

CALENDAR FOR THE BOARD OF SUPERVISORS  
**CONTRA COSTA COUNTY**  
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD  
**BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

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

**MONICA NINO**, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075

**To slow the spread of COVID-19, the Health Officer's Shelter Order of March 10, 2021, prevents public gatherings ([Health Officer Order](#)). In lieu of a public gathering, the Board of Supervisors meeting will be accessible via television and live-streaming to all members of the public as permitted by the Governor's Executive Order N29-20. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).**

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA MAY CALL IN DURING THE MEETING BY DIALING **888-251-2949** FOLLOWED BY THE ACCESS CODE **1672589#**. To indicate you wish to speak on an agenda item, please push "#2" on your phone.

Meetings of the Board of Supervisors are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**AGENDA**  
**March 30, 2021**

**9:00 A.M. Convene, call to order and opening ceremonies.**

**Closed Session**

A. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

Agency Negotiators: Monica Nino.

Employee Organizations and Unrepresented Employees: Public Employees Union, Local 1; AFSCME Locals 512 and 2700; California Nurses Assn.; SEIU Locals 1021 and 2015; District Attorney Investigators' Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters I.A.F.F., Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Contra Costa County Defenders Assn.; Contra Costa County Deputy District

Attorneys' Assn.; Prof. & Tech. Engineers IFPTE, Local 21; Teamsters Local 856; and all unrepresented employees.

**Inspirational Thought-** *"It is my deepest belief that only by giving our lives do we find life. I am convinced that the truest act of courage, the strongest act of manliness is to sacrifice ourselves for others in a totally non-violent struggle for justice."* ~ Cesar Chavez

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.84 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**PRESENTATIONS (5 Minutes Each)**

- PR.1** PRESENTATION condemning Xenophobia and Hate Crimes Against Asian American Pacific Islander Communities. (Supervisors Burgis and Mitchoff)

**DISCUSSION ITEMS**

- D.1** RECEIVE Report from Interdepartmental Climate Action Task Force and PROVIDE direction to staff as appropriate.
- D.2** AUTHORIZE the County Administrator to submit Community Project Funding and Member-Directed requests to the County's congressional delegation for FY 2022 funding. (Lara DeLaney, County Administrator's Office)
- D.3** CONSIDER approving and authorizing the Health Services Director, or designee, to execute a memorandum of understanding and related addendum with the State of California establishing the State's conditions for allocating and providing COVID-19 vaccines to the County to administer to eligible individuals. (Anna Roth, Health Services Director)
- D.4** ACCEPT update on COVID 19; and PROVIDE direction to staff.  
1. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer
- D. 5** CONSIDER Consent Items previously removed.
- D. 6** PUBLIC COMMENT (2 Minutes/Speaker)
- D. 7** CONSIDER reports of Board members.

**11:00 A.M.**

**27th Annual Cesar E. Chavez Commemorative Celebration**



ADJOURN  
in memory of

***Donald L. Bouchet***  
Retired County Auditor-Controller

## **CONSENT ITEMS**

### **Road and Transportation**

- C. 1** APPROVE and AUTHORIZE the Chair, Board of Supervisors, to execute an amendment to the Real Property Services Agreement with the City of Vallejo effective January 1, 2021, to increase the amount payable to Contra Costa County by \$40,000 to a new payment limit of \$150,000 and to extend the term from December 31, 2020 to June 1, 2022 for additional services in connection with the Sacramento Bridge Replacement Project, as recommended by the Public Works Director, Vallejo area. (100% City of Vallejo Funds)
- C. 2** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with PreScience Corporation in an amount not to exceed \$1,581,017 for construction management services for the Marsh Drive Bridge Replacement Project for the period March 30, 2021 to June 30, 2023, Concord area. (89% Federal Highway Bridge Program Funds, 11% Local Road Funds)

### **Special Districts & County Airports**

- C. 3** ADOPT Resolution No. 2021/88, ordering the preparation and filing of an Engineer's Report regarding improvements to be funded by proposed assessments to be levied in Countywide Landscaping District 1979-3 in fiscal year 2021-2022, as recommended by the Public Works Director, Countywide. (100% Countywide Landscaping District 1979-3 Funds)
- C. 4** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Fehr & Peers to extend the term from April 17, 2021 to April 17, 2022 for continued countywide street lighting and on-call municipal engineering services, with no change to the payment limit of \$250,000, Countywide. (100% County Service Area Funds)
- C. 5** ADOPT Resolution No. 2021/99 establishing a rate of \$30 per Equivalent Runoff Unit for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2021–2022 and requesting that the Contra Costa County Flood Control and Water Conservation District adopt annual parcel assessments for drainage maintenance and the National Pollutant Discharge Elimination System Program, as recommended by the Chief Engineer, Countywide. (100% Stormwater Utility Area 17 Funds)

- C. 6 AUTHORIZE the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Mark Scott Construction, Inc., as the developer, for approximately 0.86-acres of land on the west side of Buchanan Field Airport.
- C. 7 As the governing body of the Contra Costa County Flood Control and Water Conservation District, APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a contract with Kjeldsen, Sinnock & Neudeck, Inc., in an amount not to exceed \$2,393,020 to provide professional construction management and biological monitoring services in support of the Lower Walnut Creek Restoration Project for the period of November 12, 2020 through December 31, 2024, Martinez area. (53% Flood Control District Zone 3B funds, 47% state and local grant funds)

### **Claims, Collections & Litigation**

- C. 8 DENY claims filed by Angel Josue Guzman Aguilar, Jose Angel Guzman, Mario Delacruz, Geico Insurance for Alexandre Baniyas, and Nathan Winslow. DENY amended claims filed by Nickolas Emanuel Jeremiah Pitts (2) and Nathan Giovanni Winslow.
- C. 9 Acting as the governing board of the Contra Costa County Housing Authority, DENY claim filed by Amarah Khalid.

### **Statutory Actions**

- C. 10 APPROVE Board meeting minutes for February 2021, as on file with the Office of the Clerk of the Board.

### **Honors & Proclamations**

- C. 11 ADOPT Resolution No. 2021/94 proclaiming April 2021 as Child Abuse Prevention Month, as recommended by the Employment and Human Services Director.
- C. 12 ADOPT Resolution No. 2021/97 recognizing Victoria Skerritt on the occasion of her retirement after 14 years of service to Contra Costa County, as recommended by the Public Works Director.
- C. 13 ADOPT Resolution No. 2021/105 recognizing Paulette Denison on the occasion of her retirement after 22 years of service to Contra Costa County, as recommended by the Public Works Director.

- C. 14** ADOPT Resolution No. 2021/107 recognizing Mary Halle on the occasion of her retirement after 29 years of service to Contra Costa County, as recommended by the Public Works Director.
- C. 15** ADOPT Resolution No. 2021/109 proclaiming April 2021 as Sexual Assault Awareness Month, as recommended by the Employment and Human Services Director.
- C. 16** ADOPT Resolution No. 2021/113 honoring Chuck Waters on the occasion of his retirement from the Contra Costa County Clerk-Recorder-Elections Department, as recommended by the Clerk-Recorder.
- C. 17** ADOPT Resolution 2021/114 condemning Xenophobia and Hate Crimes Against Asian American Pacific Islander (AAPI) Communities, as recommended by Supervisors Burgis and Mitchoff.
- C. 18** ADOPT Resolution No. 2021/115 recognizing Bianey Douglas as the 2021 Youth Hall of Fame Awardee for Perseverance, as recommended by the Cesar Chavez Committee.
- C. 19** ADOPT Resolution No. 2021/116 recognizing Haley Brathwaite as the 2021 Youth Hall of Fame Awardee for Teamwork, as recommended by the Cesar Chavez Committee.
- C. 20** ADOPT Resolution No. 2021/117 recognizing Stephanie Boustani as the 2021 Youth Hall of Fame Awardee for Middle School Rising Star, as recommended by the Cesar Chavez Committee.
- C. 21** ADOPT Resolution No. 2021/118 recognizing Chris Garcia as the 2021 Youth Hall of Fame Awardee for Good Samaritan, as recommended by the Cesar Chavez Committee.
- C. 22** ADOPT Resolution No. 2021/119 recognizing Ryan Raimondi as the 2021 Youth Hall of Fame Awardee for Leadership and Civic Engagement, as recommended by the Cesar Chavez Committee.
- C. 23** ADOPT Resolution No. 2021/120 recognizing Jonathan Castaneda as the 2021 Youth Hall of Fame Awardee for Volunteeris, as recommended by the Cesar Chavez Committee.
- C. 24** ADOPT Resolution No. 2021/111 recognizing Kevin L. Emigh on the occasion of his retirement after 33 years of service to Contra Costa County, as recommended by the Public Works Director.

## **Ordinances**

- C. 25** ADOPT Ordinance No. 2021-09 amending the County Ordinance Code to re-title the Animal Clinic Veterinarian - Exempt classification to the new title of Animal Shelter Veterinarian - Exempt and to eliminate the classification of Veterinarian in the list of classifications excluded from the merit system. (No Fiscal Impact)

### **Appointments & Resignations**

- C. 26** ACCEPT the resignation of Andrew Bryant, DECLARE vacant the District IV seat on the Iron Horse Corridor Management Program Advisory Committee, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Mitchoff.
- C. 27** APPOINT Gregory McLendon and Gaylin Ziegler to the Discovery Bay P-6 Citizen Advisory Committee, as recommended by Supervisor Diane Burgis.
- C. 28** APPOINT Grant Taylor to the Arts and Culture Commission of Contra Costa County, as recommended by Supervisor Diane Burgis.
- C. 29** DECLARE vacant the District 3 seat on the County Library Commission, as recommended by Supervisor Diane Burgis.
- C. 30** APPOINT Angelica Matamoros to the Union Seat #2 on the Advisory Council on Equal Employment Opportunity, as recommended by the Hiring Outreach Oversight Committee.
- C. 31** APPOINT members to the Community Corrections Partnership and the Community Corrections Partnership - Executive Committee, as recommended by the Public Protection Committee.
- C. 32** APPROVE the new medical staff, affiliates and tele-radiologist appointments and reappointments, additional privileges, medical staff advancement, and voluntary resignations as recommend by the Medical Staff Executive Committee and by the Health Services Director.
- C. 33** APPOINT Ken Carlson, City of Pleasant Hill, to City Seat #3 and APPOINT Peter Cloven, City of Clayton, to City Seat #3 Alternate seats on the Hazardous Materials Commission.
- C. 34** APPOINT Susan Meltzer to the Member At-Large #18 seat on the Advisory Council on Aging, with a term expiring September 30, 2022, as recommended by the Family and Human Services Committee.

- C. 35** REAPPOINT Stacie Cooper-Roundtree, Amy Wells, Candida (Candy) Duperrior, Cathy Roof, and Liliana Gonzalez to seats on the Local Planning and Advisory Council for Early Care and Education, as recommended by the Family and Human Services Committee.
- C. 36** APPOINT Kirsten Upshaw, Jennifer Rizzo, Lanita Mims, and Faye Maloney to at-large seats on the Contra Costa Commission for Women and Girls, as recommended by the Family and Human Services Committee.

### **Intergovernmental Relations**

- C. 37** ADOPT an amendment to the County's 2021-22 State Legislative Platform that would enable advocacy on legislative proposals that facilitate more efficient and effective public service delivery and financial management.

### **Personnel Actions**

- C. 38** ADOPT Position Adjustment Resolution No. 25696 to add one Intermediate Clerk - Project (represented) position and cancel one Community Services Mental Health Clinical Supervisor-Project (unrepresented) position in the Community Services Bureau, Employment and Human Services Department. (100% Federal funds)
- C. 39** ADOPT Position Adjustment Resolution No. 25706 to add one Pharmacist I (represented) position in the Pharmacy Division of the Health Services Department. (100% Hospital Enterprise Fund I)

### **Leases**

- C. 40** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease amendment with Contra Costa Community College District to extend the lease term through June 30, 2022 for 2,652 square feet of classroom space at 2600 Mission Bell Drive, San Pablo, at an annual rent of \$61,080 for the first year with annual increases thereafter and one three-year renewal term. (50% Federal Early Head Start, 50% State of California Department of Education)

### **Grants & Contracts**

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

- C. 41** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Ombudsman Services of Contra Costa, Inc., effective February 5, 2021 to increase the payment limit by \$50,406 to a new payment limit of \$561,668 to provide long-term care Ombudsman services with no change in the existing term ending June 30, 2021. (22% Federal, 78% State)
- C. 42** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the California Department of Resources Recycling and Recovery, to pay the County an amount not to exceed \$233,077 for the County's Environmental Health Waste Tire Enforcement Program for the period June 30, 2021 through September 30, 2022. (No County match)
- C. 43** APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a grant amendment with the California Institute for Behavioral Health Solutions, to increase the amount payable to the County by \$6,990 to a new amount not exceed \$503,403, and to extend the termination date from February 28, 2021 to August 31, 2021, for prevention screening, intervention, and treatment services to reduce Opioid Use Disorder for youth in East and West Contra Costa County. (No County match)
- C. 44** APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a grant award from the State of California Health and Human Services, to increase the amount payable to the County by \$145,833 to a new amount not to exceed \$270,833, and to extend the termination date from March 15, 2021 to July 31, 2022, to provide COVID-19 and respiratory viral panel testing for the Community Sentinel Surveillance Project. (No County match)
- C. 45** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the City of San Pablo, to increase the amount payable to the County by \$25,000 to a new amount not to exceed \$125,570 and to extend the termination date from November 30, 2020 to November 30, 2021 to provide homeless outreach services for the Coordinated Outreach, Referral and Engagement Program. (No County match)
- C. 46** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the California Department of Health Care Services, to increase the amount payable to County by \$6,000,000 to a new amount not to exceed \$27,000,000, with no change in the term July 1, 2018 through June 30, 2021, for the Medi-Cal Administrative Activities Program. (No County match)
- C. 47** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Public Health Foundation Enterprises, Inc., to pay County in an amount not to exceed \$105,748 for the County's participation in the California Emerging Infections Program to study food borne bacteria for the period September 1, 2020 through August 31, 2021. (No County match)

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

- C. 48** APPROVE and AUTHORIZE the County Administrator, or designee, to enter into a contract with the Richmond Community Foundation in an amount not to exceed \$464,000 for administration and operation of a local emergency rental assistance program for the period March 30, 2021 through September 30, 2021. (100% Federal)
- C. 49** APPROVE and AUTHORIZE the County Administrator, or designee, to execute contract amendments with Schiff Hardin LLP and Nixon Peabody LLP for work performed related to issuance of the County's 2021 Lease Revenue Bonds, as recommended by the County Administrator. (Various County Projects/Funds)
- C. 50** RATIFY the execution of a License Agreement with Merced Bar, LLC, for the use of a portion of the parking lot of the property located at 2500 Bates Avenue in Concord for the purpose of a drive-thru COVID-19 testing site for the public, beginning March 15, 2021, at a rate of \$10 per month, as recommended by the Health Services Director. (100% Federal and State emergency funds)
- C. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Atredis Partners, LLC, to increase the payment limit by \$504,160 to a new payment limit of \$990,160, to provide the Department's Information Systems Unit additional consultation, risk analysis, and technical and security assistance, including COVID-19 and HIPAA related services, with no change in the contract term. (100% Hospital Enterprise Fund I)
- C. 52** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Cox Commercial Flooring, Inc., effective March 30, 2021, to extend the term from June 30, 2021 to June 30, 2022 and increase the payment limit by \$750,000 to a new payment limit of \$1,500,000 to provide on-call flooring services, Countywide. (100% General Fund)
- C. 53** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with All County Flooring, effective March 30, 2021, to extend the term from June 30, 2021 to June 30, 2022 and increase the payment limit by \$1,200,000 to a new payment limit of \$4,000,000 to provide on-call flooring services, Countywide. (100% General Fund)
- C. 54** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Chief Information Officer, Department of Information Technology, a purchase order with General Datatech, and a third-party lease agreement with Key Government Finance, Inc., in an amount not to exceed \$1,200,000 for the purchase of Cisco router, switches, software and hardware maintenance for a five-year term from the delivery of shipments, Countywide. (100% User Departments)

- C. 55** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Bay Area Community Services, Inc., in an amount not to exceed \$513,913 to provide mental health outreach and support services for homeless and disabled adults with mental illness at the Don Brown Shelter in East Contra Costa County for the period January 1, 2021 through June 30, 2021, including a six-month automatic extension through December 31, 2021 in an amount not to exceed \$513,913. (70% Substance Abuse and Mental Health Services Administration; 16% Mental Health Services Act; and 14% Project for Assistance in Transition from Homelessness Grant)
- C. 56** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Crestwood Behavioral Health, Inc., in an amount not to exceed \$703,688 to provide residential treatment services to severely and persistently mentally ill adults for the period January 1, 2021 through June 30, 2021, including a six-month automatic extension through December 31, 2021 in an amount not to exceed \$703,688. (44% Federal Medi-Cal; 26% State Mental Health Services Act; 30% Mental Health Realignment)
- C. 57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Desarrollo Familiar, Inc., (dba Familias Unidas), in an amount not to exceed \$145,817 to provide referral, consultation and education, and outpatient mental health services in West County for the period January 1, 2021 through June 30, 2021, including a six-month automatic extension through December 31, 2021 in an amount not to exceed \$145,817. (5% Federal Medi-Cal; 39% Substance Abuse/Mental Health Services Administration Grant; 56% Mental Health Realignment)
- C. 58** APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a contract with Horizon Water and Environment, LLC, in an amount not to exceed \$500,000 to provide development and coordination of the Routine Maintenance Program for creeks, streams, and drainage basins for the period March 30, 2021 to March 30 2024, Countywide (100% Flood Control District Funds)
- C. 59** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with First Choice Anesthesia Consultants of Northern California, PC, in an amount not to exceed \$850,000 to provide anesthesia services for Contra Costa Regional Medical Center and Health Centers for the period March 1, 2021 through February 28, 2022. (100% Hospital Enterprise Fund I)
- C. 60** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Encore Textile Services, Northern California, LLC, in an amount not to exceed \$4,422,170 to provide linen rental, cleaning and distribution services at Contra Costa Regional Medical and Health Centers for the period July 1, 2021 through June 30, 2024. (100% Hospital Enterprise Fund I)



- C. 61** APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract with, NetFile, Inc., in an amount not to exceed \$175,000 to provide electronic filing services for California Fair Political Practice Commission Statements of Economic Interest (Form 700) and Campaign Finance Disclosures, for the period April 1, 2021 through March 31, 2024. (100% General Fund)
- C. 62** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Sheriff's Deputy Timothy Allen to pay the County \$1 for retired Sheriff's Service Dog "Anavi" on March 31, 2021. (No Fiscal Impact)
- C. 63** Acting as the Governing Board of the Contra Costa County Fire Protection District, (1) APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with Carahsoft Technology Corp, in an amount not to exceed \$200,000, for the purchase of Google Workspace e-mail and other hosted services for the period April 10, 2021, through April 10, 2024, and (2) APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with SADA Systems, Inc., in an amount not to exceed \$50,000, for implementation and support of the Google Workspace system, for the period April 10, 2021, through April 10, 2024.(100% CCCFPD Operating Fund)
- C. 64** APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, or designee, to execute a contract with Accenture, LLP, in an amount not to exceed \$4,200,000, to provide implementation services for the Workday Financial Management System, for the period of April 1, 2021 through December 31, 2022. (100% General Fund Reserves)
- C. 65** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Allergy and Asthma Medical Group of the Bay Area, Inc, in an amount not to exceed \$1,550,000 to provide allergy and asthma medical services for Contra Costa Health Plan members for the period May 1, 2021 through April 30, 2023. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 66** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with John Muir Magnetic Imaging Center, in an amount not to exceed \$1,121,000 to provide diagnostic imaging services for Contra Costa Health Plan members for the period May 1, 2021 through April 30, 2023. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 67** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with The Alliance for Community Wellness, in an amount not to exceed \$304,210 to provide substance use disorder treatment services for adolescents needing outpatient services for the period January 1, 2021 through December 31, 2021. (100% Probation Department)

- C. 68** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Allied Medical and Consultation Services, P.C., effective March 1, 2021, to provide additional Medi-Cal specialty mental health services, with no change in the payment limit of \$850,000 or term July 1, 2020 through June 30, 2022. (50% Federal Medi-Cal; 50% State Mental Health Realignment)
- C. 69** APPROVE and AUTHORIZE the Health Services Director or designee, to execute a contract with The Regents of the University of California, in an amount not to exceed \$10,000 to provide biostatistical consultation to evaluate patient care in the Community Connect Program for the period January 1, 2021 through August 31, 2021. (100% Whole Person Care)
- C. 70** APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Contra Costa County Fire Protection District, to make a payment to the State of California Department of Health Care Services, in an amount not to exceed \$151,731, to refund an overpayment for the FY 2016-17 Ground Emergency Medical Transportation Program. (100% CCCFPD EMS Transport Fund)
- C. 71** APPROVE and AUTHORIZE the Director of Child Support Services, or designee, to execute a contract amendment with Integrated Information Systems, Inc. to increase the payment limit from \$150,000 to \$311,875 for the license and maintenance of the TurboCourt software system, and extend the contract term to June 30, 2022. (66% Federal and 34% State)
- C. 72** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Agiliti Health, Inc., in an amount not to exceed \$1,000,000 for the rental of medical devices and equipment for the Contra Costa Regional Medical Center for the period from January 1, 2021 to December 31, 2021. (100% Hospital Enterprise Fund I)

### **Other Actions**

- C. 73** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a density bonus and inclusionary housing developer agreement for the Del Hombre Apartments development, a 284-unit housing development in the Walnut Creek area. (No fiscal impact)
- C. 74** CLARIFY Board Order C.119, approved January 5, 2021, to indicate the Board's intent to continue the Contra Costa County Library Commission for the period January 1, 2020 through March 31, 2024, as recommended by the County Librarian. (No fiscal impact)

- C. 75** AUTHORIZE and RATIFY the Auditor-Controller, or designee, to pay each of the Contra Costa County 2021 Poetry Out Loud Competition judges a stipend in the amount of no more than \$150 per person to compensate for the time they spent ranking the performance and receiving a training. (100% State)
- C. 76** APPROVE the list of providers recommended by Contra Costa Health Plan's Peer Review & Credentialing Committee and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.
- C. 77** ACCEPT the January 2021 Operations Update of the Employment and Human Services Department Community Services Bureau as recommended by the Employment and Human Services Director.
- C. 78** ADOPT Resolution No. 2021/110 authorizing revised operating hours for the Walnut Creek, Ygnacio Valley and Hercules branches of the Contra Costa County Library from those approved under Resolution No. 2020/317 on December 8, 2020, as recommended by the County Librarian.
- C. 79** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a license agreement with the United States of America, Department of the Navy, to use an approximately 80-acre portion of the former Concord Naval Weapons Station for public safety training purposes for the period April 16, 2021 through April 15, 2022. (No fiscal impact)
- C. 80** RECEIVE report from Sustainability Committee on Cut the Commute Pledge. (No fiscal impact)
- C. 81** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with California State University, Sacramento, to provide supervised field instruction to physical therapy students at Contra Costa Regional Medical Center and Health Centers for the period June 1, 2021 through May 30, 2023. (Nonfinancial agreement)
- C. 82** AUTHORIZE Letter of Support for GRID Alternatives, a nonprofit corporation, to PG&E to serve as implementer for the Empower EV (Electric Vehicle) Program, to reduce barriers to electric vehicle adoption in low- and moderate-income communities, as recommended by the Conservation and Development Director. (No fiscal impact)
- C. 83** APPROVE and AUTHORIZE the County Treasurer-Tax Collector, or designee, to terminate the Investment Management Agreement (IMA) with Wells Fargo Bank, N.A and execute a new IMA with Wells Capital Management Inc and take related actions (100% Investment Funds)

- C. 84** RATIFY the execution of an amendment to lease with Mount Diablo Unified School District to modify the premises located at 215 Pacifica Avenue in Bay Point for the purpose of delivery of COVID-19 vaccinations to the public at no cost to the County beginning February 17, 2021, as recommended by the Health Services Director. (No fiscal impact)

## GENERAL INFORMATION

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

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

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000. An assistive listening device is available from the Clerk, First Floor.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 655-2000, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

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[www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

## STANDING COMMITTEES

Until further notice, to slow the spread of COVID-19 and in lieu of a public gathering, if the Board's STANDING COMMITTEES meet they will provide public access either telephonically or electronically, as noticed on the agenda for the respective STANDING COMMITTEE meeting.

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

The **Family and Human Services Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the fourth Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Finance Committee** (Supervisors Karen Mitchoff and John Gioia) meets on the first Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Federal D. Glover and John Gioia) meets quarterly on the first Monday at 10:30 a.m.. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Internal Operations Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Legislation Committee** (Supervisors Diane Burgis and Karen Mitchoff) meets on the second Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Public Protection Committee** (Supervisors Andersen and Federal D. Glover) meets on the fourth Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Sustainability Committee** (Supervisors John Gioia and Federal D. Glover) meets on the fourth Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

Airports Committee	June 9, 2021	11:00 a.m.	See above
Family & Human Services Committee	April 26, 2021	9:00 a.m.	See above
Finance Committee	April 5, 2021	9:00 a.m.	See above
Hiring Outreach Oversight Committee	June 7, 2021	10:30 a.m.	See above
Internal Operations Committee	April 12, 2021	10:30 a.m.	See above

Legislation Committee	April 12, 2021	1:00 p.m.	See above
Public Protection Committee	April 26, 2021	10:30 a.m.	See above
Sustainability Committee	May 24, 2021	1:00 p.m.	See above
Transportation, Water & Infrastructure Committee	April 12, 2021	9:00 a.m.	See above

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**

**Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):**

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

- AB** Assembly Bill
- ABAG** Association of Bay Area Governments
- ACA** Assembly Constitutional Amendment
- ADA** Americans with Disabilities Act of 1990
- AFSCME** American Federation of State County and Municipal Employees
- AICP** American Institute of Certified Planners
- AIDS** Acquired Immunodeficiency Deficiency Syndrome
- ALUC** Airport Land Use Commission
- AOD** Alcohol and Other Drugs
- ARRA** American Recovery & Reinvestment Act of 2009
- BAAQMD** Bay Area Air Quality Management District
- BART** Bay Area Rapid Transit District
- BayRICS** Bay Area Regional Interoperable Communications System
- BCDC** Bay Conservation & Development Commission
- BGO** Better Government Ordinance
- BOS** Board of Supervisors
- CALTRANS** California Department of Transportation
- CalWIN** California Works Information Network
- CalWORKS** California Work Opportunity and Responsibility to Kids
- CAER** Community Awareness Emergency Response
- CAO** County Administrative Officer or Office
- CCE** Community Choice Energy
- CCCPFD (ConFire)** Contra Costa County Fire Protection District
- CCHP** Contra Costa Health Plan
- CCTA** Contra Costa Transportation Authority
- CCRMC** Contra Costa Regional Medical Center
- CCWD** Contra Costa Water District
- CDBG** Community Development Block Grant
- CFDA** Catalog of Federal Domestic Assistance
- CEQA** California Environmental Quality Act
- CIO** Chief Information Officer
- COLA** Cost of living adjustment

**ConFire** (CCCFPD) Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**DSRIP** Delivery System Reform Incentive Program  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**EPSDT** Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**F&HS** Family and Human Services Committee  
**First 5** First Five Children and Families Commission (Proposition 10)  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GHAD** Geologic Hazard Abatement District  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HIPAA** Health Insurance Portability and Accountability Act  
**HIV** Human Immunodeficiency Virus  
**HOME** Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households  
**HOPWA** Housing Opportunities for Persons with AIDS Program  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IHSS** In-Home Supportive Services  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**LVN** Licensed Vocational Nurse  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**M.D.** Medical Doctor

**M.F.T.** Marriage and Family Therapist  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**OB-GYN** Obstetrics and Gynecology  
**O.D.** Doctor of Optometry  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**ORJ** Office of Reentry and Justice  
**OSHA** Occupational Safety and Health Administration  
**PACE** Property Assessed Clean Energy  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**Psy.D.** Doctor of Psychology  
**RDA** Redevelopment Agency  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**RN** Registered Nurse  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**VA** Department of Veterans Affairs  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCHD** West Contra Costa Healthcare District  
**WCCTAC** West Contra Costa Transportation Advisory Committee





Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 30, 2021

Subject: RECEIVE REPORT from Interdepartmental Climate Action Task Force.

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**RECOMMENDATION(S):**

RECEIVE Report from Interdepartmental Climate Action Task Force and provide direction as appropriate.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving the report. If the Board is supportive, staff will report back to the Board regarding ongoing research on how other cities and counties have set up sustainability funds.

**BACKGROUND:**

On September 22, 2020, the Contra Costa County Board of Supervisors (Board) declared a climate emergency that “threatens the long-term economic and social well-being, health, safety, and security of the County, and that urgent action by all levels of government is needed to immediately address this climate emergency.” Among other actions, the Climate Emergency Resolution adopted by the Board resolves that the County establish an interdepartmental task force that will “focus on urgently implementing the County’s Climate Action Plan” and identify additional actions, policies, and programs the County can undertake to reduce and adapt to the impacts of a changing climate.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jody London,  
925-674-7871

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

> The task force is directed to report to the Board as a discussion item on a semi-annual basis starting in March 2021.

The Department of Conservation and Development (DCD), working in partnership with the Department of Public Works (Public Works), is staffing the work of this Interdepartmental Climate Action Task Force (Task Force). The Task Force has met twice to develop the initial report (attached). The report recommends three immediate actions by the Board:

(1) Support continuation of County services and meetings online where possible after the COVID-19 restrictions are lifted to the extent departments determine such services to be beneficial and have the capacity to continue offering them;

(2) Establish a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund that reinvests cost saving in additional improvements. This fund would support improvements to County facilities and operations (i.e., recycling, composting and purchasing practices) that reduce greenhouse emissions and reduce energy costs over time. If the Board is supportive, staff will report back to the Board with recommendations on details for the fund, including potential amounts, funding sources and approaches on how to structure the fund, based on best practices from other jurisdictions with similar funds; and

(3) Advocate with the State that virtual advisory body meetings be permitted to continue after shelter-in-place orders are lifted.

The report also identifies additional opportunities for the Task Force and County departments to pursue going forward, with direction from the Board.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive the report and provide direction would contradict the direction provided in the Climate Emergency Resolution.

## ATTACHMENTS

Attachment A-Interdepartmental Climate Action Task Force Report

Attachment B-Presentation, Climate Task Force Report to BOS



MARCH 30, 2021

# Interdepartmental Climate Action Task Force: Report 1

Tuesday, March 9, 2021

5:00PM - 5:30PM	<a href="#">Zoom with a Dog!</a>	<a href="#">Waitlist</a>
El Cerrito - Front Door Service Only	Registration required	Education / Kids Tweens
6:00PM - 7:00PM	<a href="#">Tai Chi with Bob Noha</a>	<a href="#">Part of Online Event</a>
Lafayette - Front Door Service Only		Education / Adults All Ages
6:00PM - 7:00PM	<a href="#">Herbal Wellness Series: Herbs for Seasonal Transition</a>	<a href="#">Part of Live Well!</a>
Online event	Registration closed	Education Speaker / Adults

Library Virtual Events



Veterans Virtual Office

Contra Costa County ePermits Center  
Department of Conservation and Development

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[Home](#) [Building](#) [Planning](#)

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ePermits Center Features (log in not required):

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- Making a payment?** Click [Building](#) or [Planning](#) above then search the application's site address or project number that starts with 88 for building permits or CD for planning applications. Follow these guides: [How to Make a Payment Guide \(PDF\)](#) or [How to Make a Payment Video](#)
- [Schedule/Cancel inspections](#)
- View [Daily Inspection Time Tables \(PDF\)](#) posted after 8:45AM, Monday-Friday.
- Looking for historical Construction Permits or Plans? Submit a [Records Request \(PDF\)](#) to request copies.

Log in to apply for a permit

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ePermit Center

**CONTRA COSTA COUNTY**  
**INTERDEPARTMENTAL CLIMATE ACTION TASK FORCE**

**Report #1**

March 30, 2021

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ATTACHMENT A: Climate Emergency Resolution

ATTACHMENT B: Online County Services

ATTACHMENT C: Additional Opportunities to Meet Climate Action Plan Goals

## I. Introduction

On September 22, 2020, the Contra Costa County Board of Supervisors (Board) declared a climate emergency that “threatens the long-term economic and social well-being, health, safety, and security of the County, and that urgent action by all levels of government is needed to immediately address this climate emergency.” (See Attachment A) Among other actions, the Climate Emergency Resolution adopted by the Board resolves that the County establish an interdepartmental task force that will “focus on urgently implementing the County’s Climate Action Plan” and identify additional actions, policies, and programs the County can undertake to reduce and adapt to the impacts of a changing climate. The task force is directed to report to the Board on a semi-annual basis starting in March 2021.

The Department of Conservation and Development (DCD), working in partnership with the Department of Public Works (Public Works), is staffing the work of this Interdepartmental Climate Action Task Force (Task Force). The Task Force has met twice to develop this initial report. This report recommends three immediate actions by the Board:

1. Support continuation of County services and meetings online where possible after the COVID-19 restrictions are lifted, to the extent departments determine such services to be beneficial and have the capacity to continue offering them;
2. Establish a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund that reinvests cost savings in additional improvements. This fund would support improvements to County facilities and operations<sup>1</sup> that reduce GHG emissions and reduce energy costs over time.

If the Board is supportive, staff will report back to the Board with recommendations on how to structure the fund, based on best practices from other jurisdictions with similar funds.

3. Advocate with the State that virtual advisory body meetings be permitted to continue after shelter-in-place orders are lifted.

This report also identifies additional opportunities for the Task Force and County departments to pursue going forward, with direction from the Board.

## II. Immediate Opportunities

### A. Virtual Operations of County Departments

At its first meeting on December 16, 2020, the Task Force learned how many County departments have begun offering services online during the COVID-19 pandemic, as well as some that have been offering services online for a longer time. This provides many benefits in addition to reducing greenhouse gas emissions: reduced travel time, improved convenience for residents, reduced traffic congestion, less pollution from driving, increased quality of life, lower transportation costs, lower County operational costs, and ability to reach residents who have difficulty getting to in-person

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<sup>1</sup> Operations can include things like recycling, composting, fleet, lighting and building systems, solar, and purchasing practices.

appointments. Attachment B is a chart that summarizes County services and functions that are being provided online at this time.

Many of the innovative online services developed to provide County services during the pandemic have proven very successful and many departments are inclined to continue offering such services in the future. **The Task Force recommends** the Board endorse ongoing delivery of County services virtually to the extent departments find such services to be beneficial and have the capacity to continue offering them. Following the pandemic, departments will need to determine the appropriate mix of virtual and in-person services to best serve the public.<sup>2</sup>

The Task Force is mindful that there are some residents who do not have access to technology for a variety of reasons; it will be important moving forward to ensure that services continue to be available in-person for those who need that option, and to work to bring internet connections, technology, and education on how to use technology to all County residents. The County's State and Federal legislative platforms support expanding access to technology.

During the pandemic, the many advisory bodies to the Board have been allowed to meet electronically, rather than in person.<sup>3</sup> Many advisory bodies have seen increased attendance by appointed advisory body members as well as increased community participation. Holding meetings online reduces the cost and time required to attend meetings in person and reduces traffic congestion and greenhouse gas emissions. The ability to record online meetings and then post those recordings online increases transparency and community access. **The Task Force recommends** that the Board advocate with the State that virtual advisory body meetings be permitted to continue after shelter-in-place orders are lifted.<sup>4</sup>

### How It's Working: Department Success Stories

While the sudden switch to online services initially caused uncertainty, many good things have come out of the transition. The following success stories from County departments are an illustration of the County's resilience and dedication to offering excellent service while navigating the unplanned shift to online services.

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<sup>2</sup> This report does not address the issue of work-from-home policies for County employees, which is a subject of collective bargaining.

<sup>3</sup> Governor Newsom's Executive Order N-29-20, March 17, 2020, allows local legislative bodies to meet electronically. "...a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived."

<sup>4</sup> On March 9, 2021, the Board approved a recommendation from the Legislation Committee to amend the County's 2021-22 State Legislative Platform to support legislation that would enable virtual or teleconferencing public meetings, including advisory body meetings, to continue post-pandemic with an opportunity for all persons to attend via a call-in option or an internet-based service option.

In response to the pandemic, we successfully transitioned many of our services online. Programs from adoption applications to lost and found reporting can now be easily accessed on our webpage. I'm proud to say that **Animal Services** has been able to offer continual adoption, licensing, and lost pet services to our residents while, at the same time, reducing the need for them to travel to our facility.

*Beth Ward, Director, Animal Services*

**Veterans Services'** online transition in response to the COVID-19 pandemic has been a success. Since June 2020, we have served 1,233 clients online through our Zoom virtual office. Through this service, our clients are able to access information about benefits, file claims, and more all from the comfort of their homes, during lunch breaks, or from their hospital beds. Offering our services remotely means more veterans, particularly those with mobility restrictions, have been able to file claims. Because of after-hours safety concerns for in-person appointments, we have been able to extend our office hours to 6pm using the virtual office. This better serves the population that works fulltime and is unavailable during regular business hours. We believe that remote services are a win for our clients!

We also see potential cost savings. Our annual Zoom subscription is about \$700; comparably we pay \$1200/month to rent a satellite office in San Pablo. Moving forward, even after COVID, we plan to maintain a fully staffed virtual office in response to the positive feedback we've received.

*Nathan Johnson, Director, Veterans Services Department*

Many of **Child Support Services'** services have been available online for some time, but we are seeing increases in their use. Since last March, in response to the pandemic, we've expanded our texting and telephone communication services to provide real-time resources and support for our customers. In addition, we implemented DocuSign and we're planning to implement live chat on our website as well as video conferencing as another way for customers to communicate with us. At the same time, we know some of our customers cannot access us with technology so, in addition to expanding our digital communication services, we're making plans to safely reopen our physical lobby for our customers who need face-to-face service or would like to videoconference with their caseworker, but do not have the ability to do so.

*Melinda Self, Director, Child Support Services*

The **Office of Communications and Media** has strengthened and supported use of the County website as a virtual office for departments since the beginning of the pandemic so contact information and services can be found in a central location. Assisting County functions through internet, broadcast, video, and live streaming media communications has made information more accessible, reduced car trips, saved time and money, and supported public messaging, especially when rapid communications are called for. Producing virtual and broadcast events, posting flyers on the website, and providing video production best practices so employees and the public can email or send videos via the cloud are all examples of efficient, cost-reducing ways our office works to keep our environment healthy.

*Susan Shiu, Director, Office of Communications and Media and Contra Costa Television (CCTV)*

Building and planning applications and permits were available online prior to the pandemic. However, in response to our physical office being closed at the onset of the pandemic, we've been able to continue serving **Department of Conservation and Development** customers through our online permitting process. Before shelter in place orders went into effect, we would serve 70 to 80 customers in person per day at our Application and Permit Center. Now customers can file for applications and permits anytime and from anywhere without having to drive to our office. This gives them more flexibility and has improved the convenience of our services. With the expansion of our online permitting processes, we are issuing more permits now compared to the period prior to the pandemic.

