occupied by low-income families, and made available to seniors, and disabled individuals who were former residents.	\$1,810,000	\$1,810,000
			Total	\$ 4,184,535	\$2,864,000

Attachment G:
Agencies Funded
With CDBG Funds
(All Categories)
FY 2013/14 – FY 2018/19

ATTACHMENT G

	FY 2013/14				FY 2014/15				FY 2015/16				FY 2016/17				FY 2017/18				FY 2018/19				Total
	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	
Richmond Public Library/Words on Wheels																	\$12,000				\$12,000				\$24,000
St. Vincent de Paul of Contra Costa County/RotaCare Medical Clinic																	\$12,000				\$12,000				\$24,000
YWCA of Contra Costa County 1320 Arnold Drive, Suite 170 Martinez, CA 94553 (925) 372-4213	\$10,000				\$10,000				\$10,000				\$10,000				\$12,000				\$12,000				\$64,000
Contra Costa Senior Legal Services 4006 MacDonal Avenue Richmond, CA 94805 (510) 412-3150	\$10,000				\$10,000				\$12,000				\$12,000				\$12,000				\$12,000				\$68,000
LITA OF CONTRA COSTA									\$10,000																\$10,000
Lamorinda Spirit - City of Lafayette									\$10,000				\$10,000				\$10,000				\$10,000				\$40,000
Pleasant Hill Recreation & Park District 147 Gregory Lane Pleasant Hill, CA 94523 (925) 798-8787	\$10,000				\$10,000				\$10,000				\$10,000				\$10,000				\$10,000				\$60,000
Meals on Wheels/Senior Outreach Services of Contra Costa 1300 Civic Drive Walnut Creek, CA 94596 (925) 937-8311	\$20,000				\$20,000				\$30,000				\$30,000				\$30,000				\$30,000				\$160,000
West County Adult Day Care 1015 Nevin Avenue, Suite 108 Richmond, CA 94801 (510) 235-6276	\$15,000				\$15,000				\$18,000				\$40,000				\$40,000				\$40,000				\$168,000
A Place of Learning 315 Orchard Avenue Brentwood, CA 94513 (925) 642-5529	\$10,000				\$10,000												\$10,000				\$10,000				\$40,000
East Bay Center for Performing Arts 339 - 11th Street Richmond, CA 94801 (510) 234-5624	\$7,500				\$7,500												\$11,500				\$11,500				\$38,000

ATTACHMENT G

	FY 2013/14				FY 2014/15				FY 2015/16				FY 2016/17				FY 2017/18				FY 2018/19				Total
	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	
Anka Behavioral Health, Inc. 1875 Willow Pass Road, #300 Concord, CA 94520 (925) 825-4700	\$10,000				\$10,000				\$10,000	\$9,000															\$39,000
Contra Costa Crisis Center PO Box 3364 Walnut Creek, CA 94598 (925) 939-1916	\$18,000				\$18,000				\$18,000				\$18,000				\$18,000				\$18,000				\$108,000
Contra Costa County Health Services 597 Center Avenue, Suite 335 Martinez, CA 94553 (925) 313-6737	\$52,056				\$62,056				\$54,000				\$76,224				\$76,300				\$76,300	\$190,598			\$587,534
Loaves & Fishes of Contra Costa PO Box 3335 Danville, CA 94526 (925)837-8758	\$15,000				\$15,000				\$15,000				\$15,000				\$15,000				\$15,000				\$90,000
Northern California Family Center																	\$11,500								\$11,500
Pacheco/Mtz Homeless Outreach, Inc., dba Central County Homeless Outreach									\$12,626																\$12,626
Shelter Inc. of Contra Costa County 1070 Concord Avenue, Suite 200 Concord, CA 94520 (925) 335-0698	\$0 (Receiving an award of \$83,383 in ESG Funds)				\$26,675				\$15,075				\$25,075				\$25,075				\$25,075				\$116,975
STAND! For Families Free of Violence													\$10,000												\$10,000
Contra Costa Child Care Council 1035 Detroit Avenue Suite 200 Concord, CA 94518 (925) 676-5442			\$70,000				\$70,000				\$56,000			\$81,000			\$85,000					\$36,855	\$85,000		\$483,855
Multicultural Institute/Day Laborer Program																	\$26,000						\$26,000		\$52,000
Open Opportunities, Inc										\$9,636			\$9,636				\$9,640						\$9,640		\$38,552
Opportunity Junction 3102 Delta Fair Blvd. Antioch, CA 94509 (925) 776-1133			\$100,000				\$100,000		\$20,000		\$85,000		\$20,000		\$85,000		\$120,000						\$120,000		\$650,000

ATTACHMENT G

	FY 2013/14				FY 2014/15				FY 2015/16				FY 2016/17				FY 2017/18				FY 2018/19				Total
	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	PS	IPF	ED	HSG	
CCC Public Works Dept. 255 Glacier Dr. Martinez, CA 94553 (925) 313-2000		\$127,831				\$50,000																			\$177,831
Guardian Adult Day Health Center 3905 San Pablo Dam Road El Sobrante, CA 94806 (510) 669-1005		\$13,609																							\$13,609
Harmony Home, Associated																		\$78,000							\$78,000
Martinez Early Childhood Center, Inc. 615 Arch Street Martinez, CA 94553 (925) 229-2000		\$33,400				\$48,150				\$68,878				\$62,145				\$65,494					\$27,630		\$305,697
POGO Park, Inc.														\$220,210									\$80,000		\$300,210
Trinity Center Walnut Creek										\$40,000															\$40,000
Ujima Family Recovery Services 1901 Church Lane San Pablo, CA 94806 (510) 236-3139		\$41,100												\$67,300											\$108,400
Habitat for Humanity East Bay Silicon Valley 2619 Broadway Oakland, CA 94612				\$450,000																					\$450,000
Resources for Community Development 2220 Oxford Street Berkeley, CA 94596				\$227,000											\$900,000								\$200,000		\$1,327,000
Richmond Neighborhood Housing Services 2320 Cutting Boulevard Richmond, CA 94804																		\$280,000					\$151,000		\$431,000
CCC DCD 30 Muir Road Martinez, CA 94553				\$700,000			\$700,000			\$400,000				\$240,800				\$250,000						\$903,000	\$3,193,800
Contra Costa Interfaith Housing				\$110,546																					\$110,546
Community Energy Services Corporation							\$215,000			\$125,000								\$75,000							\$415,000
Bonita House Inc.										\$707,000															\$707,000
Domus Development LLC										\$540,000															\$540,000
Mercy Housing California 1360 Mission St San Francisco, CA 94103																							\$1,810,000		\$1,810,000



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

8.

Meeting Date: 07/29/2019

Subject: Employee Recognition

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: 6/18/2019 C.104

Referral Name: Employee Recognition Programs

Presenter: Lisa Driscoll, County
Finance Director

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

Referral History:

On June 18, 2019, the Board of Supervisors referred to the Finance Committee the issues of employee recognition programs; and directed staff to provide to the committee a list of all department employee recognition programs, the cost of them and how those programs are funded.

Referral Update:

See attached administrative bulletin and report regarding employee recognition programs, the cost of the programs, and how those programs are funded.

Recommendation(s)/Next Step(s):

CONSIDER accepting report of employee recognition programs.

Attachments

Administrative Bulletin 410

CCCFPD Personnel Bulletin 45

Office of the Sheriff Policy 10.04.21

Summary of Departmental Employee Recognition

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 410.4
Date: 9-1-15
Section: Personnel

SUBJECT: Service Recognitions and Awards

I. APPLICABILITY.*

Effective July 1, 2009, the Service Award Program, as established in Section 16.3 of the Contra Costa County Salary Regulations, was suspended due to budget shortfalls. This action discontinued the County-supplied service award pins and gifts administered by a third party recognition company.

This bulletin is applicable to all County departments regarding employee service awards, in an effort to continue to promote recognition of employees' milestone service years and dedication to Contra Costa County.

II. AUTHORITY.

In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and responsibility to establish and enforce personnel policies in County departments and agencies. As set forth in Contra Costa Salary Regulations section 16.1, Responsibility for the administration of this program is the Human Resources Department. (Prior code §2460; Ord. 787; prior Ord. §36-10.20.)

III. SCOPE AND RESPONSIBILITIES.

The Human Resources Department will send department heads, or designees, a biannual service year listing of employees reaching 10 years of service and every five (5) years of service after.

Department heads, or designees, will identify departmental staff reaching milestone service years, and recognize them as set forth:

IV. FORM AND FREQUENCY OF RECOGNITIONS AND AWARDS.*

a. County Employees Recognitions

i. Ten Years of Service

Recognition ceremonies are to be made within departments by the department heads, or designee for larger departments. To give the recognition meaning, it is recommended that ceremonies are conducted

at the department level with the department head in his/her office or conference room with immediate supervisors and fellow workers in attendance.

ii. Fifteen Years of Service

In addition to IV.a.(i) above, employees who reach 15 years of service are eligible to take a Service Day Off (up to 8 hours) with pay (administrative leave) within thirty (30) days of their service award date, subject to approval of the department head or designee.

1. Within thirty days means the time period that starts thirty days prior to the service award date, and up to thirty days after the service award date.
2. Employees are responsible for requesting the Service Day-Off timely and using it within thirty days of their service award date.
3. Employees taking a Service Day-Off are responsible for appropriately reflecting the day off on their timecard in the timekeeping system (code T01).

iii. Twenty Years, or More, of Service

In addition to IV.a.(ii)., employees that reach 20 years, and every five service years after, have the option to:

1. Be recognized at the Board of Supervisors' meeting, upon approval by the department head.
 - a. Department heads, or designees, desiring to recognize employees at a ceremony before the Board of Supervisors will need to do the following:
 - i. Review the Board of Supervisors meeting schedule and agenda deadlines to identify meeting dates designated for County Service Awards.
 - ii. Contact the Clerk of the Board office and provide the desired Board of Supervisors meeting date, and name of the service award recipient and presenter.
 - iii. Initiate the request by submitting a board order.
 - iv. Inform the employee being recognized of the Board of Supervisors meeting the ceremony is scheduled for.
 - b. At the Board of Supervisors' meeting, the Chair of the Board will call the employee and presenter to the podium where the presenter will give a brief overview of the employee's service. Upon receiving recognition, the employee may also make a brief comment, if desired. In

PERSONNEL BULLETIN

SUBJECT: SERVICE AWARD PROGRAM

I. POLICY

Resolution 71/400F of the Board of Supervisors adopted a Service Award Program for the Fire District.

Service Awards shall be a pin, tie clip or similar item (herein called pins) and, in addition, a time piece after 30 years of service.

II. AWARDS

A. The first service pin shall be awarded after each employee's first ten (10) years of service. Thereafter, a new pin shall be awarded after each additional five (5) years of service.

B. The following procedures shall apply with respect to service awards:

1. Ten (10) Year Service Award

a. Shift Employees

Presentation by Battalion Chief at duty station

b. Non-Shift Employees

Presentation by division head

2. Fifteen (15), Twenty (20), Twenty Five (25) Year Service Awards

a. Shift Employees

Presentation by Fire Chief at Fire Commission meeting (voluntary)

Shall receive 11 hours of vacation credit.

PERSONNEL BULLETIN

SUBJECT: SERVICE AWARD PROGRAM

b. Non-Shift Employees

Presentation by Fire Chief at Fire Commission meeting (voluntary).

Shall receive a day off to be scheduled with division supervisor.

3. Thirty (30) Year Service Awards

a. Shift Employees

Presentation by Board of Supervisors at a Supervisors meeting (voluntary).

Shall receive 11 hours of vacation credit.

b. Non-Shift Employees

Presentation by Board of Supervisors at a Supervisors meeting (voluntary).

Shall receive a day off to be scheduled with division supervisor.

Contra Costa County Office of the Sheriff General Policy and Procedure	CCCSO	NUMBER: 1.04.21
	RELATED ORDERS: County Ordinance 36-10.202, 36-10.204, 36-10.206; Administrative Bulletin 310.2.	
ISSUE DATE: 2-1-2006 REVISION DATE: 12-19-2013	CLEARANCE: Office of the Sheriff	
CHAPTER: Employee Benefits and Assistance	SUBJECT: County Service Employee Award Program	

I. POLICY.

- * A. Office of the Sheriff employees shall receive official recognition for specified lengths of service in the employment of the County.

II. GENERAL.

- A. **ELIGIBLE EMPLOYEES.** The Human Resources Department will notify the Office of the Sheriff when an employee has qualified to receive a County Service Award.
- B. **FREQUENCY OF AWARDS.** The first service award shall be awarded after ten years of service. A new and distinguishable award shall be awarded after each additional five years of service.
 - 1. **Ten Year Service Award.** The Office of the Sheriff will be responsible for the ordering and purchase of lapel pins for employees with 10 years of service. The Division Commander or designee will make the presentation of the lapel pin for 10 years of service.
 - 2. **Fifteen or More Years of Service Awards.** Employees eligible for 15 or more years of service awards will receive a personalized packet containing a service award brochure and an order form direct from a private vendor under contract to Contra Costa County. It is the responsibility of the employee to complete the order form and return it as directed.
 - a. The Sheriff's Office will receive, on a quarterly basis, the selected awards and a status report showing the date packets were sent, the order form returned, what the employee ordered and the shipping date.
 - b. Employees receiving 15 year service award as defined above and each 5 year increment thereafter, are entitled to a day off with pay within 30 days of their anniversary date. The date of the day off with pay is subject to approval by Division Commander.
- C. **PRESENTATION OF AWARDS.** The Sheriff or designee will present the service awards at the quarterly award ceremony for those employees with 15 years or more service.

1. Employees with 20 or more years of service may voluntarily elect to go before the Board of Supervisors to accept their award. The award ceremony will be held the last Tuesday of every month. The Sheriff's Service Award Coordinator will notify the Human Resources Department Labor Relations, at least two weeks prior to the selected Board date the employee has requested. The Service Award Coordinator will notify the Sheriff as to the date and time of the ceremony of the employee(s) scheduled to have their award presented before the Board of Supervisors.
 2. Those eligible employees not desiring to appear before the Board of Supervisors may elect to voluntarily have their award presented by the Sheriff or designee at the quarterly award ceremony; or may receive their award without a ceremony.
- D. **CALCULATING SERVICE.** Length of service shall date from the beginning of the last period of continuous County employment including temporary, provisional, permanent status and during approved leaves of absence. Employees who have separated from a permanent position in good standing and within two years are re-employed in a permanent County position shall be credited with all service accumulated at time of separation not including the period of separation.
- E. **SERVICE AWARD COORDINATOR.** The position of Sheriff's Service Award Coordinator shall consist of civilian volunteers selected by Administrative Services. The responsibilities of the Service Award Coordinator include:
1. Upon notice of an employee's eligibility for a service award from the Human Resources Department, the Service Award Coordinator will verify the date of hire and length of service.
 2. Upon receipt of the awards from the vendor, determine in what manner the employee wishes the award to be presented.
 3. Notify the respective Division Commander of employees eligible for ten-year service lapel pins and provide them.
 4. Contact the Training Deputy to arrange date and time of the quarterly award ceremony for awards of 15 years or more and request the Training Deputy arrange for photographs to be taken.
 5. Notify the Service Award Administrator for the Human Resources Department of those employees eligible who have requested award presentation before the Board of Supervisors at least two weeks prior to the selected board date. The award ceremony will be held the last Tuesday of every month.
 6. Solicit and secure biographical information about each employee receiving an award before the Board of Supervisors or at the quarterly ceremony and provide it to the Training Deputy.
 7. Notify the Sheriff as to the date and time of the ceremony and the names and biographies of employees who have been chosen to receive the Service Award before the Board of Supervisors or at the quarterly awards ceremony.

8. Prepare all awards for presentation by the Sheriff, beginning with employees who have the longest time in service and supply a photograph to the employee.

F. FORM OF AWARDS.

1. The service award for ten years of service shall be a lapel pin.
2. Service awards for fifteen years and over shall be selected from the service award brochure which will be sent by the vendor in the personalized packet containing an order form directly to the eligible employee at the last known address as provided by the employee.

Employee Recognition

Prior to July 1, 2009, Contra Costa County participated in a Service Award Program that included County-supplied services award pins and gifts administered by a third party recognition company. Due to budget cuts, that program was discontinued in FY 2009/10 and replaced with a countywide Service Recognition Program.

The recognition policy promotes recognition of employee milestones by acknowledging staff members' 10th, 15th, 20th, 25th and 30-year County anniversaries, which is described in detail in Administrative Bulletin No. 410 and is summarized as follows:

- I. Ten Years of Service Recognition ceremonies are to be made within departments by the department heads, or designee for larger departments. To give the recognition meaning, it is recommended that ceremonies be conducted at the department level with the department head in his/her office or conference room with immediate supervisors and fellow workers in attendance.
- II. Fifteen Years of Service In addition to I above, employees who reach 15 years of service are eligible to take a Service Day Off (up to 8 hours) with pay (administrative leave) within thirty (30) days of their service award date, subject to approval of the department head or designee.
- III. Twenty Years (or more) of Service In addition to I and II above, employees that reach 20 years, and every five service years after, have the option to: 1. Be recognized at the Board of Supervisors' meeting, upon approval by the department head. Upon receiving recognition, the employee may also make a brief comment, if desired. In addition, a photo opportunity for the recipient a long with the presenter and the entire Board is available, if desired. 2. Be recognized within the department by the department head, or designee, as stated in I above, if the employee chooses not to be recognized before the Board of Supervisors.

The Administrative Bulletin does not apply to staff of the Contra Costa County Fire Protection District or the Office of the Sheriff. Both of those departments maintain separate policies (Contra Costa County Fire Protection District Personnel Bulletin No. 45 and Office of the Sheriff Policy No. 10.04.21 respectively). These policies are attached to this report.

In the event a department wishes to use public funds to further recognize employees, a Board Order is required. It is very common for department heads, management staff, and staff generosity to fund additions to the basic employee recognition program. During the survey process we heard from most if not all of our departments that they wished to encourage the Board to recognize and appreciate the importance and value of employee recognitions and to provide departments designated funding on an annual basis for that purpose. The following list by department summarizes current employee recognition programs, over and above following the Administrative Bulletin:

Agriculture

In addition to the ceremonies provided for in the Administrative Bulletin, lunch is sometimes provided. Retirements or other major events will usually include a gift from staff. Recognition is paid for with staff generosity, no County money is expended on employee recognition.

Animal Services

The department has a specific recognition program, which was not approved by the Board of Supervisors. The costs, which vary by year dependent upon years of services, for FY 208/19 were under \$1,600. Costs for FY 2019/20 are expected to be approximately \$550.

Service	Item Description	Total	Number	FY 2018/19
1 year	Certificate w/Seal	\$0.75	31	\$23.25
5 years	Certificate w/Seal & T-Shirt w/Logo	\$30.52	13	\$396.76
10 years	Certificate w/Seal & Hat w/Logo	\$36.15	9	\$325.35
15 years	Certificate w/Seal & Hoodie Sweatshirt w/Logo	\$56.68	9	\$510.12
20 years	Certificate w/Seal & Lightweight Jacket w/Logo	\$84.34	3	\$253.02
25 years	Certificate w/Seal & Outerwear Jacket w/Logo	\$84.50	1	\$84.50
	Total:		66	\$1,593.00

Employee Recognition

Assessor

The Assessor's Office provides several recognition events each year:

- A Close of Roll Picnic to recognize all employees for their dedicated efforts throughout the year. This is a hosted event for all employees and their families and is paid for by fundraising throughout the year. The average cost of the Close of Roll picnic is \$1000.00 - \$1300.00, which includes, catering/food and beverage costs, park rental fees, and prizes for employees. The funds are maintained by a designated committee.
- During the annual County Cares Food Drive, managers and supervisors of the Assessor's Office contribute prizes to be awarded to staff to show appreciation for program support. Typical prizes include, gift cards, gift certificates, gift baskets, event tickets, etc. All prizes are donated by management/supervisor staff and total approximately \$500 in value.
- The Office provides an opportunity for the public to recognize employees' exemplary customer service by completing counter surveys. These surveys are placed in employee personnel files to recognize customer service excellence.
- The Assessor's Office has a customary practice of providing celebration luncheons, by team and/or division, at the close of roll. These are hosted by managers and supervisors for their teams/staff to recognize and celebrate teamwork and success in closing the roll.
- The Assessor's Office provides an appreciation luncheon for all administrative and clerical staff on Administrative Professionals Day. This event is paid for by the Assessor.
- The Assessor's Office provides an appreciation luncheon for all valuation employees. This event is paid for by the Assistant Assessor.