*Jason Crapo, Chief Building Official and Deputy Director, Department of Conservation and Development*

Due to the COVID-19 pandemic, all of the public, staff-related, and business meetings overseen by the **County Administrator's Office** have gone virtual using various video-conferencing platforms. Hosting these meetings online has led to greater public engagement and input while simultaneously reducing the number of trips made by elected officials, staff, and the public.

*Lara Delaney, Senior Deputy County Administrator, County Administrator's Office*

Because of the shelter-in-place orders, the **District Attorney's Office** has shifted meetings with victims, witnesses, and families to telephone calls and virtual video conferencing. Many court hearings and other staff-attended meetings have been transitioned to Zoom which has saved our employees a significant amount of time and gas.

*Nanette Wellman, DA Manager of Law Offices, District Attorney's Office*

In response to the pandemic, the **Employment and Human Services Department** has made strides toward commute reduction for both staff and customers. We have made electronic service delivery available and implemented a work-from-home option for many staff in the department. These actions have and will continue to reduce car trips related to our department's operations.

*Kathy Gallagher, Director, Employment and Human Services Department*

Here at the **Contra Costa County Fire Protection District** we've eliminated many of the traditional round-trips of engine companies from their stations to the Training Division in Concord with virtual classroom training since the onset of the pandemic. We will be expanding the use of this technology to turn classroom training into an online classroom format, but have seen positive early results with reduced trips, reduced fuel consumption, and increased response reliability by keeping crews available in their stations.

*Lewis Broschard, Con Fire Chief, Contra Costa County Fire Protection District*



The **Housing Authority** has been able to provide greater access to clients as the direct result of providing certifications and inspections remotely in response to social distancing protocols brought on by the pandemic. We've seen success with the movement of these services online and are in the process of making more services like household recertification accessible online. In addition, we are planning to open an East County Office to serve over 3,040 households living there and re-direct West County residents to our San Pablo office to minimize their need to drive to Martinez for services.

*Tony Ucciferri, Special Assistant to the Executive Director, Contra Costa County Housing Authority*

Over the past few years, the **Human Resources Department** has been working on various initiatives to reduce our use of paper and processes that require travel to, from, and throughout the County. In our *Personnel Services Division*, we have shifted our employment testing and recruitment processes to online and virtual methods. With the exception of some state-mandated public safety testing, we have transitioned all of our written tests to online and unproctored. The tests that we must conduct onsite have all been converted to computer-based, thus eliminating the need for printed test booklets and answer sheets, not only reducing the use of paper, but also eliminating the need to ship these materials back and forth with the test vendor. We moved the structured panel interview portion of the assessment process to video-based platforms like Zoom and HireVue, reducing travel for candidates and panel members. As a result, only a very small number of recruitment related testing happens in person, and only when there is not a virtual option that is appropriate or permissible. We rely heavily on Microsoft Teams and Zoom in order to conduct the vast majority of our meetings with both internal and external stakeholder groups. In our *Employee Benefits Division*, we implemented the PeopleSoft Employee Self-Service portal in order to eliminate the use of paper in the annual open enrollment process, as well as various other life events or data updates. Employees are no longer required to travel to our offices with their personal documents and enrollment materials. The Human Resources Department also participated in the LaserFiche digital imaging project to scan our historical paper documents, and establish an electronic filing system for future records. The majority of the Human Resources Department staff been working remotely for the past year while maintaining or increasing productivity and service levels. All of these changes have reduced the use of and reliance on paper across every HR function, and significantly reduced the amount of employee and client travel.

*Ann Elliott, Director of Human Resources*

The **Clerk of the Board** partnered with the Department of Information Technology, Contra Costa TV, and the County Administrator's Office to ensure the Board of Supervisors could continue its meetings online in response to the pandemic. We have seen a large increase in participation by community members who can now access the Board meetings without having to travel to Martinez. The online meeting platform allows people to call in and offer comments, where previously if they were watching the live broadcast that opportunity didn't exist.

*Jami Morritt, Chief Assistant Clerk of the Board, Clerk of the Board*

Here at the **County Library** we've reimaged our public events and services because of the pandemic, transitioning storytimes, Project Second Chance tutoring, Library Commission meetings, and e-card signups all online. Speaking of e-cards, because of database and e-card changes, we've seen an over 100% increase in e-book checkouts in 2020! Going forward, we plan to continue much of what we have newly implemented. And we will always need to provide on-site services as well in order to meet the needs of all people in our communities.

*Alison McKee, County Librarian, Library*

DocuSign and Zoom have been integral components of the **Probation Department's** pivot online because of COVID-19. Our employees have been using DocuSign to fill out forms online and Zoom to participate in court hearings. Youth in custody have been using Zoom for family visitations and distance learning. Video visitations have been especially impactful for parents with transportation concerns to more easily communicate with their children via Zoom.

*Esa Ehmen-Krause, Chief Probation Officer, Probation*

Online services are nothing new for the **Treasurer-Tax Collector**. We've offered property tax inquiry, history, and payment services online since 2008 as well as Electronic Deposit Permits for deposits to the Treasury by County departments, agencies, and districts since 2009. However, with the pandemic, we've seen a 37% and 71% annual increase in online property tax payments in dollar amount and volume through December 2020 respectively. By restricting in-person services and having several staff members working remotely, we have reduced employee and taxpayer vehicular travel.

*Brice Bins, Chief Deputy, Treasurer-Tax Collector*

Due in part to the restrictions brought on by the COVID-19 pandemic the **Public Works Department** increased our use of electronic and virtual platforms in delivering some of the services by our department. We have partnered with the Department of Conservation and Development at the Application and Permit Center (APC) to provide virtual meetings and on-line permits that involve our department, reducing the number of trips from the public and contractors to the APC for Public Works permits. We also offer many records and drawings electronically to customers, further reducing the number of trips to obtain this information from our Records and Survey groups. Many of our meetings with various committees, cities, other agencies, and Board members are now done virtually, reducing the amount of time necessary to travel for those recurring meetings and again, reducing the number of trips necessary for that travel to various locations throughout the County.

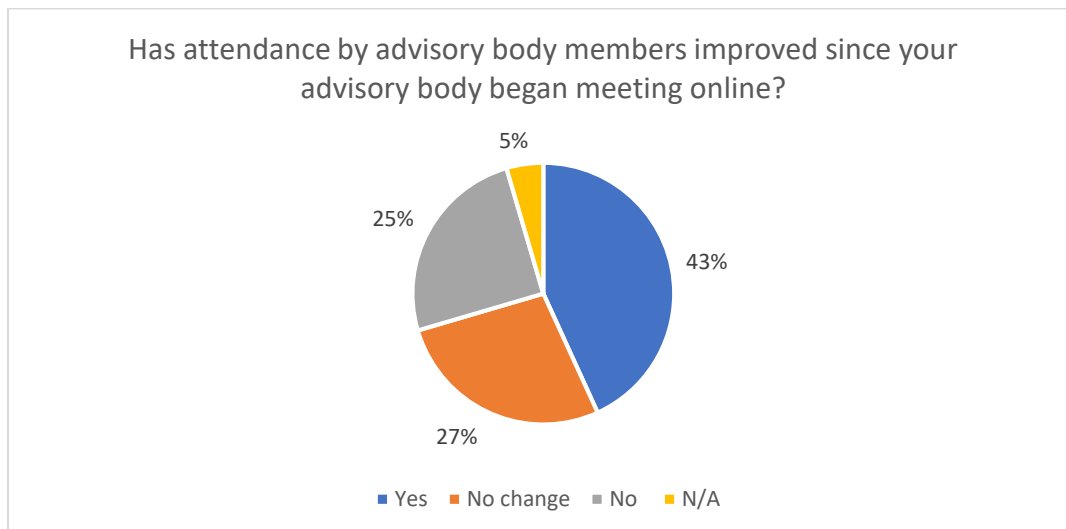
*Brian Balbas, Director, Public Works Department*

## How It's Working: County Advisory Bodies

The County's Sustainability Office surveyed the people who staff the over 70 County advisory bodies. The survey asked how advisory body member and community participation was affected by the pivot to virtual meetings. The majority of these advisory bodies meet monthly and have anywhere from 2 to 35 members. Staff to 43 of the 75 bodies that the County oversees responded.

The survey results indicate that 43% of the advisory bodies saw an improvement in member attendance through virtual meetings. 90% of advisory bodies saw either similar or increased rates of community member attendance during virtual meetings compared to in-person meeting attendance. Additionally, seven advisory bodies saw their community member attendance numbers double from in-person to virtual meetings. The Ad Hoc Committee on COVID-19 Economic Impact and Recovery saw the most public participation with 100 to 200 community members at each meeting.<sup>5</sup> While virtual meeting attendance cannot be attributed to any single factor, the survey results reflect an overall increase in participation.

Besides increased participation, another bright spot of virtual meetings is the ability to record meetings, which recordings can then be posted online. Six advisory bodies have taken advantage of this feature and two more are planning to do so soon. This feature facilitates transparency and offers members of the public the flexibility to watch meetings at their convenience.



This survey indicates the benefits of virtual advisory board meetings with increased attendance and the ability to be increasingly transparent. While access to technology remains a serious equity barrier that must be considered in the context of virtual meetings, thus far virtual meetings have resulted in tangible benefits in terms of community participation and less travel.

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<sup>5</sup> The Ad Hoc Committee on COVID-19 Economic Recovery was created in 2020.

## B. County Facilities

The new County Administration Building (Admin Building) and Emergency Operations Center (EOC) are two of the most visible examples of how the County can be a climate action leader.



ADMINISTRATION BUILDING



EMERGENCY OPERATIONS CENTER

Public Works is a key player in helping the County meet its Climate Action Plan goals for County operations, and provides services to all County departments, including construction and maintenance of County buildings and grounds, fleet services, purchasing services, materials management (recycling, composting, surplus), print and mail services, and clean water compliance. There is a good body of existing work on which to build to increase the County's leadership in this area. In addition to the new Admin Building and EOC, Public Works has collaborated with departments that have the ability to direct portions of their operating budgets to install energy efficient lighting and heating/cooling systems, rooftop solar panels, electric vehicle chargers and electric vehicles, and drought tolerant landscaping. These improvements over time will save money and energy and reduce greenhouse gas emissions from County operations.

**The Task Force recommends** that the Board consider establishing a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund that reinvests cost savings in additional improvements. If the Board is supportive, staff will investigate how other cities and counties have set up similar funds and return to the Board with recommendations on how to structure this fund, based on best practices from other jurisdictions with similar funds. This Fund would support improvements to County facilities that reduce GHG emissions and reduce energy costs over time.

Currently, investments in County facilities are made by individual departments and funded by department operating budgets. Most departments do not choose to invest in energy efficient technology, solar panels, electric vehicles and chargers, and similar infrastructure improvements because the upfront cost can be higher than traditional options, even though long-term operating and maintenance costs are lower. Establishing a countywide fund will allow Public Works to consider County facilities systemwide and realize economies of scale. For example, one year the Sustainability Fund might focus on upgrading lighting systems across County buildings, and the next year it might focus on installing electric vehicle chargers. The savings from these energy efficiency and renewable energy systems can be reinvested into the Sustainability Fund, allowing its reach to increase. There also is a need to invest in data technology to better manage buildings.

### III. Additional Opportunities

The first part of this report outlines the most immediate steps the Task Force recommends for the County to “urgently implement the goals of the Climate Action Plan.” The Task Force has identified other actions the County could investigate to meet climate action goals for County operations. Exploring these opportunities, and others that will undoubtedly arise as the Task Force continues its deliberations, will be the group’s work going forward.

These opportunities span many aspects of how County departments operate, including: opportunities to reduce emissions from employee commute and job-related meetings; fleet vehicles; water usage; solar energy for County facilities; purchasing practices; education, planning, and outreach; and funding needed to support these opportunities. Attachment C provides more detail on these opportunities, including estimated feasibility and cost to implement. For example, to reduce paper it would be relatively easy and inexpensive to institute double-sided printing and more narrow margins in all departments. It would be more complicated to implement shuttles for County employees from transit centers like BART stations to County offices.

The Task Force looks forward to continuing to collaborate to identify actions County departments can take to help the County, and the State, meet their ambitious climate goals.

# ATTACHMENT A: Climate Emergency Resolution

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

Adopted this Resolution on 09/22/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text" value="/"/>	
<b>ABSENT:</b>	<input type="text" value="/"/>	
<b>ABSTAIN:</b>	<input type="text" value="/"/>	
<b>RECUSE:</b>	<input type="text" value="/"/>	



**Resolution No. 2020/256**

ENDORISING THE DECLARATION OF A CLIMATE EMERGENCY IN CONTRA COSTA COUNTY THAT DEMANDS ACCELERATED ACTIONS ON THE CLIMATE CRISIS AND CALLS ON LOCAL AND REGIONAL PARTNERS TO JOIN TOGETHER TO ADDRESS CLIMATE CHANGE

**RESOLVED**, by the Board of Supervisors of the County of Contra Costa, State of California, that:

**WHEREAS**, according to the Intergovernmental Panel on Climate Change (IPCC), increasing emissions of greenhouse gases (GHG) will cause global temperatures to rise 1.5 degrees Celsius by as early as 2030; and

**WHEREAS**, on June 24, 2019, more than 70 health organizations including the American Medical Association and the American Public Health Association declared climate change to be a health emergency and issued a call to action for government, business, and civil society leaders to recognize climate change as a health emergency; and

**WHEREAS**, California's Governor Gavin Newsom in Executive Order N-19-19 has committed state agencies to immediate and bold actions that reduce greenhouse gas emissions, curb the impacts from climate change, and develop a Climate Investment Framework; and

**WHEREAS**, the State of California since 2005 has established the following climate goals and targets:

- 80% reduction in greenhouse gases below 1990 levels by 2050 (Executive Order S-03-05, 2005)
- 1990 greenhouse gas emission levels by 2020 (AB 32, 2006)
- 40% reduction in greenhouse gases below 1990 levels by 2030 (SB 32, 2016)
- Net carbon neutrality by 2045 (Executive Order B-55-18, 2018)
- Provide 100% of the State's electricity from clean energy sources by 2045 (SB 100, 2018); and

**WHEREAS**, the State of California has recognized the need for careful study and planning to decrease demand and supply of fossil fuels, while managing the decline in a way that is economically responsible and sustainable; and

**WHEREAS**, for Contra Costa County, rising global temperatures will cause sea levels to rise (up to six feet or more by year 2100 under certain scenarios), contribute to increasingly extreme weather, including intense rainfall, storms, and heat events, and heightened risk of wildfires; and

**WHEREAS**, the consequences of climate change pose risks to life, safety and critical infrastructure in Contra Costa County and throughout the world, and threaten physical, social, and economic well-being; and

**WHEREAS**, climate change impacts in Contra Costa County will be most acutely felt by children, seniors, low income populations, communities of color, and residents with unstable economic or housing situations; and

**WHEREAS**, the Vulnerability Assessment developed for the Envision Contra Costa 2040 General Plan indicates that the most vulnerable County residents, including households in poverty, low-income households, and persons experiencing homelessness, are more likely to be severely impacted by a changing climate, including flooding, wildfires, extreme heat, and poor air quality; and

**WHEREAS**, the Vulnerability Assessment also indicates that there is severe vulnerability in the County's agriculture sector, industrial and manufacturing centers, including oil refineries, rangelands, and the Delta due to climate impacts, as well as infrastructure including major roads and highways, flood control, parks and open space, railroads and BART, and wastewater treatment plants and infrastructure; and

**WHEREAS**, fossil fuels are recognized as a primary contributor to the rapidly changing climate; and

**WHEREAS**, seven of the ten largest industrial pollution sources in the San Francisco Bay Area are located in Contra Costa County; and

**WHEREAS**, twenty-five census tracts in Contra Costa County are recognized by the State of California as being in the top twenty-five percent of "disadvantaged communities" or "communities of concern" that are disproportionately burdened by sources of pollution; and

**WHEREAS**, rates of asthma, obesity, and breast, colorectal, lung, and prostate cancer are higher in Contra Costa County than in the rest of California, and in some cases, the nation, particularly in census tracts that are located near large industrial facilities; and

**WHEREAS**, the world is facing an unprecedented crisis with the COVID-19 pandemic, which has swept across the world causing global human tragedy and an historical economic setback, forcing a rebuild of our economy and a need to introduce the necessary recovery plans to restore sustainable progress and prosperity to the citizens of Contra Costa; and

**WHEREAS**, long-term exposure to air pollution increases vulnerability to experiencing the most severe COVID-19 outcomes, further burdening the disproportionately affected communities that traditionally carry the brunt of the negative impacts of climate change, particularly in census tracts recognized as disadvantaged communities; and

**WHEREAS**, the Bay Area Air Quality Management District on June 17, 2020, adopted a *Resolution Condemning Racism and Injustice and Affirming Commitment to Diversity, Equity, Access and Inclusion*, which among other things notes that "studies have shown that racial discrimination takes a tremendous toll on the physical and mental health of Black people in the U.S. Racial discrimination is now recognized as a public health crisis," "These higher death rates are not a random coincidence; but, instead, is the result of systemic racism and a consequential lack of social, economic and political opportunities," and "community proximity to sources of air pollution is one of these systemic issues," and resolves "We affirm our commitment to fighting for racial justice and changing the systems that continue to perpetuate racial disparities, especially as they contribute to disproportionate exposure to hazardous air pollution. We vow to use our voice and resources as an ally to the Black community to affect the meaningful and measurable changes that are so urgently needed in the Bay Area;" and

**WHEREAS**, the COVID-19 crisis could mark a turning point in progress on climate change and there will be a need for a resilient recovery after the pandemic, and Contra Costa County's capacity to act depends largely on our ability to work together in solidarity to build the bridge between fighting COVID-19, biodiversity loss, and climate change; and

**WHEREAS**, the County has taken a number of actions to address climate change, some of which include: adopting and implementing the 2015 Climate Action Plan; selecting MCE as the electricity provider for unincorporated Contra Costa County, in large part because of the higher clean energy content MCE offers; investing in clean energy, efficient building technologies, and alternative fuels for County operations; providing opportunities to generate more clean energy in Contra Costa County; developing an electric vehicle readiness blueprint; providing energy efficiency programs to County residents; increasing composting and recycling in County facilities; and

**WHEREAS**, the County is in the process of updating its General Plan, Climate Action Plan, and zoning codes, which provide an opportunity to follow the State's guidance outlined in the California Air Resources Board 2017 Climate Change Scoping Plan by taking action to strengthen policies for the unincorporated County and County operations to better reflect state policies on land use, transportation, energy, natural and working lands, agriculture, conservation, waste management, short-lived climate pollutants, and the built environment; and

**WHEREAS**, the Climate Action Plan includes goals and specific actions the County will take to address the climate emergency, including future policy direction; and

**WHEREAS**, County residents in 2019 and 2020 community meetings related to the ongoing update of the County's Climate Action Plan and General Plan have expressed interest in having better access to locally grown fresh food; and

**WHEREAS**, behavioral changes are important in achieving climate goals and creating communities that are safer and healthier; and

**WHEREAS**, the current pace of climate actions may still fall short of reducing the projected harm to people and places and



accelerated actions need to be taken to reduce our GHG emissions and implement solutions to prepare and protect our communities; and

**WHEREAS**, by declaring a climate emergency, Contra Costa County will join the over 1,000 national, international and local jurisdictions, including many in the Bay Area, that have made similar declarations that commit to reducing GHG emissions and planning for climate change.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Contra Costa declares a climate emergency that threatens the long-term economic and social well-being, health, safety, and security of the County, and that urgent action by all levels of government is needed to immediately address this climate emergency.

**BE IT FURTHER RESOLVED** that Contra Costa County supports the State of California's recent goals to reduce greenhouse gases by 40% below 1990 levels by 2030 (SB 32, 2016); achieve net carbon neutrality by 2045 (Executive Order B-55-18, 2018); and provide 100% of the State's electricity from clean energy sources by 2045 (SB 100, 2018); and intends to take actions to help achieve these goals.

**BE IT FURTHER RESOLVED** that Contra Costa County establish an interdepartmental task force of all Department heads, or their senior deputies, that will focus on urgently implementing the County's Climate Action Plan – as currently adopted and as it may be amended by the Board – and identifying additional actions, policies, and programs the County can undertake to reduce and adapt to the impacts of a changing climate. This task force should report to the Board of Supervisors through the County Sustainability Commission and the Board's Sustainability Committee on a semi-annual basis starting in March 2021. Reports to the Board of Supervisors shall be discussion items for the Board.

**BE IT FURTHER RESOLVED** that the Board of Supervisors and the County Sustainability Commission seek input from the community (with a special focus on highly impacted Environmental Justice communities), workers (especially impacted workers), and business/industry to help the County anticipate and plan for an economy that is less dependent on fossil fuels, helps plan for a "Just Transition" away from a fossil-fuel dependent economy, and considers how the County's recovery from the COVID-19 pandemic can incorporate the County's climate goals. As the State of California adopts policies and goals for reducing pollution and addressing climate change, the County will develop strategies to improve the health, safety, infrastructure, job opportunities and revenue opportunities during the shift to a zero emission economy. The County will provide special attention to helping develop new opportunities for frontline and impacted communities that realize economic, health and other benefits. The Commission will include this topic in its ongoing advice to the Board of Supervisors.

**BE IT FURTHER RESOLVED** that Contra Costa County should develop policies to require all new construction to be fully electric through the adoption of reach building codes.

**BE IT FURTHER RESOLVED** that Contra Costa County will prioritize the implementation of its Climate Action Plan in order to achieve greenhouse gas reductions as soon as possible and will consider equity and social justice issues in the implementation of the plan.

**BE IT FURTHER RESOLVED** that health, socio-economic, and racial equity considerations should be included in policymaking and climate solutions at all levels and across all sectors as the consequences of climate change have significant impacts on all County residents, especially the young, the elderly, low-income or communities of color, and other vulnerable populations.

**BE IT FURTHER RESOLVED** that the General Plan and Climate Action Plan as updated should include land use policies and actions that will facilitate greater availability of fresh food to County residents by creating more opportunities for community gardens, urban gardens, farmers markets, and related policies and programs.

**BE IT FURTHER RESOLVED** that the Board of Supervisors of Contra Costa County calls for all Contra Costa cities and agencies, as well as regional agencies, to also approve a Climate Emergency Declaration to create a unified Countywide voice around climate change and strengthen the call for state and federal actions and funds to address the economic, social, public health, and national security threats posed by the climate crisis.

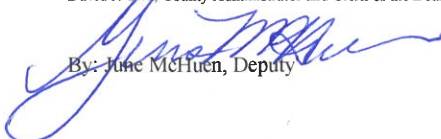
I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Jody London, Sustainability Coordinator,  
925-674-7871

**ATTESTED: September 22, 2020**

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

By: June McHuen, Deputy



## ATTACHMENT B: Online County Services

Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
Animal Services	<ul style="list-style-type: none"> <li>Applications and Reporting (Adoptions, Lost and Found reporting, Deceased Animal reporting, Potentially Dangerous/Dangerous Animal and Noise hearings, Licensing, Foster Applications)</li> </ul>	30 per day	73 per day	<p><b>Further Considerations</b></p> <ul style="list-style-type: none"> <li>No services were stopped, though a few were delayed while developing protocols and procedures to ensure social distancing protocols were followed</li> </ul>
	<ul style="list-style-type: none"> <li>DocuSign for forms/contracts</li> </ul>			
Child Support Services	<ul style="list-style-type: none"> <li>DocuSign</li> <li>Title Company Real Property Lien Request for Demand Portal</li> <li>Online applications for services</li> </ul>	668 per month	600 per month	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>At least a 20% drop in paper use:                             <ul style="list-style-type: none"> <li>Workers are less likely to print unless the item needs to be mailed or filed with the court</li> <li>Demand portal reduces paper use, eliminates faxing and shortens response time; average is 99 demands a month. Average request for demand is 3-5 pages; average response/demand package is 10-15 pages</li> <li>Electronic applications increased from 75% to 93.4% which equates to efficiencies and reduction in</li> </ul> </li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.

Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
				paper consumption (each application is over 50 pages)
	<ul style="list-style-type: none"> <li>Communication (texting and phone calls)</li> </ul>	27,001 texts	Unknown (pre-pandemic, for period of 4/2019-1/2020, sent 3,012 texts)	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>More customers now prefer texting as a communication method</li> <li>Implementation of warm transfer and focused work reduced response time to respond to phone calls by 50%</li> <li>Customers' use of online inquiries (Customer Connect) have increased 31% since 4/2020</li> <li>Increase in texting and Customer Connect online inquiries have caused a decrease in telephone calls by 7.85%</li> </ul>
	<ul style="list-style-type: none"> <li>Live chat and video conferencing</li> </ul>			<ul style="list-style-type: none"> <li>In progress of implementation</li> </ul>
	<ul style="list-style-type: none"> <li>Genetic Testing</li> </ul>	282	282	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Customers now test closer to their homes</li> </ul>
Clerk of the Board	<ul style="list-style-type: none"> <li>Virtual Board of Supervisors meetings</li> </ul>	20 per day	40 per week	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Large increase in participation by community members who can now access the Board meetings without having to travel to Martinez</li> <li>The online meeting platform allows people to call in and offer</li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.

Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
				comments, where previously if they were watching the live broadcast that opportunity didn't exist
Communications and Media	<ul style="list-style-type: none"> <li>Producing virtual and broadcast events</li> <li>Posting flyers on the website</li> <li>Providing video production best practices so employees and the public can email or send videos via the cloud</li> </ul>			
Conservation and Development	<ul style="list-style-type: none"> <li>Online Permitting*</li> </ul>	100%	70-80 per day	<b>Benefits</b> <ul style="list-style-type: none"> <li>Before COVID, issued about 10-15% of building permits on-line and 85-90% on paper. Now issuing 100% of all building permits, including solar, through ePermit Center.</li> </ul>
	<ul style="list-style-type: none"> <li>Virtual meetings of advisory boards and commissions</li> </ul>			
County Administrator's Office	<ul style="list-style-type: none"> <li>Public meetings, staff-related meetings, and other business meetings</li> </ul>			<b>Benefits</b> <ul style="list-style-type: none"> <li>Greater public engagement/input</li> <li>Use of video platforms has likely significantly reduced the number of trips to meetings/events by elected officials, staff, and the public</li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.

Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
District Attorney's Office	<ul style="list-style-type: none"> <li>Shifted meetings with victims, witnesses, and families to telephone calls and virtual video conferencing</li> <li>Court hearings and staff-attended meetings transitioned to Zoom</li> </ul>		30 per day	<p><b>Further Considerations</b></p> <ul style="list-style-type: none"> <li>For felony cases, individuals would have to make 2 or more trips depending on trial length</li> <li>For misdemeanor cases, individuals would only have to make one trip</li> </ul>
Employment and Human Services	<ul style="list-style-type: none"> <li>Electronic service delivery</li> <li>Permanent work-from-home option for many call center staff</li> </ul>	2,000 per day	600 per day	
Fire Protection District	<ul style="list-style-type: none"> <li>Internal delivery training/classroom training</li> </ul>	275 (remote learning in 2020)		<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Eliminated traditional "round-trips" of engine companies from their station to/from the Training Division in Concord</li> <li>Increased response reliability by keeping crews available in their stations.</li> </ul> <p><b>Further Considerations</b></p> <ul style="list-style-type: none"> <li>Number of remote learning participants is probably higher, 275 only represents specific Emergency Medical Services (EMS) training that has been delivered in a remote/virtual environment</li> <li>Training Chief estimates that 60% of fire-based classroom</li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.

Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
				training is being delivered virtually
Housing Authority	<ul style="list-style-type: none"> <li>Initial inspection of new units and complaint inspections of currently-assisted units</li> </ul>	12,847 remote certifications (from 5/1/2020-2/28/2021)		
	<ul style="list-style-type: none"> <li>Household Recertifications</li> </ul>			<ul style="list-style-type: none"> <li>In process of implementation</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Virtual Hiring – Written Exams and Virtual Interviews</li> </ul>	Over 6,400 written exams and over 1,300 video-based interviews in the past 12 months		<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Candidate pools are more diverse than they were when candidates had to take tests in person. The increased flexibility of testing when and where it is convenient for the candidate may be removing other barriers to employment that traditionally disproportionately prevented candidates from underserved communities from testing. (e.g. taking time off work, arranging child care, making travel arrangements, etc.)</li> </ul>
	<ul style="list-style-type: none"> <li>Virtual Stakeholder meetings</li> </ul>	Approximately 150 meetings per month		<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Transitioned all of the meetings that would normally be conducted with other departments to virtual meetings through Teams and Zoom. This eliminated the need for HR staff or other departments' staff to travel to other County locations.</li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.

Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
	<ul style="list-style-type: none"> <li>Computer-based Testing (where virtual isn't permitted and the test is legally mandated)</li> </ul>	Over 900 tests in the past 12 months		<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Scoring of tests is quicker. Eliminated paper test booklets, answer sheets, and shipping test materials back and forth from the vendor.</li> </ul>
Library	<ul style="list-style-type: none"> <li>Storytimes, author talks, and other events/programs</li> </ul>	80 online events		<p><b>Further Considerations</b></p> <ul style="list-style-type: none"> <li>Equity issues due to unequal access to technology</li> </ul>
	<ul style="list-style-type: none"> <li>Library Card sign ups</li> <li>Reregister an existing card that has expired</li> </ul>	1,500 per month		<p><b>Further Considerations</b></p> <ul style="list-style-type: none"> <li>Always had e-card sign ups available online, but prior to COVID, those cardholders had limited access. If someone wants to convert their e-card to a full-service card, they may do so by scheduling a Zoom session with library staff</li> </ul>
	<ul style="list-style-type: none"> <li>Library Commission (citizen advisory board) meetings</li> </ul>			
	<ul style="list-style-type: none"> <li>Adult Literacy Tutoring (Project Second Chance tutor)</li> </ul>	125 tutoring sessions per week		
	<ul style="list-style-type: none"> <li>E-books*</li> </ul>	4,100 per day (double pre-COVID numbers)		<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>In 2020 significantly increased the funds spent on e-books and saw checkouts increase by more than 100%</li> </ul>
Public Works	<ul style="list-style-type: none"> <li>Permitting*</li> </ul>			<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Partnered with DCD at the Application and Permit Center</li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.

Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
				(APC) to provide virtual meetings and online permits which reduce the number of trips from the public and contractors to the APC for Public Works permits.
	<ul style="list-style-type: none"> <li>Records and Drawings Access</li> </ul>			<b>Benefits</b> <ul style="list-style-type: none"> <li>Service offered electronically to customers, reducing the number of vehicular trips to obtain this information from Records and Survey groups</li> </ul>
Probation	<ul style="list-style-type: none"> <li>Court/Meeting participation</li> </ul>			
	<ul style="list-style-type: none"> <li>Family Visitation, Education, Court Appearances</li> </ul>			<b>Benefits</b> <ul style="list-style-type: none"> <li>Video visitation allows youth more frequent access to parents who may have transportation concerns</li> </ul>
	<ul style="list-style-type: none"> <li>DocuSign</li> </ul>			
Treasurer-Tax Collector	<ul style="list-style-type: none"> <li>Property Tax inquiry, history, and payment services*</li> </ul>			<b>Benefits</b> <ul style="list-style-type: none"> <li>37% and 71% annual increase in online property tax payments in dollar amount and volume through December 2020 respectively</li> </ul> <b>Further Considerations</b> <ul style="list-style-type: none"> <li>Services have been online since 2008</li> </ul>
	<ul style="list-style-type: none"> <li>Deposits to Treasury by County departments, agencies, and districts with</li> </ul>			<b>Benefits</b> <ul style="list-style-type: none"> <li>Restricting in-person services combined with several staff</li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.



Department	Service	# Clients Served Virtually	# Clients Served In-Person, Pre-COVID	Benefits, Clients Served, & Further Considerations
	Electronic Deposit Permits (EDP)*			<p>working remotely reduced employee and taxpayer traffic</p> <p><b>Further Considerations</b></p> <ul style="list-style-type: none"> <li>Services have been online since 2009</li> </ul>
Veterans Services	<ul style="list-style-type: none"> <li>Drop-In Virtual Lobby</li> <li>Veterans Advocacy and Claims Representation</li> <li>Virtual waiver processing</li> </ul>	12 per day (through drop-in virtual office; more through phone, email, and other online tools)	36 per day (This is on par with those being served using various virtual tools currently)	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Clients are very receptive to this platform and neither the employee or the client needs to drive to an office in order to provide or receive a service</li> </ul> <p><b>Further Considerations</b></p> <ul style="list-style-type: none"> <li>Moving forward, even after COVID, the office will maintain a fully staffed virtual office with one clerk and two Veterans Service Representatives</li> </ul>

\* Identifies Department service that existed and was offered before shelter-in-place orders were introduced in March 2020.

## ATTACHMENT C: Additional Opportunities to Meet Climate Action Plan Goals

<i>Sustainability Opportunity</i>	<i>Further Considerations</i>	<i>Feasibility<sup>6</sup></i> <i>L = Low-</i> <i>hanging fruit</i> <i>M = Moderate</i> <i>H = Hard</i>	<i>Cost</i> <i>L = Low</i> <i>M = Moderate</i> <i>H = High</i>
<b>Employee Commute</b>			
<i>The emissions inventory for the ongoing update to the County's Climate Action Plan shows that driving by employees -- both for getting to and from work and for travel required during the workday -- is the largest source of greenhouse gas emissions from County operations.</i>			
Install bike lockers at all County facilities	<ul style="list-style-type: none"> <li>511 Contra Costa offers bike locker rebates</li> </ul>	M	M
Flexible/split schedules for employees commuting to the office using public transit <sup>*7</sup>	<ul style="list-style-type: none"> <li>Subject to collective bargaining</li> </ul>	M	H
County Rideshare Program		M	L
Shuttles for employees between transit stations and offices	<ul style="list-style-type: none"> <li>Need to determine who would operate shuttles. If transit providers, feasibility could be more challenging.</li> <li>Autonomous shuttles are already being piloted in the County</li> </ul>	H	H
Electric bus operation during peak work times	<ul style="list-style-type: none"> <li>Many transit services already have electric buses in their fleets</li> <li>Incentives are available for electric buses</li> </ul>	M	M
Satellite offices in East and West County*	<ul style="list-style-type: none"> <li>Would reduce the need for employees to commute to Martinez</li> <li>First-time costs associated with transition to different office space</li> <li>Would probably occur over long time period</li> </ul>	H	H

<sup>6</sup> Cost and Feasibility ratings are very rough estimates developed by the Department of Conservation and Development and Public Works.

<sup>7</sup> The Task Force recognizes that work-from-home policies are subject to collective bargaining and is not making recommendations on that topic. Ideas that might be considered part of work-from-home policies are indicated with \*.

<b>Sustainability Opportunity</b>	<b>Further Considerations</b>	<b>Feasibility<sup>6</sup></b> L = Low-hanging fruit M = Moderate H = Hard	<b>Cost</b> L = Low M = Moderate H = High
Work with transit agencies to improve transit options for County employees	<ul style="list-style-type: none"> <li>Need more data on employee interest.</li> </ul>	M	Unsure
<b>Fleet</b>			
<p><i>The County maintains a fleet of about 1,500 vehicles. The majority of these are sedans. The fleet also includes sport utility vehicles (SUVs); vans; pick-up trucks; light-, medium-, and heavy-duty trucks; and off-road equipment. While a few departments have purchased electric vehicles for fleet purposes, the majority have not. One of the barriers cited is access to charging facilities.</i></p>			
Department Electric Vehicle (EV) Adoption	<ul style="list-style-type: none"> <li>Leverage County Purchasing Policy to incentivize EV adoption</li> <li>Current costs associated with installing charging infrastructure increases the cost associated with this opportunity</li> </ul>	L	L (vehicles) M (charging infrastructure)
Use County purchasing power to help employees buy EVs for personal use	<ul style="list-style-type: none"> <li>Discount program for County employees<sup>8</sup></li> <li>MCE has contacted staff about a program like this; need coordinated response</li> <li>No cost to County because employees purchase the vehicles</li> </ul>	L	L (if charging at home) H (if charging at County facilities, cost to install chargers)
Build more public-facing EV charging stations	<ul style="list-style-type: none"> <li>Opportunities to partner with EV charging equipment vendors</li> <li>Upfront cost of upgrading infrastructure to install EV chargers</li> <li>Grants may be available</li> <li>Biggest cost is trenching and wiring for electricity</li> </ul>	M	H
Hybrid vehicle adoption for long routes or trips	<ul style="list-style-type: none"> <li>Vehicles can be replaced as fleet is updated</li> </ul>	L	M

<sup>8</sup> One option would be a program available through the California General Services Agency.  
<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-of-California-Green-Fleet-Employee-Pricing-Program>

<b>Sustainability Opportunity</b>	<b>Further Considerations</b>	<b>Feasibility<sup>6</sup></b> <i>L = Low-hanging fruit</i> <i>M = Moderate</i> <i>H = Hard</i>	<b>Cost</b> <i>L = Low</i> <i>M = Moderate</i> <i>H = High</i>
<b>Water</b>			
Drought-resistant landscaping	<ul style="list-style-type: none"> <li>• Already being implemented at some County facilities</li> <li>• Cost savings over time</li> <li>• Water agencies offer rebates</li> </ul>	L (assuming departments agree to initial investment)	M (depends on project scope)
Low-flow water fixtures in all County facilities	<ul style="list-style-type: none"> <li>• Likely rebates available</li> <li>• Consider life cycle costs of lower water bills</li> </ul>	M	M
<b>Energy Efficiency</b>			
More efficient technology to heat and cool County buildings (heat pumps)	<ul style="list-style-type: none"> <li>• Technology is already available and can use existing duct systems</li> <li>• With wildfires there is a need to improve indoor air quality</li> <li>• Consider life cycle costs of lower utility bills</li> </ul>	M	M
Install LED lighting and motion detection in all County buildings	<ul style="list-style-type: none"> <li>• Could bring long-term savings, especially with possibility of flexible schedules</li> </ul>	M	M
<b>Solar Energy</b>			
<i>There are about 4 MW of solar energy installed currently at 12 County facilities. Public Works is in the process of installing solar at 10 more facilities. Three of these projects will include battery storage. Some of the solar panels are being installed in parking lots; those projects are being wired so they can accommodate electric vehicle charging in the future, if funding becomes available.</i>			
Install more solar, particularly in parking lots of the County buildings on Douglas Drive	<ul style="list-style-type: none"> <li>• In progress</li> <li>• Note that it will be important to look at the tariffs offered by MCE and PG&amp;E to ensure the projects pencil out</li> </ul>	M	M
<b>Virtual Meetings and Services</b>			
Make online meetings the standard for County staff	<ul style="list-style-type: none"> <li>• Need to work with Department of Information Technology to systematize protocols</li> </ul>	L	L

<b>Sustainability Opportunity</b>	<b>Further Considerations</b>	<b>Feasibility<sup>6</sup></b> L = Low-hanging fruit M = Moderate H = Hard	<b>Cost</b> L = Low M = Moderate H = High
Increase virtual/online services so fewer clients and customers need to drive	<ul style="list-style-type: none"> <li>• Cost of maintaining hybrid services</li> <li>• Save money on rent in leased buildings</li> <li>• Where already implemented, look for opportunities to innovate further</li> </ul>	M	L
<b>Paper</b>			
Change default print margins from normal (1") to narrower (0.75") margins	<ul style="list-style-type: none"> <li>• Would reduce paper use by 4.75%<sup>9</sup></li> </ul>	L	L
Make double-sided printing the default		L	L
Refillable ink cartridges or tank cartridges	<ul style="list-style-type: none"> <li>• Initial costs to purchase refillable cartridges</li> </ul>	L	L
Go 100% paperless		M	L
Cloud-based finance system		M	M
Make DocuSign the default		L	L
<b>Departmental Purchasing Practices</b>			
Develop new/revised Purchasing Policy to incorporate sustainability goals and implementation of SB 1381	<ul style="list-style-type: none"> <li>• SB 1383 regulations must be adopted by Jan. 1, 2022</li> </ul>	M	M
<b>Education, Planning and Outreach</b>			
Public Works should develop a menu of options that are available to departments, such as LED lighting, solar panels, etc.	<ul style="list-style-type: none"> <li>• Considerations for building and site conditions</li> </ul>	M	L
Ensure departments are implementing existing programs that are in place now such as composting and recycling	<ul style="list-style-type: none"> <li>• Joint responsibility of Public Works and Conservation and Development</li> </ul>	M	L
Interdepartmental sustainability competitions	<ul style="list-style-type: none"> <li>• Need to determine which department would lead</li> </ul>	L	L
Employee survey regarding sustainability effort awareness		L	L

<sup>9</sup> Joshua M Pearce, "Getting It Done: Effective Sustainable Policy Implementation at the University Level," *Planning for Higher Education* 31. (2003): 53-61.