Auditor-Controller

In addition to the recognition defined by Administrative Bulletin, there is usually an office wide potluck followed by a presentation acknowledging the employee. There may be a gift provided to the employee during the presentation. There are no County Funds used for these events. Funds for gifts are collected from employees and items for the potluck are purchased with personal funds. A similar practice is used for employees leaving due to retirement or promotion to another department. Managers also bring in donuts, pastries and lunch items at their costs for staff.

Child Support

A Staff Appreciation event is hosted in December to recognize and celebrate staff who have earned service awards during that calendar year. Prior to the event employees with service award dates during the year are asked if they would like to be recognized at the event. If employees do not wish to be recognized at that event, they are given a recognition certificate made in-house privately and a service award pin that recognizes the number of years of service. Those who want to be recognized receive their certificate and pin at the event along with a presentation about their work history. The service award pins were purchased personally and donated by the Director. Upon retirement employees are asked if they would like a plaque, which is then ordered from Diablo Trophy on a purchase order (\$47.85 per plaque).

Staff is recognized in a variety of ways by individual supervisors, management or project teams, including monthly "Value of the Month" contests. The awards and gifts are either donated by executive management and/or supervisors and some, depending on their nature, are purchased from funds raised in various department fundraising events held throughout the year. Fundraising events occur during employees' breaks and lunches. Some fundraising events are hot dog sales, bake sales, and silent auctions. The items purchased through fundraising or personally by supervisory and management staff are usually lunches and gift cards.

The department publishes a quarterly in-house newsletter and all who submit an article are placed in a drawing to win a gift card. One random winner per issue receives a gift card purchased by the executive management team from their personal donations. On average \$237 is spent each year on plaques using state and federal funds.

Clerk-Recorder

Clerk-Recorder spends approximately \$400/year General Fund on four quarterly recognition "coffee" gatherings, at which they give "service awards", introduce new employees, and recognize significant accomplishments. The cost of about \$100 for each event funds coffee, pastries, and paper certificates made in the Clerk's Office. Authorization is pre-approved using the CAO-authorized special event form. Any other recognition is paid for by the department head and division heads personally.

Employee Recognition

County Administration

Annually, the County Administrator schedules an appreciation luncheon after adoption of the Budget. The event is scheduled during the noon hour and paid for by the County Administrator.

County Counsel

Employee service awards and similar employee recognitions take place during events that are generally organized and paid for by staff. Service awards are given at ten years and every five years thereafter. A framed certificate of appreciation is provided at department expense when an honoree celebrates ten years. The frames costs approximately \$15 each and one or two per year are provided each year. The department has maintains a voluntary gift fund to contribute to special events. Additionally, there is a December holiday party – generally at a restaurant and attorneys absorb the cost for attorney and support staff, a Summer/Fall “County Counsel Appreciation Day” – in recent years this has been a potluck in the park. Retirement/special recognition/farewell parties also take place. Refreshment costs are paid by staff and/or department head contributions.

Department of Conservation and Development

DCD provides the years of service award in a frame. The only cost is for the picture frame, which they purchase from the dollar store. No other costs. The source of funding is land development.

Department of Information Technology

DoIT recognizes employees who are retiring and occasionally a team recognition. No County funds are expended. Costs are covered by the Department Head

District Attorney

The District Attorney’s Office has purchased retirement gifts for employees. For Fiscal Year 2018-19, a clock was presented to an employee upon retirement, purchased from Diablo Trophies & Awards at a general fund cost of \$200.

EHSD

The Employment and Human Services department annually requests and receives Board of Supervisors approval for an enhanced employee recognition program. The program includes an annual awards ceremony and celebration to recognize 150-175 employees each year. The total annual expense approved for 2019 is \$2,400 (10% of which is general fund). The funding covers the venue, awards, very light refreshment, and decorations. Other recognition takes place during the year and is paid for by the Department Head and/or Division Managers including a staff appreciation party for Aging & Adult Services, Workforce Services breakfast, year-end management team recognition, administrative assistant day recognition, and holiday luncheon.

The Community Services Bureau spends approximately \$3,400 per year from federal Head Start and Early Head Start grants on employee recognition. The recognition includes educational books for mental health interns and teachers, imprinted cold cups for Teacher Appreciation Day, and certificate holders.

Additionally the Children and Family Services unit holds an annual event to tie in with Social Worker Month. It is funded through the unit’s training contract and this year had a cost of \$12,800 in 2011 realignment funds. The primary focus of the annual half-day gathering is staff education. At this year’s annual training, the theme was “Growth to Greatness”. The trainer/keynote speaker’s presentation intentionally connected staff to other EHSD training initiatives such as “Next Level Leadership.” Staff retention, self-care, work/life balance, and professional development were addressed. These elements related to staff appreciation. Each staff member received a meal and small take-away items (umbrella and small watering can/plant) that the vendor included as part of the event cost.

Health Services

Staff donates money or food for most employee recognition events. The Health Information Management Unit within Contra Costa Regional Medical Center and Health Centers spends \$800 in general funds annually for lunch bags for 84 staff members in celebration of Health Information Management Staff Appreciation Week. The Environmental Health Division started an annual staff recognition awards event in 2015, costing up to \$1,500 per year and paid for by permit fees. Costs associated with this event has included trophies/awards, facility rental, and food and beverage. The Division has a policy in place for this event and requests CAO approval each year.

Employee Recognition

Human Resources

The department head provides a plant to employees to recognize service milestones and presents it at an All Staff meeting. Occasionally an event, such as a picnic, is held and paid for by managers and/or donations of food stuffs, etc.

Library

Per the Administrative Bulletin, employees reaching milestone years of service are recognized with certificates signed by the County Librarian; managers are encouraged to acknowledge these employees at their staff meetings. Approximately \$300 was spent on these awards for twenty-four employees in 2018. A large order of print materials was made in 2009, which the department will use for many more years.

The Library has a long held practice of celebrating holidays, birthdays and other special occasions with potlucks and fun activities that include refreshments and gift cards in small amounts (\$5.00); these are voluntarily and paid out of pocket by managers and supervisors. The Library requests a food waiver for the Annual Staff Training Day in October of each year. All libraries are closed for the day and approximately \$18,000 is spent on the event for 300+ employees, venue, speaker fees, refreshments and training material.

Probation

Probation pays for "employee recognition" with contributions from the management team and others like the Juvenile Hall Auxiliary (this is voluntary donations/contributions, not county funds). This year the DSA has committed money for the upcoming Probation week. The Department does purchase items for employees to show appreciation. Those items are limited to those that the Department feels can be used by staff while on duty. Last year, the department purchased plastic power bank emergency chargers for their staff and had the Probation star imprinted on the chargers. The department spent \$2,148 in general funds for the chargers.

Public Defender

The Department has an office holiday party and sometimes an office summer picnic, all of which is paid for by the employees and management.

Public Works

J. Michael Walford Awards were established many years ago and are given annually. The Walford Awards are recognition to Public Works individuals, teams, and projects that demonstrate excellence in the areas of customer service, creativity, innovation, teamwork, and project administration. The award winner(s) name is placed on a plaque in the lobby and the employee receives a certificate. The annual cost for the Walford Awards is approximately \$54.00 for plate engraving. In FY 18-19, the department spent \$424, which included an additional plaque using Road, Flood Control and Special Revenue funds.

The Director and Deputies Directors present cards to all PW staff for years of service milestones. Approximately \$100 is spent annually on paper using Road, Flood Control and Special Revenue funds.

Maintenance Safety Awards are given annually to the safest road and specialty crews, and safest crew members. The awards are recognition for staff members that have excellent attention to safety for themselves, their coworkers and the public. The awards include hats and clothing that can be used for work purposes. The cost for the Safety Awards for FY 18-19 was \$1,752 using Road funds and is budgeted annually.

The Airports Division gives an annual Aviation Advisory Committee Tenant Recognition Award, which is approximately \$160 per year and a Golf Tournament Recognition – Perpetual Plaque Name Plate which is approximately \$54.00 per year. The total for FY18-19 was \$214. This is budgeted as part of the Community Relations Budget (\$4,000 budgeted annually) and is funded by the Airport Enterprise Fund.

An annual BBQ is held by and for the employees. The Public Works BBQs are paid by attendees (usually \$10 per person). Departmental staff also hold fund raisers throughout the year and this money is kept in a separate account (with its own tax id) – the Public Works Employee Association (pronounced "piwi").

Sheriff-Corner

The Office of the Sheriff does not participate in the County's Board of Supervisor recognition program. Although the County discontinued the Employee Recognition Program in 2009, the Office of the Sheriff was authorized to continue the Employee Recognition Program per Administrative Bulletin 410 in conjunction with Office of the Sheriff

Employee Recognition

Policy and Procedure Number 1.04.21. The Office of the Sheriff recognizes employees for their years of County service. Service Awards are presented to employees beginning at 10 years of service, continuing at 5 year increments. Employees at 10 years of service receive a lapel pin shaped as a Sheriff Star with the number "10" embossed on it. Once employees reach 15+ years of service, they are provided a list of items they are eligible to select from (watches, bracelets, necklaces, or the lapel pin.) Costs for these Service Awards are budgeted within the Office of the Sheriff's general fund budget. Employees are generally presented with their service award by their direct supervisor. Employees with 20+ years of service may request their award be presented to them by the Sheriff at a New Employee Swearing-in Ceremony. Costs associated with the Recognition Program for FY 2018/19 totaled \$10,814.99, of which \$7,673.13 was Sheriff's general fund dollars, and \$3,141.86 was Emergency Services grant funds. Below is a break-down of employee recognition awards paid for by Sheriff's General Fund during FY 2018/19. Note that the lapel pins are larger, more ornate, and more expensive as the years of service increases.

Fiscal Year 2018-19	Lapel Pins	Cost	Other Awards	Cost	Total Quantity	Total Cost
10 YEAR	10	422.54	-	-	10	422.54
15 YEAR	10	677.20	2	171.84	12	849.04
20 YEAR	25	1,766.16	8	720.94	33	2,487.10
25 YEAR	4	1,148.00	2	499.91	6	1,647.91
30 YEAR	2	751.66	-	-	2	751.66
40 YEAR	-	-	1	759.27	1	759.27
TOTAL	51	4765.56	13	2151.96	64	6,917.52
					Tax/Ship	755.61
					Total	7,673.13
15 Year – 2 Watches						
20 Year - 2 Gold Bracelets, 3 Watches, 3 Necklaces						
25 Year - 2 Watches						
40 Year – 1 Diamond Watch						

In addition, the Office of the Sheriff hosts an annual Retirement Recognition Ceremony which is funded by a collaboration of the Sheriff's Posse' and the Deputy Sheriff's Association. Costs for this event are approximately \$4,000; Sheriff's General Fund is not used for this event.

Treasurer-Tax Collector

In accordance with Administrative Bulletin Number 410 and in effort to continue to promote recognition of employee milestones within our department, the Treasurer-Tax Collector's Office acknowledges staff members' 10th, 15th, 20th, 25th and 30-year County Anniversaries during monthly staff meetings. In addition, departmental staff with 15, 20, 25 and 30-year milestones are honored with a certificate of recognition for years of service which is prepared in-house and signed by the department head and the staff member's supervisor.

In 2016, the department purchased a pack of award paper and gold seals to prepare awards in house. In 2017, eight picture frames were purchased from My Office Products spending \$86.18 (general funds) prior to learning picture frames are not authorized purchases. No County monies have been spent on awards since 2017.

Veterans Services

The Department follows Administrative Bulletin 410. No County money is spent on employee recognition. As with most departments, birthday, wedding shower, baby shower, and team picnics are funded at management/employees personal expense.

Contra Costa County Fire Protection District

The District follows Personnel Bulletin 45 and recognizes employees at 10, 15, 20, 25, and 30 years of service; however, the district does not provide a time piece after thirty years. Employees are invited to attend (voluntarily) an Advisory Fire Commission meeting wherein they are presented with a service award pin. Advisory Fire Commission meetings are held every other month at night. For FY 2018-2019, \$1,397 was spent for service award lapel pins. The District has a line item in the administrative budget and spends approximately \$1,400 per year. The source of funding is the Fire District general fund.



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

9.

Meeting Date: 07/29/2019
Subject: Contra Costa EMS System Funding Report - Update
Submitted For: Anna Roth, Health Services Director
Department: Health Services
Referral No.: 5-23-17 D.6
Referral Name: County Service Area EM-1 Basic Assessment
Presenter: Patricia Frost (925) 646-4690 **Contact:** Patricia Frost, Director, EMS

Referral History:

On July 23, 2018, the Finance Committee heard an update to the March 26, 2018 report to consider funding identified system needs of \$550,000. The Committee briefly discussed the financial needs of the system and discussed the pursuit of a Special Tax for EMS. In March, the Committee directed an on-going referral to Finance to begin working on the two year process to put a Special Tax on the June 2020 ballot. Staff was directed to forward a report to the Board to recommend exploration of a ballot measure for a Special Tax to support EMS and other health related issues and to direct the County Administrator to develop a plan to bring back to the Committee by the end of 2018. Staff was directed to work with Ms. Frost to meet with the CCC Fire Chiefs Executive Board to discuss such a measure. The Committee directed that the meeting is to occur by the end of September to allow the item to return to Finance in October.

On March 26, 2018, the Finance Committee heard a report and request for funding from Patricia Frost. The Committee discussed the financial needs of the system, possible State legislation to address the need, pursuit of a Special Tax, and future grant opportunities. The Committee directed Ms. Frost to forward a report to the Board to recommend exploration of a ballot measure for a Special Tax to support EMS and other health related issues and to the direct the County Administrator to develop a plan to bring back to the Committee by the end of 2018. The Committee next moved to address some of the current financial gaps and initially recommended gap-funding. However, due to lack of clarity regarding the Health Information Exchange (HIE) grant, the Chair asked that the item be returned to Committee.

On May 23, 2017, the Board of Supervisors referred the matter of an increase in the basic assessment fee for County Service Area EM-1 to the Finance Committee after a hearing to consider a tentative report on the proposed assessment for the 2017/18 fiscal year.

On October 23, 2017, the attached report was submitted for consideration by the Committee. A presentation by Patricia Frost, Director of Emergency Medical Services, was provided to the Committee. The referral was to consider an increase to the basic assessment rate for County Service Area EM-1; however, the focus of the report was on system needs rather than funding.

Ms. Frost was directed to return to Committee with a full report of need and recommendations on funding in February.

Referral Update:

The attached report and attachments are submitted for consideration.

Recommendation(s)/Next Step(s):

CONSIDER report by the Director of Emergency Medical Services on EMS System Funding.

Attachments

EMS System Funding Update - June 2019

EMS System Funding Update - December 2018



**County of Contra Costa
EMERGENCY MEDICAL SERVICES
Memorandum**

DATE: June 10, 2019

TO: FINANCE COMMITTEE
Supervisor Karen Mitchoff, District IV, Chair
Supervisor John Gioia, District I, Vice Chair

FROM: Patricia Frost, Director, Emergency Medical Services

SUBJECT: **Contra Costa EMS System Funding Report**

Information:

Referral History:

On March 19, 2017, the EMS Agency submitted a follow-up report on Community Service Area EM-1 (Measure H) and EMS System funding gaps. The report included two key recommendations to assure continuity of technology operations supporting programs (e.g. Trauma, Cardiac Arrest, STEMI, Stroke and EMS for Children) known to produce life-saving outcomes.

Recommendation #1: Establish an interim annual EMS System Program enhancement contribution/investment of up to \$750,000 ¹from available Board designated revenue sources until such time a new benefit assessment or other revenue source with a COLA could be established to support and enhance the Countywide EMS System.

Committee Response: The Finance committee reviewed the items for gap-funding from the general fund reserves to total \$550,000. This funding was reaffirmed at the July 23, 2018. Recommended to the Board of Supervisors at the December 3, 2019 finance committee and approved for distribution as needed at the January 22, 2019 Board of Supervisors Meeting.

Committee Update: At the March finance committee the EMS Director reported on the following significant changes impacting the Local EMS Agency budget.

1. Board of Supervisor approved Local 21 Salary Increases for Prehospital Care Coordinator (PHCC) Position: The agency has 8 Prehospital Care Coordinators to

¹ In 2014 the Contra Costa EMS System Modernization Study identified the need for an additional \$750,000 to sustain Countywide EMS System of Care programs.

support unfunded statutory mandates supporting operations and medical oversight of the EMS System. The positions were permanently linked to the CNA RN salaries and steps in the previous 2015-16 contract. With the retroactive increases associated with the CNA contract EMS personnel budget has > 10 % beginning in December 2018.

2. WebEOC Emergency Management Dashboard Project: EMS is the project coordinator for the SHSGP (Homeland Security) grant that may be cut. The project is more than 2/3rd complete and if the grant is cut the cost would be \$180,000.
3. The Hospital Preparedness Program Grant is being redesigned and the EMS Agency will no longer receive the grant under the new program design as Public Health will be assuming all management of this program by the end of 2019. This is a loss of over \$350,000 of grant dollars.
4. Maddy Funds (SB12) support the EMS Agency administrative funds and continue to shrink under state programs that are reducing fees for traffic citations. Maddy Funds in 2017-18 funded were \$458,205.
5. Professional Standards Program Costs: This program represents the EMS Agency public safety and certification action and disciplinary regulatory function. Internally the program is supported with 2.5 FTE (program staff, director and medical director time). The EMS Agency has been working with County Counsel over the last year with over 470 hours as of February 1, 2019 and FY costs of \$58,789 for that same period as the EMT's involved are bringing legal representation to the table. These cases involve substance abuse, fraud in the procurement of an EMT certificate, unprofessional conduct and violating prehospital regulations. These cases involve approximately 3% of all workforce (approximately 30-35 cases per year)

These unanticipated budget issues and the turnover of several EMS staff have resulted in the EMS Agency delaying filling staff vacancies due to lack of budget.

As a result, ambulance permits now require up to 60 days of time to complete due to staff shortages. Previously the EMS Agency was able to process these permits within 30 days.

Current statutory requirements and subsequent investigatory mandates for DOJ (Department of Justice) clearances, audits of required continuing education certificates (each EMT is required to complete and OIG (Office of Inspector General), DHCS (Department of Health Care Services), DMV (Department of Motor Vehicles) and NPDB (National Practitioner Data Bank) reporting has led to periodic delays in processing EMT-Paramedic certifications. The EMS Agency now require up to 60 days to approve up from 30 days due to budget impacts associated with staffing.

The Health Services Director and CEO have been advised that without an addition \$ 750,000 dollars of funding to make up the decreases in Maddy funds and CDPH and Homeland Security Grant Awards the EMS Agency statutory obligations will continue to be adversely impacted.

Recommendation #2: Preserve and enhance the Fire First Responder funding by an additional 2 million dollars by moving forward by exploring a long-term funding measure.

Committee Response: The Finance committee discussed long term EMS System funding needs and recommended on-going referral to Finance to begin working on the two-year process to put a Special Tax on the June 2020 ballot.

Committee Update: Extensive efforts have been taken by the EMS Director to solicit the engagement of stakeholders in this effort:

1. Initially Chief Carman and EMS Director Frost were directed to submit an updated funding report by the end of 2018 in collaboration with County Fire Chiefs. This required the assistance of Lisa Driscoll work with parties to set up the meeting.
2. During the August 27, 2018 the meeting on EMS funding, Chief Lance Maples and Chief Paige Meyer informed parties that the fire districts of the Rodeo Hercules, Pinole and East County had no interest in participating in a county wide EMS ballot measure due to their need to support their own ballot measure. The fire chiefs advised that the fire districts were “cost adverse” and unwilling to take on any program to “enhance the EMS System” such as bi-directional health information exchange regardless of state mandates unless the county provided sustainable funding. Chief Maples has subsequently retired along other district fire chiefs for Pinole, Crockett Carquinez and Rodeo Hercules. In 1:1 discussion between the EMS Director and new Fire Chiefs all agree the system requires sustainable funding to continue to advance and provide services that support integration and tangible solutions to support continuity of operations.
3. One area of interest explored was a ballot measure focused on intra-operable public safety emergency communications. Examples include EBRCS, First Net, WebEOC, Tablet Command, dispatch and numerous data system upgrades critical to public safety operations. A ballot measure benefiting Fire, EMS, Ambulance and Public Safety emergency and disaster technology to assure continuity of operations may be worthwhile to develop and explore.
4. In April the EMS Director Frost discussed additional strategies to engage stakeholders with Supervisor Gioia and was advised that further work at the Supervisor level was required to proceed.
5. In the interim EMS Director Frost has provided educational updates on the status of EMS System funding required to further optimize EMS System services using bi-directional exchange, Prehospital EMS education and training to create opportunities to participate in future community paramedicine programs have been reported to the Emergency Medical Services Committee over the last year. On June 12, 2019 the EMCC will be asked to provide a letter of support for additional EMS System funding to the BOS.
6. In April, EMS Director Frost was invited to provide an educational presentation to the Contra Costa Fire Commissioner Association. The session was attended by Supervisor Burris and Mitchoff staff, Fire Chiefs from East Contra Costa Fire, Pinole Fire and Fire Commissioners from Moraga Orinda Fire including Fire union representatives Vincie Wells. Discussion of the need for further funding was met with further interest.

Summary:

Gaps in Emergency Medical Services funding threaten to degrade Contra Costa EMS System Services within the next 5 years with adverse impacts to all fire and ambulance stakeholders. Reimbursement for ambulance services continue to decline while new

reimbursement pilot programs recently released by Centers of Medicare and Medicaid Services (CMS) called ET3 (Emergency Triage, Transfer and Transport) has been announced. Participation in future enhanced reimbursement pilots requires bi-directional exchange. The EMS Agency has recently lost out on a substantial reward secondary to Fire Agency funding concerns and cannot participate these grant opportunities without the cooperation of Fire leadership throughout the county.

Strategically Contra Costa EMS System is well positioned to substantially benefit from the health care system integration that bi-directional exchange provides. Several million dollar grant awards were provided to San Mateo, Alameda, Napa and Sacramento. Without bi-directional exchange the Contra Costa EMS System will rapidly fall behind in our ability to further enhance operations and patient care.

The EMS Director recommends that the BOS support and advise Contra Costa Fire and AMR to partner with the EMS Agency in the next round of bi-directional grant opportunities as required by the Alliance ambulance agreement and to assure the County EMS System can comply with the state mandate.

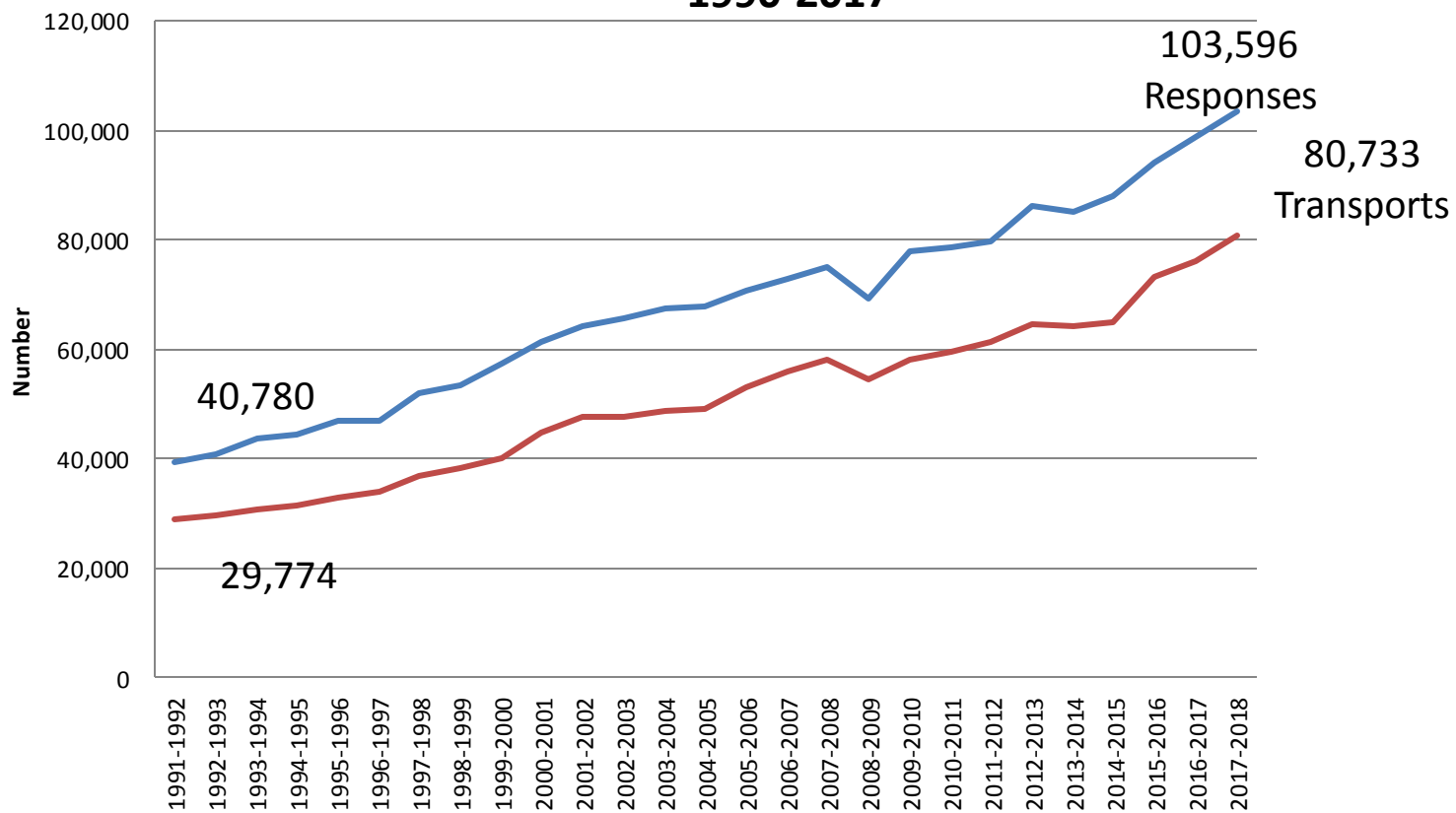
Measure H funding is known to be inadequate to provide for continuity of EMS System program operations, upgrades in technology infrastructure, and meet statutory requirements for EMT and paramedic oversight. The EMS System requires an additional 5-6 million dollars a year to continue to respond to the demands of the community. Over the last 5 years increases in population growth have driven increased EMS service utilization. Expanded emergency and disaster operations have been tested and it is in the best interest of the county to have an EMS System disaster contingency fund to assure sustainable funding streams.

In response to fiscal challenges the EMS Agency has limited ability to participate in cost recovery other than to raise fees, delay recruitment of staff and redesign internal operations to improve efficiency using technology. Unlike many LEMSAs, the Contra Costa EMS Agency does not collect franchise or first responder fees and has a legacy of directing all ambulance contract performance penalties to support Fire-EMS stakeholders and system improvement.

We again thank the finance committee leadership for this year's general fund allocation so that our LEMSA can continue to support Fire EMS and Medical health system partners in their regulatory compliance that allows for a highly reliable, competent and accountable EMS System work force.

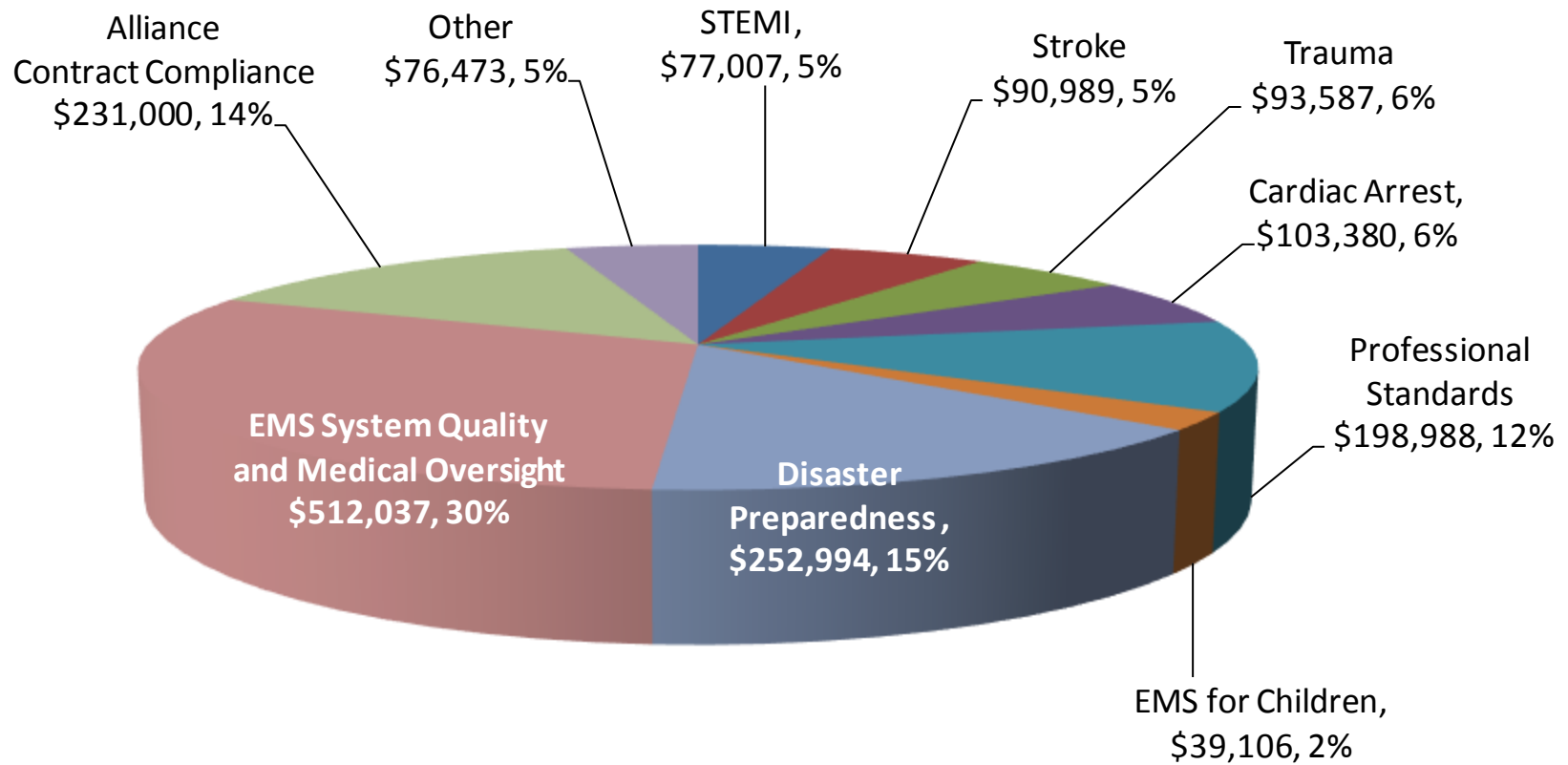


Contra Costa Emergency Medical Services EMS System Response and Transport Volume 1990-2017



Local EMS Agency cost of compliance with local, state and grant requirements for EMS Systems and Programs

**Contra Costa Emergency Medical Services
EMS System of Care and Paramedic Program Support*
FY 2017-2018 total \$1,675,560**



Local EMS Agency cost of compliance with local, state and grant requirements for EMS Systems and Programs



**County of Contra Costa
EMERGENCY MEDICAL SERVICES
Memorandum**

DATE: December 3, 2018

TO: FINANCE COMMITTEE
Supervisor Karen Mitchoff, District IV, Chair
Supervisor John Gioia, District I, Vice Chair

FROM: Patricia Frost, Director, Emergency Medical Services

SUBJECT: **Contra Costa EMS System Funding Report**

Information:

Referral History:

On March 19, 2017, the EMS Agency submitted a follow-up report on Community Service Area EM-1 (Measure H) and EMS System funding gaps. The report included two key recommendations to assure continuity of technology operations required to meet Title 22 EMS System program unfunded mandates supporting life-saving programs for Trauma, Cardiac Arrest, STEMI, Stroke and EMS for Children.

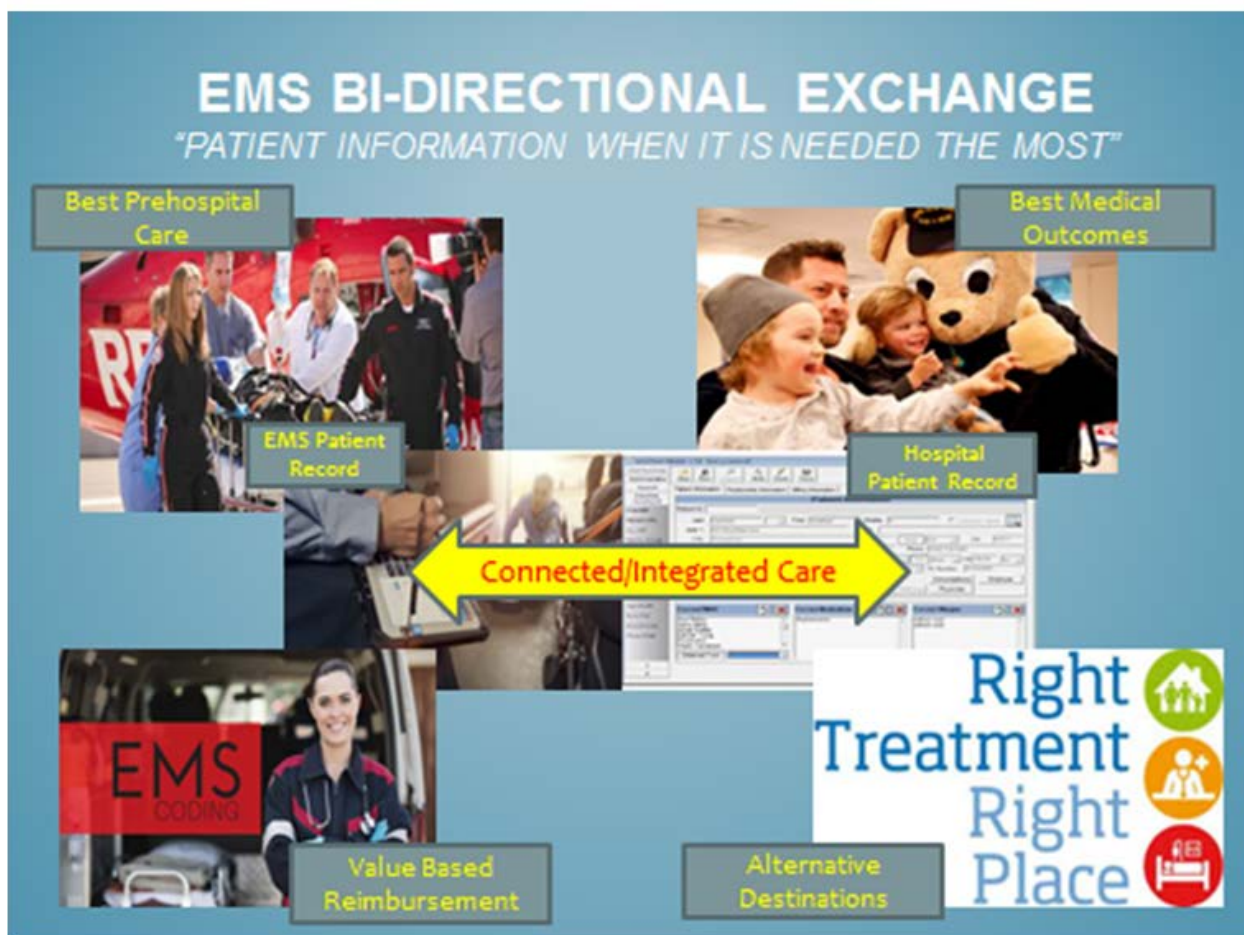
Recommendation #1: Establish an interim annual EMS System Program enhancement contribution/investment of up to \$750,000 ¹from available Board designated revenue sources until such time a new benefit assessment or other revenue source with a COLA could be established to support and enhance the Countywide EMS System.

Committee Response: The Finance committee approved general fund allocation of \$550,000.

Committee Update: The EMS Director was asked to provide clarifying information associated with the requirement for bi-directional exchange, current efforts to promote Countywide EMS System compliance with the requirement and an update on the State CMS grant to promote EMS bi-directional exchange. This information is summarized in the attached letter dated Oct 30, 2018 on EMS System Bi-directional Exchange Update to CCHS leadership at the request of Supervisor Mitchoff (as attached).

¹ In 2014 the Contra Costa EMS System Modernization Study identified the need for an additional \$750,000 to sustain Countywide EMS System of Care programs.

Bi-directional exchange is an EMSA state requirement of Local EMS Agencies to work with their EMS systems (fire, ambulance, hospital) to create an interoperable EMS patient electronic medical records exchange with receiving hospitals to improve patient care and save lives. Bi-directional capability allows EMS providers in tracking and preventing disruptions in patient care during disasters such as Hurricane Florence, wildfires and any emergency event where evacuation of health care facilities occurs. Bi-directional exchange has known benefits in other states where successful EMS-health care integrated systems support alternative destination to clinics, sobering centers and urgent care. Bi-directional exchange allows EMS Systems to partner “smarter” with the ability to alert the appropriate health care entity of that one of their patients had a 911 response regardless of if they were taken to an emergency room. The illustration below summarizes that capability.



On August 27, 2018 the EMS Agency with the assistance CAO leadership (Lisa Driscoll, Julie Enea and Paul Reyes) met with the Leadership for the Fire Executive Chiefs (Fire Chief Paige Meyer San Ramon Valley Fire Protection District and Fire Chief Lance Maples El Cerrito/ Kensington Fire District) to discuss a broad range of issues including bi-directional exchange and the state of Contra Costa EMS System funding. During the meeting the Fire Executive Chiefs acknowledged that they fully understood that bi-directional exchange was a state requirement there were fiscal matters associated with the long term costs to support bi-directional exchange for the county fire districts and expressed the need for more evidence that

the capability helped EMS personnel save lives. They advised that the fire districts were “cost adverse” and unwilling to take on new programs and projects even in response to state requirements when sustainable funding was not in place.

The EMS Agency was asked to provide information to the Fire Executive Chiefs on the experience of fire-based bi-directional exchange experiences in California and out of state. On September 10th the EMS Director provided Chief Meyer, Chief Maples and Chief Carman information obtained from San Diego Fire and Rescue on their real world experience.

San Diego County has the most mature, well-funded EMS bi-directional exchange system in California. The capability is being held out as a model by the State EMS Authority supporting opportunities for robust integration of services between health systems, county public services health and human services and public safety. In addition the immediate primary benefit for fire services providing ambulance services was in the area of timely and accurate billing that improved reimbursement and efficiency in billing. San Diego Fire stated it had significantly reduced the number of self-pay bills due to lack of payer information.

For those field level fire first responders and EMS ambulance personnel they reported that the “Search” function of bi-directional exchange offered paramedics critical information including allergies, current medications, patient history and that Fire-EMS responders now rely on that information to treat the patient.

Since then Fire Executive Chiefs Carmen, Meyer and Maples all jointly advised the EMS Director that they were not interested in participating in this round of the upcoming CMS grant.

Recommendation #2: Preserve and enhance the Fire First Responder funding by an additional 2 million dollars by moving forward by exploring a long term funding measure.

Committee Response: The Finance committee discussed long term EMS System funding needs and recommended working on the two year process to put a Special Tax on the June 2020 ballot. Chief Carman and EMS Director were directed to solicit input from stakeholders and Fire leadership.

Committee Update: During the August 27, 2018 EMS System sustainable funding was discussed. Chief Lance Maples and Chief Paige Meyer informed parties that the fire districts of the Rodeo Hercules, Pinole and East County had no interest in participating in a county wide EMS ballot measure due to their need to support their own ballot measure.

They also expressed dis-satisfaction with the population based re-alignment Measure H funding recommended by the CAO and approved by the Board of Supervisors in response to the economic downturn that was previously “engine-based”.

Subsequent to this meeting the EMS Director solicited some limited interest in enhancement of the EMS System associated with technology and equipment resources that would more directly demonstrate life-saving benefit. A letter was drafted on exploring a possible ballot measure directed at intra-operable data systems, public safety emergency communications and hi-tech

solutions including sustainable funding for EBRCS, First Net, WebEOC, Tablet Command, dispatch and numerous data system upgrades critical to EMS and public safety operations. A ballot measure benefiting Fire, EMS, Ambulance and Public Safety emergency and disaster technology to assure continuity of operations may be worthwhile to develop and explore. Letters of preliminary interest are attached to this report.

Summary:

Gaps in sustainable Emergency Medical Services funding threaten to degrade Contra Costa EMS System Services within the next 5 years with adverse impacts to all fire and ambulance stakeholders.

Although the economy has improved in the short term fiscal sustainability discussions are occurring at every fire district and with every private ambulance provider supporting emergency and non-emergency medical transportation services. At the Contra Costa Fire Protection District Directors Meeting on September 18th Chief Carman reported that the district is just “getting by” at this point in time and has yet to fully recover from the prior fiscal downturn.