<b>Sustainability Opportunity</b>	<b>Further Considerations</b>	<b>Feasibility<sup>6</sup></b> <i>L = Low-hanging fruit</i> <i>M = Moderate</i> <i>H = Hard</i>	<b>Cost</b> <i>L = Low</i> <i>M = Moderate</i> <i>H = High</i>
Educate County employees and the community about ongoing sustainability efforts by the County		M	M
Set up a suggestion box on the County intranet site for employees to give feedback and offer ideas		L	L
Identify sustainability leaders in each department focused on social, procurement, and/or policy	<ul style="list-style-type: none"> <li>• Can model on Alameda County's Green Ambassadors program</li> </ul>	L	L
Each department should create its own sustainability plan	<ul style="list-style-type: none"> <li>• This could be accomplished by having each department participate in the County's Green Business Program</li> <li>• Departments will need to designate lead staff</li> </ul>	M	M
Develop sustainability criteria for leased buildings	<ul style="list-style-type: none"> <li>• Market signals to property owners that the County has specific criteria for leased buildings (proximity to public transit, bike racks, green infrastructure, CAP requirements, EV chargers, etc.)</li> </ul>	L	M
Support development of local food sources	<ul style="list-style-type: none"> <li>• There are farms across the County, some in the agriculture core, some in urban areas (i.e., Urban Tilth in North Richmond, Planting Justice in El Sobrante, Healthy Hearts Initiative in Pittsburg)</li> <li>• Needs more definition, and lead department(s)</li> <li>• Could potentially be advanced through County purchasing policy</li> </ul>	M	M
Create plant-based meal options in County facilities that provide food (i.e., correction facilities, medical facilities)	<ul style="list-style-type: none"> <li>• County can purchase from local farmers</li> </ul>	M	M
Partner with community groups and youth organizations	<ul style="list-style-type: none"> <li>• Need to identify lead for these partnerships, what they would do</li> </ul>	M	M

<b>Sustainability Opportunity</b>	<b>Further Considerations</b>	<b>Feasibility<sup>6</sup></b> <i>L = Low-hanging fruit M = Moderate H = Hard</i>	<b>Cost</b> <i>L = Low M = Moderate H = High</i>
<b>Funding</b>			
<i>Task Force members recognize that there are upfront costs to implement sustainability practices and technologies and have many ideas the County may wish to explore to address this.</i>			
Annual investment in projects in County facilities		L	M
Create a “Climate Action Plan” bond	<ul style="list-style-type: none"> <li>• Establish the fund and use savings from efficiency improvements to pay it back</li> <li>• Related to revolving fund</li> </ul>	M	M
Establish a revolving fund/energy capital fund independent of a bond	<ul style="list-style-type: none"> <li>• Could be initially funded with bond proceeds</li> </ul>	M	M
Work directly with Public Works staff to identify energy savings opportunities for each building	<ul style="list-style-type: none"> <li>• There may need to be a different process of engaging with landlords in leased space.</li> <li>• Costs for:               <ul style="list-style-type: none"> <li>○ PW staff to consult</li> <li>○ Funds for energy saving projects</li> </ul> </li> </ul>	M	M
County Capital Improvement Plan should explicitly reflect climate action goals		L	L

# INTERDEPARTMENTAL CLIMATE ACTION TASK FORCE REPORT #1

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March 30, 2021

John Kopchik, Director, Department of Conservation and Development

Brian Balbas, Director, Department of Public Works



**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Contra Costa declares a climate emergency that threatens the long-term economic and social well-being, health, safety, and security of the County, and that urgent action by all levels of government is needed to immediately address this climate emergency.

**BE IT FURTHER RESOLVED** that Contra Costa County supports the State of California's recent goals to reduce greenhouse gases by 40% below 1990 levels by 2030 (SB 32, 2016); achieve net carbon neutrality by 2045 (Executive Order B-55-18, 2018); and provide 100% of the State's electricity from clean energy sources by 2045 (SB 100, 2018); and intends to take actions to help achieve these goals.

**BE IT FURTHER RESOLVED** that Contra Costa County establish an interdepartmental task force of all Department heads, or their senior deputies, that will focus on urgently implementing the County's Climate Action Plan – as currently adopted and as it may be amended by the Board – and identifying additional actions, policies, and programs the County can undertake to reduce and adapt to the impacts of a changing climate. This task force should report to the Board of Supervisors through the County Sustainability Commission and the Board's Sustainability Committee on a semi-annual basis starting in March 2021. Reports to the Board of Supervisors shall be discussion items for the Board.

**BE IT FURTHER RESOLVED** that the Board of Supervisors and the County Sustainability Commission seek input from the community (with a special focus on highly impacted Environmental Justice communities), workers (especially impacted workers), and business/industry to help the County anticipate and plan for an economy that is less dependent on fossil fuels, helps plan for a "Just Transition" away from a fossil-fuel dependent economy, and considers how the County's recovery from the COVID-19 pandemic can incorporate the County's climate goals. As the State of California adopts policies and goals for

# CLIMATE EMERGENCY RESOLUTION

## SEPTEMBER 22, 2020

# Interdepartmental Climate Action Task Force

- Convened by Departments of Conservation and Development and Public Works
- On average 25 people participated in first two meetings, most Department Directors or Deputy Directors
- High level of enthusiasm and ideas

# Recommendations in Initial Draft Report

## Continue Online Services

Supporting continuation of County services and meetings online where possible after the COVID-19 restrictions are lifted,

## Invest in County Facilities

Establish a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund.

## Advocate

Advocate with the State that online advisory body meetings be permitted to continue after shelter-in-place orders are lifted.

# Continue Providing Services Online

- Benefits of online services



- ❖ *Travel Time*
- ❖ *Traffic Congestion*
- ❖ *Pollution*
- ❖ *Transportation Costs*
- ❖ *County Operational Costs*



- ❖ *Convenience*
- ❖ *Quality of Life*
- ❖ *Can reach residents who have difficulty getting to in-person appointments*

- Considerations

- It will always be important to ensure services continue to be available in-person for those who need that option
- Continue working to bring internet technology, devices, and education to all residents

- Going Forward:

- How to allocate resources to providing services both online and in-person?

## Department Success Stories: Veterans Services

- Virtual office and phone visits are exceeding in-person visits
- Remote services are allowing us to assist veterans otherwise unable to travel to our offices
- Other counties and community college districts are emulating Contra Costa! (i.e., Los Angeles, San Francisco)
- Zoom subscription is significantly less expensive than rent



Warm greeting at the Veterans Services Online Office

Reserve your Hotspot today.



# Department Success Stories: Library

80 online events such as story time, author talks

1,500 library card sign ups and re-registrations

125 adult literacy tutoring sessions per week

4,100 e-books checked out per day (double pre-COVID)

And, there will always be a need to provide on-site services.

Tuesday, March 16, 2021	
ay	Library March Madness »
» event	
JPM - JPM	
» event	Lunch and Learn: Bleeding Management » 270 seat(s) remaining Accessibility Educati
PM - PM	Starting Seeds »
» event	71 seat(s) remaining Speaker / A
PM - PM	UC Master Gardeners: So You Want to Plant a Tree! »
» event	Registration closed Accessibility Education Speaker / A
Wednesday, March 17, 2021	
ay	Library March Madness » Part of M
» event	
JAM - JAM	Video Storytime Snippets »
» event	Storytime

March 30, 2021



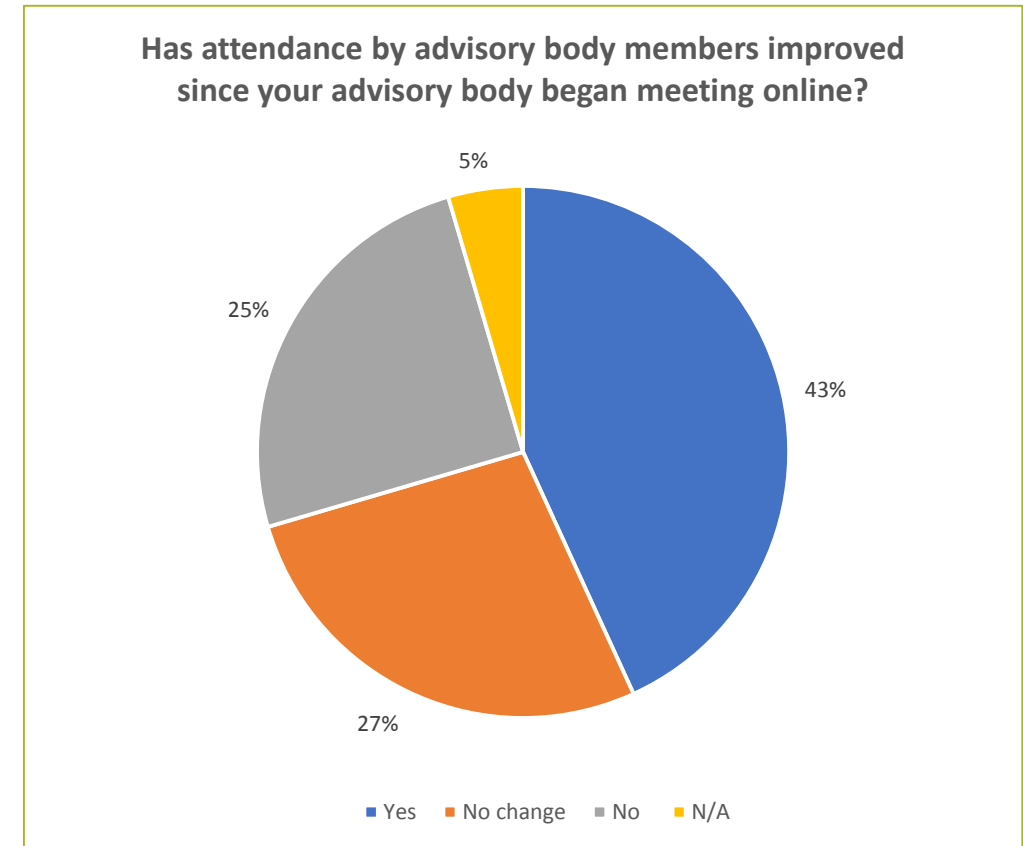


## Invest in County Facilities

- Annual contribution to Sustainability Fund (and/or revolving fund that reinvests savings) to support GHG reductions and utility cost savings in County facilities and operations
- Potential uses of the Fund would include installation of solar panels, EV chargers, LED lighting retrofits and drought-tolerant landscaping at County facilities, and purchase of EVs for County fleet
- If the Board is supportive, staff will research options for implementing such a Fund and will report back with recommendations

# Advocate to Continue Online Meetings

- Better attendance by advisory body members
- Greater community participation
- Advisory body meetings can be recorded and posted online
- On March 9, 2021, the Board amended the County's State Legislative Platform to support legislation that would enable virtual or teleconferencing public meetings, including advisory body meetings, to continue post-pandemic.





# Direction from the Board



Continue providing County services online?



Ongoing sustainability investment in County facilities?



Preferred opportunities for the Task Force to explore going forward?



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 30, 2021

Subject: Federal Community Project Funding Requests

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**RECOMMENDATION(S):**

1. CONSIDER the projects nominated by County department staff for submittal to the County's congressional delegation for member-designated community project funding for federal FY 2022 and specify Board prioritization of the projects.
2. AUTHORIZE the County Administrator, or designee, to submit specified FY 2022 community project funding requests to the County's congressional delegation for submission to the Appropriations Committees in the House of Representatives and the Senate.
3. AUTHORIZE the County Administrator, or designee, to submit specified projects requests to the County's congressional member on the House Committee on Transportation and Infrastructure for the reauthorization of the Surface Transportation bill.
4. AUTHORIZE the Chair of the Board to sign letters of support for the projects submitted by Contra Costa County to members of our congressional delegation.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: L. DeLaney,  
925-655-2057

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## FISCAL IMPACT:

There is an unknown potential federal revenue increase from the selection of a Contra Costa County project for "Community Project Funding." Local matching funds may be required.

## BACKGROUND:

### **Community Project Funding in Appropriations Committees**

While County staff and our federal advocates from Alcalde & Fay were seeing reports last fall about the potential return of "earmarks" in the federal budget process, it wasn't until mid-February that the possibility became more plausible, with the announcement from the House and Senate Appropriations chairs that a reformed process to ensure greater transparency and accountability was underway for "community projects." A press release from the House Appropriations Committee Chair Rosa DeLauro on Feb. 26, 2021 made the opportunity official: the House would accept Member requests for "Community Project Funding, with [reforms](#) enacted to ensure the funding is dedicated to genuine need and not subject to abuse. Earmarks, also known as "member-directed spending," were ended when Republicans took control of the House in 2011 following years of controversy; the Senate followed suit. However, banning the practice stripped congressional leaders of a powerful tool to respond to the community needs of a state or congressional district, and local jurisdictions lost a mechanism of federal funding for our local needs.

On March 12, 2021, County staff received [guidance documents](#) from the House Committee on Appropriations for "**Community Project Funding**" requests. The guidance documents indicated that Members of Congress would be required to submit their requests to the Committee by either April 14, 15 or 16 (depending on the appropriations bill the request would be submitted for). Members of Congress are limited to submitting only 10 Community Project Funding proposals (across all Appropriation bills) for their district, with no guarantee that they will be funded. Subsequent to that guidance, County staff began receiving solicitation documents from our members of Congress. ( *See Attachment A from Congressman Thompson.*) The deadlines established by the Congress Members were, by necessity, earlier than the mid-April deadline established by the Appropriation Committee. Deadlines have been established as early as April 2, 2021. (We have not, as yet, received solicitation documents from our Senators Feinstein and Padilla.)

Given the compressed schedule for responding to the solicitation, staff across all Departments have been notified of these opportunities, consulted with our federal lobbyists, and have submitted to the CAO's office project proposals for the Board's consideration. The Appropriations Committee is requiring a letter or resolution of support from the Board of Supervisors. We have also been advised that requests will be given priority that have the following features:

- Funding from other sources such as state, local, or non-governmental organizations;  
and
- The requested amount can complete the project.

The "General Community Funded Project Guidance from the Appropriations Committee" provided by Congressman Thompson also provided the following information:

**Matching Requirements:** Several Federal programs eligible for Community Project Funding requests require a State or local match for projects either by statute or according to longstanding policy. The Committee will not waive these matching requirements for Community Project Funding requests. Note: This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements in order for such a project to be viable.

**One-year funding:** Each project request must be for fiscal year 2022 funds only and cannot include a request for multiyear funding.

**Transparency:** Certain information about project requests submitted by Members to the Appropriations Committees will be made public. This includes: the proposed recipient; the address of the recipient; the amount of the request; and an explanation of the request, including purpose, and a justification for why it is an appropriate use of taxpayer funds.

**Community Support:** Community engagement and support is crucial in determining which projects will be ultimately selected for Federal funding. Only projects with demonstrated community support will be considered by the Appropriations Committee. The Appropriations Committee encourages project sponsors to include evidence of support for proposals including:

- Letters of support from elected community leaders;
- Press articles highlighting the need for the requested Community Project Funding;
- Support from newspaper editorial boards;
- Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
- Resolutions passed by city councils or boards.

Although County staff did not receive specific forms to fill out, as was the practice a decade ago, there have been questions posed in the guidance documents that Congress Members would be required to submit for their project submittals. These questions include:

1. **Requesting Entity (Legal Title)**
2. **Full Address**
3. **Requesting Entity Staff Contact Info: Name/Title/Phone/Email**
4. **Project Name**
5. **Funding Amount Requested**
6. **Total Cost of Project and breakdown of funding sources (detail all local, state and/or private funds. Are these funds secured, expected, or you are still seeking?)**
7. **Description of Project**
8. **Project Justification (Need for the project)**
9. **Justification for why the project is an appropriate use of taxpayer funds and is a public benefit**
10. **If you are a public entity, is the project on your Capital Improvement Program? (Please provide documentation or explain why not)**
11. **Upload Capital Improvement Program documentation**
12. **Explanation of how the federal funds will be spent (for example, on equipment, construction, labor, etc.)**
13. **Cities in which the project is located and will be performed**
14. **Appropriations Bill for the Request**
15. **Federal Agency for the Request**
16. **Account for the Request**
17. **Are you submitting this request to another Member of Congress? If so, who?**
18. **Upload letter of support or resolution of support from local elected leaders of**

**your government entity (or entities) in your region**

19. **Upload other helpful documents (e.g., press articles about the project, documentation that the project is listed on community development plans or regional plans, etc.)**

The projects that have been put forth by County staff for consideration and prioritization by the Board of Supervisors are described in Attachment B.

### **Member Designated Projects for the Committee on Transportation and Infrastructure**

While staff and advocates were awaiting formal notification from the Appropriations Committees, on March 3, 2021, the Chair of the House Committee on Transportation and Infrastructure and the Chair of the Subcommittee on Highways and Transit announced the Committee would provide Members of Congress the opportunity to submit requests for highway and transit project designations through the surface transportation reauthorization bill. The new submission process allows more direct Member engagement on infrastructure projects that will advance the goals of the legislation, which include building a safer transportation network, increasing access, strengthening our multi-modal transportation systems, reducing carbon pollution, enhancing environmental justice, supporting underserved communities, and improving the state of repair of the nation's infrastructure. Member submissions must be received by the Transportation and Infrastructure Committee by 6:00 p.m. EDT on Friday, April 16, 2021. The Committee is not limiting the number of projects a Member can request. However, Members will be asked to rank their top five project priorities.

County Public Works staff have been developing Contra Costa County's requests for these earmarks as well and reaching out to Caltrans for letters of support. See Attachment C for their list of nominated projects. Criteria for inclusion by staff included projects that would achieve the goals of the legislation, were far enough along in the planning and coordination process to advance if funding were allocated, had demonstrated community and leadership support, would be geographically and equitably distributed, and met a critical need.

Projects that were considered but not advanced for nomination because of insufficient readiness included:

**Boulevard Way Pedestrian Improvements** - Project will provide an active transportation option for students who currently have safety barriers on their current route to school.

**Iron Horse Trail Bike Express Corridor** - Maximize the Iron Horse Corridor for active transportation that includes commute to separate users by speed. Improvements will extend 22 miles from north terminus to the County boundary

**Kirker Pass Road Southbound Truck Climbing Lane** - Construct a truck climbing lane in the southbound direction from Pittsburg to Concord. Separating slow moving truck traffic from the passenger vehicles will improve safety to address the high fatality rate on this regional route.

**Olympic Boulevard Trail Connection** - Construct a multi use trail to connect between the regional Iron Horse Trail and Lamorinda Trail to complete the walking and biking network throughout Central Contra Costa.

**Pacheco Boulevard Corridor Improvements** - Construct Complete Street improvements throughout the Pacheco Boulevard Corridor in partnership with the City of Martinez

**Countywide Surface Treatment 2022-2024** –Accelerate maintenance backlog with surface treatments countywide

CONSEQUENCE OF NEGATIVE ACTION:

If the County does not submit project requests for federal FY 2022, the County will not avail itself of the opportunity to receive federal funding to support its identified community needs.

ATTACHMENTS

Attachment A: Congressman Thompson Solicitation Letter

Attachment B: Community Project Funding Requests

Attachment C: Public Works Submittal

**MIKE THOMPSON**

5TH DISTRICT, CALIFORNIA

COMMITTEE ON WAYS AND MEANS

SUBCOMMITTEE ON SELECT REVENUE MEASURES

CHAIRMAN

SUBCOMMITTEE ON HEALTH



**CONGRESS OF THE UNITED STATES**  
**HOUSE OF REPRESENTATIVES**  
 WASHINGTON, DC 20515

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 420 VIRGINIA STREET, SUITE 1C  
 VALLEJO, CA 94590  
 (707) 645-1888  
 2300 COUNTY CENTER DRIVE, SUITE A100  
 SANTA ROSA, CA 95403  
 (707) 542-7182  
 CAPITOL OFFICE:  
 406 CANNON HOUSE OFFICE BUILDING  
 WASHINGTON, DC 20515  
 (202) 225-3311  
 WEB: <http://mikethompson.house.gov>

Dear Friends:

Congressional Leadership has announced that Community Project Funding requests from Members of Congress which direct funds to a specific state or local government or eligible non-profit recipient will now be possible for Fiscal Year 2022. I fully support this decision as Congress has both the right and responsibility to provide input on funding decisions for worthwhile project proposals critical to the health, safety and economic well-being of the people of our District.

With this new opportunity, please know that the Committee on Appropriations has set limitations and requirements for Community Project Funding proposals. Members of Congress are limited to submitting only 10 Community Project Funding requests with no guarantee that they will all be funded. Projects will also be competitively evaluated by the Committee on Appropriations, so projects with strong local support will be given preference.

My staff will work with you to answer questions about whether your project as envisioned is something that can be eligible for this new process. Please see the resource guide which identifies which programs are eligible for Community Project Funding requests, and the required documentation for projects in various programs. In order for me to put forward the strongest set of project requests, I ask that you email your priorities to (CA05Appropriations@mail.house.gov) by close of business Monday, April 12th, 2021. In submitting your priorities, please provide all the information required by each appropriations subcommittee.

The House has also instituted transparency measures to ensure that Members of Congress do not have a financial interest in Community Project Funding requests. This certification, and the associated documentation for each project, is designed to balance the interest in greater Congressional involvement in funding decisions with the need to ensure that all projects requested by Members of Congress are high quality projects.

While there is great excitement about the opportunity for Community Project Funding requests, this year's environment will be especially challenging for securing funding for projects. I encourage you to only include the highest priority projects and I will do all that is possible in this new environment to support investments that improve our communities. I believe that the people of our district are in the best position to identify those worthwhile projects that will enhance safety, create jobs and improve our quality of life, and I look forward to your recommendations.

Thank you for your time and consideration.

Sincerely,

**MIKE THOMPSON**

Member of Congress

Enclosures





## General Community Funded Project Guidance from the Appropriations Committee

**Ban on For-Profit recipients.** The Committee is imposing a ban on directing Community Project Funding to for-profit entities.

**Matching requirements.** Several Federal programs eligible for Community Project Funding requests require a State or local match for projects either by statute or according to longstanding policy. The Committee will not waive these matching requirements for Community Project Funding requests. *Note: This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements in order for such a project to be viable.*

**One-year funding.** Each project request must be for fiscal year 2022 funds only and cannot include a request for multiyear funding.

**State or local governmental entities as grantees.** Members are encouraged to consider public entities as primary grantees to oversee the completion of the project. For infrastructure projects, many States have established lists or intended use plans with projects that have already been vetted by governmental officials (e.g. drinking water, wastewater and highways).

**Non-profits as grantees.** If a Member requests that funding be directed to a non-profit organization, the Member will need to provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986. Further, many water projects often partner with non-profit entities to complete projects. Therefore, projects may also be directed to non-profits with an inherently governmental function.

**Community Support.** Community engagement and support is crucial in determining which projects will be ultimately selected for Federal funding. Only projects with demonstrated community support will be considered by the Appropriations Committee.

The Appropriations Committee encourages project sponsors to include evidence of support for your proposal including:

- Letters of support from elected community leaders (e.g. mayors or other officials);
- Press articles highlighting the need for the requested Community Project Funding;
- Support from newspaper editorial boards;
- Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
- Resolutions passed by city councils or boards.

**Transparency.** Certain information about project requests submitted by my office to the Appropriations Committees will be made public. This includes: the proposed recipient; the address of the recipient; the amount of the request; and an explanation of the request, including purpose, and a justification for why it is an appropriate use of taxpayer funds.



## **Programs by Appropriations Subcommittee Eligible for Community Funded Projects Requests**

*(Please note that each subcommittee, and each program has different documentation requests for submission – contact my staff if you have any questions)*

### **Agriculture, Rural Development, Food and Drug Administration, and Related Agencies**

- Agricultural Research Service, Buildings and Facilities
- Rural Development, Rural Community Facility Grants
- Rural Utilities Service, ReConnect Grants

[Ag Request Guidance.pdf \(house.gov\)](#)

### **Commerce, Justice, Science, and Related Agencies**

- State and Local Law Enforcement Assistance—Byrne Justice Assistance Grants (JAG) under the Department of Justice
- COPS Technology and Equipment under the Department of Justice
- NOAA Operations, Research, and Facilities under the Department of Commerce
- NASA Safety, Security and Mission Services.

[CJS Request Guidance.pdf \(house.gov\)](#)

### **Defense**

- Research, Development, Test, and Evaluation Army
- Research, Development, Test, and Evaluation Navy
- Research, Development, Test, and Evaluation Air Force
- Research, Development, Test, and Evaluation Space Force
- Research, Development, Test, and Evaluation Defense-Wide

[Defense Dear Colleague.pdf \(house.gov\)](#)

### **Energy and Water Development, and Related Agencies**

*Note: Only authorized projects will be considered for funding.*

- Corps of Engineers - Investigations
- Corps of Engineers - Construction
- Corps of Engineers - Mississippi River and Tributaries
- Corps of Engineers - Operation and Maintenance
- Bureau of Reclamation - Water and Related Resources

[EW Request Guidance.pdf \(house.gov\)](#)

### **Financial Services and General Government**

- Small Business Administration, Small Business Initiatives.

[FSGG Community Project Funding Questions.pdf \(house.gov\)](#)

### **Homeland Security**

- Pre-Disaster Mitigation Grants
- Nonprofit Security Grants
- Emergency Operations Center Grants

[Homeland Request Guidance.pdf \(house.gov\)](#)

### **Interior, Environment, and Related Agencies**

- Federal land acquisitions through the Land and Water Conservation Fund (Note: The Subcommittee will accept requests for these community projects after the release of the full President's budget.)
- Environmental Protection Agency State and Tribal Assistance Grants for certain water infrastructure projects
- Certain State and Private Forestry projects within the U.S. Forest Service.

[Interior-Environment Dear Colleague.pdf \(house.gov\)](#)

### **Labor, Health and Human Services, Education, and Related Agencies**

- Department of Labor—Employment and Training Administration—Training and Employment Services
- Department of Health and Human Services—Health Resources and Services Administration—Program Management
- Department of Health and Human Services—Substance Abuse and Mental Health Services Administration—Health Surveillance and Program Support
- Department of Education—Innovation and Improvement
- Department of Education—Higher Education

[LHHS Dear Colleague.pdf \(house.gov\)](#)

### **Military Construction, Veterans Affairs, and Related Agencies**

- Military Construction accounts under the Department of Defense
  - Army
  - Navy and Marine Corps
  - Air Force
  - Defense-Wide
  - Army National Guard
  - Air National Guard
  - Army Reserve
  - Navy Reserve
  - Air Force Reserve

[MilCon-VA Dear Colleague.pdf \(house.gov\)](#)

### **Transportation, and Housing and Urban Development, and Related Agencies**

- Department of Transportation - Local Transportation Priorities [Guidance for Local Transportation Priorities.pdf \(house.gov\)](#)
- Department of Transportation - Airport Improvement Program (AIP) [Guidance for Airport Improvement Program.pdf \(house.gov\)](#)
- Department of Housing and Urban Development - Economic Development Initiative (EDI) [Guidance for Economic Development Initiatives.pdf \(house.gov\)](#)

[THUD Guidance and Requirements.pdf \(house.gov\)](#)

***Community Funding Project Submittals:***

	<u>Amount Requested</u>	<u>Bill, Account</u>	<u>Requestor</u>	
1	Contra Costa Crisis Service Hub	\$2,810,742	LHHS, HRSA, Facilities Construction	Suzanne Tavano, CCHS-BHD
2	Mobile Crisis Response Team (MCRT) Expansion	\$1,061,552	LHHS, HRSA, SAMHSA	Suzanne Tavano, CCHS-BHD
3	Collaborative Care Implementation	\$900,000	LHHS, HRSA, Professions	Karin Stryker, CCHS
4	Buchanan Field Air Traffic Control Tower	\$12,500,000	THUD, AIP	Keith Freitas & Beth Lee, Airports
5	Buchanan Field ARFF, Administrative Office and Terminal Building	\$6,500,000	THUD, AIP	Keith Freitas & Beth Lee, Airports
6	Byron Airport Utility Program	\$5,800,000	THUD, EDI	Keith Freitas & Beth Lee, Airports
7	New Bay Point Library Tenant Improvements	\$1,000,000	THUD, EDI	Alison McKee, Librarian
8	Veterans Memorial Buildings Improvements	\$1,000,000	THUD, EDI	Nathan Johnson, VSO
9	Public Works Projects ( <i>Transportation</i> )	various	THUD, Local Transp Priorities	Mary Halle, PW

## Community Project Funding Requests, by Cong. District

	<b>Rep. DeSaulnier (D-11)</b>		<b>Rep. Thompson (D-5)</b>		<b>Rep. McNerney (D-9)</b>		<b>Rep. Swalwell (D-15)</b>
1	Contra Costa Crisis Services Hub	\$2,810,742	Contra Costa Mobility for All	\$1,000,000	Veterans Memorial Buildings Impv.	\$300,000	Veterans Memorial Buildings Impv.
2	Mobile Crisis Response Team Expansion	\$1,061,552	Carquinez Middle School Trail	\$2,500,000	Contra Costa Crisis Services Hub	\$2,810,742	Contra Costa Crisis Services Hub
3	Collaborative Care Implementation	\$900,000	Contra Costa Crisis Services Hub	\$2,810,742	Mobile Crisis Response Team Exp.	\$1,061,552	Mobile Crisis Response Team Exp.
4	Veterans Memorial Building Improvements	\$600,000	Mobile Crisis Response Team Exp.	\$1,061,552	Collaborative Care Imp.	\$900,000	Collaborative Care Imp.
5	New Bay Point Library Tenant Improvements	\$1,000,000	Collaborative Care Imp.	\$900,000			
6	Market Ave. Complete Street	\$2,200,000					
7	Morgan Territory Rd. Bridge Replacement MP 5.0	\$1,500,000					
8	Morgan Territory Rd. Bridge Replacement MP 5.2	\$1,500,000					
9	Marsh Creek Rd. Bridge Replacements #143 & #145	\$1,000,000					
10	Contra Costa Mobility for All	\$2,000,000					
11	Buchanan Field Air Traffic Control Tower	\$12,500,000					
12	Buchanan Field ARFF, Administrative Office and Terminal B	\$6,500,000					
13	Byron Airport Utility Program	\$5,800,000					

## Subcommittee on Labor, Health & Human Services, Education and Related Agencies

### *Health Resources and Services Administration (HRSA), Health Facilities Construction and Equipment*

#### **Contra Costa Crisis Services Hub**

The Contra Costa Crisis Services Hub (“the Hub”) would consolidate and expand access by Contra Costa residents to an array of crisis services. The county’s mobile crisis teams would be headquartered at the Hub and a crisis intervention, urgent care center established.

The Hub would provide integrated mental health and substance use treatment services to best address the multifaceted needs of county residents. Individuals needing crisis intervention, but not extended crisis stabilization, would be able to access this level of care on an urgent basis whether self-referring or referred by one of the mobile crisis teams after a community intervention. The multidisciplinary treatment team staffing the Hub’s crisis clinic would have expertise in addressing acute mental health, substance use and co-occurring conditions. This component of the current crisis intervention continuum is missing in Contra Costa and would serve to support and enhance diversion from the county’s hospital-based Psychiatric Emergency Service, inpatient psychiatric hospitalization, visits to emergency departments of local hospitals and, in some cases, legal detention.

In order to create this Hub, Contra Costa County Behavioral Health Services is proposing to renovate a County-owned facility, centrally located in Concord on Oak Grove Road. The budget needed to complete renovations is **\$2,810,742.00**. Necessary work includes building demolition, exterior fenestration, roofing, creation of interior partitions, plumbing, HVAC, electrical and fire protections.

## **Subcommittee on Labor, Health & Human Services, Education and Related Agencies**

### *Substance Abuse and Mental Health Services Administration (SAMHSA)*

#### **Mobile Crisis Response Team (MCRT) Expansion**

Contra Costa County Health Services is working on a collaborative Community Crisis Response Initiative. Participants in this initiative include diverse stakeholders comprised of county behavioral health staff, city police officers, city manager staff, NAMI, people with lived experience, and staff from community-based organizations. Collectively, the team is working toward the shared goal of ensuring a timely response to behavioral health crises, anytime, anywhere in the county. To address unmet needs identified through this collaborative community effort, the county is seeking to enhance its mobile crisis response services.

Contra Costa Behavioral Health Services (CCBHS) proposes to augment existing Mobile Crisis Response Teams to more fully address the needs of Contra Costa residents by adding two teams for increased capacity to respond in a more timely way than currently possible with existing staff and to add Alcohol and Other Drugs Counselors to more effectively address crises related to substance use. Given the large geographic area of Contra Costa, travel time from the West to the East side of the county can be long, especially during hours of commute traffic. The addition of these two teams would support a more rapid response needed in crisis situations.

**The requested budget for additional Alcohol and Other Drugs Counselors, Mental Health Clinical Specialists, and Mental Health Community Support Workers is \$1,061,552.**

**Subcommittee on Labor, Health & Human Services, Education and Related Agencies:  
*Department of Health and Human Services, Health Resources and Services Administration  
(HRSA), Health Professions Education and Workforce Development***

**Collaborative Care Implementation Community Funding Project Proposal**

**Overview**

Contra Costa Regional Medical Center and Health Centers (CCRMC-HC) is the primary medical and dental network provider for Medi-Cal beneficiaries enrolled in CCHP and serves over 86,400 of these enrollees annually in its eleven federally qualified health clinics (FQHCs). CCRMC-HC supports the most vulnerable and low-income population in the County, including a high number of homeless and immigrant residents and others who traditionally have a high prevalence of mental health and co-occurring conditions. An analysis of our 86,400 Medi-Cal clients show 34% have behavioral health needs. Of these, about 50% currently receive mental health services. It is projected the remaining unserved individuals predominately would benefit from mild to moderate intensity interventions and would not meet medical necessity criteria for Specialty Mental Health Services. Additionally, 57% of adults reported experiencing some COVID-19 related adversity or trauma (Yasgur, 2021). Provision of universal behavioral health screenings will result in increased identification of these persons.

During the past year, CCRMC-HCs patients have been impacted deeply by COVID-19 pandemic, suffering disruption to their daily lives, financial adversity, and mental illness. Changes to healthcare delivery systems dramatically reduced access to providers early in 2020. Primary care and mental health services went un-utilized. However, in March 2020 CCRMC-HCs quickly adjusted to implementing newly funded telehealth services, making primary healthcare and mental health care more accessible to patients. For those with transportation and linguistic needs, telehealth is an innovative mode of getting their care needs met at home.

Currently, mild to moderate level mental health services are offered in CCRMC-HCs clinics, but are underutilized due to several challenges. Additionally, mild to severe services are provided through CCHP's external provider network which does not utilize the CCHS electronic health

record (HER) and whose providers have no direct interaction with primary care providers. This coordinated, but segregated, delivery system does not support highly integrated care and can be challenged in meeting increased demand for services and provision of appropriate linguistic capacity, especially for Spanish speaking enrollees.

Over the past several years, CCRMC-HCs has leveraged funding from California's Department of Health Care Services (DHCS) programs including the Public Hospital Redesign and Incentives in Medi-Cal (PRIME), Quality Incentive Program (QIP), and the Behavioral Health Integration Incentive Program to integrate Primary Care and Behavioral Health Services at all 11 clinics. The Behavioral Health Integration (BHI) project was developed with support from CCRMC HC leadership, including the Behavioral Health Director, the Chief Medical Officer and the Health Services Director. Achievements to date include:

**1. Universal Screening and Workflow Integration**

- a. Screening all primary care patients using validated tools (SBIRT, PHQ, GAD-7, etc).
- b. Physical co-location of Behavioral Health providers in primary care clinic setting.
- c. Real-time connection to embedded behavioral health providers using same day appointments or warm hand offs from primary care provider to behavioral health clinician.
- d. Streamlined referral, triage, and initial evaluation process.

**2. Operational and Technical Infrastructure**

- a. Stakeholder-driven governance to support the design, implementation, testing, training and optimization of the BHI project.
- b. Policy/Procedural development for all components of the BHI project, including productivity expectations and clinical care plan/treatment model standards.
- c. Increased clinical capacity in primary care setting, ie licensed (MFT or LCSW) staff and psychiatry.
- d. Enhancement of the CCHS electronic health record system to include systematic triage, referral, and scheduling for patients with identified behavioral health needs.



- e. Dashboards supporting data-driven caseload and program-level measures to track the progress of patient's treatment, and proactively monitor treatment care plans.
- 3. Quality and Process Improvement**
- a. Comprehensive QI/QA strategies, including PDSAs, to monitor and improve relapse prevention, referral follow-up, treatment adherence, clinical outcomes and patient and provider satisfaction.

### **Description of Project**

While CCRMC-HCs continues to participate in QIP, this project includes funding request for outstanding project aims of optimizing existing infrastructure by supporting the education and training for behavioral health staff, implementing a standardized treatment model across 11 FQHC clinics within the CCRMC-HC system, and an aggressive EHR build to support coordination of care. The project will be self-sustained after the optimization phase using FQHC reimbursement and infrastructure support from the CCRMC-HC system of care.

CCRMC-HCs aims to implement Collaborative Care Model due to its demonstrated effectiveness and efficiency in delivering integrated care (American Psychiatric Association (APA) and Academy of Psychosomatic Medicine (APM), 2016). The Collaborative Care Team is led by the primary care provider (PCP) and includes behavioral health clinicians, and psychiatrists all working at the top of their license. The team develops and implements a measurement-guided care plan based on evidence-based practices. Primary care and behavioral health providers collaborate effectively using shared care plans that incorporate patient goals. The ability to get both physical and mental health care at a familiar location is comfortable to patients and reduces duplicate assessments. Increased patient engagement oftentimes results in a better health care experience and improved patient outcomes.