Measure H funding is inadequate to provide for continuity of EMS System program operations, upgrades in technology infrastructure, and meet statutory requirements for EMT and paramedic oversight. Over the last 5 years increases in population growth have driven increased EMS service utilization. Expanded emergency and disaster operations have been tested and it is in the best interest of the county to establish an EMS System disaster contingency fund to assure sustainable funding streams.

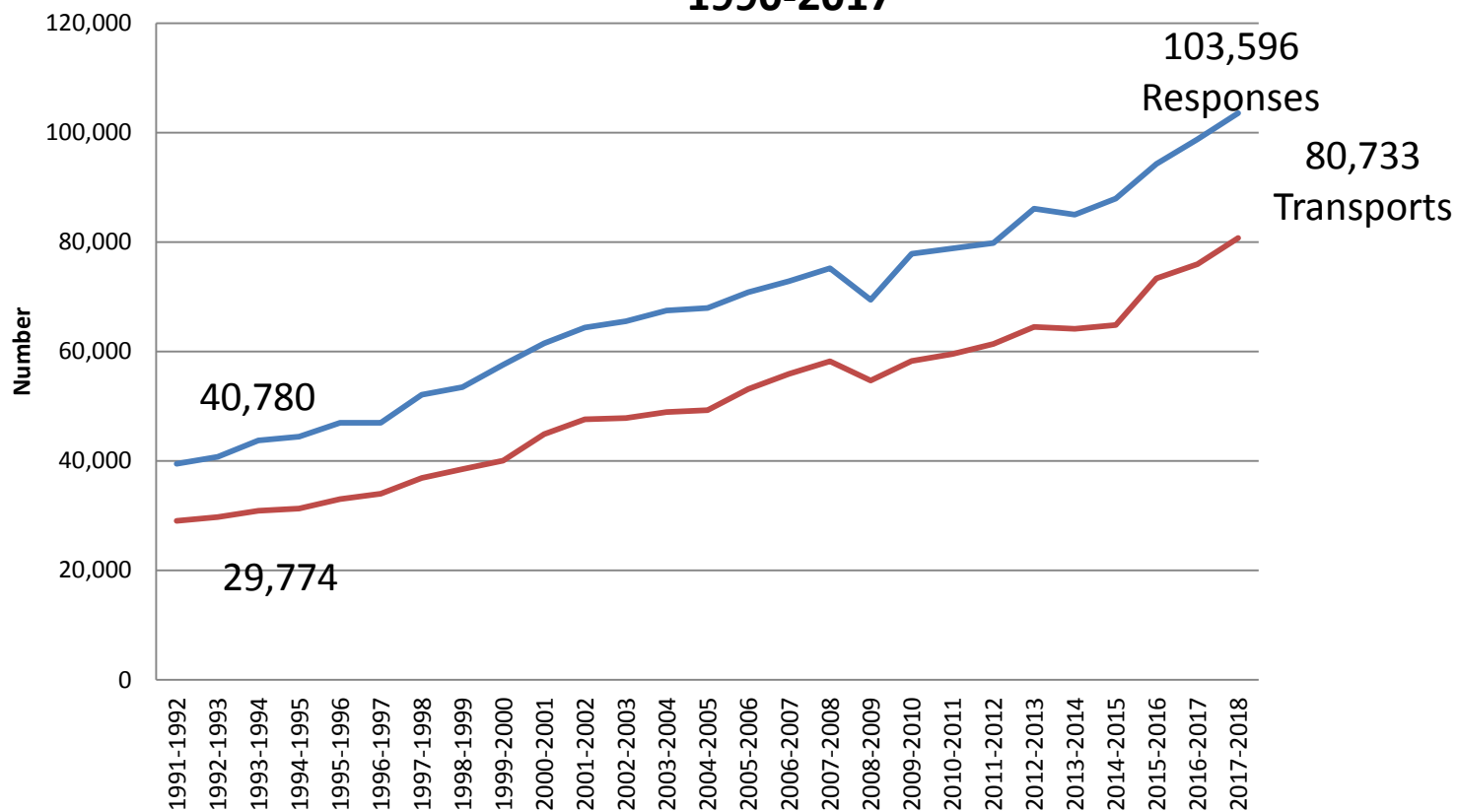
The Contra Costa EMS System is a high performance system with a level of medical complexity and patient volume that has increased 250% since Measure H was approved. The Local EMS Agency will require \$ 750,000 in additional funding per year to meet state and federal regulatory requirements to support fire agencies paramedic based EMS services.

Recent and upcoming salary increases approved by the Board of Supervisors are the key driver in EMS Agency personnel costs. The EMS Agency is constrained in its ability to achieve cost recovery and has exhausted its ability to raise fees and redesign internal operations through technology. Unlike other Local EMS Agencies in California, Contra Costa EMS Agency does not collect franchise or other first responder fees. In addition the EMS Agency has legacy of directing all ambulance contract performance penalties to support Fire-EMS stakeholders and EMS system improvement.

I would like to that the finance committee executive leadership for this year’s general fund allocation supporting regulatory compliance.

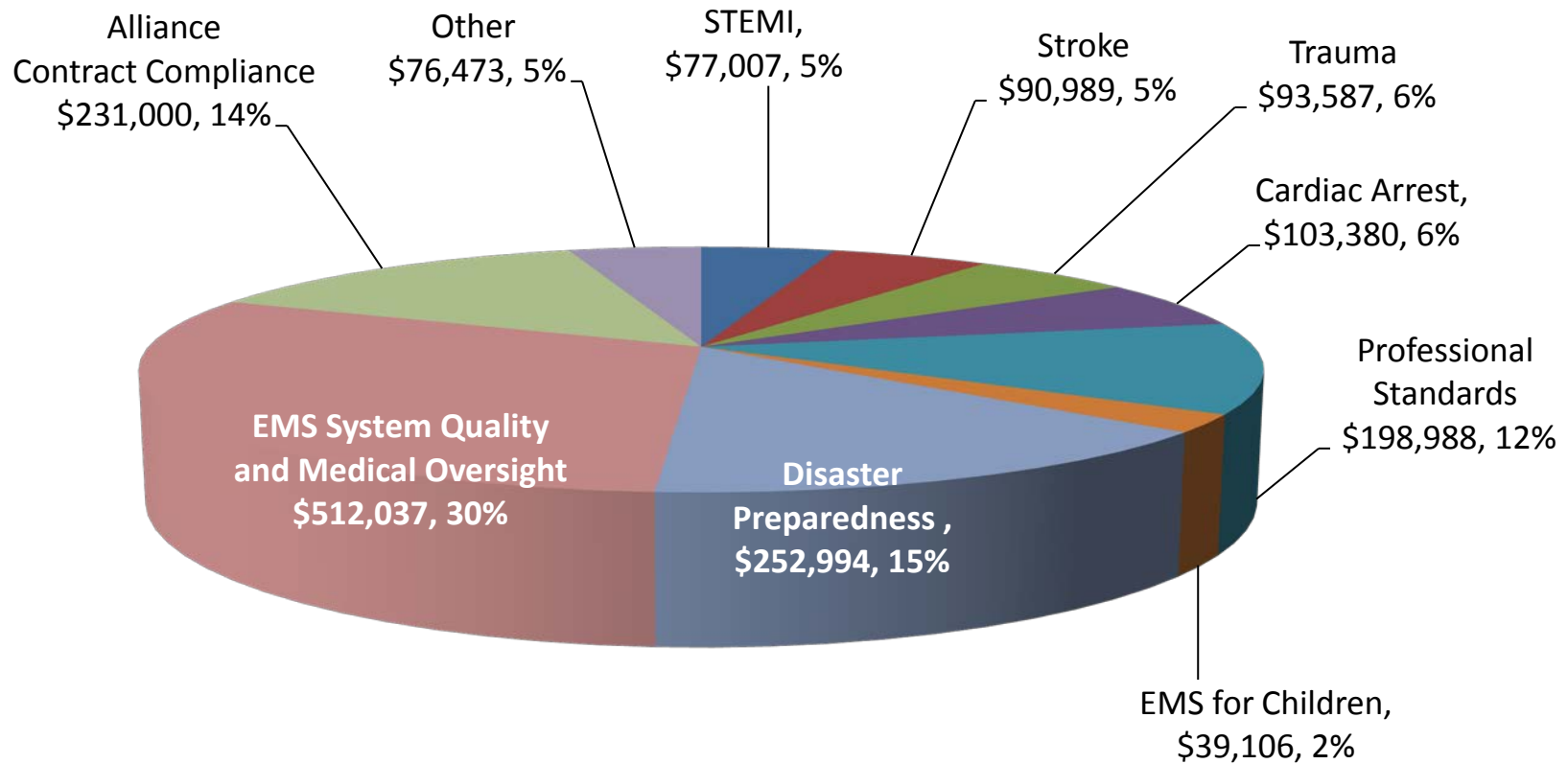


Contra Costa Emergency Medical Services EMS System Response and Transport Volume 1990-2017



Local EMS Agency cost of compliance with local, state and grant requirements for EMS Systems and Programs

**Contra Costa Emergency Medical Services
EMS System of Care and Paramedic Program Support*
FY 2017-2018 total \$1,675,560**



Local EMS Agency cost of compliance with local, state and grant requirements for EMS Systems and Programs

ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR

PATRICIA FROST, RN, MS, PNP
DIRECTOR OF EMERGENCY MEDICAL SERVICES

DAVID GOLDSTEIN, MD
MEDICAL DIRECTOR



CONTRA COSTA
EMERGENCY
MEDICAL SERVICES

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MEMORANDUM

TO: Anna M. Roth, RN, MS, MPH, Health Services Director
William B. Walker, MD, Director of Legislative and Governmental Affairs

FROM: Patricia Frost, RN, MS, PNP, Director of Emergency Medical Services

DATE: October 30, 2018

SUBJECT: EMS System Bi-directional Exchange Update

The California EMS Authority (EMSA) mandates¹ all Local EMS Agencies to create health information exchange (HIE) between EMS patient electronic care records (EPCR) with receiving hospitals to improve patient care and save lives in both day to day and disaster conditions.

Prior to this requirement CCEMSA had established an active HIE stakeholder workgroup and HIE project. Following the EMSA notice, CCEMSA issued an all stakeholder advisory to Fire, Ambulance and Hospital partners to prepare to have a “HIE capability” by January 2018 and concurrently began work on internal CCEMSA HIE readiness seeking grant opportunities and stakeholder support.

All medical transportation providers in Contra Costa linking to First Watch and all Community hospitals using EPIC Care Everywhere HIE exchange currently have already met this local CCEMSA advisory requirement.

The CCEMSA HIE project has several phases. HIE readiness phase I and II are internal to CCEMSA and CCHS. The \$250,000 approved by the Finance Committee for FY 2018-19 is dedicated to completing the “HIE readiness” and was not contingent on the EMS Agency applying for the EMS Authority grant opportunities.

1. **HIE readiness phase I:** This involves linking all ground (both emergency and non-emergency) & air medical transportation providers’ existing electronic prehospital care record (EPCR) platforms to First Watch (the Contra Costa EMS System’s data hub). This phase is approximately 90% complete.

¹ All prehospital EHRs must be compliant with new state EMS System Data requirements as specified in the January 5, 2016 California EMSA letter at: <https://www.emsa.ca.gov/Media/Default/PDF/EMS%20Data%20System%20Requirements%202016%20.pdf>



2. **HIE readiness phase II:** This phase is about to begin and will link First Watch with the Contra Costa Health Services (CCHS) Data warehouse. This capability will allow prehospital records to be “linked” with hospital disposition data for those served by CCHS services for the very first time. The CCHS data warehouse serves Contra Costa Regional Medical Center and clinics, all Contra Costa Health Services Divisions, Contra Costa Health Plan and supports key county initiatives targeting the county’s most vulnerable populations. Medical transportation providers, disproportionately serve these populations. This phase is about to begin and is a critical to assuring that the data infrastructure is in place to pursue sustainable HIE with other partners.
3. **The EPIC HIE integration phase:** This final and most ambitious part of the project requires compliance with the EMSA’s grant level criteria including the SAFR (Search, Alert, File and Reconcile) capabilities. This phase requires “linking” to EPIC’s “*Care Everywhere*” HIE exchange between EPIC ready hospitals in the region. The CCEMSA HIE project does not require a third party Health Information Organization (HIO). It is this phase that will require additional start-up and funding to achieve and sustain long term.

California EMSA/CMS Grant update: In October the State EMS Authority released the +EMS Local Assistance grant funded by the Centers for Medicare and Medicaid Services. The grant requires at least one 911 emergency ambulance provider and one hospital to participate. Grant deliverables demand that all four SAFR capabilities be demonstrated based on strict performance metrics by the end of the grant period. If deliverables are not met there is a risk that all grant funds may need to be returned.

At the request of the EMS Director the grant criteria was reviewed by the CCHS Chief Medical Information Officer who advised CCEMSA that it was designed to benefit sophisticated bi-directional exchange systems with active HIOs such as San Diego BEACON Health Information Exchange Network. During this time CCEMSA learned that although it had the cooperation of at least one hospital (CCRMC); no contracted 911 emergency ambulance provider was willing to participate. Given these limitations CCEMSA will not be submitting a grant application.

Although the CCEMSA HIE project has been praised by representatives of the Office of the National Coordinator for Health Information Technology and does not require third party HIO or additional EPCR software solutions; CCEMSA recognizes the importance of having strong stakeholder support. Upon completion of the current HIE readiness phases CCEMSA will be in a much stronger position to gain that support.

If you have any further questions please contact me at Patricia.Frost@hsd.cccounty.us.

cc: Karen Mitchoff, Contra Costa County Supervisor, District IV

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HEALTH SERVICES DIRECTOR

PATRICIA FROST, RN, MS, PNP
DIRECTOR OF EMERGENCY MEDICAL SERVICES

DAVID GOLDSTEIN, MD
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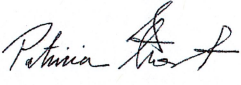
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MEMORANDUM

DATE: September 24, 2018

TO: Public Safety and EMS System Leadership

FROM: Patricia Frost, EMS Director 

SUBJECT: Exploration of Fire-EMS-Medical/Public Safety Emergency Communication and Disaster Technology Ballot Measure

Background: In 2018 the Contra Costa County Finance Committee asked the EMS Agency to explore options for an EMS System ballot measure to support and enhance day to day and disaster operations. Over the last 11 years County Fire-EMS and Public Safety Services have relied primarily on federal and state grants to support upgrades and enhancements in technology in response to legislative and regulatory requirements of our respective disciplines. Currently there exists no dedicated funding to support and sustain a wide range of technology and upgrades to support day to day and disaster preparedness throughout the county.

Technology continuously offers a wide range of solutions to position Fire, EMS, Medical and Public Safety responders with essential emergency communication, situation awareness and response platforms and resource management tools to manage and address the critical needs across disciplines.

Examples of technology currently in use across disciplines include: WebEOC, EBRCS, First Net, PSAP and Fire Medical Dispatch technologies, Community Warning systems, Staff call back and notification systems, Pulsepoint, Tablet Command, EMS System Situation Status Management platforms, ReddiNet, First Watch, First Pass, Electronic prehospital health care record systems supporting bi-directional exchange, Integrative analytic solutions to track cross discipline county wide initiatives. Technology solutions are relied on to perform day to day supporting the public safety. Sustainable funding is required to support these efforts.

On October 22nd I will be returning to the Finance Committee to report on the interest within the community to support critical technology infrastructure and would like to have a letter of interest. This important effort would require strong collaboration across disciplines to be successful to plan on the ballot during the 2020 election. I look forward to your response.



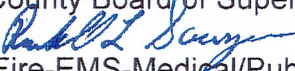
ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR

RANDALL L. SAWYER
CHIEF ENVIRONMENTAL HEALTH AND HAZARDOUS
MATERIALS OFFICER

**ENVIRONMENTAL HEALTH DIVISION AND
HAZARDOUS MATERIALS PROGRAMS**

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**CONTRA COSTA
HEALTH SERVICES**
Interoffice Memo

To: Contra Costa County Board of Supervisors Finance Committee
From: Randy Sawyer 
Subject: Exploration of Fire-EMS-Medical/Public Safety Emergency
Communication and Disaster Technology Ballot Measure
Date: October 4, 2018
cc: Patricia Frost, Anna Roth

I support a ballot measure that will ensure a consistent revenue for Fire-EMS to keep up with technology that will assist in improving the response to emergencies.

Responding to emergencies communication technology has and is changing very quickly and the technology that can enhance on how emergencies are managed and assist in the response has been greatly enhanced. Such communication devices as hand held radio technology allows for many channels of communication during a response and the ability to have your own channel and to be a party of a wide audience of different emergency response agencies is invaluable.

It is important that all emergency responders be able to communicate with each during a response. This communication will allow the different agencies to understand the situation and what is occurring. This communication will assist in coordinating response efforts and keeping the responders safe. The Hazardous Materials Response Team works closely with the ambulance response to ensure that people that may have been contaminated are safe to transport.

During a major disaster it is important that all agencies and jurisdictions are informed of what other agencies are doing and what support and resources that they may need. WebEOC is the technology that is being used by the County. To make sure that WebEOC meets the needs of Health Services, computer programs are being developed to be able to replace the Health Services incident response management system now being used (IRIS).

EMS and to some degree the Hazardous Material Response teams have been able to get many technology and communications upgrades using different grant streams. The grants are not as available as they were and to keep a response agency up to date on technology relying on uncertain funds is not viable. It is critical that EMS has consistent revenue to support the every improving devises that do assist during emergencies.



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DAN PEDDYCORD, RN, MPA/HA
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DANIEL.PEDDYCORD@HSD.CCCOUNTY.US

DATE: October 18, 2018

To: Contra Costa County Finance Committee and Public Safety and EMS System Leadership

RE: Ballot Measure to Support Fire-EMS-Public Safety Emergency Communications.

FROM: Daniel Peddycord, Public Health Director
Contra Costa Health Services

The ability to communicate quickly and effectively in an Emergency is essential to the health and welfare of the public, as well as to the myriad of personnel, agencies and partners that we call upon to respond to disaster and emergency events. The past several years alone has been hugely instructive as to the frequency and severity of regional wild fires devastating communities and severely impacting emergency response personnel and our region wide network of health systems. Add to this the likelihood of other natural disasters, such as earthquakes, with significant consequence as well as the ongoing threats of large scale environmental incidents and even biological events and we clearly understand the importance of maintaining highly functional emergency communications systems.

The local Public Health system considers it essential that we support upgrades and enhancements in technology to Fire-EMS-Public Safety Emergency Communications systems. Keeping pace with, and leveraging the advantages of technology, also serves to benefit the local health system. Rare is the case when a moderate to large scale regional or local disaster does not have direct impact on surge demand for local health care providers, hospitals, urgent care centers, assisting living centers, dialysis centers and the local public health system. The need for patient movement, redeployment of health personnel and supplies and the ability to covert an ambulatory care system into an urgent care system depend on vital and timely information provided by our emergency response partners.

For these reasons and far more the local public health system supports a 2020 local ballot initiative that seeks to help fund the critical technology needs and upgrades to our emergency response system.



RESURGENT
BIOMEDICAL CONSULTING

Patricia Frost, RN, MS, PHN, PNP
EMS Director
Contra Costa County Emergency Medical Services
777 Arnold Drive, Suite 110
Martinez, CA 94553

October 13, 2018

Dear Pat,

We are writing to you today to voice our support and encouragement for continued recognition and funding of a Contra Costa County EMS "System of Care" to increase survival from Sudden Cardiac Arrest (SCA).

Contra Costa County EMS (CCCEMS) and affiliated fire departments have a long history of working to increase survival from SCA. Throughout the years you have implemented many cutting-edge programs and technology in EMS care including HeartSafe Community, Emergency Medical Dispatch with dispatch CPR, first responder defibrillation, high-performance CPR, STEMI triage with STEMI Receiving Centers, CARES, and data surveillance. In addition, EMS personnel throughout your county have attended several medical symposiums on analyzing CPR performance as part of a county-wide SCA continuous quality improvement (CQI) initiative.

CCCEMS is poised to become one of the most proficient EMS Systems on the West Coast and perhaps the United States. The combination of leadership, personnel, passion, technology, training, citizen involvement, and adoption of CQI provide a foundation for continued improvement and lasting success. The SCA survivors in your region certainly recognize your efforts.


It is very timely that you are working to secure financial support for the many efforts underway. Frequently, projects and technology are funded without regard to sustaining an effort. It is vital to evaluate programs and technology to determine what should be continued and what may need to change. Financial support is key.

There are many efforts and programs in development that will influence your future in this area:

CPR LifeLink	Tools to implement High-Performance CPR and Telecommunicator CPR
EMS Agenda 2050	Collaborative effort to build a bold plan for the next several decades
NCAC	National Cardiac Arrest Collaborative
SIREN	Strategies to Innovate EmergENCy Care (clinical trials network)
ReSS	AHA's Annual Resuscitation Science Symposium - Chicago 2018
NAEMSP	National Association of EMS Physicians Annual Conference - Austin 2019
ECCU	Emergency Cardiac Care Update - Seattle 2019
THA	Take Heart America National Initiative
SCAF	Sudden Cardiac Arrest Foundation - Survivors Group

With more than 40 years of involvement in Emergency Medical Services and resuscitation, we are convinced that the best is yet to come. Technology continues to advance, and we need EMS systems like yours to be well supported both financially and with good leadership, ready to act. Please let us know if we can be of any further assistance in the future.

Best regards,



Bob Niskanen, MSEE
Managing Director



Pam Dodson, RN
Clinical Program Manager



April 12, 2018

Pat Frost, RN, MS, PNP
Director, Emergency Medical Services
Contra Costa Health Services
1340 Arnold Drive, Suite 126
Martinez, CA 94553

Dear Ms. Frost,

Health Services Advisory Group (HSAG) is writing this letter in strong support of your agency's application for grant funding to initiate the Health Information Exchange (HIE) project for Emergency Medical Services in Contra Costa county. We believe that the implementation of an HIE between the EMS providers and hospitals will result in improved care in both the pre-hospital and hospital settings. The grant funding will facilitate a 90/10 matching of Federal Medicaid dollars that will build the infrastructure for the secure movement of patient information and allow for better measurement of quality patient care and outcomes.

The Contra Costa EMS agency is well positioned to participate in this project. The county is already participating in the POLST e-Registry Pilot. In addition, it is also participating in an HSAG Special Innovation Project funded by the Centers for Medicaid and Medicare Services (CMS) to improve the stroke system of care in the county. Contra Costa is also a county where HSAG has organized a community coalition of providers to improve care transitions and care coordination. Receiving this grant funding to design and implement an HIE architecture will build additional capability to improve outcomes for county residents. The use of health information exchange will allow accurate communication of critical data from the first responders and ambulance transport to the in-hospital care team members, especially for treatment requiring time sensitive treatment or therapy such as trauma, heart attack, or stroke. An integrated information system will also allow for more efficient transitions of care and better decision support for the EMS providers to deliver the patient to the proper facility.

HSAG offers strong support to your agency to help achieve funding of this important project. We believe your agency has a capable and talented leadership team that is ready and able to receive the grant funding for the implementation of an effective HIE that will ultimately result in better health outcomes for the county residents.

Sincerely,

A handwritten signature in blue ink that reads "Mary Ellen Dalton". The signature is fluid and cursive, with the first name "Mary" and last name "Dalton" clearly legible.

Mary Ellen Dalton, PhD, MBA, RN
Chief Executive Officer
Health Services Advisory Group, Inc.



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

10.

Meeting Date: 07/29/2019

Subject: Sales Tax

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: 5/21/2019 D.7

Referral Name: Sales Tax

Presenter: Supervisor John Gioa **Contact:** Timothy Ewell, Chief Assistant County Administrator (925) 335-1036

Referral History:

On May 21, 2019, while considering accepting a report on the Contra Costa Transportation Authority's development of a Transportation Expenditure Plan and potential sales tax ballot measure, the Board of Supervisors referred to the Finance Committee the concept of a countywide sales tax (non-transportation) measure.

Referral Update:

In order to inform the discussion of a sales tax measure, County Counsel has provided two attachments. The first attachment is a document outlining the procedural steps necessary to bring a general or special sales tax measure to the voters for approval. The second attachment discusses the limitations on the use of public resources in relation to ballot measure campaigns for a tax.

Recommendation(s)/Next Step(s):

Consider the attached information, begin the discussion of the issues involved in a sales tax measure, and provide staff direction on next steps.

Attachments

Sales Tax Measures-General, Special, Voter-Initiated, Etc.

Use of Public Resources in Relation to Tax Measure Campaigns

Date: July 29, 2019

To: Finance Committee

From: Sharon L. Anderson, County Counsel 

Re: **SALES TAX MEASURES - GENERAL, SPECIAL, VOTER-INITIATED,
COUNTYWIDE, OR UNINCORPORATED AREA ONLY**

SUMMARY

This Office has been asked to outline the procedural steps necessary to bring a general or special sales tax measure¹ to the voters for approval. An ordinance proposing a local sales tax increase must be approved by a supermajority, four-fifths vote of the board of supervisors. This is true both for an ordinance proposing that the revenues be used for any county purpose (i.e., a general tax) or for a specific purpose (i.e., a special tax). A general sales tax measure must be approved by a majority of the electorate. A special sales tax requires a two-thirds vote of the electorate.

A “general” sales tax measure can only be placed on the ballot when consolidated with a “regularly scheduled general election for members of the governing body,” unless an emergency is unanimously declared by the governing body.² The next potential dates for a general sales tax measure would be March or November of 2020.³ A “special” sales tax election could be scheduled for the second Tuesday in April in even-numbered years (April 2020); the first Tuesday after the first Monday in March of odd-numbered years (March 2021), the first Tuesday after the first Monday in November of each year (November 2019), and the first Tuesday after the first Monday in March in each even-numbered year (March 2020), or any other date permitted by law.⁴ Mailed ballot election dates are the first Tuesday after the first Monday in May of each year (May 2020) and the last Tuesday in August of each year (August 2019).⁵ There are no published decisions that discuss the submission of a sales tax measure to the voters through a mailed ballot election. In the abstract, an all mail ballot election might be permissible

¹ A locally enacted sales tax is known as a “transactions and use tax.” See Rev. & Tax. Code, § 7285et seq., for county transaction and use taxes.

² Cal. Const., art. XIII C, § 2, subd. (b).

³ Elec. Code, §§ 1001, 1300, 1405

⁴ Gov. Code, § 53724(d).

⁵ Elec. Code, § 1500.

for a countywide special sales tax measure under Elections Code section 4000(c)(8), but further review would be needed to determine if there are practical limitations to this approach.

Theoretically, a citizen sales tax initiative could be scheduled on any of the dates authorized for a general or special sales tax countywide election.⁶ But, because some cities in this county are already at the statutory 9.25% sales tax cap, a countywide sales tax increase could not be proposed unless the cap for this county were first increased by legislative action. It is unlikely that a citizen sales tax initiative could be proposed for the unincorporated area only. That question would require further research. This memorandum pertains only to sales tax measures authorized by Revenue and Taxation Code sections 7285 and 7285.5. Different laws may apply to other types of tax measures.

This procedural guide has been divided into the following independent sections and subsections to assist the reader.

I.	General Sales Tax Measures Initiated by the Board of Supervisors	Page 5
	A. Countywide General Sales Tax Measures	Page 5
	B. Unincorporated Area General Sales Tax Measures	Page 7
II.	Special Sales Tax Measures Initiated by the Board of Supervisors	Page 8
	A. Countywide Special Sales Tax Measures	Page 8
	B. Unincorporated Area Special Sales Tax Measures.	Page 10
III.	Citizen-Initiated Sales Tax Measures	Page 10

BACKGROUND

Local governments levy many types of taxes, such as property taxes, parcel taxes, hotel taxes, utility taxes, sales taxes and other types of taxes, including Mello-Roos and property transfer taxes. Since 1978, the state's voters have amended the California Constitution several times, most significantly through the approval of Proposition 218 in 1996, to require that local government tax increases be approved by the local electorate. Proposition 218 added article XIII C and article XIII D to the California Constitution. Subsequent voter initiatives⁷ and legislative action,⁸ as well as guidance supplied by California courts, have resulted in a complex system of voter approval requirements for local taxes. The laws directly governing voter approval of local

⁶ This was the holding in *California Cannabis Coalition v. City of Upland* (2017) 39 Cal.5th 282.

⁷ Proposition 26, which amended article XIII A, section 3 of the California Constitution (adopted by Proposition 13 and relating to state taxes) and article XIII C section 1 (adopted by proposition 218) to add new definitions of state and local "taxes" and define all revenue measures imposed by the government as "taxes" unless within one of seven express exemptions for local government.

⁸ Including the Proposition 218 Omnibus Implementation Act, Gov. Code, §§ 53750-53758.

sales tax measures are found at Revenue and Taxation Code sections 7285 and 7285.5. These statutes specify that a four-fifths vote of the board of supervisors is required to place either a general or a special sales tax measure on the ballot. Thereafter, a simple majority of voters may approve the levy of a sales tax for general governmental purposes; however, a sales tax for a specific purpose requires that the tax and an expenditure plan for the projects to be funded by the tax be approved by a supermajority of two-thirds vote of the electorate.

Section 3 of article XIII C of the California Constitution addresses the role of citizen initiatives in matters affecting local taxes assessments, fees, and charges.⁹ Over the years it has generally been understood that citizen initiatives to increase taxes must secure the same vote of the electorate as those placed on the ballot by local governing bodies, i.e., a majority vote for general taxes and a two-thirds vote for special taxes.

On August 28, 2017, the California Supreme Court issued its decision in *California Cannabis Coalition v. City of Upland* (2017) 3 Cal.5th 924. The court held that a citizen-initiated general tax, as compared with a general tax initiated by a city council alone, does not have to comply with the Proposition 218 requirement that a general tax must be approved by the voters at a general election. The case involved an initiative to legalize medical marijuana dispensaries and impose a \$75,000 per year “annual Licensing and Inspection fee,” which the City of Upland concluded was a general tax, i.e., a tax to fund any lawful purpose of the city. Because article XIII C, section 2(b) only permits general tax measures to appear on ballots when city council seats are contested, the city council set the measure for the 2016 general election. The coalition supporting the initiative sued to compel an earlier special election. The trial court agreed with the city that the general tax measure could not be set for a special election. The Court of Appeal reversed and concluded that the article XIII C, section 2(b) requirement that general tax measures be on a regularly scheduled general election ballot does not apply to initiatives. The city obtained Supreme Court review. The Supreme Court affirmed the appellate decision.

Neither the Court of Appeal nor the Supreme Court decided whether the measure under consideration imposed a tax, but the Supreme Court concluded that even if it was a tax it was not subject to the general-election rule because that rule only applies to taxes proposed by the city council, not by initiative. Specifically, the 5-2 ruling stated that article XIII C, section 2(b) of the California Constitution does not restrict the provision of the state’s laws governing local initiatives that allows petitioners to collect enough signatures to qualify a tax measure for a special election ballot.

⁹ “Notwithstanding any other provision of this Constitution, including, but not limited to, Sections 8 and 9 of Article II, the initiative power shall not be prohibited or otherwise limited in matters of reducing or repealing any local tax, assessment, fee or charge. The power of initiative to affect local taxes, assessments, fees, and charges shall be applicable to all local governments and neither the Legislature nor any local government charter shall impose a signature requirement higher than that applicable to statewide statutory initiatives.” Cal. Const., art XIII C, § 3.

The *Upland* case did not say whether other portions of article XIII C, such as the requirement that special taxes be approved by a supermajority of two-thirds of the voters, would still apply to citizen initiatives. The only guidance we have on the issue are the following arguments made by the majority in support of the ruling: (1) the citizen initiative process is separate from the actions of *local government* as defined by Proposition 218; (2) article XIII C, section 2 does not explicitly mention initiatives; (3) article XIII C, section 2(d) was not specifically intended to apply to initiatives either by proponents of Proposition 218 or by the voters that approved Proposition 218; and (4) the court's obligation to "protect and liberally construe the initiative power and to narrowly construe provisions that would burden or limit its exercise" means it must err on the side of not applying restrictions to citizen initiatives.

It may take years of litigation involving citizen-initiated tax measures, and potentially additional legislation, to fully understand which Proposition 218 requirements carry over to the citizen initiative process. In the *Upland* case, the Supreme Court specifically declined to address a hypothetical situation where signature gatherers would gather enough signatures to qualify a tax for the ballot and then a city council would adopt the tax without submitting it to a vote of the people.¹⁰ However, given that California voters have explicitly imposed voter approval requirements on themselves through article XIII C, section 2(c) and (d) of the state Constitution, we expect the courts to confirm that a legislative body cannot adopt a citizen-initiated sales tax without submitting the ordinance to the voters for approval.

On July 5, 2019, in *Howard Jarvis Taxpayers Association, et al., v. City and County of San Francisco, et al.*, San Francisco Superior Court Case No. CGC-18-568657, a San Francisco Superior Court judge ruled that city officials did not violate state law or the City Charter by allowing two special tax measures to pass with a simple majority vote, rather than the supermajority, two-thirds vote requirement ordinarily applied to special tax measures. A copy of that decision is attached. It is anticipated that this ruling will be appealed, potentially all the way to the California Supreme Court. A complete resolution of the case could take as long as three years. Given the uncertainty in the law, for the foreseeable future it is likely that any effort to impose a citizen-initiated special purpose sales tax by majority vote under the *Upland* decision (as opposed to the two-thirds vote required by Propositions 13 and 218) will face immediate legal challenge.¹¹

¹⁰ *Upland, supra* at 947.

¹¹ In November 2018, a charter amendment proposing a parcel tax to fund education services and career readiness was approved by 62% of the voters in the City of Oakland. The ballot measure, Measure AA, was placed on the ballot through a citizens' initiative. The city council certified the measure as approved on December 11, 2018, based on the argument that after the *Upland* case, a voter-initiated ballot tax measure only requires the approval of a majority of the city's voters. The city council's decision is being challenged in court. On April 16, 2019 the city council will decide whether to begin collecting the parcel tax or to wait for the outcome of the pending litigation. (See, East Bay Times, "Oakland Sued Over Measure AA Parcel Tax," by Ali Tadayon, February 1, 2019, updated February 4, 2019, and East Bay Times "Oakland City Council to Decide Whether to Collect Parcel Tax," by Ali Tadayon, April 3, 2109.)

DISCUSSION

I. GENERAL SALES TAX MEASURES
INITIATED BY THE BOARD OF SUPERVISORS

A. Countywide General Sales Tax Measures.

1. **The Board of Supervisors Must Adopt a Countywide General Sales Tax Ordinance by a Four-Fifths Vote.** To initiate a countywide general sales tax measure, the board of supervisors must adopt an ordinance proposing a countywide transactions and use tax under Revenue and Taxation Code section 7285. The board must introduce the proposed tax ordinance at one regular meeting and adopt it at a second regular meeting held at least five days after the date of its introduction.¹² A general sales tax ordinance must be approved by at least four members of the board of supervisors.¹³

2. **Contents of a Countywide General Sales Tax Ordinance.** The ordinance proposing the tax must include the type of tax and rate of tax to be levied, the method of collection and the date upon which an election shall be held on the issue.¹⁴ The form of the ordinance is supplied by the California Department of Tax and Fee Administration.

3. **The Countywide General Sales Tax Ballot Measure Must Be Approved by A Majority of all Voters in the County.** A proposed countywide general sales tax ordinance would be submitted to the voters of the entire county for approval. A majority of the electors voting on the measure must approve it.¹⁵ The ordinance is not effective until after it is approved by the voters.¹⁶

4. **Election Dates for a Countywide General Sales Tax Measure.** The timing of general sales tax measures is governed by Proposition 218. Proposition 218 requires that a general tax measure be on a regularly scheduled election date for members of the

¹² Gov. Code, § 25131.

¹³ Gov. Code, § 53724(b); Rev. & Tax. Code, § 7285.

¹⁴ Gov. Code, § 53724(a).

¹⁵ Cal. Const., art. XIII C, § 2, subd. (b); Rev. & Tax. Code, §7285: "The board of supervisors of any county may levy, increase, or extend a transactions and use tax throughout the entire county or within the unincorporated area of the county for general purposes at a rate of 0.125 percent or a multiple thereof, if the ordinance proposing that tax is approved by a two-thirds vote of all members of the board of supervisors and the tax is approved by a majority vote of the qualified voters of the entire county if levied on the entire county or the unincorporated area of the county if levied on the unincorporated area of the county, voting in an election on the issue. The board of supervisors may levy, increase, or extend more than one transaction and use tax under this section, if the adoption of each tax is in the manner prescribed in this section. The transactions and use tax shall conform to Part 1.6 (commencing with Section 7251). The revenues derived from the imposition of a tax pursuant to this section shall only be used for general purposes within the area for which the tax was approved by the qualified voters."

¹⁶ Gov. Code, § 53723.

board of supervisors, except in cases of emergency declared by a unanimous vote of the governing body.¹⁷ Pursuant to Government Code section 24202 and Elections Code section 1300, the election dates for boards of supervisors are on the same schedule as statewide elections. Elections Code section 1001 establishes these election dates to be March and November of even numbered years. *Silicon Valley Taxpayers Association v. Garner* (2013) 216 Cal.App.4th 402, clarified that either the March date or the November date is appropriate, even if a supervisor is not, in fact, on the November ballot because the race was decided at the primary election. The next two available dates would be March or November of 2020.

5. Mailed Ballots for an Election on a Countywide General Sales Tax. Elections Code section 4000 specifies nine distinct situations under which elections may be conducted entirely by mailed ballot. One of the nine situations, identified in subsection (c)(8) of Section 4000, is “[a]n election or assessment ballot proceeding required or authorized by article XIII C or XIII D of the California Constitution.” In *Greene v. Marin County Flood Control & Water Conservation District* (2010) 49 Cal.4th 277, 297, the California Supreme Court noted in dicta that: “The elections authorized by Proposition 218 may be conducted by mail alone, while most other elections may not be.”

When considering the possibility of a mailed ballot election, however, the Proposition 218 requirement that elections on a general tax be consolidated with “regularly scheduled general election of members of the governing body” must also be considered.¹⁸ We are not aware of any other county that has held a countywide general tax election by mailed ballot. If an all mail ballot election to approve a general sales tax is something that this county wishes to pursue, we recommend that the costs, and legal, and logistical concerns, be further reviewed by the County Administrator’s Office, the Elections Department, and this Office before proceeding.

6. Legislation is Required Before a Countywide General Sales Tax Can be Levied. The Revenue and Taxation Code caps the sales tax rate at 9.25%, which is composed of a 7.25% statewide tax rate plus a 2% local tax rate cap. The cities of Antioch, El Cerrito, Martinez, Moraga, Pinole, and Richmond each have their own locally-imposed sales tax which, combined with existing state and county sales taxes, puts the sales tax rate in these cities at or above the 9.25% cap.¹⁹ This means that legislation to increase the cap would be required before a countywide sales tax increase could be proposed to the voters. A copy of the California Sales and Use Tax Rate Schedule, effective April 1, 2019, is attached.

¹⁷ Cal. Const., art. XIII C § 2, subd. (b).

¹⁸ Cal. Const., art. XIII C, § 2, subd. (b).

¹⁹ The cap in El Cerrito is 9.75% (presumably due to special legislation). The other cities are at the 9.25% cap.

B. Unincorporated Area General Sales Tax Measure.

1. The Board of Supervisors Must Adopt an Ordinance by a Four-Fifths Vote to Initiate an Unincorporated-Area-Only General Sales Tax. The process to initiate a general sales tax measure in the unincorporated area is the same as for a countywide general sales tax.²⁰ The proposed tax ordinance would be introduced at one regular meeting of the board of supervisors and adopted by a four-fifths vote at a second regular meeting held at least five days after the date of its introduction.²¹

2. Contents of an Unincorporated-Area-Only General Sales Tax Ordinance. The contents of an ordinance proposing an unincorporated area only general sales tax would be similar to the ordinance for a countywide tax measure. The form of the ordinance is supplied by the California Department of Tax and Fee Administration.

3. The Unincorporated-Area-Only General Sales Tax Measure must be Approved by Voters in the Unincorporated Area. The ordinance would only need to be submitted to the voters in the *unincorporated* area of the county and approved by majority vote of those voters. The ordinance is not effective until after it is approved by the voters.²²

4. Unincorporated-Area-Only General Sales Tax Election Dates. The election dates would be the same as for a countywide general sales tax measure. The next two available dates would be March or November of 2020.

5. Mailed Ballots for an Election on an Unincorporated-Area-Only General Sales Tax. A mailed ballot election for a general sales tax measure in the unincorporated area theoretically may be possible, but potentially would not be practical due to the constitutional requirement that an election on a general tax measure be consolidated with a regularly scheduled general election of members of the governing body.²³

6. Ability to Levy an Unincorporated-Area-Only General Sales Tax. Because the unincorporated area sales tax rate is only at 8.25%, the voters could authorize a general sales tax of up to 1% in the unincorporated area only.

²⁰ Rev. & Tax. Code, § 7285; Elec. Code, § 9140.

²¹ Gov. Code, § 25131; Gov. Code, § 53724(b).

²² Cal. Const., art. XIII C, § 2, subd. (b); Rev. & Tax. Code, § 7285; Gov. Code, § 53723.