Once certified, CCRMC-HCs clinicians will be able to onboard new hires and provide annual refresher trainings. Along with Collaborative Care Model, CCRMC—HCs will develop comprehensive training plans that will include evidenced based practices, skill-development and tool-development, including trauma-informed care, motivational interviewing, EHR, and

workflow trainings. These trainings will be integrated into our existing e-learning management software and made available to all staff participating in Collaborative Care treatment teams.

Coupled with the clinical enhancements, technical improvements are needed to support the Collaborative Care teams. An aggressive EHR build will include adopting epic's case management module, improving the depression registry, and enhancing existing screening tools, assessments, documentation, and scheduling templates.

The project funding will be directed to enhancing the following professional development activities:

1. Initial certification training in Collaborative Care Model
2. Development of comprehensive training materials
3. Onboarding and training new hires
4. EHR enhancements including aggressive builds and epic module implementation

## **Budget**

### **1. Initial Certification Training Sessions \$150,000**

Existing Behavioral Health Clinicians and Primary Care Provider champions will participate in the Collaborative Care Model certification training. Cost includes training fees and clinic coverage.

### **2. Develop training materials and training plan \$300,000**

Training materials and plan will incorporate the skills and tools necessary to carry out this project, including trauma-informed care, motivational interviewing, EHR, and workflow training.

### **3. Implement Behavioral Health Case Load Management Tool \$200,000**

This tool will be used by the Behavioral Health providers to track patient panels, review provider-level outcomes, conduct caseload review, follow-up with patients dropping out of care, monitor referrals, and review treatment plan adherence.

#### **4. Implement patient completed electronic screening tools \$150,000**

Screening tools for all age groups will be built into the patient portal in the EHR for all patients seen for primary care services to complete prior to their visits. Results will be reviewed by the primary care provider and brief interventions will be provided by the collaborative care team.

#### **5. Other Professional Development cmlink builds \$100,000**

Other EHR enhancements include open scheduling for initial behavioral health evaluations, optimizing workflows and clinical documentation.

#### **References**

American Psychiatric Association (APA) and Academy of Psychosomatic Medicine (APM).

(2016). *Dissemination of Integrated Care Within Adult Primary Care Settings: The Collaborative Care Model*. APA and APM.

Yasgur, B. S. (2021, March 15). New Data on Worldwide Mental Health Impact of COVID-19.

*Medscape*.

## **Buchanan Field Air Traffic Control Tower**

**Project Name:** Buchanan Field Air Traffic Control Tower

**General description of the project and why it is needed:** Relocate and construct a new Air Traffic Control Tower. The tower is 60 years old and in need of substantial, expensive repairs such as new siding and windows to mitigate leaks, replacing the HVAC system, replacing the roof, replacing the original tile flooring and paint which contain hazardous materials, substantial upgrade of the plumbing and electrical systems, and modifying the entire building to meet ADA/OSHA standards.

Buchanan Field is a former military facility and is over 75 years old. It is an active Part 139 Airport that has scheduled commercial service, 3 FBOs, and several thriving flights schools and clubs that result in over 100,000 operations annually. Buchanan Field has dual pairs of crosswind runways and an extensive and complex taxiway system. The current entitlement funds are used to address Master Plan priorities such as runway rehabilitation and reconstruction, taxiway rehabilitation and reconstruction, security upgrades, replacement of the Aircraft Rescue and Fire Fighting equipment and facility, airfield electrical and lighting upgrades, updating the Airport Layout Plan, and removing unsafe and unnecessary pavement to reduce incursions. There are eighteen pavement, safety, security, planning, and system upgrade projects identified on the Airports' ten-year ACIP, totaling over \$20,000,000. All of the current and proposed AIP projects are necessary to keep this 75 year-old facility in a safe operating condition for current and forecasted aviation use. A new tower is important for long-term viability of the airport but, given the extensive list of higher priority projects and costs associated, it continues to be out-prioritized on the priority and funding list. Further, due to the numerous airports in the San Francisco region that annual compete for AIP discretionary funds, it is improbable that a majority of the annual funding would be allocated for a new tower at one regional airport. The cost also far exceeds the financial capacity of the Airport Enterprise Fund.

**The benefits of this project and why is it a priority:**

Having a tower at Buchanan Field Airport correlates with positive economic development. Specifically, having a tower has, and continues to, open up economic development opportunities such as the recent, attraction of new scheduled commercial service and an influx of corporate jets (from 18 to 25, or a 39% increase to date) to Buchanan Field Airport. The added aviation activity has increased revenues to the Airport Enterprise Fund which directly enhances financial stability of the Airport Enterprise Fund. Business attraction also increases the direct and indirect economic impact and number of jobs generated by the airport.

Buchanan Field Airport is a nonprimary, regional airport with over 100,000 annual operations; the number of operations continue to steadily increase each year. The current tower has reached the end of its useful life and has extensive ongoing maintenance costs and needs significant upgrades in order to meet current building codes, ADA requirements, and Occupational Safety and Health Administration (OSHA) standards. In addition, the adopted Master Plan development plan includes the construction of a new tower with a preferred location on the other side of the airport which is at the apex of the runway visibility zone to increase visibility and safety of the

airfield and to enhance operational capacity. As such, it is more cost effective to build a new tower in the preferred location rather than retrofitting the existing tower to address the various health and safety issues.

Replacing an antiquated and non-code compliant tower with a new one is fully consistent with fundamental objectives of AIP funding; (1) to provide a safe and secure airport and airway system; and (2) to develop reliever airports. The new tower will provide greater visibility of the airfield and the newer technology will greatly enhance safety and provide more efficient air traffic services. Air traffic control towers are undeniably integral to flight safety and facilitating air traffic services.

Building a new tower in a differing location, as outlined in the 2008 Master Plan, has an added financial and safety benefit by not having to make expensive, temporary tower arrangements while the work was underway.

Contra Costa County has a long and solid track record for leveraging and managing federal, state, and local grant funding necessary to expedite project implementation. As an example of our grant management stewardship, we have leveraged over \$3.7 million over the last 5 years and have successfully completed the projects and closed out the grants within 3 years.

Buchanan Field Airport is poised for continuous growth and utility as it is centrally located, has direct access to two freeways, maintains its FAR Part 139 Certificate, has onsite Aircraft Rescue and Fire Fighting, and is proximate to essentially a new city when the former Concord Naval Weapons station (2,300 acres) is converted to industrial, commercial and residential uses. Further, as the Airport is within the airspace for the San Francisco, Oakland and Sacramento Airports, it is anticipated that smaller general aviation and commercial activity will relocate to Buchanan Field as the primary airports reach maximum utility. Constructing a new air traffic control tower is necessary to address the multitude of building issues described above plus it is a proactive approach to best ensure that it can manage the future aviation activity.

**Amount requested for the community project for FY22 and the total project cost:** The total project cost is \$12,500,00 and the amount requested is \$12,500,000.

**Can the project obligate all appropriated funds within 12 months after enactment?** No, project design and environmental analysis would be performed initially. We anticipate that construction would begin within 18-months of funding award.

**Estimated start and completion dates:** Depending upon funding release timing, the anticipated project implementation start date is July 1, 2021, and full project completion is expected by mid-2025 (weather depending).

**Has the request been submitted to another subcommittee or committee this fiscal year?** No.

**Does the project have other public and/or private funds committed for forecasted costs related to operations and maintenance? If so, what is the source and amount of those funds?** The FAA's annual rent would be used to fund the operation and maintenance of this facility once it is constructed.

**Does the project require an environmental review? If so, what is the status and/or outcome of the environmental review and the National Environmental Policy Act (NEPA) category of action (if applicable)?** This project is subject to environmental review; both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act of 1969, as amended. The environmental review processes would be initiated once the project has undergone initial design.

**How will the project contribute to the airports disadvantaged business enterprise goals?** Project construction would be subject to a DBE goal.

**Has the project received previous Federal funding? If so, how much and which public law provided it?** No.

**Is the project AIP-eligible?** Yes

**What is the airport's code?** CCR

**Has the airport submitted a grant application for this same project to FAA? If so, when?** Yes, a supplemental AIP application was submitted for funding in Fiscal Year 2018/19. The project was not selected for supplemental funding at that time.

**Would the project increase or decrease air traffic?** This project should not impact air traffic volume.

**Would the project increase or decrease aviation safety?** This project should increase aviation safety as the current tower location is not in the best location for visibility of the entire airfield.

**Would the project increase or decrease environmental risks?** This project should not impact environmental risks.

**Does the airport and airport sponsor support the project?** Yes, this project is positively supported by the airport sponsor and its various stakeholders.

**Are there any stakeholders – such as residents that live near the airport, state or local officials, state department of transportation officials – that oppose the project?** We are unaware of any stakeholders that oppose the project.

## **Buchanan Field ARFF, Administrative Office and Terminal Building**

**Project Name:** Buchanan Field ARFF, Administrative Office and Terminal Building

**General description of the project and why it is needed:** The Buchanan Field Airport Master Plan adopted by the Board of Supervisors on October 28, 2008, identifies a new general aviation terminal on the capital improvement list. The new terminal will replace the existing terminal at the north end of John Glenn Drive. Plans and specifications for the construction of the terminal, along with landscaping and parking, have been prepared.

The new terminal will be a single-story, steel building consisting of approximately 18,657 square feet. The new terminal will include space for the Airports Division Administrative staff, Airport Rescue and Fire Fighting (ARFF) staff and equipment, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space. The Airports Division currently rents office space from one of the airport businesses and moving those functions into the new terminal will accommodate the additional office space needed, while resulting in long-term savings to the Airport Enterprise Fund.

The estimated total cost of the project is approximately \$13.7 million. An AIP grant application was submitted to the FAA for Fiscal Year 2020-21 funding in the amount of \$9,522,492 and an application was submitted to Caltrans in the amount of \$150,000. FAA staff have indicated that there is deficient funding available to cover the full requested eligible amount; they have indicated that approximately \$6.3 million can be provided. Assuming the FAA and Caltrans grant allocations, the Airport Enterprise Fund would be obligated to pay the remaining approximate \$7.4 million balance. The Airport Enterprise Fund will also pay the added costs to complete the space including furnishings, window coverings, and the like. The Airport Enterprise Fund can comfortably cover a portion of the necessary added funding but is unable to cover the entire amount without negative impact to numerous other planned capital improvement projects. The added cost also exceeds the financial capacity of the Airport Enterprise Fund.

**The benefits of this project and why is it a priority:** The terminal project is a milestone project for the Buchanan Field Airport. The current terminal facility is over 40 years old and is a double wide trailer that has outlived its useful life. Buchanan Field maintains its Part 139 certificate and has one scheduled, charter provider. Other commercial airlines have indicated strong interest in establishing a presence at Buchanan Field but the current terminal facilities are too substandard to meet their operation requirements. The expanded facility will directly increase economic development opportunities and enhance available aviation services at Buchanan Field.

Building a new terminal building, as outlined in the 2008 Master Plan, has an added financial and safety benefit by not having to make expensive, temporary arrangements while the work was underway. Having an updated and expanded terminal at Buchanan Field Airport correlates with positive economic development. Specifically, having a terminal has, and continues to, open up economic development opportunities such as the recent, attraction of new scheduled commercial service and an influx of corporate jets (from 18 to 25, or a 39% increase to date) to Buchanan Field Airport. The added aviation activity has increased revenues to the Airport Enterprise Fun

which directly enhances financial stability of the Airport Enterprise Fund. Business attraction also increases the direct and indirect economic impact and number of jobs generated by the airport.

**Amount requested for the community project for FY22 and the total project cost:** The total project cost is \$13,717,689 and the amount requested is \$6,500,000.

**Can the project obligate all appropriated funds within 12 months after enactment?** Yes, this project is ready to be constructed.

**Estimated start and completion dates:** The anticipated start date is July 1, 2021, and completion is expected by the end of 2022.

**Has the request been submitted to another subcommittee or committee this fiscal year?** No.

**Does the project have other public and/or private funds committed for forecasted costs related to operations and maintenance? If so, what is the source and amount of those funds?** The Airport Enterprise Fund will fund the operation and maintenance of this facility once it is constructed. The annual Airport Enterprise Fund budget is about \$5.3 million.

**Does the project require an environmental review? If so, what is the status and/or outcome of the environmental review and the National Environmental Policy Act (NEPA) category of action (if applicable)?** Environmental review was performed, and the project was categorically exempt from the review requirements of the California Environmental Quality Act (CEQA) per section 15302(b). The notice of exemption was filed on December 5, 2019 with the Contra Costa County Clerk. NEPA review was also performed and the FAA determined that it was categorically excluded pursuant to FAA Order 1050.1F as it relates to the National Environmental Policy Act of 1969, as amended.

**How will the project contribute to the airports disadvantaged business enterprise goals?** Project construction has a 7% DBE goal.

**Has the project received previous Federal funding? If so, how much and which public law provided it?** Yes, this project received \$270,000 in Fiscal Year 2018/19 in AIP funding for a portion of the design cost.

**Is the project AIP-eligible?** Yes

**What is the airport's code?** CCR

**Has the airport submitted a grant application for this same project to FAA? If so, when?** Yes, an AIP application was submitted for and funded for the ARFF component design work in Fiscal Year 2018/19.

**Would the project increase or decrease air traffic?** Expansion of the terminal facility is necessary to attract more charter and commercial aviation providers. As such, we expect that the project will result in an increase in air traffic over time.



**Would the project increase or decrease aviation safety?** This project should not impact aviation safety.

**Would the project increase or decrease environmental risks?** This project should not impact environmental risks.

**Does the airport and airport sponsor support the project?** Yes, this project is positively supported by the airport sponsor and its various stakeholders.

**Are there any stakeholders – such as residents that live near the airport, state or local officials, state department of transportation officials – that oppose the project?** We are unaware of any stakeholders that oppose the project. The project was a key component in our Master Plan Update that was performed in 2008. The Master Plan process had a very high stakeholder and general public participation process; there were no objections conveyed to this project during that process.

## Byron Airport Utility Program

**Project Name:** Byron Airport Utility Program

**Project Description, Need and Timing:** The Byron Airport is poised for future general and corporate aviation and aviation-related development, but that future growth and full build out of the airport as shown in the adopted 2005 Master Plan is dependent upon utility improvements (such as sewer and water connections) both on and around the Airport. Byron Airport does not have water or sewer services and relies on a non-potable water service, a septic system, a fire pond and related facilities for fire suppression, sewer services, and potable water. The existing systems offer limited capacity for new development permitted under the Airport Master Plan.

Byron Airport will not be able to achieve build out and provide expanded transportation services for the region unless and until it has potable water, enhanced fire pond improvements and sewer system improvements. This is a high priority project as it is critical to facilitate growth, economic development opportunities, transportation and connectivity, and best serve the East Contra Costa County region.

If funded, system designs and environmental analysis will begin immediately upon receipt of funding. This work is anticipated to take a maximum of twelve months; timing is dependent on the environmental work. Construction of the improvements will commence upon completion of the design and environmental work. The entire project is expected to be completed within twenty-four months of funding provided.

**Total Amount Requested and Project Estimated Total:** The funding request is for \$5,800,000 and the total estimated cost is \$6,000,000 for the water connection and treatment, fire pond improvements, and sewer system improvements.

**Has this Project been Submitted to another Subcommittee or Committee:** No.

**Source of other Funds Committed for Match or Maintenance:** Yes, the Airport Enterprise Fund will pay for any project match and on-going maintenance obligations.

**Does Project Require an Environmental Review:** Yes, the project is subject to CEQA and NEPA will be required in order to change the Airport Layout Plan to depict the improvements.

**Type of Project:** The project will primarily promote economic development potential.

**Does Project Primarily Benefit Low Income Persons or Tribal Communities:** No.

**Does Project Impact Beneficiaries of HUD's Rental Assistance Programs:** No.

**Community Partners Participating in Project:** The Aviation Advisory Committee, Elected Officials, economic development organizations, businesses, and the Airport Land Use Commission.

**Is Project Included in HUD Consolidated Plan:** No.

**Is Project Intended to Address Issues Related to Climate Change or resiliency, civil unrest, or inequalities:** No.

## New Bay Point Library Tenant Improvements

1. **Requesting Entity (Legal Title):** Contra Costa County-Library
2. **Full Address (please write on one line):** 777 Arnold Drive, Martinez CA 94553
3. **Requesting Entity Staff Contact Info: Name/Title/Phone/Email:** Alison McKee, County Librarian, 510-332-7386, alison.mckee@library.cccounty.us
4. **Project Name:** New Bay Point Library Tenant Improvements
5. **Funding Amount Requested:** \$1,000,000
6. **Total Cost of Project and breakdown of funding sources (detail all local, state and/or private funds. Are these funds secured, expected, or you are still seeking?):** [still gathering this info]
7. **Description of Project:** The project involves tenant improvement costs associated with relocating the Bay Point Library from the existing site on a middle school campus to a mixed-use, high density, transit oriented development within the Pittsburg-Bay Point BART Station Area Specific Plan. The approximately 21,000 sq. ft. library space is being planned as part of a 340-unit mixed-income, mixed use development located at Bailey Road and Maylard Avenue. The site is a former Contra Costa County Redevelopment Agency-owned site that is subject to an Exclusive Negotiating Agreement between Contra Costa County and Pacific West Communities. The library space is planned in the first phase of the development.
8. **Project Justification (Need for the project):** The current Bay Point library is co-located on a middle-school campus and is inadequate in size for the Bay Point population of 25,808. The County has identified Bay Point as a disadvantaged community under Senate Bill (SB) 1000, which requires the County to integrate environmental justice into the General Plan. This law is based on the understanding that some communities have experienced a combination of historic discrimination, negligence, and political and economic disempowerment. Often, this has resulted in a disproportionate burden of pollution and health impacts and disproportionate social and economic disadvantages in these communities. New investment in public facilities, such as a library, is a step toward providing equitable services to the community.
9. **Justification for why the project is an appropriate use of taxpayer funds and is a public benefit:** The Bay Point community, along with other disadvantaged communities in unincorporated Contra Costa County, have identified draft policies and actions to be incorporated into the Strong Communities Element of the Draft [General Plan 2040](#). These include:
  - a. The development of public amenities, services, and related infrastructure to residents of disadvantaged communities within walking distance of their homes is an important action to support.
  - b. Support community-driven or community-led initiatives in impacted communities that work toward the goals identified in the community profiles. Support could include

- technical assistance and providing staff resources and meeting spaces, among other methods.
- c. Systematically prioritize investments in public facilities, infrastructure, and services that benefit impacted communities and respond to the needs identified in the community profiles.
  - d. Advocate for and coordinate with various service providers (e.g., water, sewer, and recreation districts) for proper planning, maintenance, and implementation of services and infrastructure to ensure efficient and effective service delivery in impacted communities.
  - e. Continue to advocate for public-private partnerships that will improve access to reliable, fast internet and make digital resources available in impacted communities at affordable prices.
  - f. Inform impacted community residents about internet resources available in their community and provide them with information about how to use digital resources.
  - g. Prioritize needs and services in each impacted community as part of the annual budgeting process.
  - h. Establish a task force of County department heads or their immediate deputies to coordinate efforts, provide oversight, and otherwise ensure that public services and facilities in impacted communities are prioritized and efficiently and effectively delivered.
  - i. Require new development to site sensitive receptors such as homes, schools, playgrounds, sports fields, childcare centers, senior centers, and long-term health care facilities as far away as possible from significant pollution sources.

All of the above points could be addressed by a new public library that serves the community of Bay Point.

**10. If you are a public entity, is the project on your Capital Improvement Program? (Please provide documentation or explain why not):**

No. Since the Bay Point Library is currently located inside of a public middle school, it is not a county owned property that would be included in a capital improvement plan. In the past year, an opportunity has come up to partner with an affordable-housing developer at a Transit-Oriented development site on County-owned property that will include a replacement for the current Bay Point Library. Additionally, the County has designated the Bay Point Library as needing to be replaced in every annual report to the California State Library since at least 2008.

**11. Upload Capital Improvement Program documentation**

**12. Explanation of how the federal funds will be spent (for example, on equipment, construction, labor, etc.):** Funds would be spent on tenant improvements for the library, which includes, furniture, fixtures, flooring, interior walls, technology ....

**13. Cities in which the project is located and will be performed:** The proposed library site is in the unincorporated community of Bay Point, in the sphere of influence of Pittsburg.

14. Appropriations Bill for the Request (if you don't know this information, leave it blank)
15. Federal Agency for the Request (if you don't know this information, leave it blank)
16. Account for the Request (if you do not know this information, leave it blank)
17. Are you submitting this request to another Member of Congress? If so, who? No
18. Upload letter of support or resolution of support from local elected leaders of your government entity (or entities) in your region
19. Upload other helpful documents (e.g., press articles about the project, documentation that the project is listed on community development plans or regional plans, etc.)

Link: [Draft Community Profile-Bay Point](#)

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**MEMORANDUM**  
**CONTRA COSTA COUNTY**  
**VETERANS SERVICE OFFICE**  
10 DOUGLAS DR – MARTINEZ, CA 94553  
925-313-1481 PHONE      925-313-1490 FAX

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**TO:** COUNTY SUPERVISORS/ COUNTY ADMINISTRATOR

**FROM:** NATHAN JOHNSON

**SUBJECT:** COMMUNITY PROJECT FUNDING PROPOSAL – 5<sup>TH</sup> CONGRESSIONAL DISTRICT

**DATE:** MARCH 24, 2021



- 
1. Requesting Entity: County of Contra Costa
  2. Full Address (please write on one line) 1025 Escobar St. Martinez, CA 94553
  3. Requesting Entity Staff Contact Info:
  4. If a non-profit, provide proof of 501(c)(3) status: N/A
  5. Project Name: Veterans Memorial Buildings Improvements
  6. Funding Amount Requested: \$100,000
  7. Total Cost of Project and breakdown of funding sources: \$180,000. Seeking \$100,000 of community project funding / \$30,000 of county matching funds secured through annually budgeted building lifecycle costs / seeking \$50,000 of Veterans Service Organization matching funds (this project is part of a county-wide project totaling \$1,800,000 in renovations to all Veterans Memorial Buildings in the county).
  8. Description of Project: Energy efficiency, environmental, and safety upgrades.
  9. Project Justification: Improving building systems to reduce maintenance costs and ensuring their continued usage for future generations of Veterans.

10. Justification for why the project is an appropriate use of taxpayer funds and is a public benefit: These buildings are the core of community service provided by our Veterans Service Organizations. Many of these buildings are 100 years old and are in need of capital improvements to make them more energy efficient, environmentally healthy, and safer for our public to utilize. In 2006, the communities of Lafayette and Walnut Creek were able to leverage redevelopment funds to construct a new building in Lafayette. These funds are no longer available to communities, and some Veterans Service Organizations have had to rely on pancake breakfast fundraisers to maintain buildings and keep their doors open. A building that is functional and inviting to the public allows these organizations to refocus their time and energy towards community service projects like East Bay Standdown, welcome home events for returning troops, and high school speakers bureaus. Finally, the buildings provide space for VA and County Veterans Service advocacy and treatment to Veterans and their families.
11. If you are a public entity, is the project on your Capital Improvement Program? The County Building Capital Improvement Plan is currently underway. These buildings will be included in the plan.
12. Upload Capital Improvement Program documentation
13. Explanation of how the federal funds will be spent (for example, on equipment, construction, labor, etc.): All funds will be spent on capital improvements to the existing buildings (i.e. purchasing solar panels and labor for installation). No funds will be used for county expenses (i.e. project management) as these will be contributed by the county in-kind.
14. Cities in which the project is located and will be performed: Richmond, El Cerrito, Concord, Pittsburg, Lafayette, and Danville. All of these cities have existing Veterans Memorial Buildings that are maintained or utilized by the county.
15. Appropriations Bill for the Request (if you don't know this information, leave it blank)
16. Federal Agency for the Request (if you don't know this information, leave it blank)
17. Account for the Request (if you do not know this information, leave it blank)
18. Are you submitting this request to another Member of Congress? If so, who: Congressman Mike Thompson & Congressman Jerry McNerney for improvements to Veterans Memorial Buildings in their districts. Overall, the County hopes to improve on all existing Veterans Memorial Buildings in the county.
19. Upload letter of support or resolution of support from local elected leaders of your government entity (or entities) in your region \*
20. Upload other helpful documents (e.g., press articles about the project, documentation that the project is listed on community development plans or regional plans, etc.)

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**MEMORANDUM**  
**CONTRA COSTA COUNTY**  
**VETERANS SERVICE OFFICE**  
10 DOUGLAS DR – MARTINEZ, CA 94553  
925-313-1481 PHONE      925-313-1490 FAX

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**TO:** COUNTY SUPERVISORS/ COUNTY ADMINISTRATOR

**FROM:** NATHAN JOHNSON

**SUBJECT:** COMMUNITY PROJECT FUNDING PROPOSAL – 9<sup>TH</sup> CONGRESSIONAL DISTRICT

**DATE:** MARCH 24, 2021



- 
1. Requesting Entity: County of Contra Costa
  2. Full Address (please write on one line) 1025 Escobar St. Martinez, CA 94553
  3. Requesting Entity Staff Contact Info:
  4. If a non-profit, provide proof of 501(c)(3) status: N/A
  5. Project Name: Veterans Memorial Buildings Improvements
  6. Funding Amount Requested: \$300,000
  7. Total Cost of Project and breakdown of funding sources: \$540,000. Seeking \$300,000 of community project funding / \$90,000 of county matching funds secured through annually budgeted building lifecycle costs / seeking \$150,000 of Veterans Service Organization matching funds (this project is part of a county-wide project totaling \$1,800,000 in renovations to all Veterans Memorial Buildings in the county).
  8. Description of Project: Energy efficiency, environmental, and safety upgrades.
  9. Project Justification: Improving building systems to reduce maintenance costs and ensuring their continued usage for future generations of Veterans.



10. Justification for why the project is an appropriate use of taxpayer funds and is a public benefit: These buildings are the core of community service provided by our Veterans Service Organizations. Many of these buildings are 100 years old and are in need of capital improvements to make them more energy efficient, environmentally healthy, and safer for our public to utilize. In 2006, the communities of Lafayette and Walnut Creek were able to leverage redevelopment funds to construct a new building in Lafayette. These funds are no longer available to communities, and some Veterans Service Organizations have had to rely on pancake breakfast fundraisers to maintain buildings and keep their doors open. A building that is functional and inviting to the public allows these organizations to refocus their time and energy towards community service projects like East Bay Standdown, welcome home events for returning troops, and high school speakers bureaus. Finally, the buildings provide space for VA and County Veterans Service advocacy and treatment to Veterans and their families.
11. If you are a public entity, is the project on your Capital Improvement Program? The County Building Capital Improvement Plan is currently underway. These buildings will be included in the plan.
12. Upload Capital Improvement Program documentation
13. Explanation of how the federal funds will be spent (for example, on equipment, construction, labor, etc.): All funds will be spent on capital improvements to the existing buildings (i.e. purchasing solar panels and labor for installation). No funds will be used for county expenses (i.e. project management) as these will be contributed by the county in-kind.
14. Cities in which the project is located and will be performed: Richmond, El Cerrito, Concord, Pittsburg, Lafayette, and Danville. All of these cities have existing Veterans Memorial Buildings that are maintained or utilized by the county.
15. Appropriations Bill for the Request (if you don't know this information, leave it blank)
16. Federal Agency for the Request (if you don't know this information, leave it blank)
17. Account for the Request (if you do not know this information, leave it blank)
18. Are you submitting this request to another Member of Congress? If so, who: Congressman Mike Thompson & Congressman Jerry McNerney for improvements to Veterans Memorial Buildings in their districts. Overall, the County hopes to improve on all existing Veterans Memorial Buildings in the county.
19. Upload letter of support or resolution of support from local elected leaders of your government entity (or entities) in your region \*
20. Upload other helpful documents (e.g., press articles about the project, documentation that the project is listed on community development plans or regional plans, etc.)

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**MEMORANDUM**  
**CONTRA COSTA COUNTY**  
**VETERANS SERVICE OFFICE**  
10 DOUGLAS DR – MARTINEZ, CA 94553  
925-313-1481 PHONE      925-313-1490 FAX

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**TO:** COUNTY SUPERVISORS/ COUNTY ADMINISTRATOR

**FROM:** NATHAN JOHNSON

**SUBJECT:** COMMUNITY PROJECT FUNDING PROPOSAL – 11<sup>TH</sup> CONGRESSIONAL DISTRICT

**DATE:** MARCH 24, 2021



- 
1. Requesting Entity: County of Contra Costa
  2. Full Address (please write on one line) 1025 Escobar St. Martinez, CA 94553
  3. Requesting Entity Staff Contact Info:
  4. If a non-profit, provide proof of 501(c)(3) status: N/A
  5. Project Name: Veterans Memorial Buildings Improvements
  6. Funding Amount Requested: \$600,000
  7. Total Cost of Project and breakdown of funding sources: \$1,080,000. Seeking \$600,000 of community project funding / \$180,000 of county matching funds secured through annually budgeted building lifecycle costs / seeking \$300,000 of Veterans Service Organization matching funds (this project is part of a county-wide project totaling \$1,800,000 in renovations to all Veterans Memorial Buildings in the county).
  8. Description of Project: Energy efficiency, environmental, and safety upgrades.
  9. Project Justification: Improving building systems to reduce maintenance costs and ensuring their continued usage for future generations of Veterans.

10. Justification for why the project is an appropriate use of taxpayer funds and is a public benefit: These buildings are the core of community service provided by our Veterans Service Organizations. Many of these buildings are 100 years old and need capital improvements to make them more energy efficient, environmentally healthy, and safer for our public to utilize. In 2006, the communities of Lafayette and Walnut Creek were able to leverage redevelopment funds to construct a new building in Lafayette. These funds are no longer available to communities, and some Veterans Service Organizations have had to rely on pancake breakfast fundraisers to maintain buildings and keep their doors open. A building that is functional and inviting to the public allows these organizations to refocus their time and energy towards community service projects like East Bay Standdown, welcome home events for returning troops, and high school speakers bureaus. Finally, the buildings provide space for VA and County Veterans Service advocacy and treatment to Veterans and their families.
11. If you are a public entity, is the project on your Capital Improvement Program? The County Building Capital Improvement Plan is currently underway. These buildings will be included in the plan.
12. Upload Capital Improvement Program documentation
13. Explanation of how the federal funds will be spent (for example, on equipment, construction, labor, etc.): All funds will be spent on capital improvements to the existing buildings (i.e. purchasing solar panels and labor for installation). No funds will be used for county expenses (i.e. project management) as these will be contributed by the county in-kind.
14. Cities in which the project is located and will be performed: Richmond, El Cerrito, Concord, Pittsburg, Lafayette, and Danville. All of these cities have existing Veterans Memorial Buildings that are maintained or utilized by the county.
15. Appropriations Bill for the Request (if you don't know this information, leave it blank)
16. Federal Agency for the Request (if you don't know this information, leave it blank)
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19. Upload letter of support or resolution of support from local elected leaders of your government entity (or entities) in your region \*
20. Upload other helpful documents (e.g., press articles about the project, documentation that the project is listed on community development plans or regional plans, etc.)

# Market Avenue Complete Street

*Fred Jackson Way to 7th Street*

North Richmond

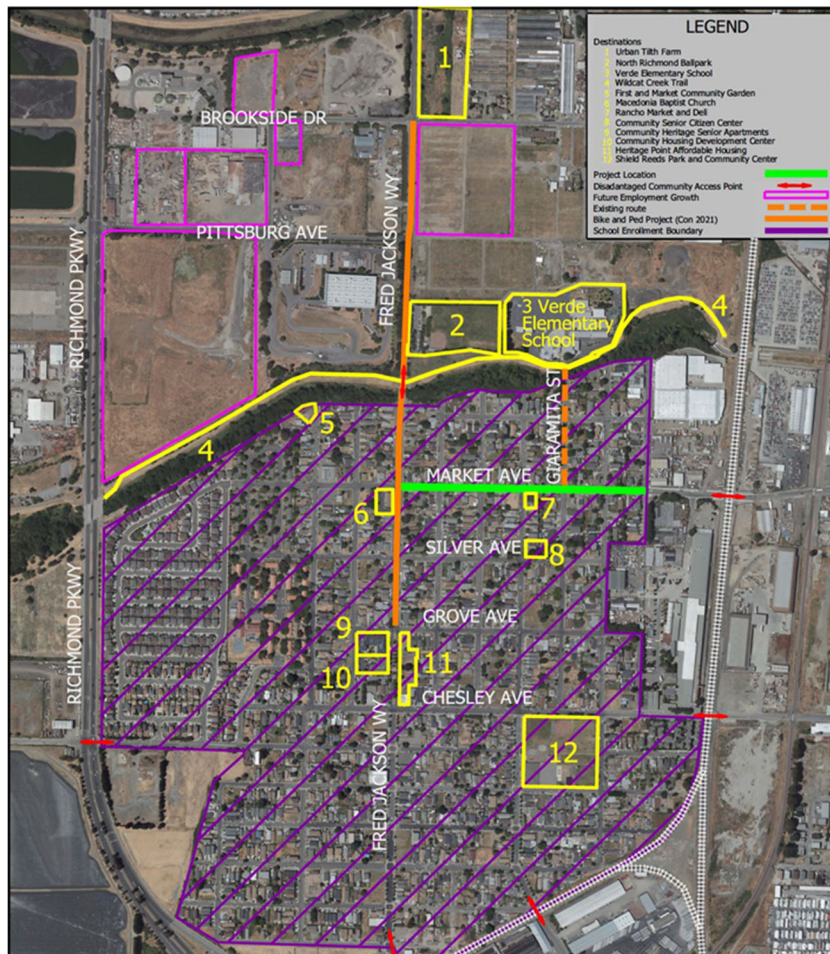


MARCH 2021

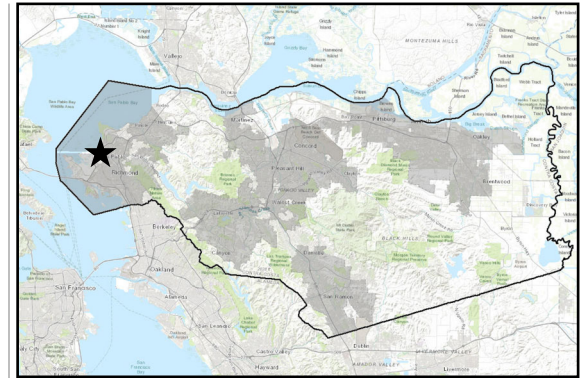
## PROJECT OVERVIEW

Market Avenue is one of two major thoroughfares in the underserved community of North Richmond. The existing pedestrian infrastructure on Market Avenue is deficient, and bicycle infrastructure doesn't exist on a street corridor where vehicle lanes are wide and sidewalks are narrow and failing. The emphasis on vehicle travel is no longer the cultural trend and this community needs an investment in infrastructure to promote active modes of travel. Market Avenue Complete Streets project will provide a pedestrian friendly corridor to connect residents to Verde Elementary School, transit, market, community services and places of worship to uplift this community and promote a more sustainable community and healthy lifestyles.

## PROJECT LOCATION





Key destinations near project (green) Page 26 of 39





## PROJECT BENEFITS

The proposed Market Avenue Complete Streets Project from Fred Jackson Way to 7<sup>th</sup> Street would provide the following benefits:

- 

Improve safety for all travelers along the roadway including motorists, bicyclists and pedestrians.
- 

Install and improve the network of sidewalks and bike facilities
- 

Improve capacity and provide congestion relief at key intersections
- 

Improved connectivity access to bus stops, schools, Post Office, and Local Business



# Market Avenue Complete Street

*Fred Jackson Way to 7th Street*

North Richmond

**CONTACT**

Contra Costa County

Jeff Valeros, Associate Civil Engineer

(925) 313-2031

jeff.valeros@pw.cccounty.us

MARCH 2021

## PROJECT FEATURES

- Sidewalk Widening
- Shared-Lane Bike Facilities
- Narrow Travel Lanes
- Signing and Striping
- Curb Ramp Reconstruction
- Increased Access to Local Destinations
- Planting Street Trees

## WHAT ARE COMPLETE STREETS?

Complete Streets are **streets for everyone**. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bike to work.

Implementing Complete Streets allows communities to direct their transportation planning efforts to **design and operate the entire right of way to enable safe access for all users**, regardless of age, ability, or mode of transportation. This means that every transportation project will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists.



### COST BREAKDOWN

Construction	\$2,880,000
Plans, Specification, and Estimate	\$240,000
Right of Way and Environmental	\$80,000
<b>Total</b>	<b>\$3,200,000</b>

(Amount needed to fully fund project: \$2,200,000)

### PROJECT SCHEDULE

Environmental Study Complete	Spring 2022
Plans, Specification, and Estimate	Winter 2022
Right of Way	Winter 2022
Construction	Summer 2023

*\*Schedule is contingent upon receiving stimulus funding*



# Local Rural Bridge Replacements

*Morgan Territory Road Bridges (MP 5.0 & 5.2)*

*Marsh Creek Road Bridges (#143 & #145)*



Attachment B  
Contra Costa County  
Public Works  
Department

MARCH 2021

## PROJECT OVERVIEW

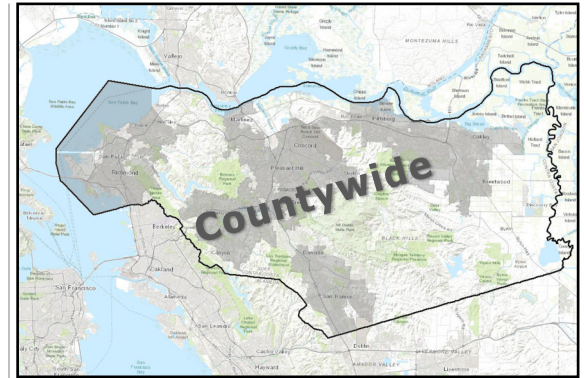
Contra Costa County is blessed with the diversity of both urban and rural settings. The management of the rural road bridge includes the financial burden of the upgrades and upkeep as most of these bridges are 70+ years old and nearing their life span. Local jurisdictions are provided assistance through the federal Highway Bridge Program (HBP) which is currently unable to fund all the bridge replacement and upkeep for those eligible bridges.

Through our annual bridge inspection reports, there are many local bridges desperately in need of replacement, retrofit, or preventative maintenance. The replacement of small 20' county bridges in a year would burden the maintenance dollars in the local road budget that could provide preventative maintenance for up to 80 miles of roadway surfaces.

This proposed Local Road Bridge Replacements project includes the replacement of two local bridges on Morgan Territory Road and augmentation funds to include road shoulders for traffic safety upgrades desired with the replacement of two bridges on Marsh Creek Road. The federal HBP program cannot fund the \$1.5 M betterment to upgrade road shoulders at this bridge although all stakeholders realize the cost benefit of this upgrade occurring with the reconstruction.