²³ Cal. Const. art. XIII C, § 2, subd. (b).

**II. SPECIAL SALES TAX MEASURES
INITIATED BY THE BOARD OF SUPERVISORS**

A. Countywide Special Sales Tax Measures.

1. The Board Must Adopt a Countywide Special Sales Tax Ordinance by a Four-Fifths Vote. To initiate a countywide special sales tax measure, the board of supervisors must adopt an ordinance proposing a countywide sales tax for a specific purpose under Revenue and Taxation Code section 7285.5.²⁴ The proposed tax ordinance would be introduced at a first regular board of supervisors meeting and adopted at a second regular meeting held at least five days after the date of its introduction.²⁵ A special sales tax ordinance must be approved by at least four members of the board of supervisors.²⁶

2. Contents of a Countywide Special Sales Tax Ordinance. The ordinance proposing a countywide special sales tax must include the type of tax and rate of tax to be levied, the method of collection, the date upon which an election shall be held on the issue, the purpose or service for which its imposition is sought and “an expenditure plan describing the specific projects for which the revenues from the tax may be expended.”²⁷ The form of the ordinance is supplied by the California Department of Tax and Fee Administration.

3. Two-thirds Voter Approval Required to Pass a Countywide Special Sales Tax Ordinance. The ordinance proposing the countywide special sales tax must be submitted to the voters of the entire county for approval. Two-thirds of the electors voting on

²⁴ Rev. & Tax. Code §7285.5 provides: “(a) As an alternative to the procedure set forth in Section 7285, the board of supervisors of any county may levy, increase, or extend a transactions and use tax throughout the entire county or within the unincorporated area of the county, as applicable, for specific purposes. The tax may be levied, increased, or extended at a rate of 0.125 percent, or a multiple thereof, for the purpose for which it is established, if all of the following requirements are met:

(1) The ordinance proposing that tax is approved by a two-thirds vote of all members of the board of supervisors and is subsequently approved by a two-thirds vote of the qualified voters of the entire county if levied on the entire county or the unincorporated area of the county if levied on the unincorporated area of the county, voting in an election on the issue.

(2) The transactions and use tax conforms to the Transactions and Use Tax Law Part 1.6 (commencing with Section 7251).

(3) The ordinance includes an expenditure plan describing the specific projects for which the revenues from the tax may be expended.

(b) A county shall be deemed to be an authority for purposes of Chapter 1 (commencing with Section 55800) of Part 3 of Division 2 of Title 5 of the Government Code.

(c) The revenues derived from the imposition of a tax pursuant to this section shall only be used for specific purposes within the area for which the tax was approved by the qualified voters.”

²⁵ Gov. Code, § 25131.

²⁶ Rev. & Tax. Code, § 7285.5; Gov. Code, § 53274.

²⁷ Gov. Code, § 53274; Rev. & Tax. Code, § 7285.5.

the measure must approve it. The ordinance is not effective until after it is approved by the voters.²⁸

4. Election Dates for a Countywide Special Sales Tax Ordinance.

Proposition 218 does not regulate the timing of an election to approve a special tax. Those requirements are set forth in Government Code section 53724, enacted as part of Proposition 62.²⁹ The ordinance proposing the special tax “shall be consolidated with a statewide primary election, a statewide general election, or a regularly scheduled local election at which all of the electors of the [county] are entitled to vote.”³⁰ Pursuant to this authority, the board of supervisors could order a countywide special sales tax election on the following dates: the second Tuesday in April in even-numbered years; the first Tuesday after the first Monday in March of odd-numbered years, the first Tuesday after the first Monday in November of each year, and the first Tuesday after the first Monday in March in each even-numbered year.³¹ Alternatively, the board of supervisors could call the election on any other date “otherwise permitted by law” but would need to bear all of the costs of that election.³² If the board of supervisors calls a special election, the measure must appear on the ballot before the next statewide election for which it would qualify. The special election must be held not less than 88 days nor more than 103 days after the order of the election.³³

5. Mailed Ballots for a Countywide Special Sales Tax Ordinance.

A mailed ballot election on a countywide special sales tax measure may theoretically be possible under Elections Code section 4000(c)(8), provided that the election was held on a date permitted by law and the county was willing to pay the cost of the mailed ballot. If an all mail ballot election to approve a special sales tax is something that this county wishes to pursue, we recommend that the costs, and legal and logistical concerns, be reviewed with the County Administrator’s Office, the Elections Department, and this Office before proceeding.

6. Legislation is Required Before a Countywide Special Sales Tax Can be Levied. A countywide special sales tax election presents the same problem as a countywide general sales tax election. Because Antioch, El Cerrito, Martinez, Moraga, Pinole, and Richmond each have their own locally-imposed sales tax which, combined with existing state and county taxes, puts the sales and use tax rates in these cities at or above the 9.25% cap, the county cannot levy a countywide sales tax absent legislation that increases the cap.

²⁸ Cal. Const., art. XIII C, § 2 subd. (d); Rev. & Tax. Code, § 7285.5.

²⁹ Government Code sections 53720 - 53730 were added by initiative measure (Prop. 62) approved by the voters on November 4, 1986.

³⁰ Gov. Code, § 53724(c); Rev. & Tax. Code, § 7285.5.

³¹ Elec. Code, §§ 1000, 1002.

³² Gov. Code, § 53724(d).

³³ Elec. Code, § 1405, subd. (b).

B. Unincorporated Area Special Sales Tax Measure.

1. The Board of Supervisors Must Adopt an Ordinance by a Four-Fifths Vote to Initiate an Unincorporated-Area-Only Special Sales Tax. Revenue and Taxation Code section 7285.5 authorizes a county board of supervisors to adopt an ordinance proposing a sales tax for a specific purpose on the unincorporated area of the county. The proposed tax ordinance is introduced at a first regular meeting of the board of supervisors and adopted at a second meeting held at least five days after the date of its introduction.³⁴ The special sales tax ordinance must be approved by at least four members of the board of supervisors.³⁵

2. Contents of Ordinance for an Unincorporated-Area-Only Special Sales Tax. The form of the ordinance would be similar to a countywide special sales tax, including the necessity of an expenditure plan. The form of the ordinance is supplied by the California Department of Tax and Fee Administration.

3. Two-Thirds Voter Approval Required to Approve an Unincorporated-Area-Only Special Sales Tax. The ordinance must be submitted to the voters of the unincorporated area of the county for approval. Two-thirds of the electors voting on the measure must approve it.³⁶ The ordinance is not effective until after it is approved by the voters.

4. Election Dates for an Unincorporated-Area-Only Special Sales Tax. The election on the ordinance proposing a special sales tax in the unincorporated area only would be the same as for a countywide special sales tax, discussed above.

5. Mailed Ballots for an Election on a Special Sales Tax Ordinance in the Unincorporated Area Only. A mailed ballot election on a special sales tax measure for the unincorporated area may theoretically be possible under Elections Code section 4000(c)(8), provided the election were held on a date permitted by law and the county was willing to pay the cost of the mailed ballot. This question would require further investigation.

6. Ability to Levy a Special Sales Tax in Just the Unincorporated Area. Because the unincorporated area sales tax rate is only at 8.25%, the voters could authorize a special sales tax of up to 1% in the unincorporated area only.

III. CITIZEN-INITIATED SALES TAX MEASURES

The laws governing county initiative petitions are set forth in Elections Code sections 9100-9126. A detailed discussion of the initiative process is beyond the scope of this memorandum. However, a few issues are worth noting.

³⁴ Gov. Code, § 25131.

³⁵ Rev. & Tax. Code, § 7285.5.

³⁶ Cal. Const., art. XIII C, § 2 subd. (b); Rev. & Tax. Code, § 7285.5; Gov. Code, § 53722.

A. Ability to Levy. As was noted above, the Revenue and Taxation Code caps the sales tax rate at 9.25%. The most significant impediment to a citizen initiative to increase the sales tax in Contra Costa County is likely to be the fact that, to date, five cities in this County are at or above the statutory cap on sales taxes. The cities of Antioch, El Cerrito, Martinez, Moraga, Pinole and Richmond each have their own locally-imposed sales tax which, combined with existing state and county sales taxes, puts the sales tax rates in these cities at or above the 9.25% cap.³⁷ As such, legislation to increase the sales tax cap would be necessary before a countywide sales tax measure could be proposed to the voters.

B. Tax in the Unincorporated Area Only. Although Revenue and Taxation Code sections 7285 and 7285.5 give county boards of supervisors the authority to levy, increase, or extend transactions and use taxes throughout the county or within the unincorporated area, there is no general authority in the Elections Code to divide up the county electorate in this manner for purposes of a sales tax initiative. The Elections Code defines a “local election” as “a municipal, county, or district election.”³⁸ In defining a “county measure,” the Elections Code refers to any “question or proposition submitted to the voters of a county at any election held throughout an entire single county.”³⁹ We think it highly questionable that the law could be read to authorize a citizen-initiated ballot measure proposing a sales tax increase in the unincorporated area only.⁴⁰

C. Procedural Matters. Article XIII C, section 3 prohibits local governments from imposing “a signature requirement higher than that applicable to statewide statutory initiatives” for fiscal initiatives. This means that the number of signatures necessary to qualify a citizen-initiated county sales tax measure for the ballot can be no higher than five percent of the votes cast in the county for all candidates for governor at the last gubernatorial election preceding the publication of the notice of intention to circulate an initiative petition.⁴¹

³⁷ The cap in El Cerrito is 9.75% (presumably due to special legislation). The other cities are at the 9.25% cap.

³⁸ Cal. Elec. Code, § 328.

³⁹ Cal. Elec. Code, § 312.

⁴⁰ When the City of San Diego authorized a special tax on hotels, it submitted the tax to a specially defined electorate consisting solely of owners of real property in the city on which a hotel is located and the lessees of government-owned real property on which a hotel is located. The court held the election was invalid because the tax should have been submitted to the “electorate” consisting of all registered voters in the city. (*City of San Diego v. Shapiro* (2014) 228 Cal.App.4th 756, 761, 771.) The court explained: “There is nothing in either the text or the constitutional history of Proposition 13 that suggests that voters intended for local governments to be able to exclude large numbers of registered voters from voting in a special tax election by limiting who would be deemed ‘qualified electors’ for purposes of the election.” (*Id.* at 776.) While that decision is not directly on point because it did not concern a tax imposed only in an unincorporated area of a county submitted to a vote by persons residing in the unincorporated area, it weighs against defining the electorate as a subset of the voters of a county.

⁴¹ Cal. Const., art. II, § 9, subd. (b); Elec. Code, § 9035. The total number of votes cast for Governor in the November 6, 2018 election was 416,150.

The proponents have 180 days to circulate the petition.⁴² The Registrar of Voters is responsible for verifying whether the initiative petition meets the required number of signatures. Upon receipt of a verified petition, a county board of supervisors' actions would be guided by Elections Code section 9118 and Revenue and Taxation Code section 7285 (for a general sales tax) or Revenue and Taxation Code section 7285.5 (for a special sales tax), meaning that the board could either: (1) adopt the ordinance without alteration by four-fifths vote at a regular meeting and submit it to the voters without alteration; (2) submit the ordinance directly to the voters without adopting it and without alteration; or (3) first order a report under Elections Code section 9111 and then adopt the ordinance or submit it to the voters. Pursuant to Elections Code section 1405, the election date for a county citizen initiative that qualifies for the ballot would be the next statewide election unless the board of supervisors decides to call a special election, i.e., in March and November of even numbered years.⁴³

D. *California Cannabis Coalition v. City of Upland.* The *Upland* case, discussed more fully in the Background section of this memorandum, may not have the profound impact that some hope and others potentially fear. Few taxes are proposed by initiative. Moreover, the initiative process can be expensive. The Los Medanos Healthcare District recently paid a signature gatherer \$11 per signature in an effort to acquire enough signatures to force the issue of its dissolution to an election. The total number of votes cast for Governor in this county in the November 6, 2018, election was 416,150. This means that it could cost in the vicinity of \$250,000 for a paid signature gatherer to collect the five percent of signatures necessary to qualify a sales tax initiative for the ballot at a regularly scheduled election.

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⁴² Elec. Code, §§ 9110, 9113.

⁴³ Elec, Code, § 1001.

California Sales and Use Tax Rates by County and City*
Operative April 1, 2019 (includes state, county, local, and district taxes)

ALAMEDA CO. 9.25% City of Alameda 9.75% City of Albany 9.75% City of Hayward 9.75% City of Newark 9.75% City of San Leandro 9.75% City of Union City 9.75%	HUMBOLDT CO. 7.75% City of Arcata 8.50% City of Eureka 8.50% City of Fortuna 8.50% City of Rio Dell 8.75% City of Trinidad 8.50%	MADERA CO. 7.75% City of Chowchilla 8.75% City of Madera 8.25%	ORANGE CO. 7.75% City of Fountain Valley 8.75% City of Garden Grove 8.75% City of La Habra 8.25% City of La Palma 8.75% City of Placentia 8.75% City of Santa Ana 9.25% City of Seal Beach 8.75% City of Stanton 8.75% City of Westminster 8.75%
ALPINE CO. 7.25%	IMPERIAL CO. 7.75% City of Calexico 8.25% City of El Centro 8.25%	MARIN CO. 8.25% Town of Corte Madera 9.00% Town of Fairfax 9.00% City of Larkspur 9.00% City of Novato 8.50% Town of San Anselmo 8.75% City of San Rafael 9.00% City of Sausalito 8.75%	PLACER CO. 7.25% Town of Loomis 7.50% City of Roseville 7.75%
AMADOR CO. 7.75%	INYO CO. 7.75%	MARIPOSA CO. 7.75%	PLUMAS CO. 7.25%
BUTTE CO. 7.25% City of Oroville 8.25% Town of Paradise 7.75%	KERN CO. 7.25% City of Arvin 8.25% City of Bakersfield 8.25% City of Delano 8.25% City of Ridgecrest 8.25% City of Wasco 8.25%	MENDOCINO CO. 7.875% City of Fort Bragg 8.875% City of Point Arena 8.375% City of Ukiah 8.875% City of Willits 8.375%	RIVERSIDE CO. 7.75% City of Cathedral City 8.75% City of Coachella 8.75% City of Hemet 8.75% City of Indio 8.75% City of La Quinta 8.75% City of Menifee 8.75% City of Murrieta 8.75% City of Norco 8.75% City of Palm Springs 9.25% City of Riverside 8.75% City of Temecula 8.75% City of Wildomar 8.75%
CALAVERAS CO. 7.25% City of Angels Camp 7.75%	KINGS CO. 7.25% City of Corcoran 8.25%	MERCED CO. 7.75% City of Atwater 8.25% City of Gustine 8.25% City of Los Banos 8.75% City of Merced 8.25%	SACRAMENTO CO. 7.75% City of Galt 8.25% City of Isleton 8.75% City of Rancho Cordova 8.25% City of Sacramento 8.75%
COLUSA CO. 7.25% City of Williams 7.75%	LAKE CO. 7.25% City of Clearlake 8.75% City of Lakeport 8.75%	MODOC CO. 7.25%	SAN BENITO CO. 8.25% City of Hollister 9.25% City of San Juan Bautista 9.00%
CONTRA COSTA CO. 8.25% City of Antioch 9.25% City of Concord 8.75% City of El Cerrito 9.75% City of Hercules 8.75% City of Martinez 9.25% Town of Moraga 9.25% City of Orinda 8.75% City of Pinole 9.25% City of Pittsburg 8.75% City of Pleasant Hill 8.75% City of Richmond 9.25% City of San Pablo 8.75%	LASSEN CO. 7.25%	MONO CO. 7.25% Town of Mammoth Lakes 7.75%	SAN BERNARDINO CO. 7.75% City of Barstow 8.75% City of Montclair 8.00% City of San Bernardino 8.00% Town of Yucca Valley 8.75%
DEL NORTE CO. 7.50%	LOS ANGELES CO. 9.50% City of Avalon 10.00% City of Burbank 10.25% City of Commerce 10.00% City of Compton 10.25% City of Covina 10.25% City of Cudahy 10.25% City of Culver City 10.25% City of Downey 10.00% City of El Monte 10.00% City of Glendale 10.25% City of Hawthorne 10.25% City of Huntington Park 10.25% City of Inglewood 10.00% City of La Puente 10.00% City of Lawndale 10.25% City of Long Beach 10.25% City of Lynwood 10.25% City of Pico Rivera 10.25% City of Pasadena 10.25% City of Pomona 10.25% City of San Fernando 10.00% City of Santa Fe Springs 10.50% City of Santa Monica 10.25% City of So. El Monte 10.00% City of South Gate 10.25%	MONTEREY CO. 7.75% City of Carmel-by-the-Sea 8.75% City of Del Rey Oaks 9.25% City of Gonzales 8.25% City of Greenfield 9.50% City of King City 8.75% City of Marina 9.25% City of Monterey 8.75% City of Pacific Grove 8.75% City of Salinas 9.25% City of Sand City 8.75% City of Seaside 9.25% City of Soledad 8.75%	SAN DIEGO CO. 7.75% City of Chula Vista 8.75% City of Del Mar 8.75% City of El Cajon 8.25% City of La Mesa 8.50% City of National City 8.75% City of Oceanside 8.25% City of Vista 8.25%
EL DORADO CO. 7.25% City of Placerville 8.25% City of So. Lake Tahoe 7.75%		NAPA CO. 7.75% City of St. Helena 8.25%	SAN FRANCISCO CO. 8.50%
FRESNO CO. 7.975% City of Coalinga 8.975% City of Fowler 8.975% City of Huron 8.975% City of Kerman 8.975% City of Kingsburg 8.975% City of Reedley 8.475% City of Sanger 8.725% City of Selma 8.475%		NEVADA CO. 7.50% City of Grass Valley 8.50% City of Nevada City 8.375% Town of Truckee 8.25%	
GLENN CO. 7.25% City of Orland 7.75%			

*(For more details, refer to www.cdfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm.)

Please note: Some communities located within a county or a city may not be listed. If you are in doubt about the correct rate or if you cannot find a community, please call our toll-free number at 1-800-400-7115 (TTY:711), or call the local California Department of Tax and Fee Administration office nearest you for assistance.

CDTFA-95 (BACK) REV. 15 (4-19)
SALES AND USE TAX RATES

SAN JOAQUIN CO. 7.75%

City of Lathrop 8.75%
City of Lodi 8.25%
City of Manteca 8.25%
City of Stockton 9.00%
City of Tracy 8.25%

SAN LUIS OBISPO CO. 7.25%

City of Arroyo Grande 7.75%
City of Atascadero 7.75%
City of Grover Beach 7.75%
City of Morro Bay 7.75%
City of Paso Robles 7.75%
City of Pismo Beach 7.75%
City of San Luis Obispo 7.75%

SAN MATEO CO. 8.75%

City of Belmont 9.25%
City of Burlingame 9.00%
City of East Palo Alto 9.25%
City of Redwood City 9.25%
City of San Mateo 9.00%
City of So. San Francisco 9.25%

SANTA BARBARA CO. 7.75%

City of Carpinteria 9.00%
City of Guadalupe 8.00%
City of Santa Barbara 8.75%
City of Santa Maria 8.75%

SANTA CLARA CO. 9.00%

City of Campbell 9.25%
City of Los Gatos 9.125%
City of San Jose 9.25%

SANTA CRUZ CO. 8.50%

City of Capitola 9.00%
City of Santa Cruz 9.25%
City of Scotts Valley 9.00%
City of Watsonville 9.25%
Santa Cruz (Unincorporated Area) 9.00%

SHASTA CO. 7.25%

City of Anderson 7.75%

SIERRA CO. 7.25%

SISKIYOU CO. 7.25%
City of Dunsmuir 7.75%
City of Mount Shasta 7.50%
City of Weed 7.50%
City of Yreka 7.75%

SOLANO CO. 7.375%

City of Benicia 8.375%
City of Fairfield 8.375%
City of Rio Vista 8.125%
City of Suisun City 8.375%
City of Vacaville 8.125%
City of Vallejo 8.375%

SONOMA CO. 8.25%

City of Cotati 9.25%
City of Healdsburg 8.75%
City of Rohnert Park 8.75%
City of Santa Rosa 9.00%
City of Sebastopol 9.00%
City of Sonoma 8.75%

STANISLAUS CO. 7.875%

City of Ceres 8.375%
City of Oakdale 8.375%

SUTTER CO. 7.25%

TEHAMA CO. 7.25%
City of Corning 7.75%
City of Red Bluff 7.50%

TRINITY CO. 7.25%

TULARE CO. 7.75%
City of Dinuba 8.50%
City of Farmersville 8.75%
City of Lindsay 8.75%
City of Porterville 9.25%
City of Tulare 8.25%
City of Visalia 8.50%
City of Woodlake 8.75%

TUOLUMNE CO. 7.25%

City of Sonora 7.75%

VENTURA CO. 7.25%

City of Oxnard 7.75%
City of Port Hueneme 8.75%
City of Santa Paula 8.25%
City of Ventura 7.75%

YOLO CO. 7.25%

City of Davis 8.25%
City of W. Sacramento 8.25%
City of Woodland 8.00%

YUBA CO. 7.25%

City of Marysville 8.25%
City of Wheatland 7.75%
Yuba (Unincorporated Area)
8.25%

Editorial: Fate of SF citizen initiatives far from settled

JULY 08, 2019



This is no way to resolve an election in which more than 61% percent of San Franciscans made their intention clear, with neither doubt about the accuracy of the count nor any other allegations of irregularities. The only question was whether the threshold for passage should be a simple majority or two-thirds vote.