In addition to the local funding need for the bridges on Morgan Territory Road and Marsh Creek Road, the current federal Highway Bridge Program does not have funding available for many other bridges that qualify for funds under the HBP. Additional funds are needed to replace bridges on Marsh Creek Road, Byron Highway, Pleasant Hill Road, Second Street, as well as preventative maintenance work to paint/seal bridges and other preventative work amounts to an additional \$38.3M that would normally come from the federal government.

There is a race between the timeline of failure of the bridge infrastructure and the ability to fund and build these public safety projects. Although the high cost to maintain these bridges exceeds the ability of the local agency, the cost of not maintaining these bridges is even higher.



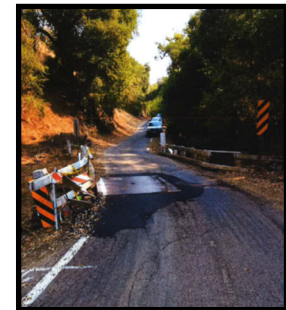
## PROJECT BENEFITS

- ⇒ Public safety
- ⇒ Cost effective in comparison to reconstruction after structural failure
- ⇒ Protect the environment from failure due to erosion events

### COST BREAKDOWN

Morgan Territory Bridge MP 5.0	\$2,000,000
Morgan Territory Bridge MP 5.2	\$2,000,000
Marsh Creek Road Bridges	\$11,000,000
<b>Total</b>	<b>\$14,000,000</b>

(Amount needed to fully fund project: \$4,000,000)



### PROJECT SCHEDULE

Planning and design of these projects have begun. If funding is provided, construction would be scheduled throughout 2022 and 2023.

### CONTACT

Contra Costa County  
Jeff Valeros, Associate Civil Engineer  
(925) 313-2031  
jeff.valeros@pw.cccounty.us





## Countywide

MARCH 2021

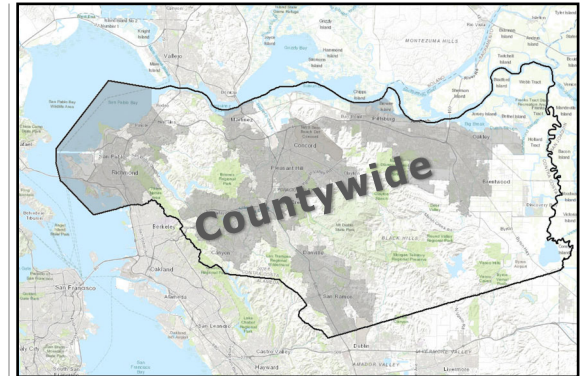
### PROJECT OVERVIEW

The Countywide Curb Ramp program will fulfill Contra Costa County’s intention to make the County’s transportation infrastructure accessible to users of all levels of mobility by installing curb ramps at intersections with sidewalks that do not currently have curb ramps installed.

Currently, the County allots \$100,000 annually to the Curb Ramp program. This is not a sufficient amount to complete the necessary work to meet Americans with Disabilities Act (ADA) requirements in a timely manner. The cost to install the needed infrastructure is currently estimated to be approximately \$9 million. A gradual transition on an annual basis is not only slow but results in higher cost per a curb ramp. This project consists of a complete upgrade of sidewalks to ADA standards in the unincorporated Contra Costa areas so that a more cost efficient magnitude of scale can be implemented and be much more cost efficient as well as get improvements installed to serve our residents.

As the County’s population ages, the need to complete the installation of curb ramps becomes even more important. In 2010, the population of Contra Costa County aged 65 or older was estimated at 131,735. By 2040, this number is expected to grow to 373,444, an increase of 184%.

### STAYING ACTIVE AT ALL AGES AND ABILITIES



### PROJECT BENEFITS

The proposed ADA Curb Ramp Transformation Project would provide the following benefits:

Assure that lack of mobility for individuals does not result in barrier to goods, services, and community.

Assure people with all types of abilities and mobility have equal opportunity to be integral parts of business and community life.

Comply with the mandates of the Americans with Disabilities Act.

Provide improvements now rather than defer the improvements, leaving residents with challenging barriers.

Deliver a more cost effective project.

#### COST BREAKDOWN

Unfunded Need	\$3,000,000
<u>Local Funds</u>	<u>\$1,000,000</u>
Total	\$4,000,000

#### CONTACT

Contra Costa County  
Jeff Valeros, Associate Civil Engineer  
(925) 313-2031  
jeff.valeros@pw.cccounty.us

# Carquinez Middle School Trail Connection

Crockett



Attachment B  
Contra Costa County  
Public Works  
Department

MARCH 2021

## PROJECT OVERVIEW

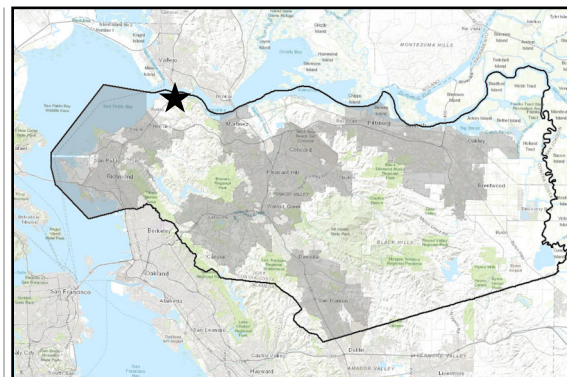
The Carquinez Middle School Trail Connection project includes construction of a multi-use trail to close a gap in the Carquinez Strait Scenic Loop Trail (CSSLT), which is a spur of the greater Bay Trail. This multi-use trail will provide bicycle and pedestrian access along the east side of the Carquinez Middle School from Crockett Boulevard to Willow High School in the Crockett community. The project also includes a high visibility crosswalk across Crockett Boulevard with rectangular rapid flashing beacons (RRFB). This project will serve the local school community to improve safety for walking and biking to school as well as serve the greater Crockett community and also serve the region as this will close a key link in the CSSLT which provides a popular bridge to bridge bike route that loops from the Benicia/Martinez Bridge to the Carquinez Bridge.

Contra Costa County is partnering with the John Swett Unified School District (JSUSD) on this project. The project will encourage pedestrian and bicycle use and will provide a safe, convenient, and accessible trail for pedestrians who travel along the west side of the busy, high-speed Crockett Boulevard.

The Carquinez Middle School Trail Connection project will remove a barrier to pedestrians and bicyclists who access local schools and trail facilities within the Crockett community.

The ADA accessible perspective of the project will be highly valuable as parents, grandparents and other family members can more easily participate in school events as the existing option of either a three story staircase or a route on the road shoulder is burdensome not only for wheelchair users but those who have only mild mobility challenges.

The multi-benefit of this project is that it provides a much needed safe and accessible connection for the school community but it also provides a critical 1300-foot segment for bicyclists and pedestrians along the planned Carquinez Strait Scenic Loop Trail (CSSLT). The trail will connect users to over 10,000 acres of open space lands. In addition, completing the CSSLT will create public health, economic, and social equity benefits for the residents and communities around the Carquinez Strait and the region.



## PROJECT LOCATION





# Carquinez Middle School Trail Connection

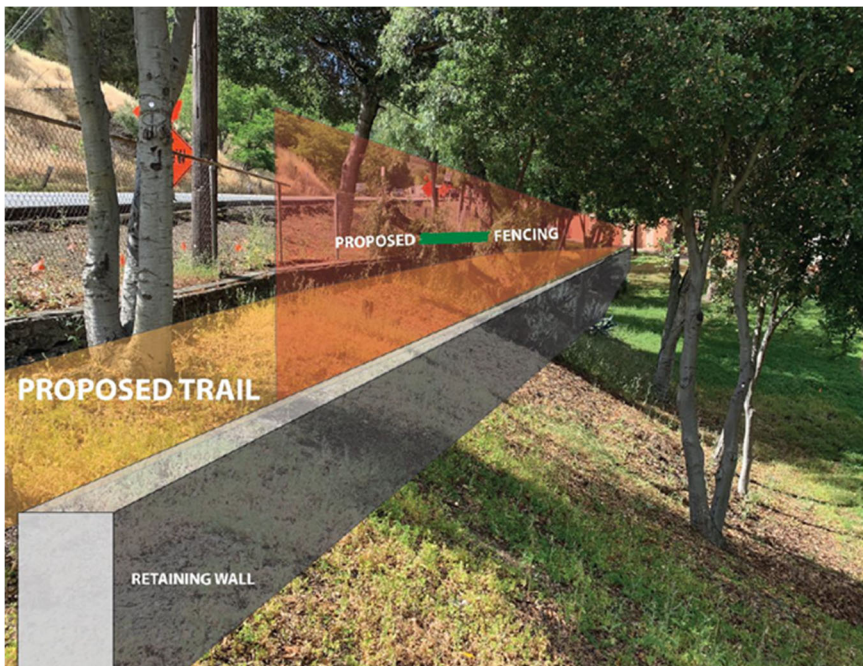
Crockett

**CONTACT**

Contra Costa County  
Craig Standafer, Civil Engineer  
(925) 313-2018  
craig.standafer@pw.cccounty.us

MARCH 2021

## EXISTING CONDITIONS AND RENDERING



COST BREAKDOWN

Construction	\$4,000,000
Plans, Specification, and Estimate	\$750,000
<u>Right of Way and Environmental</u>	<u>\$250,000</u>
<b>Total</b>	<b>\$5,000,000</b>

**(Amount needed to fully fund project: \$2,500,000)**

PROJECT SCHEDULE

Environmental Study Complete	Spring 2022
Plans, Specification, and Estimate	Fall 2023
Right of Way	Fall 2023
Construction	Summer 2024

*\*Schedule is contingent upon receiving stimulus funding*

## PROJECT PARTNER



# Vasco Road Safety Improvements Phase II

East Contra Costa County



Attachment B  
Contra Costa County  
Public Works  
Department

MARCH 2021

## PROJECT OVERVIEW

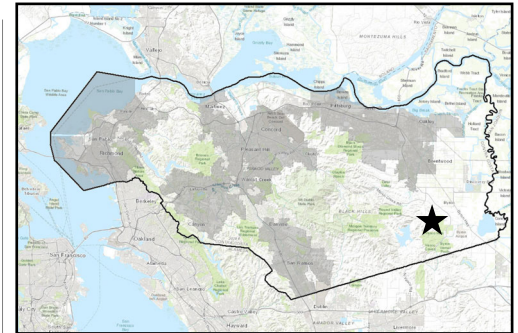
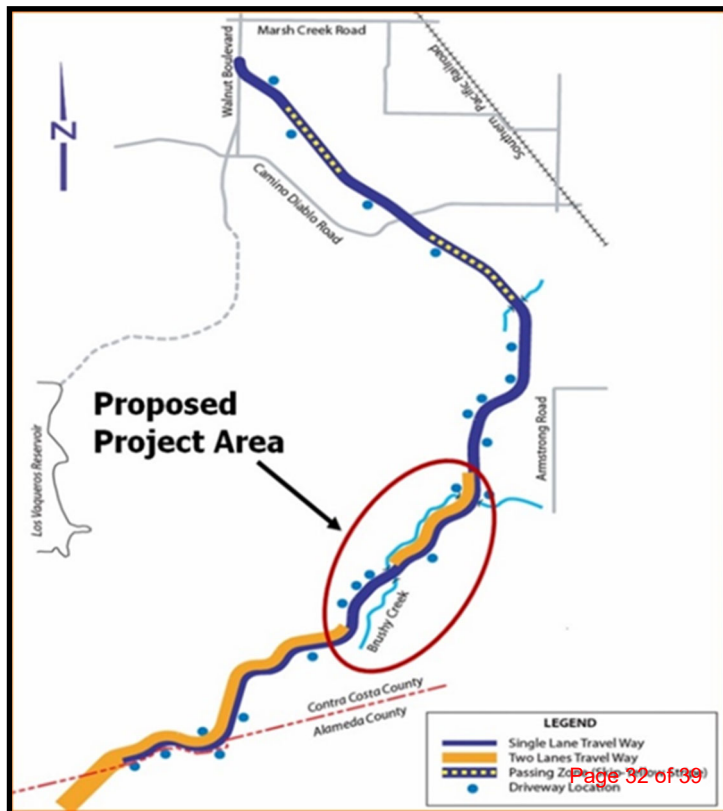
Vasco Road is a principal rural arterial that is heavily traveled by commuters, and carries 22,000 vehicles per day. Phase II is the final phase of the overall 2.5-mile Vasco Road Safety Improvements project and will complete the concrete median barrier along the roadway in the most curvy and hilly section within Contra Costa County. These long term upgrades and improvements will provide substantial safety improvements to the roadway.

During the 12 years from January 1996 through December 2007, there were 352 collisions on Vasco Road, of which eight were fatal and 136 involved injuries. The highest cluster of collisions occurred in the southern portion of the road where terrain is hilly, the road is curvy, and two lanes narrow to one lane in the southbound direction. The Vasco Road Safety Improvements project is located in this area. In the 5 years from 2010 to 2014, a total of 105 collisions occurred along Vasco Road with 74 people injured and one fatality. The County has already seen an improvement in safety on Vasco Road since Phase I was completed in 2012 and expect similar improvements with Phase II implementation.

The project will improve safety on Vasco Road by widening the roadway and constructing a concrete median barrier along a portion of this principal rural arterial. These safety improvements are expected to significantly reduce cross median head-on collisions and provide more area for vehicle recovery. The extent of these improvements is 1.5 miles, extending between 4 miles and 5.5 miles north of the Contra Costa/Alameda County line in East Contra Costa County.

The primary element keeping these life saving improvements from moving forward is the funding shortfall. Improvement plans are ready and this project is truly shovel ready.

## PROJECT LOCATION



## PROJECT BENEFITS



Installation of median barriers is one of the proven safety countermeasures identified by the Federal Highway Administration. Research found that 8% of fatalities on divided highways are a result of head-on collisions. Installation of medians have been determined to reduce cross-median crashes by 97%.



Contra Costa County is in the process of implementing a Vision Zero Policy which makes road safety improvements along with education and enforcement a priority as the County strives to achieve zero fatalities on our roadways. Every life is valuable.



# Vasco Road Safety Improvements Phase II

East Contra Costa County

**CONTACT**

Contra Costa County  
Mo Nasser, Staff Engineer  
(925) 313-2178  
mo.nasser@pw.cccounty.us

MARCH 2021

## PROJECT FEATURES

- Pavement Widening
- Concrete Median Barrier
- Single-span bridge widening
- Guardrail installation
- Mechanically Stabilized Earth Retaining Walls
- Wildlife crossings
- Animal safety mitigation features
- Drainage Improvements
- Signing and Striping



### COST BREAKDOWN

Construction	\$20,314,000
Plans, Specification, and Estimate	\$1,686,000
Right of Way and Environmental	\$1,000,000
<b>Total</b>	<b>\$23,000,000</b>

(Amount needed to fully fund project: \$4,000,000)

### PROJECT SCHEDULE

Environmental Study Complete	Summer 2021
Plans, Specification, and Estimate	Summer 2022
Right of Way	Summer 2022
Construction	Summer 2023

*\*Schedule is contingent upon receiving stimulus funding*

## WEBSITE

[https://www.contracost.ca.gov/4429/  
Vasco-Road-Safety-Improvements](https://www.contracost.ca.gov/4429/Vasco-Road-Safety-Improvements)





# Norris Canyon Road Safety Improvement

## West of Ashbourne Road

San Ramon



Attachment B  
Contra Costa County  
Public Works  
Department

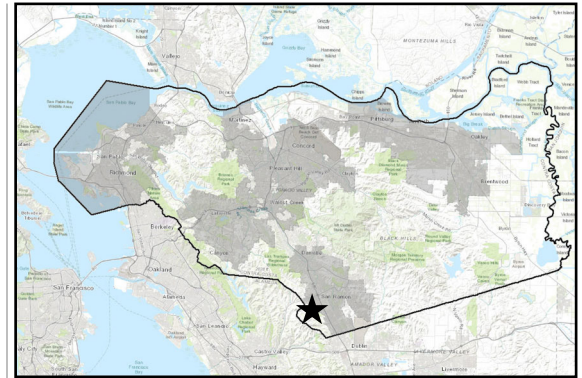
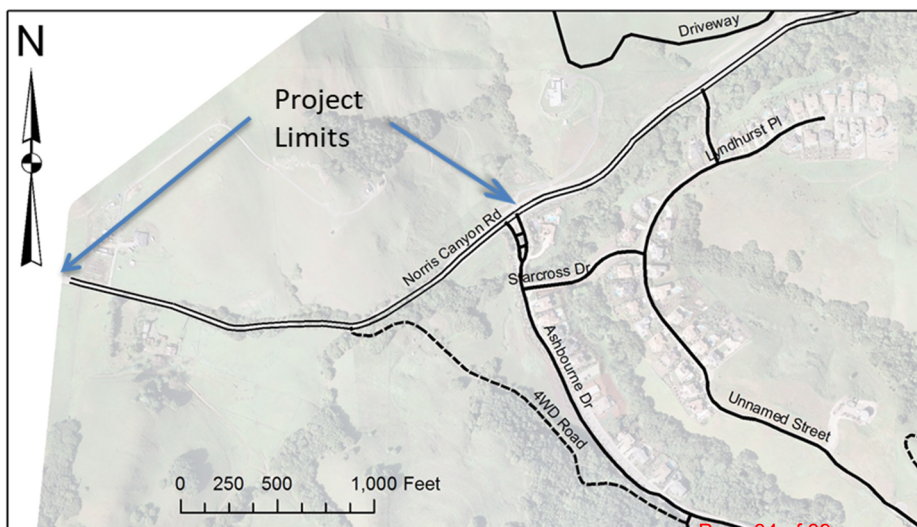
MARCH 2021

### PROJECT OVERVIEW

Norris Canyon Road is a narrow rural road that winds through the hills of Bollinger Canyon along the banks of San Catanio Creek. The existing road width is 20 feet, with 10-foot wide travel lanes and limited to non existent road shoulders. At several locations, severe incisions of San Catanio Creek has resulted in a steep creek bank immediately adjacent to the rural road. During the last decade, two run-off-the-road collisions resulted in fatalities as the adjacent creek drops approximately twenty feet or more below the roadway. The proposed widening project that includes 11-foot lanes, 5-foot shoulders, retaining walls, and a metal beam guard-rail is intended to: keep motorists from leaving the roadway to minimize injury as a result of collisions.

Roadway widening is proposed along Norris Canyon Road for 1,000 feet starting from 0.15 miles southwest from the intersection of Ashbourne Road and traveling westward. To accommodate widening from two 10-foot lanes to two 11-foot lanes with 5-foot shoulders, the project includes roadway excavation and construction of a soil-nail and shotcrete type wall on the north side of the road into a substantial upslope. Depending on the ultimate alignment, the project may also include a retaining wall near the downslope of the south side of the road above San Catanio Creek. The project also includes installation of a metal beam guard rail on the south side of the road to protect errant vehicles from driving into the Creek.

### PROJECT LOCATION



### EXISTING CONDITIONS



Narrow shoulders that drop into San Catanio Creek



Narrow travel lanes and limited shoulder width for recoveries from lane departures

# Norris Canyon Road Safety Improvement

*West of Ashbourne Road*

San Ramon

**CONTACT**

Contra Costa County

Nancy Wein, Senior Civil Engineer

(925) 313-2275

nancy.wein@pw.cccounty.us

MARCH 2021

## PROJECT STATUS

The project is presently in its planning phase as all potential environmental impacts are being evaluated.

## FUNDING SOURCES

This project is partially funded by the Contra Costa County Measure C/J Transportation sales tax (\$750,000) and local road funds (\$1,000,000). There is a remaining shortfall of \$3,650,000 to construct this shovel-worthy project.

## PROJECT PARTNER



### COST BREAKDOWN

Construction	\$4,000,000
Plans, Specification, and Estimate	\$1,000,000
<u>Right of Way and Environmental</u>	<u>\$400,000</u>
<b>Total</b>	<b>\$5,400,000</b>

**(Amount needed to fully fund project: \$3,000,000)**

### PROJECT SCHEDULE

Environmental Study Complete	Spring 2024
Plans, Specification, and Estimate	Fall 2025
Right of Way	Fall 2025
Construction	Summer 2026

*\*Schedule is contingent upon receiving stimulus funding*



# San Pablo Avenue Complete Street/ Bay Trail Gap Closure Project

Rodeo/Crockett



MARCH 2021

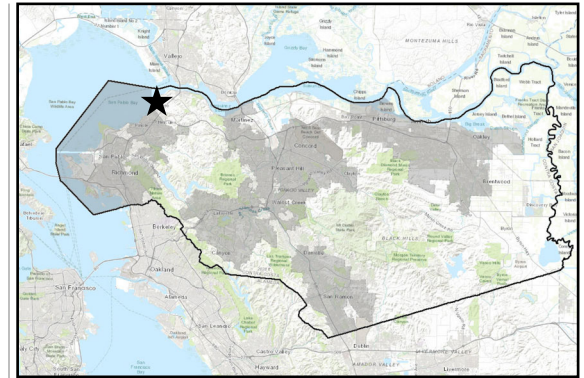
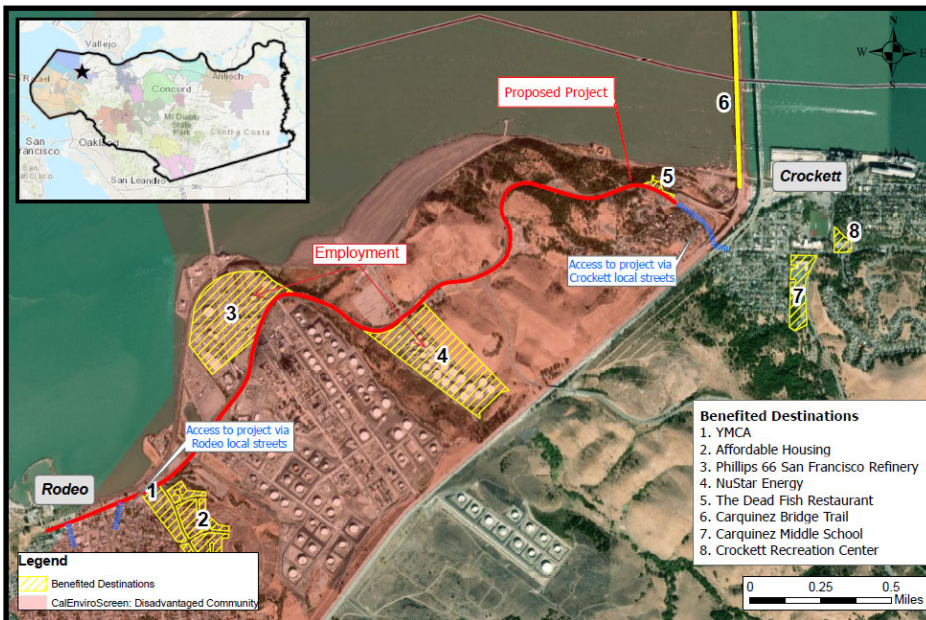
## PROJECT OVERVIEW

The San Pablo Avenue Complete Street/Bay Trail Gap Closure Project will implement a road diet on San Pablo Avenue between the unincorporated communities of Rodeo and Crockett. This road diet will narrow the existing four lanes of San Pablo Avenue to three. With the space created by removing the fourth lane, a path separated from the road will be constructed giving bicyclists and pedestrians a safe means of transportation along San Pablo Avenue.

There are currently no existing pedestrian and bicycle infrastructure on the 3.2 miles of San Pablo Avenue that connect Rodeo and Crockett. As a result, non-motorized users are forced to use the travel lane as shown in the picture to the right. The path created from this project is classified as a class I shared used path and will be 10 feet wide with a 2-foot-wide physical barrier separating the path from the road.

Not only does this path provide safer travel for pedestrians and bicyclists but this path also further adds to the San Francisco Bay Trail. Currently the Bay Trail has approximately 350 miles of trail in place out of 500 miles. This path will close a 3.2-mile gap in the Bay Trail while also completing a 29 continuous miles stretch of the Bay Trail from Oakland to Vallejo. By giving residents the ability to access the Bay Trail, they will be connected to the larger Bay Area through the numerous connections of the Bay Trail.

## PROJECT LOCATION



## PROJECT BENEFITS

	Road diets typically provide traffic calming which reduces speeds and increases safety
	Separated Class I bike and pedestrian path will give residents safe and easy means of traveling on San Pablo Avenue and the San Francisco Bay Trail
	Hercules Intermodal Station accessible through the Bay Trail

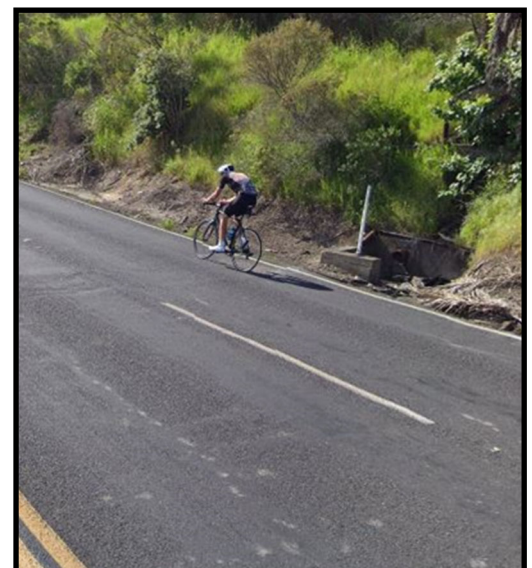


Photo (right): No shoulders or sidewalks exist on San Pablo Avenue between the Rodeo and Crockett communities. Pedestrians or bicyclists are forced to use the vehicle travel lanes such as the one in this picture.

# San Pablo Avenue Complete Street/ Bay Trail Gap Closure Project

Rodeo/Crockett

**CONTACT**

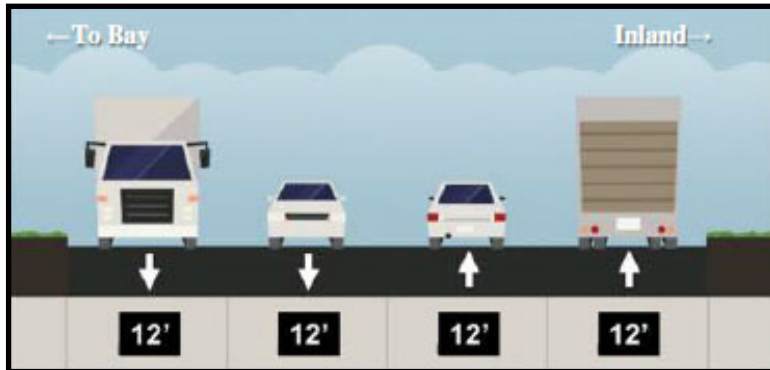
Contra Costa County  
Austin Pato, Staff Engineer  
(925) 313-2378  
austin.pato@pw.cccounty.us

MARCH 2021

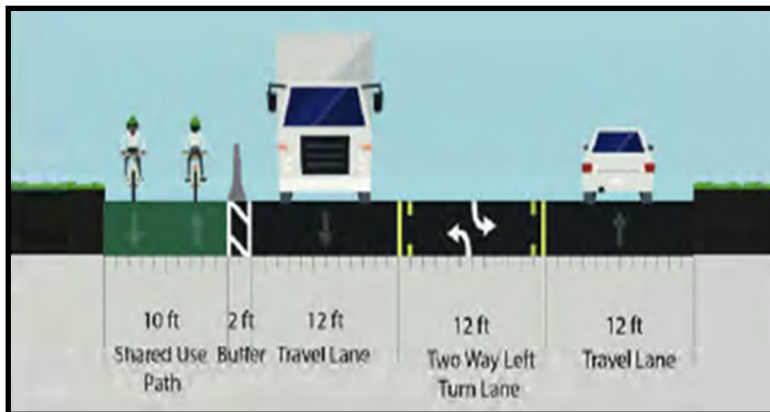
## PROJECT GOALS

The San Pablo Avenue Complete Street project will provide residents with improved access to safely walk or bike along the San Pablo Avenue corridor. The project will improve access for all users, encourage active transportation modes, improve access to key destinations such as employment, restaurants, or businesses, and as a result will reduce GHG emissions and will improve public health by fighting obesity with an active lifestyle. Residents of Rodeo can walk or bike to their destination to Crockett instead of driving and vice versa. This project aims to create a safe means for non-motorized users to travel along San Pablo Avenue and for them to be connected the greater Bay Area through the San Francisco Bay Trail.

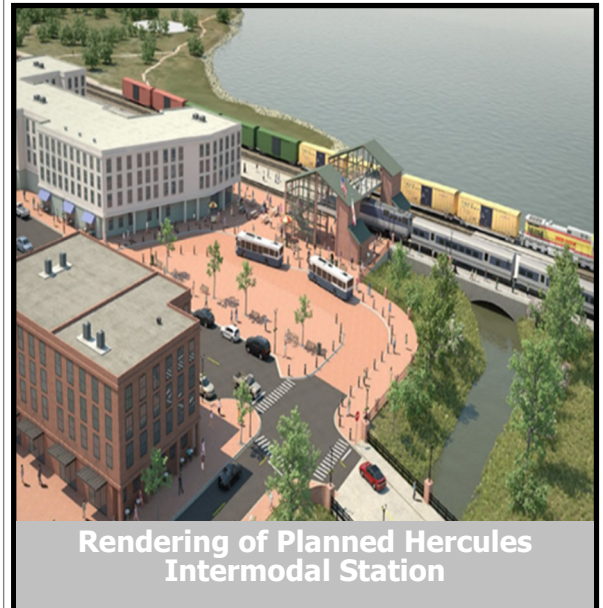
Area, traveling through 47 cities. The ultimate goal of the Bay Trail is to build a continuous shoreline bicycle and pedestrian path for all to enjoy. The future Hercules Intermodal Station is directly accessible from the Bay Trail and will provide Amtrak and Ferry services, giving residents of this community easier access to anywhere throughout the Bay Area.



**Existing Cross-Section**



**Proposed Cross-Section**



**Rendering of Planned Hercules Intermodal Station**

## CONNECTIONS VIA PROPOSED PATH

Phillips 66 Refinery and NuStar Energy, are major employment destinations for this area and are located within the Project Limits. With the construction of the path, employees will be able to walk or bike to work safely. This path will also close a 3.2-mile gap in the San Francisco Bay Trail and complete the segment from Vallejo to Oakland. The San Francisco Bay Trail circles the entire nine county Bay

COST BREAKDOWN

Construction	\$7,685,000
Plans, Specification, and Estimate	\$680,000
Right of Way and Environmental	\$1,480,000
<b>Total</b>	<b>\$9,845,000</b>

**(Amount needed to fully fund project: \$7,845,000)**

PROJECT SCHEDULE

Environmental Study Complete	Winter 2022
Plans, Specification, and Estimate	Winter 2023
Right of Way	Fall 2023
Construction	Summer 2024

*\*Schedule is contingent upon receiving stimulus funding*



# Appian Way Complete Streets

## Fran Way to San Pablo Dam Road

El Sobrante



Attachment B  
Contra Costa County  
Public Works  
Department

MARCH 2021

### PROJECT OVERVIEW

Once a two-lane rural road, Appian Way has become a major collector street for the region and accordingly widened incrementally in segments as Contra Costa County has developed, creating challenges at pedestrian crossings and overall walkability.

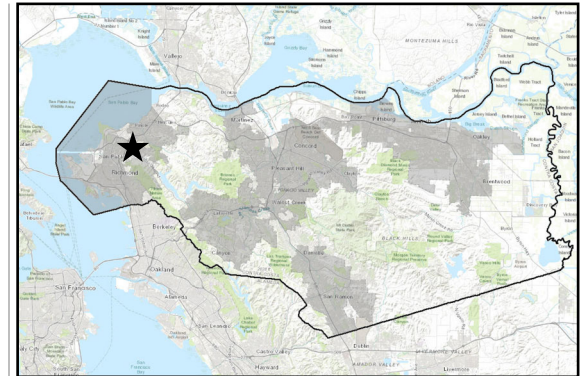
The proposed Appian Way Pedestrian Crossings Enhancements project will increase safety and accessibility at intersections for non-motorized and/or disabled users who cross the 60-foot wide street. Driver awareness of pedestrians crossing the roadway will increase with the installation of pedestrian-activated flashing beacons. This project will encourage the walkability of Appian Way corridor and active transportation, consistent with complete streets policies.

This project is the first phase of a larger community-based plan to improve and redevelop the Appian Way corridor. This corridor is a commercial zone with mixed land use, including low and high density residential, and community gathering places such as churches, schools, and the public library. Appian Way experiences about 11,000 vehicles daily and serves as one of two arterial roadways for the El Sobrante community.

This segment of Appian Way has experienced 8 serious collisions involving pedestrians and/or bicyclist including one fatality over a ten year period. This project aims to reduce the number of collisions and improve the health and safety of this community.

### PROJECT LOCATION

This first phase of pedestrian crossing enhancements will extend from Fran way to San Pablo Dam Road. Future phases of this project will include overall streetscape enhancements through the entire corridor.



### PROJECT BENEFITS

The proposed Appian Way Complete Streets Project from Fran Way to San Pablo Dam Road would provide the following benefit:



Improve safety for all travelers along the roadway including motorists, bicyclists and pedestrians.



Concrete Sidewalk terminates at tree. Inadequate pedestrian facilities with cars parking on path in Segment 2.



# Appian Way Complete Streets

*Fran Way to San Pablo Dam Road*

El Sobrante

**CONTACT**

Contra Costa County

Larry Leong, Staff Engineer

(925) 313-2026

[larry.leong@pw.cccounty.us](mailto:larry.leong@pw.cccounty.us)

MARCH 2021

## PROJECT FEATURES

Install enhancements at pedestrian crossings along Appian Way to include bulb outs to shorten the crossing distance, pedestrian actuated flashing beacons, and high visibility crosswalks. These features will also calm traffic to help reduce overall collision rates and severity within this corridor. Enhancement locations include the following intersections with Appian Way:

- Garden Road
- Santa Rita Road
- Pebble Drive
- Rincon Road
- Fran Way

*Estimated cost: \$2.5 million*

## WEBSITE

<http://www.contracosta.ca.gov/6031/Appian-Way-Complete-Streets-Project>

### COST BREAKDOWN

Construction and Right-of-Way	\$2,000,000
Plans, Specification, and Estimate and Environmental	\$500,000
<b>Total</b>	<b>\$2,500,000</b>

**(Amount needed to fully fund project: \$2,000,000)**

### PROJECT SCHEDULE

Environmental Study Complete	Spring 2022
Plans, Specification, and Estimate	Winter 2022
Right of Way	Winter 2022
Construction	Summer 2023

*\*Schedule is contingent upon receiving stimulus funding*

	Appropriation Earmark and Reauthorization of Surface Transportation Bill	In the STIP or Regional TIP?	Estimated Total Project Cost	Funding Request	Local Funds	Source of Local Funds	Letters of Support	Public Outreach process	Project Phase	NEPA Process	Status of Environmental Review	Previous Federal Funding	Congressional District	Supv. District
1	<b>Market Avenue Complete Street</b> - Market Avenue Complete Street project will provide a pedestrian friendly corridor to connect residents to Verde Elementary School, transit, market, community services and places of worship to uplift this community and promote a more sustainable community and healthy lifestyles.	No	\$3.2M	<b>\$2.2M</b>	\$1 M	North Richmond AOB	Supv.Gioia, West Contra Costa Transportation Advisory Committee, Shields Ried Residents Neighborhood Council, Verde Elementary School and AC Transit	Several engagement meetings with the North Richmond Municipal Advisory Committee.	Preliminary Design	Categorical Exclusion	Not Yet Started	No	11	1
2	<b>Morgan Territory Road Bridge MP5.0 Replacement Project</b> - Replace an aging bridge structure on Morgan Territory Road. Replacement will assure road safety as well as keep evacuation routes operational during fire or winter storm disaster.	No	\$2.0 M	<b>\$1.5 M</b>	\$0.5M	Local Road Fund	Supv. District 3, Diane Burgis			Categorical Exclusion	Not Yet Started	No	11	3
3	<b>Morgan Territory Road Bridge MP 5.2 Replacement Project</b> - Replace an aging bridge structure on Morgan Territory Road. Replacement will assure road safety as well as keep evacuation routes operational during fire or winter storm disaster.	No	\$ 2.0 M	<b>\$1.5 M</b>	\$0.5M	Local Road Fund	Supv. District 3, Diane Burgis			Categorical Exclusion	Not Yet Started	No	11	3
4	<b>Replacement of Marsh Creek Road Bridges #143 &amp; 145</b> - Replace aging bridge structures on Marsh Creek Road will assure road safety as well as keep evacuation routes operational during fire or winter storm disaster.	yes	\$11.0 M	<b>\$1.0 M</b>	\$0.5 M	Local Road Fund	Supv. District 3, Diane Burgis, Bike East Bay		Shovel Ready	Categorical Exclusion	Completed	Yes - HBP	11	3
5	<b>Contra Costa County Mobility for All</b> - Currently approximately 60% of county roadways do not provide ADA access with standard curb ramps.This project would install hundreds of ADA accessible curb ramps in disadvantaged communities including North Richmond, Rollingwood, Tara Hills, and Bay Point in District 11 and Rodeo in District 5.	No	\$4M	<b>\$3M (\$2M Dist 11 + \$1M Dist 5)</b>	\$1M	\$1M Local Road fund	Supv. District 1 John Gioia, District 5, Federal Glover; Contra Costa Countywide Bike and Pedestrian Advisory Committee		Shovel Ready	Categorical Exclusion	Not Yet Started	No	11	1 and 5
6	<b>Carquinez Middle School Trail Connection</b> - Project will close a gap in the Carquinez Strait Scenic Loop Trail, improve access to the Bay Trail, and most importantly provide a safe route to students walking or biking to Carquinez Middle School and Willow High School.	No	\$5M	<b>\$ 2.5M</b>	\$2.5M	Local Road Fund & John Swett USD partnership	Congressman Thompson, National Park Service, San Francisco Bay Trail, EBRPD, Bike East Bay, Bay Area Ridge Trail, Supv. Federal Glover, John Swett School District, West Contra Costa Transportation Advisory Committee	Survey of trail users in 2020	Design	Categorical Exclusion	Not Yet Started	No	5	1

	Appropriation Earmark and Reauthorization of Surface Transportation Bill	In the STIP or Regional TIP?	Estimated Total Project Cost	Funding Request	Local Funds	Source of Local Funds	Letters of Support	Public Outreach process	Project Phase	NEPA Process	Status of Environmental Review	Previous Federal Funding	Congressional District	Supv. District
7	<b>Vasco Road Safety Improvements Phase II</b> - Install median barrier as a continuation of the Vasco Road Phase I safety project to address historic collisions resulting in fatalities and serious injury.	yes	\$23M	\$4M	\$2M Local Funds \$17M RM3	\$2 M Local Funds \$17M RM3	Supv. District 3, Diane Burgis; Contra Costa County Transportation Authority		Shovel Ready	Categorical Exclusion	Not Yet Started	Vasco Phase I received federal funding	11	3
8	<b>Norris Canyon Road Safety Improvement Project</b> - Norris Canyon Road is a rural two lane winding roadway that has experienced a history of collisions with serious injury. The project includes installation of guard rails at the top of creek bank and widening of road shoulders at key locations.	No	\$5.4M	\$3 M	\$2.4M	\$1M Measure J & \$1.4M TVTC Impact Fees	Supv. District 2, Candace Andersen		Design	Environmental Assessment	Not Yet Started	No	15	2
9	<b>San Pablo Avenue Complete Street/Bay Trail Gap Closure</b> - Implement a road diet on San Pablo Avenue between the towns of Crockett and Rodeo in West Contra Costa County. The fourth vehicle lane will be converted to a class 1 multi use trail and will serve as a segment of the Bay Trail and connect to the Hercules Intermodal Transportation Center.	No	\$9.8M	\$7.8M	\$2M	Local Road Fund	East Bay Regional Park District, West Contra Costa Transportation Advisory Committee, Supv. Glover, West Cat Transit, Bike East Bay	Several engagement meetings with community and industrial stakeholders	Planning	Categorical Exclusion	Not Yet Started	No	5	5
10	<b>Appian Way Pedestrian Crossing Enhancements</b> - Upgrade the Appian Way pedestrian crossings to assure comfortable and safe access for pedestrians and transit users This upgrade will also calm traffic to create a more walkable and vibrant town core.	No	\$ 2.5 M	\$2M	\$0.5M	El Sobrante AOB	Supv. John Gioia, El Sobrante Municipal Advisory Committee, Bike East Bay	4 community workshops from 2016-2019	Planning	Categorical Exclusion	Not Yet Started	No	11	1

Projects most appropriate for reauthorization funding  
 Projects appropriate for both appropriations and reauthorization funds



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Vaccine Memorandum of Agreement with the State of California

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a memorandum of understanding and a related addendum with the State of California establishing the State's conditions for allocating and providing COVID-19 vaccines to the County to administer to eligible individuals.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

This is a non-fiscal memorandum of understanding and a related addendum between the County, through Contra Costa Health Services, and the State, through the State's Government Operations Agency. The purpose of the MOU and addendum is to establish the State's expectations and conditions for the County's continued eligibility to receive allocations of COVID-19 vaccine.