That question moved a significant step toward an answer Friday when a Superior Court judge agreed with City Attorney Dennis Herrera's office that two tax measures from last year required only a simple majority. November's Proposition C, taxing the city's largest businesses to raise \$300 million a year for housing and services for the homeless, received 61.3% of the vote; June's

Proposition C, taxing commercial landlords to raise \$146 million a year for child care programs, received just under 51% of the vote.

The delegation of the outcome to the courts was regrettable but inevitable because of the ambiguity about whether initiatives resulting from citizen petitions are subject to the same threshold as those put on the ballot by elected officials. Two constitutional amendments passed by state voters decades ago (Propositions 13 and 218) had set a two-thirds standard for tax increases.

The state Supreme Court has not directly addressed this issue. But its 2017 ruling on an Upland (San Bernardino County) cannabis-tax measure that citizen initiatives can be decided in a primary election — instead of a general election, as required of government-sponsored measures — was interpreted by Herrera as a green light for citizen initiatives to pass with a simple majority.

This dispute goes beyond San Francisco. Across the bay, 62.4% of Oakland voters last year supported Measure AA, a \$198 parcel tax increase to raise \$30 million a year for pre-K through college readiness programs. Unlike Herrera, Oakland City Attorney Barbara Parker had interpreted state law as requiring a two-thirds vote for passage — which underscores the lack of clarity in state law. The Oakland City Council nevertheless certified Measure AA's passage, but voted 5-2 to hold off collecting the tax until the court challenge is settled.

San Francisco is collecting those taxes, though not spending the money until they get a final go-ahead from the courts. That could take years, with

business and anti-tax groups promising to appeal Friday's ruling.

The status quo is unfair all around. For individual voters considering the merits of a new tax, the threshold for passage might not make any difference on what they decide. It makes a huge difference, however, to the approach of a campaign. The two-thirds barrier is daunting even in the most progressive of cities. It requires a greater infusion of money for voter education — and more intensive collaboration with potential opponents.

Indeed, one of our criticisms of Prop. C, for all our concern about the homelessness crisis, was the deficiency of accountability on the \$300 million surge in spending and the absence of input from all relevant interests in the ballot measure. If faced with a two-thirds threshold, the advocates of Prop. C might have gone to greater lengths to address those issues.

But fair is fair. The Prop. C campaign was assured by the city attorney's office *before* the election that it needed a simple majority to prevail. It did. It would be eminently unfair for the courts to invalidate that result after the vote, especially with all the ambiguity in the law.

It seems likely that either side that loses the court case will go back to California voters to make state law crystal clear. The unfortunate reality is that campaigns in the meantime are certain to face two battles, one at the ballot box and the other in courts.

This commentary is from The Chronicle's editorial board. We invite you to express your views in a letter to the editor. Please submit your letter via our online form: SFChronicle.com/letters.

FILED
San Francisco County Superior Court

JUL 05 2019

CLERK OF THE COURT

BY: 
Deputy Clerk

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**SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF SAN FRANCISCO**

HOWARD JARVIS TAXPAYERS
ASSOCIATION, BUILDING OWNERS AND
MANAGERS OF CALIFORNIA, CALIFORNIA
BUSINESS PROPERTIES ASSOCIATION, and
CALIFORNIA BUSINESS ROUNDTABLE,

Plaintiffs,

v.

CITY AND COUNTY OF SAN FRANCISCO
and ALL PERSONS INTERESTED IN THE
MATTER OF Proposition C of the June 5, 2018
San Francisco ballot, a commercial rent tax for
childcare and early education in San Francisco
and other matters related thereto,

Defendants.

Case No. CGC-18-568657

**ORDER ON CROSS-MOTIONS FOR
SUMMARY JUDGMENT**

1 On July 3, 2019, this matter came on regularly for hearing before the Court pursuant to the
2 motion for summary judgment filed by Plaintiffs Howard Jarvis Taxpayers Association, Building
3 Owners and Managers Association of California, California Business Properties Association, and
4 California Business Roundtable (Plaintiffs) and the cross-motion for summary judgment filed by
5 Defendant City and County of San Francisco (the City). All parties appeared by their respective
6 counsel of record, as reflected in the minutes and reporter's transcript. Having fully considered the
7 papers filed in support of and in opposition to the cross-motions for summary judgment on the
8 pleadings, and the arguments of counsel presented at the hearing, this Court rules as follows:

9 **I. Introduction**

10 Plaintiffs brought this reverse validation action following the June 5, 2018 Consolidated
11 Statewide Direct Primary Election in the City and County of San Francisco to obtain a ruling
12 concerning the validity of Proposition C, a voter initiative that appeared on the ballot in that
13 election. Proposition C, which in the Voter Information Guide bears the short title, "Additional
14 Tax on Commercial Rents Mostly to Fund Child Care and Education," would add Article 21, the
15 "Early Care and Education Commercial Rents Ordinance," to the City's Business and Tax
16 Regulations Code. (Prop. C, Legal Text, in Voter Information Pamphlet, Arntz Decl., Ex. F at 141-
17 144.) Article 21 would impose additional gross receipts taxes on revenues that certain local
18 businesses receive from the lease of warehouse and other commercial spaces in the City; would use
19 15% of funds collected from these additional taxes for any general purpose; and would devote the
20 remaining 85% of the funds to fund quality early care and education for young children and other
21 related purposes. (*Id.* at 143.) Proposition C received the affirmative votes of 50.87% of the
22 236,284 City voters who voted on that measure. (Arntz Decl., Ex. G at 16; Compl., pg. 1.)¹

23 Plaintiffs' verified Complaint to Invalidate Special Tax, filed on August 3, 2018, contains a
24 single cause of action. Plaintiffs allege that Proposition C is invalid because it imposed a special

25 _____
26 ¹ The Court grants the City's unopposed request for judicial notice of various provisions of the San
27 Francisco and Municipal Elections Code.

1 tax that required the approval of two-thirds of the voters under two different provisions of the
2 California Constitution—Article XIII C, section 2(d) and Article XIII A, section 4. (Compl. ¶¶ 8,
3 9.) Thus, Plaintiffs contend that the tax enacted by Proposition C is “invalid for failing to receive
4 two-thirds voter approval under the California Constitution.” (*Id.* ¶ 14.)

5 Plaintiffs also allege that the proponents of Proposition C were individual members of the
6 City’s Board of Supervisors, and that after the proponents obtained the requisite number of
7 signatures for a citizens’ initiative, the City placed Proposition C on the June 2018 ballot as a
8 citizens’ initiative. (*Id.* ¶ 10.) Plaintiffs allege that the City proposed Proposition D, a tax on
9 commercial rent for the purpose of funding affordable housing and homeless programs, on the
10 same ballot, and that because the two propositions both contained provisions that only the one
11 receiving the most affirmative votes would take effect, “this is evidence of a degree of coordination
12 between the supervisors who served as proponents of Proposition C and the City.” (*Id.* ¶ 11.)
13 Plaintiffs assert that “[w]hether City leadership places a special tax measure on the ballot by
14 incubating an initiative or by going directly through its Board of Supervisors, the measure requires
15 a two-thirds vote under the California Constitution to pass.” (*Id.* ¶ 12.) Plaintiffs’ complaint
16 makes no reference to the San Francisco Charter.

17 In their motion for summary judgment, Plaintiffs abandon their contention in their
18 complaint that Proposition C required a supermajority (two-thirds) vote under either Article XIII C,
19 section 2(d) or Article XIII A, section 4 of the California Constitution. Apparently anticipating the
20 City’s reliance on the California Supreme Court’s decision in *California Cannabis Coalition v. City*
21 *of Upland* (2017) 3 Cal.5th 924, they assert “it is unnecessary for the Court to reach that
22 argument.” Instead, Plaintiffs contend that the San Francisco Charter requires a two-thirds vote on
23 all special taxes, whether they are proposed by the Mayor or Board of Supervisors or by citizens’
24 initiative. Plaintiffs’ motion for summary judgment on this ground is procedurally improper
25
26
27

1 because they did not raise the issue in their complaint.² Nevertheless, because the City does not
2 object on this ground, and because the issue presents a pure question of law on undisputed facts,
3 the Court will deem Plaintiffs' complaint amended to present the issue and will address it on its
4 merits.

5 Plaintiffs' second argument is that Proposition C was not a "real" citizens' initiative, but
6 instead must be treated as having been proposed by the Board of Supervisors and therefore subject
7 to the two-thirds vote requirement.

8 The material facts are undisputed. For the following reasons, Plaintiffs' motion for
9 summary judgment is denied, and the City's cross-motion is granted.

10 **II. Proposition C Is Not Invalid Under The San Francisco Charter.**

11 Plaintiffs contend first that the San Francisco Charter required a two-thirds vote on
12 Proposition C. That contention is based on the following reasoning: (1) Article XVII of the
13 Charter defines "initiative" to include "a proposal by the voters with respect to any ordinance, act
14 or other measure which is within the powers conferred upon the Board of Supervisors to enact"; (2)
15 by virtue of article XIII A, section 4 and article XIII C, section 2(d) of the California Constitution,
16 the Board of Supervisors is not empowered to enact a special tax without the concurrences of two-
17 thirds of the electors; (3) therefore, the voters' initiative power is similarly constrained.

18 This argument is foreclosed by a long line of California Supreme Court authority, which
19 draws a critical distinction between *substantive* limitations on the Board of Supervisors' legislative
20 authority and *procedural* requirements that the Board must follow to enact certain kinds of laws.
21 While the Charter restricts the voters from using their reserved power of initiative to enact any
22 measure that, because of its nature or subject matter, is *substantively* beyond the power of the
23

24 ² Plaintiffs appear "oblivious to the role of the pleadings as the outer measure of materiality in a
25 summary judgment proceeding," treating them instead as "a ticket to the courtroom which may be
26 discarded upon admission." (*FPI Development, Inc. v. Nakashima* (1991) 231 Cal. App. 3d 367,
381; see also *Bostrom v. County of San Bernardino* (1995) 35 Cal.App.4th 1654, 1663 ["Summary
27 judgment cannot be granted on a ground not raised by the pleadings. [Citation.] Conversely,
28 summary judgment cannot be *denied* on a ground not raised by the pleadings."].)

1 Board of Supervisors to enact, the Charter does not require the voters, when they legislate by
2 initiative, to follow the *procedures* the Board would have to follow in order to enact similar
3 legislation. In other words, “*procedural* requirements imposed on the Legislature or local
4 governments are presumed not to apply to the initiative power absent evidence that such was the
5 intended purpose of the requirements.” (*California Cannabis Coalition*, 3 Cal.5th at 942.)

6 *California Cannabis Coalition* addressed this very question. In that case, the California
7 Supreme Court held that article XIII C of the California Constitution, which limits the ability of
8 local governments to impose taxes, “does not limit voters’ ‘power to raise taxes by statutory
9 initiative.” (3 Cal.5th at 931, quoting *Kennedy Wholesale, Inc. v. State Bd. of Equalization* (1991)
10 53 Cal.3d 245, 251.) In particular, the Court concluded that “local government” as that term is
11 used in article XIII C does not include the electorate, based on the common understanding of that
12 term; how it is used in the text, findings, and declarations of article XIII C; and the ballot materials
13 for Proposition 218, by which that article was enacted, as well as those for Propositions 13 and
14 Proposition 26. (*Id.* at 936-941.)

15 The City of Upland argued that even if “local government” does not directly encompass the
16 electorate, “article XIII C, section 2, subdivision (b) *indirectly* applies to voters for two reasons,”
17 both of which the Court rejected. (*Id.* at 941.) First, Upland contended that the provision applies to
18 the electorate because, in its view, “the voters are the ones who ultimately impose *every* local tax.”
19 (*Id.*) But, the Court observed, “that does not transform voters into the ‘local government’
20 referenced in article XIII C, section 2.” (*Id.* at 942.) Nor does the requirement of voter approval
21 necessarily mean it is the electorate that imposes the tax. (*Id.*)

22 Second, Upland argued, in terms nearly identical to Plaintiffs’ position here, that the
23 provision at issue “constrains voter initiatives because ‘statutory and constitutional limits on the
24 power of local government apply equally to local initiatives.’” (*Id.*) The Court rejected that
25 argument, underlining the distinction summarized above between limits on the substantive
26 authority of the legislative body and procedural requirements governing its exercise of such power:

1 When a local government lacks authority to legislate in an area, perhaps because the state
2 has occupied the field [citation], that limitation also applies to the people's local initiative
3 power. [Citation.] In contrast, where legislative bodies retain lawmaking authority subject
4 to procedural limitations, e.g., notice and hearing requirements [citation] or *two-thirds vote*
5 *requirements* [citation], we presume such limitations do not apply to the initiative power
6 absent evidence that such was the restrictions' intended purpose.

7 (*Id.* [emphasis added].) Numerous other cases reach the same conclusion. (See, e.g., *Kennedy*
8 *Wholesale, Inc.*, 53 Cal.3d at 249 [while "the voters' power is presumed to be coextensive with the
9 Legislature's," that does not mean that "legislative *procedures*, such as voting requirements, apply
10 to the electorate"]; *DeVita v. County of Napa* (1995) 9 Cal.4th 763, 785 ["it is well established in
11 our case law that the existence of procedural requirements for the adoptions of local ordinances
12 generally does not imply a restriction of the power of initiative or referendum."]; *Associated Home*
13 *Builders of the Greater Eastbay, Inc. v. City of Livermore* (1976) 18 Cal.3d 582, 594 ["Procedural
14 requirements which govern *council* action . . . generally do not apply to initiatives, any more than
15 the provisions of the initiative law govern the enactment of ordinances in council."].)

16 Plaintiffs attempt to distinguish these cases, arguing that the only procedural requirements
17 that do not apply to voter initiatives are those where "voters literally can't do those things," such as
18 introducing bills. Plaintiffs contend that the "common feature" of these cases is that "impossible
19 and unavailable duties or conditions precedent will not be imposed on the electorate so as to nullify
20 their ability to propose legislation in the first instance." However, in *California Cannabis*
21 *Coalition*, the Supreme Court rejected a nearly identical contention by the concurring and
22 dissenting Justices, who interpreted those cases "more narrowly, as applying *exclusively* when the
23 procedural requirements at issue are 'incompatible with initiative procedures.'" (3 Cal.5th at 943;
24 see *id.* at 957-958 [conc. and dis. opn. of Kruger, J.].) The majority disagreed with that reading,
25 observing that it "proves too cramped an understanding of these cases' holdings or their
26 significance. While our cases noted that the restrictions at issue made little sense in light of the
27 distinct initiative process [citation], nothing suggests that those observations formed the metes and
28 bounds of our holding. To the contrary, our reasoning was broader and grew out of our
presumption in favor of the initiative power." (*Id.*)

1 Plaintiffs' argument is also inconsistent with the overall reasoning and thrust of the
2 California Supreme Court's decision in *California Cannabis Coalition*. There, the Court addressed
3 a broadly similar issue to that presented here: whether these provisions, which limit the ability of
4 state and local governments to impose taxes, "also restrict[] the ability of voters to impose taxes via
5 initiative." (*Id.* at 930.) It answered the question in the negative, concluding that "article XIII C
6 does not limit voters' power to raise taxes by statutory initiative." (*Id.* at 931, quoting *Kennedy*
7 *Wholesale, Inc. v. State Bd. of Equalization* (1991) 53 Cal.3d 245, 251.) As it explained,

8 A contrary conclusion would require an unreasonably broad construction of the term "local
9 government" at the expense of the people's constitutional right to direct democracy,
10 undermining our longstanding and consistent view that courts should protect and liberally
11 construe it. . . . Without a direct reference in the text of a provision—or a similarly clear,
12 unambiguous indication that it was within the ambit of a provision's purpose to constrain
13 the people's initiative power—we will not construe a provision as imposing such a
14 limitation.

15 (*Id.*) The Court based its analysis in part on the text of article XIII C, section 2, which applies only
16 to actions taken by a "local government." (*Id.* at 936.) Article XIII C defines that term to mean
17 "any county, city, city and county, including a charter city or county, any special district, or any
18 other local or regional governmental entity." (Cal. Const., art. XIII C, § 1(b).) The Court rejected
19 Upland's argument that this definition is broad enough to include the electorate. (3 Cal.5th at 937.)
20 It adopted a "clear statement" rule in order to protect the initiative power, which is liberally
21 construed. "Without an unambiguous indication that a provision's purpose was to constrain the
22 initiative power, we will not construe it to impose such limitations. Such evidence might include
23 an explicit reference to the initiative power in a provision's text, or sufficiently unambiguous
24 statements regarding such a purpose in ballot materials." (*Id.* at 945-946.) The Court found no
25 such indication in either the text of Proposition 218 (by which article XIII C was enacted) or the
26 ballot materials of that initiative or of Proposition 13 (by which article XIII C was enacted). "To
27 the contrary: The crux of the concern repeatedly reflected in the ballot materials is with local
28 governments and politicians—not the electorate—imposing taxes. Nowhere in the materials is

1 there any suggestion that Proposition 218 would rescue voters from measures they might, through a
2 majority vote, impose on themselves.” (*Id.* at 940.)

3 Plaintiffs insist that Proposition 218 must be construed to apply to voter initiatives because
4 the voters who enacted that proposition in 1996 must have been aware of *Altadena Library Dist. v.*
5 *Bloodgood* (1987) 192 Cal.App.3d 585, which Plaintiffs contend applied Proposition 13’s two-
6 thirds vote requirement to a local special tax brought as a citizens’ initiative. However, that case
7 held only that a library district was a “special district” within the meaning of Proposition 13 (in
8 addition to rejecting a novel claim that the supermajority requirement triggered close scrutiny as a
9 matter of equal protection). (*Id.* at 588.) It did not address the issue presented here (which was not
10 raised): whether the two-thirds vote requirement of Proposition 13 applies to special taxes enacted
11 by voter initiative. The case is not authority for that proposition. (See *People v. Brown* (2012) 54
12 Cal.4th 314, 330 [it is axiomatic that “cases are not authority for propositions not considered.”].)³
13 In any event, of course, *Altadena* long predated the Supreme Court’s 2017 decision in *California*
14 *Cannabis Coalition*, which is binding on this court. (*Auto Equity Sales, Inc. v. Superior Court*
15 (1962) 57 Cal.2d 450, 455; see *Newport Harbor Offices & Marina, LLC v. Morris Cerullo World*
16 *Evangelism* (2018) 23 Cal.App.5th 28, 41 [regardless of whether a recent California Supreme Court
17 decision may be characterized as an intervening change in law, lower courts are bound to follow
18 it].)

19 In short, the procedural two-thirds vote requirement in articles XIII A, section 4 and XIII C,
20 section 2(d) of the California Constitution that limit the Board of Supervisors’ authority to impose
21 new taxes does not apply to the voters’ initiative power, either directly under those provisions or
22 indirectly under the San Francisco Charter.

23
24 ³ *City of Dublin v. County of Alameda* (1993) 14 Cal.App.4th 264, which Plaintiffs also cite, is
25 even less helpful to them. The court there held that a surcharge on waste disposal imposed by a
26 voter initiative was not a special tax within the meaning of Proposition 13, but rather was a valid
27 regulatory fee. (*Id.* at 280-285.) As a result, the court did not reach the question whether the
28 initiative required a two-thirds vote. Plaintiffs’ reliance on the dissenting opinion is misplaced.

1 **III. Plaintiffs' Claim That Proposition C Is Not A "True" Citizens' Initiative Is**
2 **Legally and Factually Meritless.**

3 Plaintiffs' second argument, to which they devote the bulk of their briefing,⁴ is that
4 Proposition C was not imposed by a "true" citizens' initiative. Rather, Plaintiffs contend that in
5 reality, "it was a proposal of the Board of Supervisors, the Tax's true creator." Plaintiffs cite as
6 evidence for this proposition that the Board of Supervisors had previously considered a closely
7 similar if not identical initiative, that Supervisor Norman Yee was the initiative's proponent, and
8 that he assertedly used his position and resources as a supervisor to place the initiative on the
9 ballot. Because the Board of Supervisors, as a local government entity, may not impose a special
10 tax absent two-thirds approval by the voters, Plaintiffs contend, the Court should ignore
11 Proposition C's designation as a voter initiative and invalidate it as a legislative initiative.
12 Plaintiffs rely for this argument entirely on the California Supreme Court's decision in *Boling v.*
13 *Public Employment Relations Board* (2018) 5 Cal.5th 898. However, neither that decision nor any
14 other pertinent authority supports Plaintiffs' novel contention.

15 At the outset, Plaintiffs' argument is inconsistent with the plain language of the Charter and
16 of the governing provisions of the California Elections Code, which draw a clear distinction
17 between measures proposed by the voters by initiative petition and measures proposed by a
18 legislative body such as the San Francisco Board of Supervisors or by the Mayor. Thus, as to voter
19 initiatives, Article XIV of the Charter, entitled "Initiative, Referendum and Recall," declares that
20 "the voters of the City and County shall have the power to enact initiatives" (Charter §
21 14.100.) The Charter provides that "[a]n initiative may be proposed by presenting to the Director
22 of Elections a petition containing the initiative and signed by voters in a number equal to at least
23 five percent of the votes cast for all candidates for mayor in the last preceding general municipal
24 election for Mayor." (Charter § 14.101.) In contrast, Section 2.113 of the Charter provides that the

25 ⁴ Notably, Plaintiffs discuss this argument in only 4 pages of their moving papers, but devote nearly
26 all of their 20-page opposition brief to it.

1 Board of Supervisors, or four or more members of the Board, may submit to the voters declarations
2 of policy, and any matter (such as a proposed ordinance) which the Board is empowered to pass.
3 (Charter § 2.113(a).) That provision, entitled "Legislative Initiative," is contained in Article II of
4 the Charter, which governs the City's legislative branch. Likewise, the Mayor herself may also
5 submit a proposed initiative to the Board of Supervisors. (Charter § 3.100(16).) The Board must
6 assign a legislative or mayoral initiative to a committee for a public hearing. (*Id.* § 2.113(b).)
7 Measures proposed by initiative petition are also subject to a different timeline than those
8 submitted by the Mayor, Board of Supervisors, or four or more supervisors. (S.F. Muni. Elec.
9 Code § 300(b), (c).) Nothing in the Charter prevents a single member of the Board of Supervisors
10 from proposing an initiative and, by definition, so long as the initiative is proposed by less than
11 than four members of the Board, it is a citizens' initiative subject to the rules governing such
12 initiatives, not a legislative initiative.

13 These provisions parallel those contained in the state Elections Code. Under the California
14 Constitution, either the Legislature or the voters may place a measure, including a proposed
15 constitutional amendment, on the ballot. (See Cal. Const., art. II, § 8; art. IV, § 8.5; art. XVIII,
16 §§1, 3, 4.) Thus, the Legislature itself may propose an initiative constitutional amendment to be
17 submitted to the voters, in which case it is the official "proponent." (See, e.g., *Californians for an*
18 *Open Primary v. McPherson* (2006) 38 Cal.4th 735 [Legislature proposed constitutional
19 amendment for submission to the voters on the November 2004 ballot as Proposition 60].) If, on
20 the other hand, the measure is proposed by a private organization or an individual, as here, that
21 organization or individual is the measure's proponent. (See generally *Perry v. Brown* (2011) 52
22 Cal.4th 1116, 1139-1143 [discussing the initiative power and the constitutional and statutory basis
23 for official initiative proponents' standing under California law].) The California Elections Code
24 defines the proponent of a local initiative measure as "the person or persons who publish a notice
25 or intention to circulate petitions, or, where publication is not required, who file petitions with the
26 elections official or legislative body." (Elec. Code § 342.)

1 Here, the record establishes beyond dispute that Proposition C had a single proponent, who
2 submitted a notice of intention to circulate petitions for the proposed initiative, caused the notice
3 and ballot title and summary to be published in a local newspaper, and turned in initiative petitions
4 containing the requisite number of voter signatures. (Arntz Decl. ¶¶ 5-8 & Exs. A-E.) Thus,
5 Proposition C was a citizens' initiative as defined in the San Francisco Charter. In contrast,
6 Proposition D on the same ballot was placed on the ballot by five members of the Board of
7 Supervisors, and therefore was a legislative initiative. (Arntz Decl., Ex. F at 98-104, 144-147
8 [text].) That the proponent of Proposition C happened to be a member of the San Francisco Board
9 of Supervisors, Supervisor Norman Yee, or that he allegedly used his title or City resources to
10 advance the initiative, does not somehow transform a citizens' initiative into a legislative petition.
11 Nor does the fact that other members of the Board of Supervisors had previously considered a
12 similar proposed legislative initiative, or that they expressed their support for Proposition C by
13 signing the proponent's argument in the Voter Information Pamphlet (Arntz Decl. Ex. F at 92).⁵

14 Indeed, to articulate the latter argument is to reject it. It is common knowledge, and the
15 Court may take judicial notice, that municipal and statewide legislators routinely serve as
16 proponents of ballot measures or express their support for such measures, including in proponents'
17 arguments included in voter information pamphlets. For example, in May 2002, then-member of
18 the Board of Supervisors (now Governor) Gavin Newsom was one of two proponents of an
19 initiative entitled Care Not Cash that was enacted on the November 2002 ballot as Proposition N.
20 (See *McMahan v. City and County of San Francisco* (2005) 127 Cal.App.4th 1368, 1371.) Two

21 _____
22 ⁵ Plaintiffs devote much of their papers to attacking the motives and good faith of Supervisor Yee
23 and the entire Board of Supervisors. Thus, Plaintiffs insist that Proposition C was "a special tax
24 devised by the Board of Supervisors masquerading as [a] citizens' initiative in the hopes of evading
25 the two-thirds vote required by the San Francisco Charter and the California Constitution"; they
26 charge "City politicians" with "tramp[ing] the established rule" of Propositions 13 and 218 and
27 attempting to "circumvent[]" those provisions; they make factually unsupported charges against
28 Supervisor Yee; and they even accuse him of committing a criminal offense by illegally misusing
the seal of the City and County of San Francisco. The Court disapproves of Plaintiffs' intemperate
political rhetoric, which has no place in contested litigation involving important issues. A lawsuit
is not an election campaign.

1 other examples appear on the very same June 2018 ballot on which Proposition C appeared. There,
2 the voters were presented with Proposition E, a proposed ordinance that would have prohibited the
3 sale of flavored tobacco products in San Francisco, and Proposition G, a proposed parcel tax to
4 provide funding to support the San Francisco Unified School District. (Arntz Decl., Ex. F at 105-
5 109, 147-149 [text]; 118-124, 149-152 [text].) The proponents' argument in favor of the former
6 proposition was signed by then-Supervisor Malia Cohen; in favor of the latter, by then-Mayor
7 Mark Farrell and then-President of the Board of Supervisors (now Mayor) London Breed. Neither
8 then-Supervisor's Newsom's role as a proponent of Care Not Cash nor the other Supervisors'
9 support for Propositions E and G transformed those propositions from citizens' initiatives into
10 legislative initiatives, as Plaintiffs' argument would have it, nor do Plaintiffs cite any authority that
11 would compel that unprecedented conclusion.

12 The single case upon which Plaintiffs rely, *Boling v. Public Employment Relations Board*
13 (2018) 5 Cal.5th 898, does not support their position.⁶ In *Boling*, San Diego's mayor sponsored a
14 citizens' initiative to eliminate pensions for new municipal employees and rebuffed union demands
15 to meet and confer over the measure. The Public Employment Relations Board (PERB) held that
16 the city's failure to meet and confer constituted an unfair labor practice in violation of the Meyers-

17 ⁶ At oral argument, Plaintiffs also cited *Rider v. County of San Diego* (1991) 1 Cal.4th 1, but that
18 case does not advance their position. There, a county board of supervisors sought the voters' two-
19 thirds approval of a new sales tax to fund the county's justice facilities and, when that effort failed,
20 directed a local legislator to introduce legislation creating a special district with limited tax powers
21 to impose a sales tax increase upon approval by the county's voters. The initial version of the bill
22 named the county's entire board of supervisors as the agency's board of directors, although under
23 the final version only two county supervisors were included among the agency's seven directors.
24 The county retained substantial control over the agency's operations and expenditures; the act
25 required compliance with the county's master plan; and the agency's boundaries were coterminous
26 with the county's. After the tax scheme was approved by a bare majority of county voters, the
27 agency began operations, hiring several county employees for its staff and incurring expenses paid
28 from funds advanced by the county. (*Id.* at 9.) The Court concluded that the agency was a "special
district" within the meaning of Proposition 13 because it was "created to raise funds for city or
county purposes to replace revenues lost by reason of the restrictions of Proposition 13." (*Id.* at
11.) It held that in the future, courts could infer an intent to circumvent Proposition 13 "whenever
the plaintiff has proved the new tax agency is *essentially controlled* by one or more cities or
counties that otherwise would have had to comply with the supermajority provision of [article XIII
A] section 4." (*Id.*) Thus, *Rider* did not involve a voter initiative, but instead an action by a taxing
agency controlled by "local government."

1 Miliias-Brown Act, Gov. Code § 3500 *et seq.* (the MMBA), and the Supreme Court granted review
2 to settle two questions: (1) the standards of review that apply on appeal to PERB’s decisions; and
3 (2) “When a public agency itself does not propose a policy change affecting the terms and
4 conditions of employment, but its designated bargaining agent lends official support to a citizens’
5 initiative to create such a change, is the agency obligated to meet and confer with employee
6 representatives?” (*Id.* at 903-904; see also *id.* at 914 [“The question is whether the mayor’s pursuit
7 of pension reform by drafting and promoting a citizens’ initiative required him to meet and confer
8 with the unions.”].)

9 As to the second question, the Court held that under the circumstances presented in the
10 case, “the MMBA applies to the mayor’s official pursuit of pension reform as a matter of policy,”
11 and the city therefore was required to meet and confer with the union. (*Id.* at 904.) The Court’s
12 analysis focused on the Government Code provision requiring governing bodies “or other
13 representatives as may be properly designated” to engage with unions on matters within the scope
14 of representation “prior to arriving at a determination of policy or course of action.” (Gov. Code §
15 3505; see *id.* at 904, 913-919.) The Court concluded that these key statutory terms extended to the
16 mayor’s sponsorship of the initiative because he was “using the powers and resources of his office
17 to alter the terms and conditions of employment,” emphasizing his invocation of his position as
18 mayor and use of city resources and employees to draft, promote, and support the initiative, which
19 concerned a determination of policy on pension reform. (*Id.* at 918-919.) Thus, the Court held,
20 “when a local official with responsibility over labor relations uses the powers and resources of his
21 office to play a major role in the promotion of a ballot initiative affecting terms and conditions of
22 employment, the duty to meet and confer arises.” (*Id.* at 919.)

23 *Boling* thus was decided entirely on statutory grounds under the MMBA. Nothing in the
24 decision addressed any issue under the California Constitution, nor did the Court even mention its
25 own recent decision in *California Cannabis Coalition*. The Court decidedly did *not* hold that the
26 mayor’s active involvement in the development and promotion of the ballot initiative transformed

1 it from a voter initiative into a legislative initiative. To the contrary, it repeatedly referred to the
2 citizens' initiative as such, including referring to the individual proponents of the initiative (who
3 did not include the mayor), the signature-gathering campaign, and the certification of voter
4 signatures that led to its being placed on the ballot. (See *id.* at 907-908.) Indeed, the Court
5 specifically recognized that it was required to decide the case because it was unlike a prior
6 decision, *People ex rel. Seal Beach Police Officers Assn. v. City of Seal Beach* (1984) 36 Cal.3d
7 591, which "involved a city council's own decision to place a proposal on the ballot, rather than a
8 citizen-sponsored initiative." (*Id.* at 915; see also *id.* at 914 [*Seal Beach* "involved a related but
9 distinct issue: whether the meet-and-confer provisions of section 3505 applied when a city
10 exercised its *own* constitutional power to propose charter amendments to its voters." [emphasis
11 original]].)⁷ Nor, finally, did the Court suggest that the mayor's involvement in the genesis and
12 development of the citizens' initiative invalidated the results of the election, in which the voters
13 approved the initiative. To the contrary, PERB modified the ALJ's proposed remedy to vacate the
14 results of the election, and instead directed the city to pay its employees compensation for the net
15 value of their lost pension benefits, which payments were "to continue for as long as the Initiative
16 was in effect." (*Id.* at 910.) The Court did not decide that issue, but directed the Court of Appeal
17 on remand to address the appropriate judicial remedy for the statutory violation identified in its
18 opinion. (*Id.* at 920.)⁸

19 ⁷ Plaintiffs refer in passing to the *California Cannabis Coalition* Court's brief discussion of a
20 hypothetical situation in which a city council "could conceivably collude with a public employee
21 union to place a levy on the ballot as a means of raising revenue for a goal supported by both," but
22 with the council adopting the ordinance without submitting it to the voters. (3 Cal.5th at 947.)
However, that hypothetical does not advance Plaintiffs' argument, both because it is not what
occurred here and because the Court declined to address how it would decide the issue. (*Id.*) In
any event, as the City pointed out at argument, its Charter would make such a situation impossible.

23 ⁸ On remand, the Court of Appeal held that "the City's failure to comply with the [Meyers-Milias
24 Brown] Act before placing the Initiative on the ballot does not necessarily invalidate the Initiative,"
25 and held further that PERB lacked power to invalidate the initiative, explaining that "any action by
26 PERB effectively invalidating the Initiative or assuming the Initiative is or will be invalidated
impermissibly encroaches on constitutional law, statutory law, and policy matters involving
initiatives, elections, and the doctrine of preemption." (*Boling v. Public Employment Relations Bd.*
27 (2019) 33 Cal.App.5th 376, 385, 388.)


1 In short, Plaintiffs' contention that "the City's admitted use of public offices and resources
2 violates *Boling* and invalidates its efforts" is unsupported by *Boling* or any other cited authority,
3 and must be rejected. Proposition C was a valid citizens' initiative under the express terms of the
4 San Francisco Charter and state law, and neither the Charter nor the California Constitution
5 required a two-thirds vote for its passage.

6
7 **IV. Conclusion**

8 For the foregoing reasons, Plaintiffs' motion for summary judgment is denied, and the
9 City's cross-motion for summary judgment is granted.

10 **IT IS SO ORDERED.**

11 Dated: July 5, 2019

12 
13 ETHAN P. SCHULMAN
14 JUDGE OF THE SUPERIOR COURT

CGC-18-568657

**HOWARD JARVIS TAXPAYERS ASSN. ET AL VS. CITY
AND COUNTY OF SAN FRANCISCO ET AL**

I, the undersigned, certify that I am an employee of the Superior Court of California, County Of San Francisco and not a party to the above-entitled cause and that on July 05, 2019 I served the foregoing **Order on Cross-motions for summary judgment** on each counsel of record or party appearing in propria persona by causing a copy thereof to be enclosed in a postage paid sealed envelope and deposited in the United States Postal Service mail box located at 400 McAllister Street, San Francisco CA 94102-4514 pursuant to standard court practice.

Date: July 05, 2019


By: SHIRLEY LE

JONATHAN M. COUPAL / LAURA DOUGHERTY
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1 DR CARLTON B GOODLETT PLACE
SAN FRANCISCO, CA 941024682

Date: July 16, 2019

To: Finance Committee

From: Sharon L. Anderson, County Counsel
by: Mary Ann McNett Mason, Chief Assistant County Counsel *M.A.M.*

Re: **Use Of Public Resources In Relation to Tax Measure Campaigns**

This memorandum discusses the limitations on the use of public resources in relation to ballot measure campaigns for a tax.

A. May public resources be used in ballot measure campaigns for a tax?

1. General Prohibition.

Government Code section 54964 generally prohibits local agencies from using agency funds, including i.e., staff, facilities, equipment, supplies, and time, to support or oppose the approval or rejection of a ballot measure. However, in limited circumstances, the County may use County resources to engage in a *neutral* evaluation of the merits and effects of a proposed ballot measure and to inform the public of these findings.¹

2. Prohibited Communications.

The County and its employees and officials, including Board, committee and commission members, are not permitted to use County resources to campaign for or against a ballot measure.² Officials, in their official capacity, may not engage in communications traditionally associated with political campaigns such as:

¹ *Vargas v. City of Salinas* (2009) 46 Cal.4th 1.

² Historically, courts have disapproved the use of public funds in political campaigns on the basis that political expenditures are unauthorized by law and likely are unconstitutional. Public agencies may not 'take sides' in an election contest. (See, e.g. *Stanson v. Mott* (1976) 17 Cal.3d 206; *Mines v. Del Valle* (1927) 201 Cal. 273; *Miller v. Miller* (1978) 87 Cal.App.3d 762; *League of Women Voters of California v. Countywide Criminal Justice Coordination Committee* (1988) 203 Cal.App.3d 529; and *Vargas v. City of Salinas* (2009) 46 Cal.4th 1.)

- Advertising through bumper stickers, posters, television, radio, and billboards;
- Preparing advocacy materials;
- Disseminating advocacy materials prepared internally or by others; and
- Circulating promotional campaign materials such as brochures, even if the materials contain some useful factual information.³

3. Limited Permissible Communications

If the Board of Supervisors votes to place a tax measure on the ballot, County officials may make *neutral*, informational communications about the ballot measure, including:

- Take a position on the ballot measure at a properly noticed public meeting of the Board of Supervisors;
- Prepare neutral, informational reports and other analyses to help voters determine the impacts of the measure, when use of funds for this purpose has been authorized by the Board of Supervisors; and
- Respond to inquiries about the ballot measure in a manner that provides a fair, neutral presentation of the facts.⁴

Information must be communicated in a way that does not use inflammatory language or argumentative rhetoric, and does not urge the public to adopt a particular position or to take any other actions supporting or opposing the measure.⁵ When sharing information related to a ballot measure, County officials must deliver the information through the County's regular communications channels (for example, through the County's existing website or existing newsletter).⁶ No special expenditure should be made by the County to publicize a position on a tax measure. For example, the County may not send out a special mailing about the ballot measure to area residents. Expenditures related to the ballot measure require the Board of Supervisors approval.

³ *Vargas* at 24,32,39, 42.

⁴ *Id.* at 24, 25, 35-37.

⁵ *Id.* at 30, 34, 40.

⁶ *Id.*

4. Reporting Requirements.

Government entities that engage in ballot measure-related activities must file campaign expenditure reports when required by law to do so. The Political Reform Act requires agencies that make certain ballot measure-related communications to report expenditures for these communications.⁷

Please be advised that the Fair Political Practices Commission is aggressively pursuing allegations involving the use of public funds for campaign purposes. The FPPC recently fined the Bay Area Rapid Transit District (“BART”) for failing to disclose campaign activity in support of a ballot measure. When the Board considers any use of public resources or expenditures related to the parcel tax measure, the Board and staff should err on the side of caution.

5. Activities as Private Citizens.

In their capacity as private citizens, County officials are permitted to campaign for or against local ballot measures and to join citizens’ groups that advocate for or against local ballot measures.⁸ When doing so, they should specifically state that their comments are not made in their capacity as County officials. If, in their capacity as private citizens, officials make contributions and independent expenditures related to a County tax measure, they should consider whether their expenditures are reportable and file reports as required by law.⁹

MAM/am

cc: David Twa, County Administrator

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⁷ Gov. Code, §§ 82013, 82015, 82025, 82031. Public agencies must report payments of public resources made in connection with a communication that expressly advocates the passage or defeat of a clearly identified ballot measure (2 Cal. Code Regs. §§ 18420 (d), 18420.1 (a).) However, certain communications are exempted from the expenditure reporting requirements: the preparation of an agency report providing the agency’s internal evaluation of a measure made available to a member of the public upon the individual’s request; the announcement of the agency’s position at a public meeting or with the agenda or hearing minutes prepared for a meeting; a written argument filed by the agency for publishing in the voter information pamphlet; a departmental view presented by an agency employee upon request by a public or private organization at the meeting of that organization; and a communication clearly and unambiguously authorized by law. (2 Cal. Code Regs. §18420.1 (e).)

⁸ *League of Women Voters of California v. Countywide Criminal Justice Coordination Committee*, (1988) 203 Cal.App.3d 529, 555-56.

⁹ Gov’t Code, § 82013.