Under the MOU, the State will continue to supply the County with the COVID-19 vaccine to administer to its patients in connection with its ongoing vaccination efforts. The State will make efforts to assure that County is allocated sufficient doses of the vaccine for administration to eligible individuals by the County as a health care provider. The State does not guarantee any

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Anna Roth,  
925-957-2670

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker, M Wilhelm

## BACKGROUND: (CONT'D)

minimum or maximum amount of vaccine that may be allocated to the County. Blue Shield is the State's third-party administrator of the statewide vaccinating provider network, and the MOU requires the State to ensure that Blue Shield understands that the County is dependent on a sufficient supply of the vaccine from the State for its ongoing vaccine administration. In turn, the MOU requires the County to recognize that the State is dependent on the federal government for allocation of vaccine and that changing circumstances in the pandemic may require reallocation of vaccine to providers and to communities that are suffering from significant outbreaks of COVID-19 or where the local health care system is stressed. The MOU allows the State to change the amount or type of vaccines that may be allocated to the County at any time.

The addendum requires the State to endeavor to ensure that the County receives proportional doses given its focus on serving the segments of the populations most impacted by COVID-19. The State's allocations to the County are required to reflect both the County's population and the County's existing role in serving the highest risk communities and coordinating its vaccination efforts. The addendum also requires the State to include all County-supported vaccination sites when considering the State's allocation to the County. The addendum allows the County to distribute portions of vaccines allocated to the County to County-supported sites. Further, the addendum requires Blue Shield and the County to jointly and directly propose to the State allocation distributions for all vaccine providers participating in the statewide network of vaccination providers within the County.

The MOU requires the County to use MyTurn or another technology platform as directed by the State to submit data to the State. The addendum allows County-operated clinics to delay transitioning to MyTurn until the County and the State agree that the use of MyTurn will not interfere with the vaccine distribution efforts of County clinics. The MOU also requires the County to establish and maintain an electronic interface to either the State Immunization Registry or an appropriate County Immunization Registry, and to MyTurn. The MOU also requires the County to follow criteria established by the State Department of Public Health in determining individuals' eligibility for vaccination appointments and prioritization of appointments.

The MOU is effective until completion of COVID-19 vaccination services, unless the County or the State withdraws from the MOU earlier by providing 60 days advance notice.

## CONSEQUENCE OF NEGATIVE ACTION:

The MOU and addendum would not be signed.

## ATTACHMENTS

State Vaccine MOU

MOU Addendum

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
California Government Operations Agency  
and  
the County of Contra Costa**

The California Government Operations Agency (Agency) and the County of Contra Costa hereinafter referred to singularly as “the Party” and collectively as “the Participants,” in an effort to provide for the vaccination of Californians in order to mitigate the continued spread of COVID-19, have reached the following understanding, and agree as follows:

**SECTION 1  
Objective**

The purpose of this Memorandum of Understanding (“MOU”) is to establish Agency’s expectations and conditions for County’s continued eligibility for allocation of COVID-19 vaccine. Agency recognizes the unique role played by County in providing vaccine access to California’s underserved communities.

**SECTION 2  
Statement of Understanding**

- A. Agency, together with the Department of Public Health (Department), (a) has supplied, and will continue to supply County, subject to the limitation in subparagraph B of this Section 2, with the COVID-19 vaccine for administration to its patients in connection with its ongoing vaccination efforts, and (b) will exercise reasonable efforts to assure that County is allocated sufficient doses of the vaccine for administration to eligible individuals by the County as a health care provider. Agency acknowledges and shall ensure that Blue Shield of California as the third-party administrator (TPA) for the statewide vaccinating provider network understands that County is dependent on sufficient supply of the vaccine from the State for its ongoing vaccine administration. County recognizes that Agency is dependent on the federal government for allocation of vaccine and that changing circumstances in the pandemic may require reallocation of vaccine to providers and to communities that are suffering from significant outbreaks of COVID-19 or where the local health care system is stressed; and
- B. Agency makes no guarantee or commitment for any minimum or maximum amount of COVID-19 vaccine that may be allocated to County; and
- C. County shall not reallocate or redistribute to other health care providers any vaccine it receives through its allocations. County shall use all vaccine it receives through its allocations to administer to individuals it serves as a health care provider; and

- D. Agency reserves the right at any time to provide County notice of changes in the amount or type of vaccines that may be allocated to the County and/or any of County's vaccination site(s) for administration to vaccine recipients to facilitate administration of the COVID-19 vaccine. Agency will provide County as much advance notice of such changes as is reasonably feasible in order to assist County in its vaccination planning. County acknowledges that vaccine allocation decisions will be made using the State allocation algorithm, as may be modified from time to time; and
- E. County shall use MyTurn (MyTurn.ca.gov), or other technology platform as directed by Agency to submit all required data reasonably necessary for Agency to manage the statewide vaccine network that is related to County's administration of the COVID-19 vaccine. County shall prepare and maintain complete and accurate vaccine-related medical and other records and reports relating to the administration of the COVID-19 vaccine (collectively, "Records"), in a form maintained in accordance with the generally accepted standards applicable to such Records, and in compliance with applicable State and federal confidentiality and privacy laws. Agency, and any authorized governmental officials entitled to such access by law, may at any time during the term of this MOU and for a period of at least three (3) years after the termination of this MOU or such longer period as may be required by applicable State or federal law, request access to such Records for inspection, including as part of a virtual or in-person site compliance request. County shall participate in and cooperate with any audit, oversight and monitoring processes conducted by Agency, including, without limitation, that County agrees to allow the auditor(s) access to Records during normal business hours to examine Records and upon reasonable notice, reproduce Records at no charge by County and to allow interviews of any employees who might reasonably have information related to such Records; and
- F. County shall not under any circumstances bill, charge, collect a deposit from, impose a surcharge on, directly or indirectly seek compensation, remuneration or reimbursement from, or have any recourse against any vaccine recipient for the cost of vaccine administration or related services, provided, however, that County can bill government health programs such as Medi-Cal, Medicare, and HRSA, and private insurance carriers for vaccine administration or other related costs; and
- G. County shall have the ability to establish and will maintain an electronic interface to either the State Immunization Registry or appropriate County Immunization Registry and MyTurn.ca.gov (or other appropriate electronic health record interface as directed by Agency). To the extent applicable and for purposes of clarity, the Participants acknowledge and agree that a County with an industry-standard and certified Electronic Medical Record system (e.g., EPIC, Cerner, or any vaccine information system that meets the requirements for integrating with MyTurn), may leverage a standard interface

defined by Agency to connect from MyTurn to Scheduling and Vaccine Clinic Management with an electronic interface to the State Immunization Registry; and

- H. County shall follow criteria established by the Department in determining individuals' eligibility for vaccination appointments and prioritization of appointments, including targeting appointments to members of underserved communities that have suffered a disproportionate burden of the COVID-19 pandemic; and
- I. County acknowledges that, by signing this MOU, it is joining the statewide network of providers administering the COVID-19 vaccine that is supported by the TPA, acting as Agency's agent and at Agency's direction. County acknowledges Agency's expectation that all providers in the statewide vaccinator network will reasonably cooperate with the TPA in facilitating efficient administration of the COVID-19 vaccine.

### **SECTION 3 Services and Activities**

County shall provide the following services (the "Services"):

- A. Within no more than twenty-four (24) hours of administering a dose of COVID-19 vaccine and adjuvant (if applicable), County shall record in the vaccine recipient's record, and shall report complete and accurate vaccine administration data required in the MyTurn reporting tool and other technology platforms required by Agency and CDC (such as, for example, VaccineFinder, and CAIR2) or other appropriate electronic health record interface as permitted under subparagraph E of Section 2. Agency acknowledges that there may be circumstances that cause delay in the submission of data, in which case County will alert Agency and complete data recordation and submission as soon as practicable; and
- B. County shall make available at its vaccination site or sites written materials that Agency prepares, prints, and delivers to County; and
- C. County shall provide additional support as may be reasonably requested by Agency to assist Agency in the successful COVID-19 vaccine administration.

### **SECTION 4 Points of Contact; Notice**

Any communications and notices shall be sent to:



For Agency:

Justyn Howard  
Deputy Secretary, Fiscal Policy and Administration  
Justyn.howard@govops.ca.gov  
916-651-9004

For County: Randy Sawyer  
Deputy Director, Contra Costa Health Services  
[Randy.sawyer@cchealth.org](mailto:Randy.sawyer@cchealth.org)  
925-957-2668

Either Participant may change its designated contacts by written notice to the designated contact of the other Participant.

## **SECTION 5 Choice of Law**

This MOU shall be governed by California law.

## **SECTION 6 Interpretation and Application**

Any difference that may arise in relation to the interpretation or application of this MOU will be resolved through consultations between the Participants, who will endeavor in good faith to resolve such differences.

## **SECTION 7 Other Provisions**

- A. Term. This MOU shall continue in effect until completion of COVID-19 vaccination services, unless either Participant withdraws from this MOU under subparagraph C of this Section 7.
- B. Modifications. This MOU may be modified at any time by mutual consent of the Participants. Any modification shall be by written addendum, signed by authorized representatives of each Participant and shall be effective upon the date it is executed by all Participants.
- C. Withdrawal/Termination. Any Participant may, at any time, withdraw from this MOU by providing written notice. A Participant who intends to withdraw from this MOU shall endeavor to provide notice of such withdrawal to other Participants at least 60 days in advance.

D. Counterparts. This MOU may be executed in counterparts, which taken together will constitute one document.

E. Electronic Signatures. Electronically delivered signatures of the Participants shall be deemed to constitute original signatures.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURES NEXT PAGE]

**SIGNATURES**

The Participants hereto have entered into this MOU as of the day and year set forth below to be effective as of the Effective Date, which is the date it is executed by all Participants.

**AGENCY:**

**COUNTY:**

California Government Operations  
Agency

County of Contra Costa

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Justyn Howard

Printed Name: Anna M. Roth

Title: Deputy Secretary, Fiscal Policy  
and Administration

Title: Director, Contra Costa Health Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING  
BETWEEN  
California Government Operations Agency  
and  
County of Contra Costa**

The California Government Operations Agency (Agency) and the County of Contra Costa (County) hereinafter referred to singularly as “the Party” and collectively as “the Participants,” in recognition of the Participants’ execution of the Memorandum of Understanding (MOU) governing vaccine allocation and administration:

**SECTION 1  
Objective**

The purpose of this Addendum is to further delineate roles and responsibilities under the MOU and to recognize the County’s critical role as a coordinator of the vaccination effort, and not solely as a health care provider, within the County.

**SECTION 2  
Statement of Understanding**

- A. County, as a local public health jurisdiction, and Blue Shield of California, acting as Agency’s agent as the third-party administrator (TPA) supporting the statewide network of vaccination providers, are required to collaborate and coordinate County vaccination plans and programs, and to jointly and directly propose to the Agency allocation distributions for all vaccine providers participating in the statewide network within County. Agency shall ensure that allocation recommendations to Agency are jointly submitted by TPA and County. Agency’s allocation decisions shall be concurrently communicated to both County and TPA.
  
- B. Agency shall endeavor to ensure that County receives proportional doses given its focus on serving the segments of the populations most impacted by COVID-19, and State’s allocations to County shall reflect both the County’s population and its existing specific role in serving the highest-risk communities and coordinating the County vaccination efforts. Agency shall include all County-supported vaccination sites, including mobile clinics, when considering the allocation to County. County, using its discretion and subject to the approval of Agency and TPA, may distribute portions of vaccines allocated to the County to County-supported sites. Accordingly, Paragraph C of Section 2 of the MOU is modified as it pertains to County consistent with this subparagraph B.

- C. Agency shall instruct TPA to include in the statewide network, during the transition period to TPA management of the network of vaccination providers within County, all private, approved vaccine providers currently receiving allocations from the County that are meeting the County’s participation requirements, which include timely data reporting and vaccinating with a focus on equity. Providers shall make a good-faith effort to align with requirements for participation in the statewide network as quickly as possible. Additionally, Agency shall instruct TPA to permit such vaccine providers to transition their sites to MyTurn at an appropriate time, consistent with adding requested functionality to MyTurn, providing requested support for on-boarding, and addressing identified concerns.
- D. County-operated clinics shall be able to maintain “closed pod” vaccination structures to allow them to focus on their eligible populations and shall report daily vaccine inventories, transfers, redistributions, and reporting to CAIR2 or the appropriate County Immunization Registry, thereby facilitating visibility and oversight for the Agency of the entire Statewide Vaccine Network. Such clinics shall have the option of delaying transition to MyTurn until such a time as Agency and County agree that adoption of the MyTurn platform will not hamper these clinics’ vaccine distribution efforts.

**SIGNATURES**

The Participants hereto have entered into this Addendum as of the day and year set forth below to be effective as of the Effective Date, which is the date it is executed by all Participants.

**AGENCY:**

**COUNTY:**

California Government Operations  
Agency

County of Contra Costa

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Justyn Howard

Printed Name: Anna Roth

Title: Deputy Secretary, Fiscal Policy  
and Administration

Title: Director, Contra Costa Health Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 30, 2021

Subject: Update on COVID -19

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**RECOMMENDATION(S):**

CONSIDER update on COVID 19; and PROVIDE direction to staff.

1. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer

**FISCAL IMPACT:**

Administrative Reports with no specific fiscal impact.

**BACKGROUND:**

The Health Services Department has established a website dedicated to COVID-19, including daily updates. The site is located at: <https://www.coronavirus.cchealth.org/>

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Monica Nino

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Approve an amendment to the Real Property Services Agreement with City of Vallejo for the Sacramento Bridge Replacement Project.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chair, Board of Supervisors, to execute an amendment to the Real Property Services Agreement with the City of Vallejo (City) effective January 1, 2021, to increase the amount payable to Contra Costa County by \$40,000, to a new payment limit of \$150,000, and to extend the termination date from December 31, 2020 to June 1, 2022, for additional services in connection with the Sacramento Bridge Replacement Project in the Vallejo area.

**FISCAL IMPACT:**

100% City of Vallejo Funds.

**BACKGROUND:**

The City requires a variety of right of way services related to the Sacramento Bridge Replacement Project but does not have right of way staff and has contracted with the County for these services. On July 24, 2018, the Board approved the original agreement between the County and City and Amendment No. 1 on July 23, 2019 and Amendment No. 2 on February 4, 2020. The parties now wish to extend the term and increase the payment limit to cover costs for additional right of way services required in order to extend the already acquired rights and updating the certification of the project with Caltrans.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Angela Bell, 925.  
957-2451

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The City will not be able to contract for the County's right of way services.

ATTACHMENTS

Amended Service Agreement



**REAL PROPERTY SERVICES AGREEMENT**  
**SACRAMENTO STREET BRIDGE REPLACEMENT PROJECT**  
**AMENDMENT NO. 3**

Contract 178

1. **Effective Date and Parties.** Effective on January 1, 2021, the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (hereinafter referred to as "County"), and CITY OF VALLEJO, a municipal corporation (hereinafter referred to as "CITY"), hereby amend the Real Property Services Agreement entered into by the parties (effective July 24, 2018 and amended July 23, 2019), as follows:
2. **Payment Limit Increase:** The payment limit of the above-described Agreement is hereby increased by \$40,000 from \$110,000 to a new total payment limit of \$150,000.
3. **Extension of Term:** The termination date of above-described Agreement is hereby extended from December 31, 2020 to the new termination date of June 1, 2022 or upon termination by either party upon 30 days written notice.

**COUNTY OF CONTRA COSTA**

**CITY OF VALLEJO**

Recommended to the County  
Board of Supervisors for Approval:

By \_\_\_\_\_  
Diane Burgis  
Chair, Board of Supervisors

By \_\_\_\_\_  
Terrance Davis  
Public Works Director

By \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By \_\_\_\_\_  
Melissa Tigbao  
City Engineer

By \_\_\_\_\_  
Brian M. Balbas  
Public Works Director

Approved as to Form:  
Sharon L. Anderson, County Counsel

Approved as to Form:  
City Attorney

By \_\_\_\_\_  
Deputy County Counsel

By \_\_\_\_\_  
Veronica A.F. Nebb

**CITY OF VALLEJO  
SACRAMENTO St. BRIDGE REPLACEMENT PROJECT**

**(Amendment No. 3)**

1. The Payment Limit as set forth in Section 4 of the Agreement is increased by \$40,000 from \$110,000 to a new Payment Limit of \$150,000. This increase is based on the following estimated budget.

**Right of Way Services Cost Estimate**

ADMINISTRATION/FILE CLOSEOUT	\$ 24,000
NEGOTIATIONS	\$ 12,000
RIGHT OF WAY CERTIFICATION	\$ 2,000
VALUATION	\$ 2,000
<hr/>	
<b>TOTAL</b>	<b>\$40,000</b>

**APPENDIX "B"**  
**Pay Rate Schedule**

City shall reimburse the COUNTY for labor costs as detailed below:

1. COUNTY direct labor rates shall include the base salary wages paid to personnel plus fringe benefits. Total labor rate shall include direct labor rate multiplied by County's overhead rate. The total labor rate shall not exceed the range of labor rates by classification, included as Attachment 1.
2. COUNTY's overhead rate shall be a summation of division and department overhead rates. Appropriate overhead rates for COUNTY shall be developed based on procedure previously approved as described below:

*In general, the division overhead rates are determined by identifying each division's total expenditures after adjustments less any non-labor generated revenue. The division expenditures are then divided by the productive hours for the division establishing the overhead rate needed to cover the remaining net cost of division expenditures. The department overhead rates are determined similar to the division rate by dividing the total department expenditures by the total billable hours. Each year overhead rates will be evaluated and adjusted to reflect the actual costs from the previous fiscal year.*

3. COUNTY may adjust both labor rates and overhead rates periodically due to contracted salary increases and overhead rate changes. COUNTY shall submit any changes to rates to the City prior to invoicing.

**ATTACHMENT 1  
AMENDMENT NO. 3**

**Project:** Sacramento Street Bridge Replacement.

**A. Budget.**

The Payment Limit, as set forth in Section 4 of the Agreement is increased by \$40,000 from \$110,000, to a new Payment Limit of \$150,000. This increase is based on the following estimated budget:

ADMINISTRATION/FILE CLOSE OUT	\$ 24,000
NEGOTIATIONS (PARCEL 13)	\$ 12,000
RIGHT OF WAY CERTIFICATION	\$ 2,000
VALUATION/APPRaisal	<u>\$ 2,000</u>
	\$ 40,000

<b>TOTAL BUDGET FOR THE PROJECT:</b>	<b>\$60,000 (Original budget)</b>
	<b>\$15,000 (Amendment No. 1)</b>
	<b>\$35,000 (Amendment No. 2)</b>
	<b><u>\$40,000 (Amendment No. 3)</u></b>
	<b>\$150,000</b>

**B. Charge-Out Rates.** County will charge City for Services under this Agreement at the following hourly rates:

<b>REAL PROPERTY AGENT</b>	<b>HOURLY CHARGE OUT RATE</b>
	Hourly Rate
Principal Real Property Agent	\$182/hr to \$257/hr
Supervising Real Property Agent	\$151/hr to \$213/hr
Senior Real Property Agent	\$135/hr to \$194/hr
Associate Real Property Agent	\$122/hr to \$179/hr
Assistant Real Property Agent	\$104/hr to \$146/hr
Senior Real Property Technical Assistant	\$97/hr to \$137/hr
Real Property Technical Assistant	\$82/hr to \$119/hr



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Consulting Services Agreement with PreScience Corporation, Concord area.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract (Consulting Services Agreement) with PreScience Corporation (PreScience), in an amount not to exceed \$1,581,016.64, for construction management services for the Marsh Drive Bridge Replacement Project (Project), for the period March 30, 2021 to June 30, 2023, in the Concord area. County Project No.: 0662-6R4119, Federal Project No.: BRLS 5928(128) (District IV and V)

**FISCAL IMPACT:**

This project, including this Consulting Services Agreement, will be funded by 88.53% Federal Highway Bridge Program Funds and 11.47% Local Road Funds.

**BACKGROUND:**

The Project consists of removing the existing bridge on Marsh Drive over Walnut Creek (State Bridge No. 28C-0442), which is seismically, structurally, and hydraulically deficient, and construct a new concrete bridge in stages to current standard, reconstructing the roadway approaches from both ends of the bridge, constructing a new separated walking path on the south side of the bridge that will connect to the existing Iron Horse Trail, and incorporating drainage improvements, utility work, erosion control work, and roadway signing and striping.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Kevin Emigh,  
925.313.2233

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

PreScience was selected to provide construction management services for the Project after completing a request for proposal solicitation and technical proposal process. Construction management services for the Project includes full-time inspection, quality assurance materials testing, quality assurance surveying, extensive coordination with project stakeholders including Caltrans, Contra Costa Water District, City of Concord, and the East Bay Regional Park District, and in-field decision making to ensure the Project is built per plans and specifications and meets County, City, and Caltrans Standards. Construction management services also include recording daily activity and equipment on-site and maintaining required project documentation. Public Works has successfully negotiated with PreScience to provide the construction management services.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board of Supervisors' approval, this Consulting Services Agreement will not be in effect. A delay in construction of the Project will occur, ultimately delaying the completion of the Project. Project delay may also result in substantial additional project costs and jeopardize the funding.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: ADOPT Resolution ordering the preparation and filing of an Engineer’s Report for Countywide Landscaping District 1979-3 for Fiscal Year 2021-22.

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/88 ordering the preparation and filing of an Engineer’s Report regarding improvements to be funded by proposed assessments to be levied in Countywide Landscaping District 1979-3 in Fiscal Year 2021-2022, as recommended by the Public Works Director, Countywide.

**FISCAL IMPACT:**

100% Countywide Landscaping District 1979-3 (LL-2) funds.

**BACKGROUND:**

The existing Countywide Landscaping District contains thirty (30) benefit zones comprised of frontage and road median landscaping, pedestrian bridges, parks and recreational facilities installed by developers as a condition of their development. The annual assessments associated with the Countywide Landscaping District 1979-3 (LL-2) fund the operation, maintenance, and capital replacement of the facilities within the various benefit zones.

The Landscaping and Lighting Act of 1972 requires that an annual Engineer’s Report be prepared each fiscal year to identify any changes in the improvements and to set the ensuing fiscal year’s assessment rates.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Carl Roner (925)  
313-2213

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Laura Strobel, County Administrator, CAO, Robert Campbell, Auditor Controller, Gus Kramer, County Assessor, Diana Oyler - Finance, Rochelle Johnson - Special Districts, Scott Anderson - Special Districts, Brian Brown, Francisco & Associates, Inc.



## BACKGROUND: (CONT'D)

The Fiscal Year 2021-22 assessments will be calculated by considering all anticipated expenditures for the operation, maintenance, utilities, administration, and capital replacement costs of such facilities. If excess revenue from a benefit zone is available from the previous fiscal year, it will be credited against the proposed expenses for that benefit zone. The assessment rates may or may not change from fiscal year to fiscal year, dependent upon projected costs to maintain the facilities within each benefit zone. However, the assessment rates cannot exceed the maximum amount set when the benefit zone was originally formed, plus an annual cost of living adjustment, if a Consumer Price Index (CPI) adjustment was established when the benefit zone was originally formed.

In accordance with the Landscape and Lighting Act of 1972, the assessment amounts proposed to be levied for the Fiscal Year 2021-22 tax year, will be shown in the Preliminary and Final Engineer's Reports, which will be filed with the Board of Supervisors in May and June 2021, respectively. The June 2021 Board meeting will be a noticed public hearing to confirm the Fiscal Year 2021-22 assessment rates.

## CONSEQUENCE OF NEGATIVE ACTION:

Without Board of Supervisors' approval there would be no initiation of the process to prepare the Engineer's Report and to assess levies for the Countywide Landscaping District 1979-3 (LL-2) for Fiscal Year 2021-22, and thus funds would not be available to maintain the landscaping and other improvements in the benefit zones throughout the County.

## ATTACHMENTS

Resolution No. 2021/88

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

Adopted this Resolution on 03/30/2021 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2021/88**

IN THE MATTER OF Resolution No. 2021/88, ordering the preparation and filing of an Engineer's Report regarding improvements for Countywide Landscaping District 1979-3 (LL-2)

WHEREAS the Board of Supervisors of Contra Costa County FINDS THAT:

1. Section 22622 of the California Streets and Highways Code requires the Board of Supervisors to adopt a resolution generally describing any proposed new improvements or substantial changes in existing improvements to be included in the determination of the annual assessments levied for any assessment district created under the Landscaping and Lighting Act of 1972, and
2. Section 22622 of the California Streets and Highways Code further requires that the Board of Supervisors order the preparation and filing of an Engineer's Report prior to initiating the proceedings to set the annual levy of assessments for any such district.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors ORDERS as follows:

1. In Fiscal Year 2021-22, there are no new improvements or substantial changes in existing improvements proposed within Countywide Landscaping District 1979-3 (LL-2).
2. The Engineer of Work for the Contra Costa County Countywide Landscaping District 1979-3 (LL2) is hereby directed to prepare and file an Engineer's Report in accordance with Section 22565 et seq. of the Streets and Highways Code.

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

**ATTESTED: March 30, 2021**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

**Contact: Carl Roner (925) 313-2213**

By: , Deputy

**cc:** Laura Strobel, County Administrator, CAO, Robert Campbell, Auditor Controller, Gus Kramer, County Assessor, Diana Oyler - Finance, Rochelle Johnson - Special Districts, Scott Anderson - Special Districts, Brian Brown, Francisco & Associates, Inc.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Execute a contract amendment with Fehr & Peers, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Fehr & Peers, to extend the term from April 17, 2021 to April 17, 2022, for continued countywide street lighting and on-call municipal engineering services, with no change to the payment limit of \$250,000, Countywide. (100% County Service Area Funds)

**FISCAL IMPACT:**

100% County Service Area Funds.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County which require street lighting and municipal engineering services. After a solicitation process, Fehr & Peers was selected as the firm to provide these services on an “on-call” basis. On April 18, 2017, the Board approved a three-year contract with Fehr & Peers to provide these services. The Public Works Department is requesting that the Board approve an amendment to extend the original contract date for one year. The extension would allow the completion of tasks already in progress. Fehr & Peers will assist Public Works staff as needed and will be used when in-house expertise is not available.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Rochelle Johnson (925)  
313-2299

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there will be possible delays in completing projects requiring street lighting and municipal engineering services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

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

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/99 establishing a rate of \$30 per Equivalent Runoff Unit (ERU) for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2021–2022 and requesting that the Contra Costa County Flood Control and Water Conservation District (FC District) adopt annual parcel assessments for drainage maintenance and the National Pollutant Discharge Elimination System (NPDES) Program, Countywide.

**FISCAL IMPACT:**

The 2021–2022 rate per ERU is the same as that set for fiscal year 2020–2021. Therefore, there will be no change in rate for Unincorporated County property owners. The unincorporated area of Contra Costa County will produce approximately \$3,479,000, which will be used to implement the Unincorporated County's Watershed Program. All associated costs funded 100% by Stormwater Utility Area 17 Funds.

**BACKGROUND:**

The Clean Water Program consists of the County, Contra Costa cities, and the FC District working together to prevent, reduce, or eliminate the discharge of pollutants into the storm drain system, including creeks and other natural waterways. The Clean Water Program was

- 
- APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Michelle Cordis (925)  
313-2381

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Laura Strobel, County Administrator's Office, Sharon L. Anderson, County Counsel, Bob Campbell, County Auditor–Controller, Dorothy Lim, County Auditor–Controller's Office, Tim Jensen, Flood Control, Michelle Cordis, Flood Control, Michele Mancuso, County Watershed Program, Melinda Harris, County Watershed Program, Catherine Windham, Flood Control

## BACKGROUND: (CONT'D)

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

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

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

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

## CONSEQUENCE OF NEGATIVE ACTION:

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

## ATTACHMENTS

Resolution No. 2021/99

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

Adopted this Resolution on 03/30/2021 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2021/99**

In The Matter of: ESTABLISH the rate per Equivalent Runoff Unit (ERU) for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2021–2022 and request that the Contra Costa County Flood Control and Water Conservation District (FC District) ADOPT an annual parcel assessment for drainage maintenance and the National Pollutant Discharge Elimination System (NPDES) Program, Countywide.

The Board of Supervisors of Contra Costa County RESOLVES THAT;

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the County Board of Supervisors does determine that the rate to be assigned to a single ERU for Fiscal Year 2021–2022 shall be set at \$30.

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

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

**Contact: Michelle Cordis (925) 313-2381**

**ATTESTED: March 30, 2021**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:** Laura Strobel, County Administrator's Office, Sharon L. Anderson, County Counsel, Bob Campbell, County Auditor–Controller, Dorothy Lim, County Auditor–Controller's Office, Tim Jensen, Flood Control, Michelle Cordis, Flood Control, Michele Mancuso, County Watershed Program, Melinda Harris, County Watershed Program, Catherine Windham, Flood Control





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 30, 2021

Subject: Contra Costa Airports - Authorization to Negotiate Ground Lease & Development Terms for Approximately 0.86-Acres of County-Owned Land at BF Airport

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**RECOMMENDATION(S):**

AUTHORIZE the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Mark Scott Construction, Inc., as the developer, for approximately 0.86-acres of land on the west side of Buchanan Field Airport.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. The Airport Enterprise Fund could realize lease and other revenues. The County General Fund could realize sales tax and other revenues if a lease is successfully negotiated.

**BACKGROUND:**

The development site is approximately 0.86-acres of vacant land owned by the County and located on the west side of Buchanan Field Airport, on the north end of Sally Ride Drive. The parcel is designated for aviation use on the Airport Layout Plan for Buchanan Field Airport.

On March 31, 2020, the Board of Supervisors authorized Airport Staff to negotiate lease terms with another entity. Unfortunately, the other entity was unable to proceed with its proposed development and they withdrew its development

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Beth Lee (925)  
681-4200

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

interest on December 21, 2020.

On January 14, 2021, the Airport Division of the Contra Costa County Public Works Department received a letter of interest from Mark Scott Construction, Inc. to lease and develop the property for aviation use.

In accordance with the Airport Division's standard, the Airport Division solicited for competitive interest in developing the parcel prior to making a developer selection. This solicitation of competitive interest was transmitted to the current commercial tenants of both County airports and to those persons who have asked to be included on a list of developers interested in developing land at either of the County airports. The County did not receive any other letters of interest to develop this property.

Consistent with the master developer selection process that was approved by the Board of Supervisors on May 23, 2006, projects without a competitive interest are to proceed with the traditional environmental review and lease development processes. The aviation development project will be presented to the Aviation Advisory Committee, the Airport Committee, and any other stakeholder to enhance community relations and collaborative relationships.

Negotiation of lease terms would expand economic activity, provide additional revenues to the Airport Enterprise Fund, and expand aviation-related facilities and services at Buchanan Field Airport. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration. The proposed aviation development is consistent with the Buchanan Field Airport Master Plan and General Plan.

Unless and until a final lease agreement is fully executed by all parties, this Board Order, any draft lease agreement, other communications or conduct of the parties shall have absolutely no legal effect, may not be used to impose any legally binding obligation on the County and may not be used as evidence of any oral or implied agreement between the parties or as evidence of the terms and conditions of any implied agreement.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in initiating the developer selection process will result in a delay of developing vacant land at Buchanan Field Airport and may negatively impact the Airport Enterprise Fund and County General Fund.



Contra  
Costa  
County

To: Contra Costa County Flood Control District Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Contract with Kjeldsen, Sinnock & Neudeck, Inc. Project No. 7520-6B8582

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (Flood Control District), or designee, to execute a contract with Kjeldsen, Sinnock & Neudeck, Inc. (KSN) in an amount not to exceed \$2,393,020 to provide professional construction management and biological monitoring services in support of the Lower Walnut Creek Restoration Project for the period of November 12, 2020 through December 31, 2024, Martinez area.

**FISCAL IMPACT:**

This contract is funded by a combination of local funds from the Flood Control District Zone 3B (53%) and local and state grants (33% San Francisco Bay Restoration Authority Measure AA, 14% California Department of Fish and Wildlife Proposition 1).

**BACKGROUND:**

The Lower Walnut Creek Restoration Project (Project) will improve habitat for a number of rare and endangered species while providing sustainable flood risk reduction near the mouth of Walnut Creek on the southern shore of Suisun Bay. The construction contract for the Project was awarded by the Board on March 23, 2021.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Paul Detjens, (925)  
313-2394

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tim Jensen, Flood Control, Paul Detjens, Flood Control, Catherine Windham, Flood Control

BACKGROUND: (CONT'D)

Implementing this wetland restoration project requires specialized professional services that are not available with in-house staff. To address this need, the Flood Control District issued a Request for Qualifications and a subsequent Request for Proposals, developed a shortlist of qualified firms, interviewed the top three, and ultimately selected KSN as the most qualified firm to fill this need.

The tasks to be performed by KSN generally include managing the overall construction contract on behalf of the Flood Control District, providing inspection and quality assurance field and laboratory testing of the construction contractor's work, surveying for rare and endangered species, delineating sensitive habitat areas, providing biological monitoring of the construction contractor's work, ensuring contractor's compliance with regulatory permit requirements and with California Environmental Quality Act (CEQA) mitigation measures, and providing post-construction monitoring and reporting to ensure the Project performs as designed.

The duration of this contract generally matches the duration of the Project's recently awarded construction contract, which includes the construction season, plus three years of vegetation monitoring and maintenance.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of this contract by the Board of Supervisors, the Flood Control District will be unable to perform the biological monitoring required by the Project's regulatory permits and CEQA mitigation measures, and the Flood Control District will not be able to provide needed professional construction management services for the Project.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 30, 2021

Subject: Claims

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**RECOMMENDATION(S):**

DENY claims filed by Angel Josue Guzman Aguilar, Jose Angel Guzman, Mario Delacruz, Geico Insurance for Alexandre Bantias, and Nathan Winslow. DENY amended claims filed by Nickolas Emanuel Jeremiah Pitts (2) and Nathan Giovanni Winslow.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Angel Josue Guzman Aguilar: Property and personal injury claim for damages related to an automobile accident in undisclosed amount.

Jose Angel Guzman: Property and personal injury claim for damages related to an automobile accident in undisclosed amount.

Mario Delacruz: Property and personal injury claim for damages and injuries from moped accident in the amount of \$1,300,000.

Geico Insurance for Alexandre Bantias: Property claim for damage to an insured's vehicle in the amount of \$6,686.24

Nathan Winslow: Property claim for damage to vehicle in the amount of \$5,700.

- 
- APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Scott Selby, Risk Management

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Nickolas Emanuel Jeremiah Pitts (2): Amended personal injury claim for injuries sustained in detention facility in undisclosed amount.

Nathan Giovanni Winslow: Amended property claim for damage to vehicle in the amount of \$5,700.

CONSEQUENCE OF NEGATIVE ACTION:

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To: Board of Supervisors  
From: Joseph Villarreal, Housing Authority  
Date: March 30, 2021



Contra  
Costa  
County

Subject: Claims

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**RECOMMENDATIONS**

DENY claim filed by Amarah Khalid.

**BACKGROUND**

Amarah Khalid: Property claim for damage to vehicle in undisclosed amount.

**FISCAL IMPACT**

No fiscal impact.

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

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

ATTESTED: March 30, 2021

Contact: Scott Selby, Risk  
Management

Joseph Villarreal, Executive Director

By: , Deputy

cc:





Contra  
Costa  
County

To: Board of Supervisors

From:

Date: March 30, 2021

Subject: APPROVE the Board meeting minutes for February 2021

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**RECOMMENDATION(S):**

APPROVE Board meeting minutes for February 2021, as on file with the Office of the Clerk of the Board.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Government Code Section 25101(b) requires the Clerk of the Board to keep and enter in the minute book of the Board a full and complete record of the proceedings of the Board at all regular and special meetings, including the entry in full of all resolutions and of all decisions on questions concerning the allowance of accounts. The vote of each member on every question shall be recorded. Districts I, IV and V have nothing to report for January 2021.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Joellen Bergamini  
925.655.2000

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 30, 2021

Subject: Proclaim April 2021 as Child Abuse Prevention Month

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Tish Gallegos  
8-4808

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution

2021/94

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

In the matter of:

**Resolution No. 2021/94**

Contra Costa County proclaiming the month of April 2021 as Child Abuse Prevention Month

WHEREAS, as a community, we have a responsibility to nurture and protect our children and help ensure they become healthy and productive adults; and

WHEREAS, child abuse and neglect affect children of all ages, races, and income, and is 100 percent preventable; and

WHEREAS, in Contra Costa County, the Child Abuse Prevention Council (CAPC) and Child Protective Services (CPS), a program of Children & Family Services within the Employment & Human Services Department, collaborate to continue protecting children through the COVID-19 health crisis, through preventive services, response, intervention, and investigation; and

WHEREAS, despite outreach and community efforts, the rising number of reported child abuse cases remains a great concern and highlights the need for increased protection and improved services for abused and neglected children; and

WHEREAS, during the COVID-19 pandemic, with more isolation, schools and day care centers closed, parents and children at home together more, and incomes severely reduced, tensions in households increase, underscoring the importance of child abuse prevention services; and

WHEREAS, more than 4 million cases of child abuse per year are reported across the country, and two of the major risk factors leading to child abuse and neglect are family isolation and stress; and

WHEREAS, experiencing physical abuse or witnessing violence early in life can become a cycle, passed down through generations, and children exposed to violence may consider it acceptable. Therefore, the cycle of violence continues and can lead to other violent or dangerous actions; and

WHEREAS, children who have experienced abuse are nine times more likely to become involved in criminal activities; and

WHEREAS, we cannot put a dollar value on the life of a child, however, we can play a part in ending the tragedy of child abuse by supporting children and families. The benefits of implementing prevention programs greatly outweigh the substantial economic costs of maltreatment; and

WHEREAS, these costs accrue over the course of the survivors' lives, yet the community will continue to incur the same cost each year until we are able to reduce and ultimately end child abuse; and

WHEREAS, most experts believe the number of incidents of abuse are far greater than

what is reported and early intervention is critical for preventing abuse and can positively impact at-risk families, protecting children; and

WHEREAS, in Contra Costa County there are numerous committed agencies, parents, relatives, community volunteers, public policymakers and professionals who collaborate to eliminate child abuse and give our children hope, security and safety; and

WHEREAS, CAPC continues its role as a child abuse prevention service provider to Contra Costa County during the COVID-19 crisis, and urges community members to report suspected child abuse to law enforcement, child welfare agencies or other community hotlines;

NOW, THEREFORE, BE IT RESOLVED: that the Contra Costa County Board of Supervisors joins in proclaiming April, 2021, to be “Child Abuse Prevention Month,” and recognizes the efforts made by the Child Abuse Prevention Council and Children & Family Services of the Employment & Human Services Department; and acknowledges both agencies for their dedication to preventing child abuse in Contra Costa County.

\_\_\_\_\_  
**DIANE BURGIS**

Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**KAREN MITCHOFF**

District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**

District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Recognizing Victoria Skerritt on her Retirement and Years of Service to Contra Costa County

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Carl Roner (925)  
313-2213

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2021/97

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

In the matter of:

**Resolution No. 2021/97**

**RECOGNIZING the contributions of Victoria Skerritt on her retirement and 14 years of service to Contra Costa County.**

**WHEREAS**, in 2007, Victoria Skerritt started her career with the Public Works Department as an Administrative Services Assistant II in Special Districts; and

**WHEREAS**, in 2014, she was promoted to Administrative Services Assistant III in Special Districts; and

**WHEREAS**, in 2017, she was part of the Special Districts team that received the J. Michael Walford Team of the Year Award for delivering eight projects to seven communities from initial planning to construction in a single construction season; and

**WHEREAS**, she was instrumental in training new staff, her guidance helped establish the Special Districts Community Center Policy, the Alamo Summer Concert Series and implementation of the Tree Asset Management Program for all Special Districts; and

**WHEREAS**, Victoria uses her musical and theatrical talents to bring joy to everyone she works with.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors does hereby recognize and honor Victoria Skerritt on her retirement and for her 14 years of dedicated service to Contra Costa County and for the high quality of work performed by her during her career.

\_\_\_\_\_  
**DIANE BURGIS**

Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**KAREN MITCHOFF**

District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**

District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Recognizing Paulette Denison on her Retirement and Years of Service to Contra Costa County

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Diana Oyler (925)  
313-2122

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2021/105

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

In the matter of:

**Resolution No. 2021/105**

**RECOGNIZING the contributions of Paulette Denison on her retirement and 22 years of service to Contra Costa County.**

**WHEREAS**, in 1999, Paulette Denison started her career with the Health Services Department as an Account Clerk Experienced in their Payroll Division; and

**WHEREAS**, 2000, Paulette promoted to Account Clerk Advanced with the Health Services Department; and

**WHEREAS**, in 2002, Paulette transferred to the General Services Department, Finance Division; and

**WHEREAS**, in 2006, Paulette transferred to the Public Works Department, Finance Division, where she became responsible for and the Department expert of contract and construction payables; and

**WHEREAS**, in 2007, Paulette received the Public Works Department Award of Excellence for exemplifying a commitment to service; and

**WHEREAS**, in 2017, Paulette received the J. Michael Walford Employee of the Year Award for her exceptional service and dedication; and

**WHEREAS**, in 2018, Paulette was nominated for the J. Michael Walford Team of the Year Award as a member of the Accounts Payable staff responsible for over 400 blanket purchase orders and 70 contracts; and

**WHEREAS**, in 2018 Paulette played a key role in the development and implementation of a streamlined process for insurance clearances for all department contracts, including training staff throughout Public Works; and

**WHEREAS**, Paulette has been recognized by supervisors, coworkers, and vendors on multiple occasions throughout her career for her excellent customer service, willingness to help resolve vendor payment issues, and dedication to her work; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors does hereby recognize and honor Paulette Denison on her retirement, for her 22 years of dedicated service to Contra Costa County, and for the high quality of work performed by her during her career.

\_\_\_\_\_  
**DIANE BURGIS**

Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**KAREN MITCHOFF**

District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**

District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Recognizing Mary Halle on her Retirement and Years of Service to Contra Costa County

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jerry Fahy (925)  
313-2276

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2021/107

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

In the matter of:

**Resolution No. 2021/107**

**RECOGNIZING the contributions of Mary Halle on her retirement and 29 years of service to Contra Costa County.**

**WHEREAS**, in July 1992, Mary Halle began her career with Public Works in what was then called the Road Engineering Division after gaining four years of experience in the private sector; and

**WHEREAS**, in December 1992, Mary Halle was recognized for her work on the field review and cost estimates for the Dougherty Valley Specific Plan; and

**WHEREAS**, in July 1993, Mary Halle became the Affirmative Action Coordinator for Public Works and served in that role for three years; and

**WHEREAS**, in June 1995, Mary Halle rotated to the Flood Control Division; and

**WHEREAS**, in June 1996, Mary Halle received the “Award of Excellence” for providing out of the ordinary customer service to a concerned resident; and

**WHEREAS**, in August 2000, Mary Halle was promoted to Associate Civil Engineer and assigned to the Transportation Engineering Division; and

**WHEREAS**, in October 2001, Mary Halle received the “Award of Excellence” for preparing Conditions of Approval in less than one week for the Intervening Properties and Alamo Creek Developments; and

**WHEREAS**, between 2000 and 2008, Mary Halle spent time in the Transportation Engineering and Flood Control Divisions; and

**WHEREAS**, in 2005, Mary Halle received the “Award of Excellence” for her work on the CALFED Watershed Program Grant for the Lower Walnut Creek project; and

**WHEREAS**, Mary Halle was always willing to go above and beyond to serve the residents of Contra Costa County by developing community driven projects and bringing them from concept to construction; and

**WHEREAS**, in July 2015, Mary Halle was promoted to Senior Civil Engineer in the Transportation Division; and

**WHEREAS**, in 2015 and 2019, Mary Halle was recognized by the American Public Works Association as the Professional Manager of the Year in the Transportation Division; and

**WHEREAS**, in November 2016, Mary Halle worked with the Department of Conservation and Development to prepare for Board Adoption, the County’s “Parklet Program Guidelines” to allow residents/businesses to create Community Space; and

**WHEREAS**, in February 2020, Mary Halle was nominated for the J. Michael Walford Award to recognize her for her efforts and participation in the Department’s Communication Team; and

**WHEREAS**, throughout her career at Public Works, Mary Halle balanced the desires of the communities she served with engineering standards while providing great customer and community service; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors does hereby recognize and honor Mary Halle on her retirement, for her 29 years of dedicated service to Contra Costa County, for the high quality of work performed by her during her career, and to wish her well in her next position as the “Ambassador of Fun and Health” for the Halle Family.

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**DIANE BURGIS**

Chair, District III Supervisor

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**JOHN GIOIA**

District I Supervisor

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**CANDACE ANDERSEN**

District II Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy





Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 30, 2021

Subject: Proclaim April 2021 as Sexual Assault Awareness Month

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Tish Gallegos  
8-4808

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution  
2021/109

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

In the matter of:

**Resolution No. 2021/109**

**Contra Costa County proclaiming April 2021 as Sexual Assault Awareness Month**

WHEREAS, in California there were 14,720 forcible rapes in 2019 and 320 forcible rapes reported in Contra Costa County in the same year, with an increasing number affecting adolescents; and

WHEREAS, sexual assault affects every person in Contra Costa County as a victim/survivor or as a family member, significant other, neighbor or co-worker of a victim/survivor; and

WHEREAS, many citizens of Contra Costa County are working to provide quality services and assistance to sexual assault survivors, and dedicated volunteers help staff 24-hour crisis hotlines, respond to emergency calls and offer support, comfort and advocacy during forensic exams, criminal proceedings, and throughout the healing process; and

WHEREAS, the Contra Costa Alliance to End Abuse involves several agencies working together to affect a systems change that reduces interpersonal violence (domestic violence, family violence, sexual violence and human trafficking) by fostering the development and implementation of collaborative, coordinated, and integrated services, supports, interventions, and prevention activities; and

WHEREAS, staff and volunteers of Community Violence Solutions and its Rape Crisis Center, Children's Interview Center, Prevention Department, HOPE Therapy Services and Anti-Trafficking Project programs in Contra Costa County are promoting education by offering training to schools, churches, and civic organizations, as well as medical, mental health, law enforcement, education, and criminal justice personnel regarding sexual assault issues; and

WHEREAS, it is vitally important to support and enhance continued educational efforts to provide information about sexual assault prevention and services; and

WHEREAS, it is critical to intensify public awareness of sexual assault, to educate people about the need for citizen involvement in efforts to reduce sexual violence, to increase support for agencies providing sexual assault services, and to increase awareness of the healing power of creative expression; and

WHEREAS, Community Violence Solutions requests public support and assistance as it continues to work toward a society where all women, children, and men can live in peace, free from violence and exploitation

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County, join anti-sexual violence advocates and support service programs in the belief that all community members must be part of the solution to end sexual violence. Along with the United States Government and State of California, I do hereby proclaim April 2021 as "Sexual Assault Awareness Month."

**DIANE BURGIS**

Chair, District III Supervisor

**JOHN GIOIA**

District I Supervisor

**CANDACE ANDERSEN**

District II Supervisor

**KAREN MITCHOFF**

District IV Supervisor

**FEDERAL D. GLOVER**

District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: March 30, 2021

Subject: Resolution Honoring Chuck Waters on the Occasion of his Retirement

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- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Debi Cooper  
925-335-7897

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution

2021/113

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

In the matter of:

**Resolution No. 2021/113**

*Recognizing Chuck Waters upon his retirement as Elections Processing Supervisor in the Contra Costa County Clerk-Recorder Elections Department.*

Whereas, Chuck Waters has served Contra Costa County and the Clerk-Recorder Elections Department since 1996, having lead the Elections Division's Warehouse Unit since 2006; and

Whereas, Chuck during his tenure with the Elections Division, used his knowledge and experience to provide outstanding service to the public; and

Whereas, Chuck performed his work for the Elections Division with a personal commitment to integrity and honesty; is knowledgeable, conscientious and dedicated; and

Whereas, Chuck administered 73 elections during his career, including 11 primary elections, and 12 general elections, seeing 5 different governors and 5 different presidents elected during his tenure; and

Whereas, Chuck, through his leadership, ensured that polling places and volunteer poll workers always had the vital supplies they needed to provide in-person voting; and

Whereas, Chuck ensured that every Vote-by-Mail ballot was safely transported from Post Offices and Ballot Drop Boxes across Contra Costa County; and

Whereas, Chuck was a certified technician who maintained and repaired Contra Costa County's voting equipment; and

Whereas, Chuck provided regular safety lectures, while wearing his neon orange high-visibility vest (always putting safety first); and

Whereas, Chuck was the Elections Division "MacGyver", who would save the day by fixing anything with a paperclip, rubber band, straw, or hammer; and

Whereas, Chuck was the first Elections Division recipient of a computer with the "new" Windows 95 operating system; and

Whereas, Chuck had an eye for design, whether it was a workspace layout, flag stands, show sets or miniature pallets; and

Whereas, Chuck documented on film the people and the processes of the Elections Division, visually showcasing the tremendous work of administering elections; and

Whereas, Chuck graduated from the County's Art of Managing and Supervising People leadership program, earning his "Essential Piece" pin; and

Whereas, Chuck dedicated 25 years to Contra Costa County's Clerk-Recorder Elections Department, and now looks forward to spending time with family, friends and passions beyond elections; and

Whereas, Chuck assures the Elections Division he will return to volunteer as an essential election worker for future elections;

Now, therefore, be it resolved that the Board of Supervisors of Contra Costa County hereby honors Chuck Waters for his dedication to Contra Costa County and congratulates him on a well-deserved retirement.

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**DIANE BURGIS**

Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**KAREN MITCHOFF**

District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**

District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Supervisor Diane Burgis & Supervisor Karen Mitchoff  
Date: March 30, 2021

Subject: Resolution Condemning Xenophobia and Hate Crimes Against Asian American Pacific Islander (AAPI) Communities

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Anne O,  
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



ATTACHMENTS

Resolution

2021/114

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

In the matter of:

**Resolution No. 2021/114**

**Condemning Xenophobia and Hate Crimes Against Asian American Pacific Islander (AAPI) Communities**

WHEREAS, on November 10, 2020 the Contra Costa County Board of Supervisors declared racism as a public health crisis; and

WHEREAS, racism and scapegoating toward Asian American Pacific Islanders (AAPI) has persisted since the 19th century and lead to policies like the Chinese Exclusion Act of 1882, which prohibited immigration of Chinese laborers. During this time East Asians were represented as dangerous and threatening to the United States, one of many discriminating acts against immigrants from different Asian countries; and

WHEREAS, the use of anti-Asian inflammatory rhetoric blaming COVID-19 on the AAPI community has perpetuated anti-Asian stigma and increased violent hate crimes; and

WHEREAS, weaponizing this type of rhetoric is inaccurate and stigmatizing which incites fear and xenophobia, and puts individuals of Asian ancestry at risk of retaliation in addition to deterrence from accessing resources and services, appearing in public, and expressing their identity; and

WHEREAS, the belief that AAPIs are a monolithic group and achieve universal success, also known as the “model minority myth,” perpetuates harmful stereotypes and masks the disparities within these communities, particularly among Southeast Asian Americans and Pacific Islanders; and

WHEREAS, the AAPI population is the fastest growing racial group in the United States; and

WHEREAS, the AAPI ethnic groups have made substantial and valuable cultural, economic, and civic contributions to the history of the United States, the State of California, and the County of Contra Costa; and

WHEREAS, over two million AAPIs are on the frontlines of the COVID–19 pandemic, working in health care, law enforcement, emergency services, food service, transportation and additional industries; and

WHEREAS, the national self-reporting center, Stop AAPI Hate, has recorded over 2,800 incidents of hate and discrimination in the United States since the pandemic began, with over 700 occurring in the Bay Area region; and

WHEREAS, Contra Costa County condemns all acts of hate and discrimination on the basis of race, ethnicity, national origin, or cultural basis; and

WHEREAS, Contra Costa County recognizes our AAPI families, friends and colleagues who face racism, as these widespread hate crimes have a traumatic rippling impact to

the AAPI community as well as the entire region; and

**WHEREAS**, Contra Costa County commends local community groups who have led grassroots efforts such as the civilian-led “foot strolls” in targeted areas like Oakland Chinatown with over 800 volunteers, to help protect the AAPI community; and

**WHEREAS**, Contra Costa County joins other cities, counties, and states across the country in affirming its commitment to the safety and well-being of citizens, non-citizens and visitors with ancestry from the Asia Pacific region and in combating racist acts targeting AAPIs.

**NOW THEREFORE, BE IT RESOLVED** that Contra Costa County calls upon all counties, cities, and local governments across the United States to adopt similar commitments to reaffirm their solidarity with AAPI communities and commit to combating hate by rejecting racist rhetoric and improving safety and health equity for all residents; **BE IT FURTHER RESOLVED** that this Board of Supervisors encourages the exchange of healthy dialogue and proactive education in a continued effort to value and appreciate our diversity; and **BE IT FURTHER RESOLVED** that this resolution shall become effective immediately upon passage and adoption.

\_\_\_\_\_  
**DIANE BURGIS**

Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**KAREN MITCHOFF**

District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**

District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: March 30, 2021

Subject: Recognizing Bianey Douglas as the 2021 Youth Hall of Fame Awardee for Perseverance

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lia Bristol,  
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution

2021/115

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

In the matter of:

**Resolution No. 2021/115**

In the matter of recognizing Bianey Douglas as the 2021 Youth Hall of Fame Awardee for Perseverance

WHEREAS, every March, the Contra Costa County Board of Supervisors hosts a celebration in honor of César E. Chávez in recognition of his commitment to social justice and respect for human dignity; and

WHEREAS, this year's theme is *Move Our Community Forward – Adelante Con Nuestra Comunidad*; and

WHEREAS, we take this opportunity to share stories of local students who are working hard to move us forward and improve the lives of others; and

WHEREAS, we recognize these students with the Youth Hall of Fame Awards during the celebration for their contributions to our community and in the spirit of one of our country's most treasured activists: César E. Chávez; and

WHEREAS, the Contra Costa County Board of Supervisors is proud to recognize Bianey Douglas, a member of the class of 2020, who attended Carondelet High School on scholarships and while holding a part time job to cover the rest of her tuition, pay for speech pathology sessions for a stutter and additional summer courses; and

WHEREAS, Bianey's parents are both immigrants from Mexico who have earned their US Citizenship. She is a first-generation college student in her family; and

WHEREAS, Bianey does not let her socioeconomic status, or her stutter define her but instead is motivated by her firm belief in social justice. A compassionate leader, she is always looking for ways to be of service including being selected by Carondelet to speak at several Walnut Creek City Council meetings on a number of important issues, which was even more daunting given her stutter; and

WHEREAS, Bianey has participated for over 3 years in the highly selective UC Berkeley Haas School of Business Boost Program for low-income, underrepresented youth and now serves as a mentor to incoming program students; and

WHEREAS, Bianey has used her personal experience as the daughter of Mexican American immigrants by founding and sitting as the first President of Latinas Unidas. Latinas Unidas helped educate her classmates and faculty about the impact of immigration laws and challenges they present for people in our community; and

WHEREAS, as a Freshman at Wellesley College, Bianey continues to be a determined and creative advocate by forging new paths and ideas.

**NOW, THEREFORE, BE IT RESOLVED** that the Contra Costa County Board of Supervisors recognizes Bianey Douglas as the 2021 Youth Hall of Fame Awardee for Perseverance, and for exemplifying the values of service, integrity, kindness, activism, and leadership that César Chávez embodied through his life.

\_\_\_\_\_  
**DIANE BURGIS**  
Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

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**CANDACE ANDERSEN**  
District II Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: March 30, 2021

Subject: Recognizing Haley Brathwaite as the 2021 Youth Hall of Fame Awardee for Teamwork

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lia Bristol,  
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



ATTACHMENTS

Resolution

2021/116

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

In the matter of:

**Resolution No. 2021/116**

In the matter of recognizing Haley Brathwaite as the 2021 Youth Hall of Fame Awardee for Teamwork

WHEREAS, Every March, the Contra Costa County Board of Supervisors hosts a celebration in honor of César E. Chávez in recognition of his commitment to social justice and respect for human dignity; and

WHEREAS, this year's theme is *Move Our Community Forward – Adelante Con Nuestra Comunidad*; and

WHEREAS, we take this opportunity to share stories of local students who are working hard to move us forward and improve the lives of others; and

WHEREAS, we recognize these students with the Youth Hall of Fame Awards during the celebration for their contributions to our community and in the spirit of one of our country's most treasured activists: César E. Chávez; and

WHEREAS, the Contra Costa County Board of Supervisors is proud to recognize Haley Brathwaite, a member of the class of 2020, who attended Carondelet High School and cares passionately about the world around her and her impact on others; and

WHEREAS, Haley currently holds a patent for an invention called the "Eye Stick", a walking stick for the blind that uses ultrasound technology. She also worked on a local ban on plastic straws by meeting with City Managers and educating her classmates; and

WHEREAS, she was an active member of the Environmental Club, Haley led efforts for her school to go solar, to create a recycling program, and an herb garden which their cafeteria used for making meals; and

WHEREAS, Carondelet was one of the early adopters of her ban on plastic straws. She also logged hundreds of hours volunteering with the Pleasanton Senior Center and Meals on Wheels through her participation in the National Charities League; and

WHEREAS, after being selected to attend Ven a Ver social justice trip in Washington DC, Haley organized a school education event on injustice in the criminal justice system; and

WHEREAS, Haley models kindness and inclusivity daily which granted her the privilege to mentor her fellow track team members; and

WHEREAS, Haley is currently attending University of Miami double majoring in Political Science and Marine Affairs.

**NOW, THEREFORE, BE IT RESOLVED** that the Contra Costa County Board of Supervisors recognizes Haley Brathwaite as the 2021 Youth Hall of Fame Awardee for Teamwork, and for exemplifying the values of service, integrity, kindness, activism, and leadership that César Chávez embodied through his life.

\_\_\_\_\_  
**DIANE BURGIS**  
Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

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**CANDACE ANDERSEN**  
District II Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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the date  
shown.

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: March 30, 2021

Subject: Recognizing Stephanie Boustani as the 2021 Youth Hall of Fame Awardee for Middle School Rising Star

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lia Bristol,  
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution

2021/117

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

In the matter of:

**Resolution No. 2021/117**

In the matter of recognizing Stephanie Boustani as the 2021 Youth Hall of Fame Awardee for Middle School Rising Star

WHEREAS, Every March, the Contra Costa County Board of Supervisors hosts a celebration in honor of César E. Chávez in recognition of his commitment to social justice and respect for human dignity; and

WHEREAS, this year's theme is *Move Our Community Forward – Adelante Con Nuestra Comunidad*; and

WHEREAS, we take this opportunity to share stories of local students who are working hard to move us forward and improve the lives of others; and

WHEREAS, we recognize these students with the Youth Hall of Fame Awards during the celebration for their contributions to our community and in the spirit of one of our country's most treasured activists: César E. Chávez; and

WHEREAS, the Contra Costa County Board of Supervisors is proud to recognize Stephanie Boustani, who graduated from Stanley Middle School last year Class of 2020; and

WHEREAS, Stephanie has a strong passion for accepting everyone exactly as they are. She often goes out of her way to connect with students who sit alone and would invite them to the lunchtime clubs she attended at Stanley Middle School; and

WHEREAS, on some days, she would visit the Special Day Class during lunch and connect with withdrawn students who, in turn, would open up and share their day with her; and

WHEREAS, an integral member of the Global Relief Outreach (GRO), Stanley's fundraising club, Stephanie assumed a lot of responsibility while also supporting her teammates. When the GRO club served dinner at a homeless shelter, Stephanie sat and visited with clients at every table; and

WHEREAS, her compassion radiates as she engages with people that may be experiencing a difficult time; and

WHEREAS, Stephanie was active in Leadership class, always positive and supportive of her fellow students. She steps in offering to help and never seeks recognition for her contributions; and

WHEREAS, her kindness and helpfulness will no doubt have a positive impact on the campus culture at Acalanes High School where she currently attends in her freshman year.

**NOW, THEREFORE, BE IT RESOLVED** that the Contra Costa County Board of Supervisors recognizes Stephanie Boustani as the 2021 Youth Hall of Fame Awardee for Middle School Rising Star, and for exemplifying the values of service, integrity, kindness, activism, and leadership that César Chávez embodied through his life.

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**DIANE BURGIS**  
Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**  
District II Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: March 30, 2021

Subject: Recognizing Chris Garcia as the 2021 Youth Hall of Fame Awardee for Good Samaritan

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lia Bristol,  
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



ATTACHMENTS

Resolution  
2021/118

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

In the matter of:

**Resolution No. 2021/118**

In the matter of recognizing Chris Garcia as the 2021 Youth Hall of Fame Awardee for Good Samaritan.

WHEREAS, Every March, the Contra Costa County Board of Supervisors hosts a celebration in honor of César E. Chávez in recognition of his commitment to social justice and respect for human dignity; and

WHEREAS, this year's theme is *Move Our Community Forward – Adelante Con Nuestra Comunidad*; and

WHEREAS, we take this opportunity to share stories of local students who are working hard to move us forward and improve the lives of others; and

WHEREAS, we recognize these students with the Youth Hall of Fame Awards during the celebration for their contributions to our community and in the spirit of one of our country's most treasured activists: César E. Chávez; and

WHEREAS, the Contra Costa County Board of Supervisors is proud to recognize Chris Garcia, who graduated last year, class of 2020, from Antioch High School; and

WHEREAS, Chris is a steady, compassionate leader that uses his life experience and positive outlook to encourage and advocate for his peers; and

WHEREAS, at Antioch High School, Chris participated in the Buddy Club, which pairs traditional students with special education students and the Peers Advocate group where he helped students mediate difficult situations; and

WHEREAS, his warmth and genuine care for others inspired his peers to be true to themselves and grow in their confidence; and

WHEREAS, he was a longtime member of Antioch High's LGBTQ+ Club and also worked with English Language Learners where he was supportive of each student; and

WHEREAS, Chris organized Antioch High's Warm for the Holidays event, which provided groceries, toys, books and jackets to 650 children in our community; and

WHEREAS, Chris is now pursuing his goal of becoming an anesthesiologist where he looks forward to continuing to help people.

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors recognizes Chris Garcia as the 2021 Youth Hall of Fame Awardee for Good Samaritan, and for exemplifying the values of service, integrity, kindness, activism, and leadership that César Chávez embodied through his life.

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**DIANE BURGIS**

Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

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**CANDACE ANDERSEN**  
District II Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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shown.

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: March 30, 2021

Subject: Recognizing Ryan Raimondi as the 2021 Youth Hall of Fame Awardee for Leadership and Civic Engagement

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lia Bristol,  
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution  
2021/119

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

In the matter of:

**Resolution No. 2021/119**

In the matter of recognizing Ryan Raimondi as the 2021 Youth Hall of Fame Awardee for Leadership and Civic Engagement.

WHEREAS, Every March, the Contra Costa County Board of Supervisors hosts a celebration in honor of César E. Chávez in recognition of his commitment to social justice and respect for human dignity; and

WHEREAS, this year's theme is *Move Our Community Forward – Adelante Con Nuestra Comunidad*; and

WHEREAS, we take this opportunity to share stories of local students who are working hard to move us forward and improve the lives of others; and

WHEREAS, we recognize these students with the Youth Hall of Fame Awards during the celebration for their contributions to our community and in the spirit of one of our country's most treasured activists: César E. Chávez; and

WHEREAS, the Contra Costa County Board of Supervisors is proud to recognize Ryan Raimondi, who graduated early last year from Liberty High School, just one example of his drive and self-motivation; and

WHEREAS, Ryan has been dedicated to his role in Leadership and was class President where he focused on improving his school community and planning student activities; and

WHEREAS, he also played football for Liberty High School and was a Commissioner for the Athletic Commission, all while taking six Advanced Placement (AP) classes; and

WHEREAS, Ryan was instrumental in bringing the Model Legislature and Court program to Liberty High, which makes LHS the first school in East Contra Costa County to participate; and

WHEREAS, he lead the YMCA Youth and Government group. He has also been President for the YMCA delegation and was the primary bill sponsor for legislation being presented at their conference; and

WHEREAS, an appointee on the Brentwood Youth Commission, Ryan works closely with city leaders and youth to bring civic awareness activities to Brentwood; and

WHEREAS, Ryan is a compassionate and dedicated leader that cares for his community. So much so that he has even run for Mayor of Brentwood. No doubt he will continue to be civically engaged as he forges new paths in his future.

**NOW, THEREFORE, BE IT RESOLVED** that the Contra Costa County Board of Supervisors recognizes Ryan Raimondi as the 2021 Youth Hall of Fame Awardee for Leadership and Civic Engagement, and for exemplifying the values of service, integrity, kindness, activism, and leadership that César Chávez embodied through his life.

\_\_\_\_\_  
**DIANE BURGIS**  
Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

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**CANDACE ANDERSEN**  
District II Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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shown.

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: March 30, 2021

Subject: Recognizing Jonathan Castaneda as the 2021 Youth Hall of Fame Awardee for Volunteerism

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lia Bristol,  
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



ATTACHMENTS

Resolution  
2021/120

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

In the matter of:

**Resolution No. 2021/120**

In the matter of recognizing Jonathan Castaneda as the 2021 Youth Hall of Fame Awardee for Volunteerism

WHEREAS, Every March, the Contra Costa County Board of Supervisors hosts a celebration in honor of César E. Chávez in recognition of his commitment to social justice and respect for human dignity; and

WHEREAS, this year's theme is *Move Our Community Forward – Adelante Con Nuestra Comunidad*; and

WHEREAS, we take this opportunity to share stories of local students who are working hard to move us forward and improve the lives of others; and

WHEREAS, we recognize these students with the Youth Hall of Fame Awards during the celebration for their contributions to our community and in the spirit of one of our country's most treasured activists: César E. Chávez; and

WHEREAS, the Contra Costa County Board of Supervisors is proud to recognize Jonathan Castaneda, who graduated last year class of 2020, from Pinole Valley High School; and

WHEREAS, Jonathan became a member of the Youth Against Violence program with STAND! For Families Free of Violence after completing a semester in the Promoting Gender Respect program at Pinole Valley High; and

WHEREAS, he led numerous campaigns at his school recognizing both Teen Dating Violence Month and Domestic Violence Awareness Month; and

WHEREAS, Jonathan spent a lot of time at STAND!'s emergency shelter during holidays where he enjoyed doing arts and crafts projects with the children there; and

WHEREAS, Jonathan was the very first STAND! Youth Against Violence Summer Leadership counselor. In this role, he facilitated group discussions, organized meaningful activities and provided staff support. He later welcomed a new group of Youth Against Violence members by teaching them, providing positive feedback and truly caring for this group; and

WHEREAS, he has contributed hundreds of volunteer hours with Youth Against Violence in hopes to make his community a better, safer place; and

WHEREAS, Jonathan is now attending college and pursuing his goal of majoring in Psychology to further his passion for helping his community.

**NOW, THEREFORE, BE IT RESOLVED** that the Contra Costa County Board of Supervisors recognizes Jonathan Castaneda as the 2021 Youth Hall of Fame Awardee for Volunteerism, and for exemplifying the values of service, integrity, kindness, activism, and leadership that César Chávez embodied through his life.

\_\_\_\_\_  
**DIANE BURGIS**  
Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

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**CANDACE ANDERSEN**  
District II Supervisor

\_\_\_\_\_  
**KAREN MITCHOFF**  
District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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the date  
shown.

ATTESTED: March 30, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Resolution Recognizing Kevin L. Emigh on His Retirement and Years of Service to Contra Costa County

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---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Joe Yee (925)  
313-2104

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2021/111

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

In the matter of:

**Resolution No. 2021/111**

**RECOGNIZING the contributions of Kevin L. Emigh on his retirement and 33 years of service to Contra Costa County.**

**WHEREAS**, Kevin L. Emigh began his career with Contra Costa County on July 5, 1988, as a Civil Engineer in the Road Engineering Division of the Public Works Department performing road alignment studies, project development, grant applications, and acting as community liaison on projects he is working on; and

**WHEREAS**, Kevin on July 16, 1993, successfully passed the registration examination to be registered as a Professional Civil Engineer in California; and

**WHEREAS**, Kevin received an Award of Excellence in June 1998, for his work designing and coordinating with the community on the Hilltop Drive Pedestrian Path – Phase 2 Project; and

**WHEREAS**, Kevin promoted to Associate Civil Engineer in the Design Division on October 26, 1998, in recognition of his excellent job performance and willingness to accept a challenge and produce quality results quickly, even when the workload is heavy; and

**WHEREAS**, Kevin received an Award of Excellence in January 2000, for his contributions on the Editorial Board of Public Quirks Departmental Newsletter; and

**WHEREAS**, Kevin promoted to Senior Civil Engineer in the Flood Control Division on October 3, 2000; and

**WHEREAS**, Kevin received an Award of Excellence in February 2004, for his planning efforts and communicating with the community on the Rossmoor Detention Basin Project; and

**WHEREAS**, Kevin promoted to Supervising Civil Engineer on October 29, 2007, and was assigned to the Construction Division. In recognition of Kevin's excellent job leading the Construction Division, the Design Division was added to his responsibilities in 2010; and

**WHEREAS**, major projects designed and constructed during Kevin's long tenure as Design/Construction Division Manager include the Bethel Island Bridge, Iron Horse Overcrossing Project, Orwood Road Bridge, Alhambra Valley Road Washout Repair, Morgan Territory Road Slide Repair, Three Creeks Parkway Restoration, and many, many, more; and

**WHEREAS**, Kevin has the distinction of working in all of the engineering divisions of the Public Works Department during his long and distinguished career; and

**WHEREAS**, despite all his work accomplishments, Kevin proudly declares his greatest achievements are his daughters Kaitlyn and Sarah; and

**NOW, THEREFORE, BE IT RESOLVED** that the Contra Costa County Board of Supervisors does hereby recognize and honor Kevin L. Emigh for his 33 years of service on the occasion of his retirement, and thank him for his dedicated service to the Public Works Department and the people of this County. *Passed and adopted on March 30, 2021, by a unanimous vote of the Board of Supervisors of the County of Contra Costa.*

\_\_\_\_\_  
**DIANE BURGIS**

Chair, District III Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**KAREN MITCHOFF**  
District IV Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: March 30, 2021

,

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Ann Elliott, Interim Human Resources Director  
Date: March 30, 2021

Subject: ADOPT Ordinance Code 2021-09 Re-title the Animal Clinic Veterinarian - Exempt

---

**RECOMMENDATION(S):**

ADOPT Ordinance Code No. 2021-09 amending the County Ordinance Code to re-title the Animal Clinic Veterinarian - Exempt classification to the new title of Animal Shelter Veterinarian - Exempt and to eliminate the classification of Veterinarian (hourly rate) in the list of classifications excluded from the merit system.

**FISCAL IMPACT:**

No impact.

**BACKGROUND:**

The Animal Clinic Veterinarian supports the Department by following all State and local veterinary guidelines in the Spay/Neuter Clinic and In-House Medical Care. The Animal Clinic Veterinarian also collaborates with the Chief of Shelter Medicine on the hiring and oversight of the Departments contracted Veterinarians and sets the standards of care and protocols, while training skilled staff (e.g. Veterinarians, Registered Veterinary Technicians, Veterinary Assistants) to provide high level customer service to animal care partners and members of the public.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**
 APPROVED AS RECOMMENDED
  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Arturo Castillo (925)  
608-8470

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Arturo Castillo, Eric Suitos, Sylvia WongTam



CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Animal Shelter will have difficulty attracting and retaining highly qualified candidates to operate the animal spay and neuter clinic and urgent and emergency medical services, while also meeting State and local medical care requirements and mandates.

ATTACHMENTS

Ordinance Number 2021-09 Retitle

**ORDINANCE NO. 2021-09**

**(Retitle the classification of Animal Clinic Veterinarians to Animal Shelter Veterinarian-Exempt & Eliminate the classification of Veterinarian)**

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

**SECTION I:** Section 33-5.329 of the County Ordinance Code is amended to retitle the classification of Animal Clinic Veterinarians to the new title of Animal Shelter Veterinarian-Exempt and to eliminate the classification of Veterinarian (hourly rate) in the list of classifications excluded from the merit system:

**33-5.329 - Animal services.**

- (a) The animal services director is excluded and is appointed by the board.
- (b) The deputy director for animal services is excluded and is appointed by the animal services director.
- (c) The animal shelter veterinarian-exempt is excluded and is appointed by the animal services director.
- (d) The animal services captain-exempt is excluded and is appointed by the animal services director.
- (e) The chief of shelter medicine-exempt is excluded and is appointed by the animal services director.

(Ord. Nos. 2021-09 § 1, 3-30-2021; 2018-04 § 1, 7-24-18; 2017-27 § 1, 12-05-17; 2012-10 § I, 10-23-12; Ords. 81-70 § 2, 81-32 § [11, 16], 79-31 § 2, 70-17 §§ 2, 3, 76-62: former §§ 32-2.626, .636)

**SECTION II: EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days of passage shall be published once with the names of the supervisors voting for and against it in the \_\_\_\_\_, a newspaper published in this County.

PASSED ON \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: MONICA NINO, Clerk of the  
Board of Supervisors and County Administrator

By: \_\_\_\_\_  
Deputy

\_\_\_\_\_ Board Chair

[SEAL]



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Vacancy on the Iron Horse Corridor Management Program Advisory Committee. (District IV)

---

**RECOMMENDATION(S):**

ACCEPT the resignation of Andrew Bryant, DECLARE vacant the District IV seat on the Iron Horse Corridor Management Program Advisory Committee, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Karen Mitchoff. (District IV)

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Iron Horse Corridor Management Program Advisory Committee was authorized by the Board of Supervisors on July 22, 1997. It was established to assist Contra Costa County in developing a management program for the Iron Horse Corridor. In October of 2000, the Board expanded the Advisory Committee’s role to continue implementation and monitoring of the Landscape Element of the Management Program and to assist in the completion of the Joint Use Criteria and Standards, Public Information, and Finance elements of the Management Program.

Advisory Committee seats include one representative from each jurisdiction or unincorporated community along the corridor, a District II seat, a District IV seat, a seat for the East Bay Regional Park District, and a seat for the Contra Costa Transportation Authority.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Carl Roner (925)  
313-2213

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Carrie Ricci- Duty, Carl Roner- Special Districts

CONSEQUENCE OF NEGATIVE ACTION:

The seat would remain vacant.



Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: March 30, 2021

Subject: APPOINTMENT TO CSA P-6 DISCOVERY BAY

---

**RECOMMENDATION(S):**

APPOINT the following individuals to Discovery Bay P-6 Citizen Advisory Committee, as recommended by Supervisor Diane Burgis.

Appointee 1 Seat  
Gregory McLendon  
Discovery Bay, CA 94505  
Term Expiration: December 31, 2021

Appointee 4 seat  
Gaylin Zeigler  
Discovery Bay, CA 94505  
Term Expiration: December 31, 2022

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Seats 1 and 4 have been vacant for over 2 years. Applications were accepted and the recommendation to appoint the above individuals was then determined.

- 
- APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lea Castleberry  
925-252-4500

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

The seats would remain vacant.





Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: March 30, 2021

Subject: APPOINTMENT TO THE ARTS AND CULTURE COMMISSION

---

**RECOMMENDATION(S):**

APPOINT Grant Taylor to the District 3 seat on the Arts and Culture Commission of Contra Costa County to a term expiring June 30, 2023, as recommended by Supervisor Diane Burgis.

Grant Taylor  
Brentwood, CA 94513

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The District 3 seat was vacated by the Board on October 20, 2020.

Applications were accepted and the recommendation to appoint the above individual was then determined.

**CONSEQUENCE OF NEGATIVE ACTION:**

The seat would remain vacant.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lea Castleberry  
925-252-4500

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: March 30, 2021

Subject: VACANCY ON THE COUNTY LIBRARY COMMISSION

---

**RECOMMENDATION(S):**

DECLARE vacant the District 3 seat on the County Library Commission previously held by Don McCormick due to resignation and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Diane Burgis.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The District 3 representative notified the District Office of the resignation effective March 18, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

The seat would remain vacant.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Lea Castleberry  
925-252-4500

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: HIRING OUTREACH OVERSIGHT COMMITTEE  
Date: March 30, 2021

Subject: ACEEO Member Nomination

---

**RECOMMENDATION(S):**

APPOINT Angelica Matamoros to the Union Seat #2 on the Advisory Council on Equal Employment Opportunity (ACEEO), as recommended by the Hiring Outreach Oversight Committee.

**FISCAL IMPACT:**

None

**BACKGROUND:**

For many years, the IOC served as the reviewing committee for ACEEO nominations; however, the mission of the ACEEO is more consistent with the Board's Hiring Outreach and Oversight Committee, which is now designated as the reviewing committee for ACEEO nominations to the following seats:

Community 1, 2, 3, & 4  
Education

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: (925)  
335-1455

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Business

Labor Involved in Training

Veterans

Disabled

Union Seats 1 &2

Management Seats 1 & 2

CONSEQUENCE OF NEGATIVE ACTION:

Seats will remain empty and deny the committee the opportunity to have more diverse input when addressing EEO issues.

CHILDREN'S IMPACT STATEMENT:

None

ATTACHMENTS

Angelica Matamoros Application

# Application Form

---

## Profile

Angelica

First Name

M

Middle Initial

Matamoros

Last Name

[REDACTED]

Home Address

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Email Address

Which supervisorial district do you live in?

District 5

---

## Education

Select the option that applies to your high school education \*

High School Diploma

---

College/ University A

Name of College Attended

Los Medanos College

Degree Type / Course of Study / Major

Certificate

Degree Awarded?

Yes  No

---

College/ University B

Name of College Attended

Blake Austin College

**Degree Type / Course of Study / Major**

---

Certificate

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

**Degree Type / Course of Study / Major**

---

**Degree Awarded?**

---

Yes  No

---

**Other schools / training completed:**

**Course Studied**

---

**Hours Completed**

---

**Certificate Awarded?**

---

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

---

Equal Employment Opportunity Advisory Council: Submitted

**Seat Name**

---

 Union Member Seat #2

**Have you ever attended a meeting of the advisory board for which you are applying?**

---

Yes  No

**If you have attended, how many meetings have you attended?**

---

1

**Please explain why you would like to serve on this particular board, committee, or commission.**

As a Union Teamster Shop Steward I want to Demonstrate job applicants the equal, transparent hiring process implemented by Contra Costa Health Services.

---

### **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

Cancer Society Breast Cancer screening.

---

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

Union Teamster Shop Steward member. Licensed Vocational Nurse

  
Upload a Resume

---

### **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Please Agree with the Following Statement**

---

**I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

---

I Agree









Contra  
Costa  
County

To: Board of Supervisors  
From: PUBLIC PROTECTION COMMITTEE  
Date: March 30, 2021

Subject: APPOINTMENTS to the CY 2021 Community Corrections Partnership & Executive Committee

---

**RECOMMENDATION(S):**

1. APPOINT the individuals identified in Exhibit A to serve on the 2020 Community Corrections Partnership (CCP), pursuant to Penal Code § 1230(b)(2); and
2. APPOINT the individuals identified in Exhibit B to serve on the 2020 Community Corrections Partnership Executive Committee, pursuant to Penal Code § 1230.1(b).

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

In 2011, the California Legislature passed Assembly Bill 109 (Chapter 15, Statutes of 2011) which transferred responsibility for supervising certain lower-level inmates and parolees from the California Department of Corrections and Rehabilitation to counties. Assembly Bill 109 (AB 109) realigned three major areas of the criminal justice system. On a prospective basis, the legislation: (1) transferred the location of incarceration for lower-level offenders (specified nonviolent, non-serious, non-sex offenders) from state prison to local county jail and provides for an expanded role for post-release supervision for

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Melissa Crockett, (925)  
655-2048

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

these offenders; (2) transferred responsibility for post-release supervision of lower-level offenders (those released from prison after having served a sentence for a non-violent, non-serious, and non-sex offense) from the state to the county level by creating a new category of supervision called Post-Release Community Supervision (PRCS); and (3) transferred the custody responsibility for parole and PRCS revocations to local jail, administered by county sheriffs.

AB109 also created an Executive Committee of the local Community Corrections Partnership (CCP) and tasked it with recommending a Realignment Plan (Plan) to the county Board of Supervisors for implementation of the criminal justice realignment. The membership of the Community Corrections Partnership is identified in statute as the following:

1. Chief Probation Officer (Chair)
2. Presiding Judge (or designee)
3. County supervisor, CAO, or a designee of the BOS
4. District Attorney
5. Public Defender
6. Sheriff
7. Chief of Police
8. Head of the County department of social services
9. Head of the County department of mental health
10. Head of the County department of employment
11. Head of the County alcohol and substance abuse programs
12. Head of the County Office of Education
13. CBO representative with experience in rehabilitative services for criminal offenders
14. Victims' representative

Later in 2011, the Governor signed Assembly Bill 117 (Chapter 39, Statutes of 2011), which served as "clean up" legislation to AB 109. Assembly Bill 117 (AB 117) changed, among other things, the composition of the local CCP-Executive Committee. The CCP-Executive Committee is currently identified in statute as the following:

1. Chief Probation Officer (Chair)
2. Presiding Judge (or designee)
3. District Attorney
4. Public Defender
5. Sheriff
6. A Chief of Police
7. The head of either the County department of social services, mental health, or alcohol and drug services (as designated by the board of supervisors)

Although AB 109 and AB 117 collectively place the majority of initial planning activities for Realignment on the local CCP, it is important to note that neither piece of legislation cedes powers vested in a county Board of Supervisors' oversight of and purview over how AB 109 funding is spent. Once the Plan is adopted, the Board of Supervisors can choose to implement that Plan in any manner it may wish.

Today's recommended actions were approved by the Public Protection Committee (PPC) at the March 22, 2021 meeting. The PPC recommends an appointment term of one-year for all non ex-officio seats and will continue to make appointment/reappointment recommendations to the Board of Supervisors

annually. This action would renew the appointment of the victims' representative on the Community Corrections Partnership and the Director of Employment and Human Services Department on the Community Corrections Partnership - Executive Committee through December 31, 2021. In addition, one ex-officio seat for a local police chief is being appointed as the selected designee of the Contra Costa Police Chief's Association (PCA). Approval of this action will affirm that future designees will be designated by the PCA with no need to return to the Board of Supervisors in event of a vacancy. Finally, this action also appoints the new County Administrator, Monica Nino, as an ex-officio member of the CCP. The community based organization representative seat is currently vacant and an appointment recommendation will be made by Public Protection Committee once public outreach and interviews are conducted.

CONSEQUENCE OF NEGATIVE ACTION:

Stakeholder representation on the CCP and CCP Executive Committee would be limited. The CCP would also have difficulty establishing a quorum without all seats being filled.

ATTACHMENTS

CY 2021 CCP Membership

CY 2021 CCP Executive Committee Membership

## EXHIBIT A - 2021 COMMUNITY CORRECTIONS PARTNERSHIP

<u>Seat</u>	<u>Appointee</u>	<u>Term Expiration</u>
Chief Probation Officer ( <i>Chair</i> )	Esa Ehmen-Krause	<i>ex-officio</i>
Presiding Judge ( <i>or designee</i> )	Kate Bieker ( <i>designee of Presiding Judge</i> )	<i>ex-officio</i>
County supervisor, CAO, or a designee of the BOS	Monica Nino, County Administrator	<i>ex-officio</i>
District Attorney	Diana Becton	<i>ex-officio</i>
Public Defender	Robin Lipetzky	<i>ex-officio</i>
Sheriff	David O. Livingston	<i>ex-officio</i>
Chief of Police	Bisa French, City of Richmond ( <i>designee of Contra Costa Police Chiefs Association</i> )	<i>ex-officio</i>
Head of the County department of social services	Kathy Gallagher, Employment and Human Services Director	<i>ex-officio</i>
Head of the County department of mental health	Suzanne Tavano, Director of Behavioral Health Services	<i>ex-officio</i>
Head of the County department of employment	Patience Ofodu, Interim Executive Director-Workforce Development Board	<i>ex-officio</i>
Head of the County alcohol and substance abuse programs	Fatima Matal Sol, Director of Alcohol and Other Drugs	<i>ex-officio</i>
Head of the County Office of Education	Lynn Mackey, County Superintendent of Schools	<i>ex-officio</i>
CBO representative with experience in rehabilitative services for criminal offenders	Vacant	December 31, 2021
Victim's Representative	Shannon Mahoney, DA Victim/Witness Services Program	December 31, 2021

**EXHIBIT B - 2021 COMMUNITY CORRECTIONS PARTNERSHIP EXECUTIVE COMMITTEE**

<b><u>Seat</u></b>	<b><u>Appointee</u></b>	<b><u>Term Expiration</u></b>
Chief Probation Officer ( <i>Chair</i> )	Esa Ehmen-Krause	<i>ex-officio</i>
Presiding Judge ( <i>or designee</i> )	Kate Bieker ( <i>designee of Presiding Judge</i> )	<i>ex-officio</i>
District Attorney	Diana Becton	<i>ex-officio</i>
Public Defender	Robin Lipetzky	<i>ex-officio</i>
Sheriff	David O. Livingston	<i>ex-officio</i>
Chief of Police	Bisa French, City of Richmond	<i>ex-officio</i>
Representative approved by BOS from the following CCP members:	Kathy Gallagher, Employment and Human Services Director	December 31, 2021
*Head of the County department of social services		
*Head of the County department of mental health		
*Head of the County alcohol and substance abuse programs		



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Medical Staff Appointments and Reappointments – March 15, 2021

---

**RECOMMENDATION(S):**

APPROVE the new medical staff, affiliates and tele-radiologist appointments and reappointments, additional privileges, medical staff advancement, and voluntary resignations as recommend by the Medical Staff Executive Committee, at their March 15, 2021 meeting, and by the Health Services Director.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

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

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Contra Costa Regional Medical and Contra Costa Health Centers' medical staff would not be appropriately credentialed and not be in compliance with The Joint Commission on Accreditation of Healthcare Organizations.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jaspreet Benepal,  
925-370-5501

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: J Ham, M Wilhelm



ATTACHMENTS

MEC Recs

Anna M. Roth, R.N., M.S., M.P.H.  
Health Services Director

---

Samir B. Shah, M.D., F.A.C.S.  
Chief Executive Officer  
Contra Costa Regional Medical Center  
and Health Centers  
& Chief Medical Officer  
Contra Costa Health Services



Contra Costa Regional  
Medical Center  
& Health Centers  
2500 Alhambra Avenue  
Martinez, California 94553-3156  
Ph 925-370-5000

**A. New Medical Staff Members**

Brown, Casey, MD	Pediatrics
Langham, Kathryn, MD	Psychiatry/Psychology
Molnar, Esther, MD	Infectious Disease
Roberts, Katherine, MD	Psychiatry/Psychology
Rohira, Sunil, MD	Anesthesiology
Singh, Jasbir, MD	Psychiatry/Psychology

**B. Application for Staff Affiliation**

Lee, Meng, OD	Surgery-Optometry
---------------	-------------------

**C. 1st year Residents**

None

**D. Travis Residents-Family Medicine**

None

**E. Request for Additional Privileges**

None

**Department**

**Requesting**

**F. Request to change Primary Department**

None

**Original Department**

**Requesting Department**

**G. Advance to Non-Provisional**

Berry-Millett, Kate, CNM	OB/GYN
Critchlow, Kevin, MD	DFAM
Eipper, Jordan, MD	Psychiatry/Psychology
Hartung, Claire, MD	DFAM
Phillips, Latika, MD	Psychiatry/Psychology
Zheng, Yi, MD	Internal Medicine (GI/Gastro)

## **H. Biennial Reappointments**

Arnold, Stephen, MD	Internal Medicine	A
Berguer, Ramon, MD	Surgery	A
Blaisch, Brian, MD	Pediatrics	A
Chaudhry, Nusrat, MD	Internal Medicine	A
Cole, Katherine, DO	Psychiatry/Psychology	A
Echiverri, Angela, MD	DFAM	A
Freedman, Julie, MD	Hospital Medicine	A
Friedman, Gillian, MD	Psychiatry/Psychology	A
Hatcher, Jenika, DDS	Dental	A
Hayashi, Aaron, MD	Diagnostic Imaging	A
Holmes, Michelle, MD	DFAM	A
Hubert, Kristin, MD	Pediatrics	C
Karpowicz, Scott, MD	DFAM	A
Keller, Lisa, MD	OB/GYN	A
Lee, John, MD	Internal Medicine	A
Levy, Jennifer, MD	Pediatrics	C
Lougee, Mariel, MD	DFAM	A
Maramonte, Shelly, MD	DFAM	A
McDonald, Thomas, MD	Surgery	A
Moeller, Kristin, MD	DFAM	A
Nainani, Neha, MD	Internal Medicine	C
Olsen, Harvey, MD	Internal Medicine	C
Orengo-McFarlane, Michelle MD	DFAM	A
Pinto, Natasha, MD	DFAM	A
Randhawa, Rawel, MD	Internal Medicine	A
Ruiz, Mary Beth, PHD	Psychiatry/Psychology	A
Sarvi, Tina, DDS	Dental	A
Sinclair, Barbara, MD	OB/GYN	A
Sinha, Nanda, MD	Surgery	A
Uzuncan, Temre, Psy.D	Psychiatry/Psychology	A

## **I. Biennial Renewal of Privileges**

Berg, Catherine, NP	DFAM	AFF
Jaye, Lyssa, NP	OB/GYN	AFF
Pierson-Brown, Leigh, NP	Pediatrics	AFF
Wooldridge, Monica, NP	DFAM	AFF

## **J. Teleradiologist (VRAD) Reappointments**

None

**K. UCSF Teleneurologist Reappointments**

None

**L. Voluntary Resignations**

Deng, Quanmei, MD	Anesthesia
D'Souza, Preeti, DDS	Dental
Hoffman, Micah, MD	Psychiatry/Psychology
Houston, Marcus, MD	Psychiatry/Psychology
Lee, Luke, MD	Psychiatry/Psychology
Rogers, Michael, MD	Psychiatry/Psychology
Shah, Madhvi, MD	DFAM
Thayer, Margaret, PHD	Psychiatry/Psychology
Tsou, Michelle, DPM	Podiatry



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Appointments to Hazardous Materials Commission

---

**RECOMMENDATION(S):**

APPOINT Ken Carlson, City of Pleasant Hill, to a new City Seat #3 position and APPOINT Peter Cloven, City of Clayton, to a new City Seat # 3 Alternate position on the Hazardous Materials Commission.

**FISCAL IMPACT:**

There is no fiscal impact for this action. These positions are voluntary.

**BACKGROUND:**

The Hazardous Materials Commission was established in 1986 to advise the Board, County staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a hazardous materials storage and transportation plan and ordinance, coordinating the implementation of the hazardous materials release response plan and inventory program, and to analyze and develop recommendations regarding hazardous materials issues with consideration to broad public input, and report back to the Board on Board referrals.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Michael Kent,  
925-313-6587

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: M Kent, M Wilhelm

BACKGROUND: (CONT'D)

The bylaws of the Commission were amended on July 14, 2020 to re-add a third City Seat and Alternate to the Commission. The bylaws further stipulate that the representatives of cities be appointed by the City Selection Committee pursuant to Article 11 (§ 50270 et seq.) of Chapter I of Part I of Title 5 of the Government Code. The Mayor's Conference has nominated Ken Carlson, City of Pleasant Hill, for City Seat #3 and Peter Cloven, City of Clayton, for City Seat #3 Alternate. The terms of these seats will expire on December 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

The seats will remain unfilled, and this will potentially make it more difficult to achieve a quorum and will potentially lessen the viewpoint of municipal jurisdictions in Commission deliberations.



Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: March 30, 2021

Subject: Appointments to the Contra Costa Advisory Council on Aging

---

**RECOMMENDATION(S):**

APPOINT Susan Meltzer to the Member At-Large #18 seat on the Advisory Council on Aging, with a term expiring September 30, 2022.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 to amend governing requirements and policies for making appointments to advisory bodies to the Board of Supervisors. This resolution supercedes Resolution No. 2011/497. Section III.A. of Resolution No. 2020/1, Type 2: At Large/Countywide Appointments, states that when an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action.

The Contra Costa Advisory Council on Aging (ACOA) provides a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of this County. The Council provides

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Enid Mendoza, (925)  
655-2051

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

The Advisory Council on Aging consists of 40 members serving 2 year staggered terms, each ending on September 30. The Council consists of representatives of the target population and the general public, including older low-income and military persons; at least one-half of the membership must be made up of actual consumers of services under the Area Plan. The Council includes: 19 representatives recommended from each Local Committee on Aging, 1 representative from the Nutrition Project Council, 1 Retired Senior Volunteer Program, and 19 Members at-Large.

The Area Agency on Aging, the ACOA Membership Committee and the Clerk of the Board, using CCTV, recruit for these seats. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply. The website provides access to the Board of Supervisors official application with instructions on whom to contact for ACOA related inquiries, including application procedure.

The Contra Costa Advisory Council on Aging's Executive Committee reviewed Susan Meltzer's application at their February 3, 2021 meeting and determined that the applicant meets the Council's eligibility requirements and needs and requests that the Committee recommend the appointments to the Board of Supervisors.

At the March 22, 2021 Family and Human Services Committee meeting, the Committee approved the appointment of Susan Meltzer, as recommended by ACOA.

## CONSEQUENCE OF NEGATIVE ACTION:

The At-Large #18 seat will remain vacant and pose quorum issues for ACOA.

## ATTACHMENTS

ACOA Appointment Memo

Meltzer Redacted Application



Contra Costa County California  
Employment & Human Services

Kathy Gallagher, Director  
40 Douglas Dr., Martinez, CA 94553 \* Phone: (925) 313-1579 \* Fax: (925) 313-1575 \* [www.cccounty.us/ehsd](http://www.cccounty.us/ehsd).

**MEMORANDUM**

DATE: 02/18/2021

TO: Family and Human Services Committee

CC: Tracy Murray, Director, Aging and Adult Services

FROM: Anthony Macias, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

---

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Ms. Susan Meltzer for Member at Large (MAL) Seat #18. The MAL #18 seat is undesignated and has remained vacant since 9/30/2020, with the term ending 9/30/2022.

The Area Agency on Aging, the ACOA and the Clerk of the Board, using CCTV, assisted with recruitment. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content, where interested members of the public are encouraged to apply and provided an application with instructions on whom to contact for ACOA related inquiries, including application procedures.

Ms. Meltzer submitted an application for ACOA membership dated 08/20/2020 that is provided as a separate attachment. The ACOA Membership Committee interviewed Ms. Meltzer on 10/21/2020. The Membership Committee recommended Ms. Meltzer to the ACOA Executive Committee to fill MAL#1 seat. The ACOA Executive Committee approved Ms. Meltzer to fill MAL#1 at their 2/03/2021 meeting. Members of the ACOA voted unanimously to approve Ms. Meltzer's appointment to MAL#1 seat at their 2/17/2021 meeting.

Thank You.

Application Form

REDACTED

Profile

Susan

First Name

B

Middle Initial

Meltzer

Last Name

Home Address

Walnut Creek

City

Suite or Apt

CA

State

94598

Postal Code

Mobile: \_\_\_\_\_

Primary Phone

Email Address

Which supervisorial district do you live in?

District 4

Education

Select the option that applies to your high school education \*

High School Diploma

College/ University A

Name of College Attended

SUNY Stonybrook

Degree Type / Course of Study / Major

MSW

Degree Awarded?

Yes  No

College/ University B

Name of College Attended

SUNY Stonybrook NY

**Degree Type / Course of Study / Major**

BA psychology

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

Suffolk county community college

**Degree Type / Course of Study / Major**

AAS criminal justice

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

**Hours Completed**

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

- Advisory Council on Aging: Submitted
- Alcohol and Other Drugs Advisory Board: Submitted
- Mental Health Commission: Submitted
- Local Enforcement Agency Independent Hearing Panel: Submitted

**Seat Name**

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If you have attended, how many meetings have you attended?**

**Please explain why you would like to serve on this particular board, committee, or commission.**

Improve quality service By providing my professional experiences Offering solutions

---

### **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

Many years ago Lots of volunteers work No boards

---

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

Professional person Senior citizen Good person

[Upload a Resume](#)

---

### **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

Yes  No

**If Yes, please identify the nature of the relationship:**

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Services (Match)	Measure	Rate	# of Units	Budget
TOTAL				\$ 208,050.00
Indirect Costs:				
Community Education on Caregiving	Activity	\$ 2,000.00	3.00	\$ 6,000.00
Public Information on Caregiving	Activity	\$ 1,000.00	2.00	\$ 2,000.00
Information Services:				
Carer Legal Resources	Contact	\$ 170.00	2.00	\$ 340.00
Carer Intake/Referral	Contact	-	0.00	\$ 0.00
Caring Info & Assistance	Contact	\$ 130.00	10.00	\$ 13,000.00
Carer Outreach	Contact	\$ 150.00	20.00	\$ 3,000.00
Access Assistance:				
Caring Intake/Referral	Location	\$ 0.00	0.00	\$ 0.00
Supplemental Services:				
In-Home Personal Care	Hour	\$ 30.00	134.35	\$ 4,030.50
Respite Care:				
Carer Case Management	Hour	\$ 175.00	5.00	\$ 875.00
Carer Training	Hour	\$ 175.00	13.00	\$ 2,275.00
Carer Support Group	Hour	\$ 175.00	0.00	\$ 0.00
Carer Counseling	Hour	\$ 107.00	17.00	\$ 1,819.00
Carer Assessment	Hour	\$ 185.00	50.00	\$ 9,250.00
Support Services:				
TOTAL (Match)				\$ 22,422.50
Indirect Costs:				



Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: March 30, 2021

Subject: Appointments to the Local Planning and Advisory Council for Early Care and Education (LPC)

---

**RECOMMENDATION(S):**

REAPPOINT Stacie Cooper-Roundtree to the Child Care Provider 4 - East County, Amy Wells to the Public Agency 1 - West County, Candida (Candy) Duperrior to the Discretionary 1 - East County, Cathy Roof to the Discretionary 3 - Central/South County, and Liliana Gonzalez to the Public Agency 2 - Central/South County seats on the Local Planning and Advisory Council for Early Care and Education with terms expiring April 30, 2024.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The review of applications for appointments to the LPC was originally referred to the Family and Human Services Committee by the Board of Supervisors on April 22, 1997. The LPC coordinates programs and services affecting early child care and education, including recommendations for the allocation of federal funds to local early child care and education programs. The LPC consists of 20 members: 4 consumer representatives - a parent or person who receives or has received child care services in the past 36 months; 4 child care providers - a person who provides child care services or represents persons who provide child care services; 4 public agency representatives - a person who represents a city, county, city and county, or local education agency; 4 community representatives - a person who represents an agency

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Enid Mendoza, (925)  
655-2051

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations; and 4 discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies. Terms of appointment are 3 years.

The LPC reviewed the applications received and recommends the reappointments of Stacie Cooper-Roundtree, Amy Wells, Candy Duperrior, Cathy Roof, and Liliana Gonzalez.

The reappointment recommendations were presented to the Family and Human Services Committee on March 22, 2021 and approved at this meeting.

CONSEQUENCE OF NEGATIVE ACTION:

Two (2) Discretionary seats, two (2) Public Agency seats, and one (1) Child Care Provider seat will remain vacant and impact the LPC's representation and engagement.

ATTACHMENTS

Renewal Memo

Redacted Applications Part 1

Redacted Application Part 2



## Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388  
Lynn Mackey, Superintendent of Schools

January 20, 2021

Family Human Services Committee  
Contra Costa County Board of Supervisors  
651 Pine Street, Suite 107  
Martinez, CA 94553

**Subject: Renewal Appointment of LPC Members**

Dear County Board of Supervisors:

I have reviewed the memoranda and member renewal applications submitted by the Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC). I recommend approval to renewal appointments of Stacie Cooper-Rountree to Child Care Provider 4 – East County, Amy Wells to Public Agency 1 – West County, Candy Duperroir to Discretionary 1 – East County, Cathy Roof to Discretionary 3 – Central/South County and Liliana Gonzalez to Public Agency — Central/South 2 County Representatives.

Based on the applicants' education, background, current employment and continued leadership and commitment to the LPC and the child care community, I have determined that the renewal applicants meet the eligibility definition for Child Care Provider, Public Agency, Community Representative and Discretionary seats in Contra Costa County as defined by the LPC Membership Structure.

I extend my appreciation for their continued commitment in contributing their knowledge and expertise for the improvement of early care and education in Contra Costa County through community service on the LPC.

Thank you,

Lynn Mackey  
Superintendent of Schools  
Contra Costa County

cc:

Denise Clarke, LPC Coordinator  
Crystal McClendon-Gourdine, LPC Chair





Contra Costa County



Please return completed applications to: Clerk of the Board of Supervisors 1025 Escobar Street, 1st Floor Martinez, CA 94553 or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: STACIE; Last Name: COOPER-ROUNDTREE; Home Address - Street: [redacted]; City: ANTIOCH; Zip Code: 94531; Phone (best number to reach you): [redacted]; Email: [redacted]; Resident of Supervisorial District: east county

EDUCATION Check appropriate box if you possess one of the following: [checked] High School Diploma [ ] CA High School Proficiency Certificate [ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include Los Medanos College (Child Development) and California State University Eastbay (Human Development).

Other Training Completed: [ ]

Board, Committee or Commission Name: Contra Costa County Local Planning and Advisory Council (LPC); Seat Name: PROVIDERS COUNTY-EAST

Have you ever attended a meeting of the advisory board for which you are applying? [ ] No [checked] Yes If yes, how many? MANY AS A BOARD MEMEBER

Please explain why you would like to serve on this particular board, committee, or commission. As a childcare provider in the East County, my goal has always been to meet the needs of the families, children, and providers in our community. I advocate strongly for school readiness and family engagement, and I will continue to support this vision as well as others as a part of the Local Planning Committee.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application) I have been working with children for over thirty-plus years. I have been the owner of an large family childcare in the city of Antioch for twenty-three years, and have helped others start their own family childcare businesses. I have obtained a Child Development Degree, and will be graduating Spring 2022 with a degree in Human Development.

I am including my resume with this application: Please check one: [ ] Yes [checked] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [checked] Yes [ ] No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:  Yes  No

List any volunteer and community experience, including any boards on which you have served.

Provider County East, Family Engagement & School Readiness, and Advocacy Committee's.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any statements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, commission, or committee of Contra Costa County.

Signed: Stacie Cooper-Roundtree

Date: 01-03-2021

Submit this application to: [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us) OR Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

### Important Information

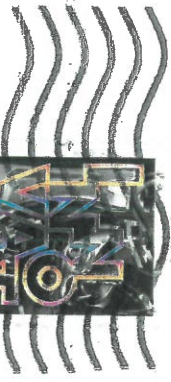
1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



Stacie Roundtree  
4716 Parkland Ct.  
Antioch, CA 94531

**RECEIVED**  
JAN 06 2021  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

OAKLAND CA 945  
4 JAN 2021 PM 7 L



CLERK of the Board of Supervisors  
1025 Esobar Street, 1st Floor  
Martinez, CA 94553

94553-12225

POSTNET barcode





Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Candida

Last Name

Duperroir

Home Address - Street

[Redacted]

City

Pittsburg

Zip Code

94565

Phone (best number to reach you)

[Redacted]

Email

[Redacted]

Resident of Supervisorial District:

Glover (5)

EDUCATION

Check appropriate box if you possess one of the following:

[X] High School Diploma

[ ] CA High School Proficiency Certificate

[ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include Los Medanos College and CAL State East Bay.

Other Training Completed:

Certificate in Management/Supervision, Child Care Aware Leadership, Advocacy

Board, Committee or Commission Name

Local Planning Council

Seat Name

Discretionary 1 East County

Have you ever attended a meeting of the advisory board for which you are applying?

[ ] No

[X] Yes If yes, how many?

10

Please explain why you would like to serve on this particular board, committee, or commission.

I am very interested in the child care system in Contra Costa County. I will bring the voices of families and children who need child care access and availability. I have 22 years experience working for Contra Costa's Child Care Resource and Referral Agency CocoKids as well as having 3 children of my own and 1 grandson. I have a strong relationship with families and licensed providers.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am the Resource and Referral Manager at CocoKids as well as the Parent VOICES Organizer for Contra Costa County. I was also a former CAB committee member for AB109 to reduce incarceration and recidivism. I am also an Active Commissioner for the city of Pittsburg's Community Advisory Commission.

I am including my resume with this application:

Please check one:

[X] Yes

[ ] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

[X] Yes

[ ] No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one:  Yes  No

**List any volunteer and community experience, including any boards on which you have served.**

I have served on the AB109 CAB for 2 years. I have volunteered for many community events for families and children throughout the county. I am currently an Active Commissioner for the city of Pittsburg's Community Advisory Commission.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

**Signed:** CANDIDA DUPERROIR

**Date:** 2/2/2021

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us*

**Important Information**

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5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Cathy, Last Name: Roof, Home Address - Street: [Redacted], City: Martinez, Zip Code: 94553, Phone: [Redacted], Email: [Redacted], Resident of Supervisorial District: 5

EDUCATION Check appropriate box if you possess one of the following:
[Checked] High School Diploma [ ] CA High School Proficiency Certificate [ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include Diablo Valley College, CAL State Hayward, and CAL State Hayward.

Other Training Completed: Many Continuing Education hours, Univ Ca Berkeley-Non Profit Series

Board, Committee or Commission Name: Local Planning Council for Early Education, Seat Name: Discretionary - Central

Have you ever attended a meeting of the advisory board for which you are applying?
[ ] No [Checked] Yes If yes, how many? 30 years

Please explain why you would like to serve on this particular board, committee, or commission.
I have been a member since 1991 when it was the Child Care Task Force. I believe I do contribute from my 49 years years in the early childhood field, and 35 years as Executive Director for State Preschool/Head Start program, contracted to the California Department of Education. I taught child development administration at Los Medanos College.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)
I have been an advocate for these many years for the field of early childhood. I have been involved in Licensing Regulations reviews representing EveryChild California Association, and annual hearings for funding from the State Legislation. I am one of the founders of our annual legislative forum.

I am including my resume with this application:
Please check one: [ ] Yes [ ] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.
Please check one: [ ] Yes [Checked] No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one:  Yes  No

**List any volunteer and community experience, including any boards on which you have served.**

Local Planning Council for Early Care and Education since its inception.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:  Date: January 18, 2021

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us*

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.





Contra  
Costa  
County

Please return completed applications to:  
Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553  
or email to: ClerkofTheBoard@cob.cccounty.us

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

First Name

Liliana

Last Name

Gonzalez

Home Address - Street

[Redacted]

City

Vallejo

Zip Code

94591

Phone (best number to reach you)

[Redacted]

Email

[Redacted]

Resident of Supervisorial District:

[Redacted]

**EDUCATION**

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

Mills College	B.A. Research Psychology	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mills College	M.A. Infant Mental Health	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Training Completed:

[Redacted]

Board, Committee or Commission Name

Local Planning Council

Seat Name

Public Agency Central/South 2

Have you ever attended a meeting of the advisory board for which you are applying?

No

Yes If yes, how many?

4+

Please explain why you would like to serve on this particular board, committee, or commission.

It is part of First 5 Contra Costa and my personal belief that we must provide quality services and supports for families and young children to ensure the well being and best possible long term outcomes for young children. The LPC works to ensure that we have the best quality child care options available for our county's children and I wholeheartedly believe in their mission and work. I believe I can support the work with my knowledge and experience in the field.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

My background is in the field of Infant Mental Health and early intervention and early childhood education. I have extensive experience working with Head Start programs as a home visitor, program coordinator, and home visitor coach as well as working directly with teaching staff to support their work plans and classroom curriculum.

I am including my resume with this application:

Please check one:  Yes  No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:  Yes  No



Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:  Yes  No

List any volunteer and community experience, including any boards on which you have served.

Women's Commission  
CSB, Head Start Policy Council  
Oral Health Collaborative  
School Readiness Committee, LPC

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my appointment to the Board of Supervisors, committee, or commission in Contra Costa County.

Signed:



Date:

1-26-2021

Submit this app

cccounty.us OR Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.





Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Amy, Last Name: Wells, Home Address - Street, City: Discovery Bay, Zip Code: 94505, Phone, Email, Resident of Supervisorial District

EDUCATION Check appropriate box if you possess one of the following: [X] High School Diploma, [ ] CA High School Proficiency Certificate, [ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include Cal State, Hayward and University of Phoenix.

Other Training Completed:

Board, Committee or Commission Name: CC Local Planning and Advisory Council for Early Care and Education, Seat Name: Public Agency 1

Have you ever attended a meeting of the advisory board for which you are applying? [ ] No, [X] Yes, If yes, how many? 6

Please explain why you would like to serve on this particular board, committee, or commission. Serving on this board has previously provided me with an opportunity to act as a liaison between my agency (CCC-CSB) and the County Office of Education.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

At present, I am a Division Manager (Temporary Upgrade) at Contra Costa County Community Services Bureau. My previous role was that of an Assistant Director over education.

I am including my resume with this application: Please check one: [X] Yes, [ ] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [ ] Yes, [X] No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one:  Yes  No

**List any volunteer and community experience, including any boards on which you have served.**

Currently serve on the Los Medanos College Advisory Committee for Early Childhood.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Amy Wells

Date: 1/27/2021

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us*

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Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: March 30, 2021

Subject: Appointments to the Contra Costa Commission for Women and Girls

---

**RECOMMENDATION(S):**

APPOINT/REAPPOINT Kirsten Upshaw to the At-Large 1, Jennifer Rizzo to the At-Large 2, Lanita Mims to the At-Large 4, and Faye Maloney to the At-Large 7 seats on the Contra Costa Commission for Women and Girls with terms expiring February 28, 2025.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Contra Costa Commission for Women and Girls (CCCWG) was formed to educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The Commission's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."

The Commission consists of 15 members and one alternate including: Five (5) District Representatives (one from each Supervisorial District), Ten (10) At-Large members, and One (1) At-Large Alternate.

The reappointment of Kirsten Upshaw would be to an At-Large seat, rather than the

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Enid Mendoza, (925)  
655-2051

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

District V seat previously held and vacated on February 28, 2021. If approved, Lanita Mims would be reappointed to the same At-Large seat she occupied during the last term. Jennifer Rizzo and Faye Maloney have attended and participated in the requisite meetings since October 2020 and have expressed interest in being appointed to the commission. The recommended appointment/reappointments were approved by the CCCWG and forwarded to the Family and Human Services Committee. At the March 22, 2021 Family and Human Services Committee meeting, the Committee approved to appoint two new members and reappoint two members to At-Large seats, as requested by the CCCWG.

If these appointments and reappointments are approved, 3 (three) of the 15 (fifteen) seats would remain vacant: District V, District III, and At-Large Alternate.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, seven (7) of the fifteen (15) membership seats would remain vacant, which would significantly impact the CCCWG's ability to maintain quorum.

ATTACHMENTS

CCCWG Appointment Memo

CCCWG Applications Redacted



Contra Costa  
Commission  
for Women and  
Girls

## CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS

3/9/2021

Memo

To: Enid Mendoza & Dennis Bozanich

From: Contra Costa Commission for Women and Girls

Re: Appointments to the Commission

At the February 16 meeting for the Commission for Women and Girls the commission discussed the commissioner terms expiring and the current vacancies.

Lanita Mims and Kirsten Upshaw would like to be reappointed to the commission for another term.

Jennifer Rizzo and Faye Maloney have attended and participated in the requisite meetings since October 2020 and have expressed interest in being appointed to the commission.

The commission would like the vacant at large seats to be filled by Lanita Mims, Kirsten Upshaw, Jennifer Rizzo and Faye Maloney.

### Officers

Kelly Clancy *Chair*

Hannah Brown *Vice Chair*

Ariana Rickard *Secretary*

Dayanna Macias-Carlos *Treasurer*

### District Members

Joey D Smith *District I*

Kelly Clancy *District II*

Open *District III*

Open *District IV*

Kirsten Upshaw *District V*

### At-Large Members

Argentina Davila-Luevano

Phyllis Gordon

Lanita Mims

Deborah Cowan

Ariana Rickard

Dayanna Macias-Carlos

Hannah Brown

Michelle Hernandez

# Application Form

## Profile

Kisten \_\_\_\_\_ L \_\_\_\_\_ Upshaw \_\_\_\_\_  
First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Pittsburg \_\_\_\_\_ CA \_\_\_\_\_ 94565 \_\_\_\_\_  
City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Which supervisorial district do you live in?

District 5

## Education

### Select the option that applies to your high school education \*

High School Diploma

### College/ University A

Name of College Attended \_\_\_\_\_

N/A

Degree Type / Course of Study / Major \_\_\_\_\_

### Degree Awarded?

Yes  No

### College/ University B

Name of College Attended \_\_\_\_\_

Degree Type / Course of Study / Major \_\_\_\_\_

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

**Hours Completed**

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

Contra Costa Commission for Women and Girls: Submitted

**Seat Name**

District V

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If you have attended, how many meetings have you attended?**

I've been on the commission since 2014.

**Please explain why you would like to serve on this particular board, committee, or commission.**

I am passionate about the CCCWG and the work we've done to uplift the Women and Girls of Contra Costa County. I would love to continue to serve as Supervisor Glover's Representative for District V, and continue to serve by bringing awareness and opportunities to the Women and Girls in our community.



---

## Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes  No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes  No

List any volunteer or community experience, including any advisory boards on which you have served.

I have been Supervisor Glover's representative since 2014 on the Contra Costa Commission for Women and Girls. I was also served as a Board member of The Saklan School for 5 years.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have been on the commission since 2014 and served as it's Vice-Chair and Chair,

[Upload a Resume](#)

---

## Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes  No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes  No

If Yes, please identify the nature of the relationship:

**Please Agree with the Following Statement**

---

**I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

---

I Agree

## Application Form

---

### Profile

Jennifer

First Name

Rizzo

Last Name

Middle Initial

Home Address

Danville

City

Suite or Apt

CA

State

94506

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

District 3

---

### Education

Select the option that applies to your high school education \*

High School Diploma

---

**College/ University A**

**Name of College Attended**

University of Georgia

**Degree Type / Course of Study / Major**

Bachelor of Arts, Political Science

**Degree Awarded?**

Yes  No

---

**College/ University B**

**Name of College Attended**

American University

**Degree Type / Course of Study / Major**

Master of Arts, Political Science

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

**Hours Completed**

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

Commission for Women: Submitted

**Seat Name**

At-Large

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If you have attended, how many meetings have you attended?**

**Please explain why you would like to serve on this particular board, committee, or commission.**

---

Women in our community face a number of difficult issues. I would like to work with community leaders to help improve the lives of women in Contra Costa County, transforming not only their lives but also benefiting their family, the community, and our economy.

---

### **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

---

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

---

Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

---

Danville Children's Guild, IMPACT Diablo Valley, National Charity League - Rolling Hills, Parents in Education, Parent Teacher Association (PTA), Girl Scouts

---

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

---

Throughout my career, I have worked to empower women at the local, national and international level. As a national political consultant, I helped elect many women leaders, including U.S. Congresswoman Jane Harman (CA) and U.S. Congresswoman Rosa DeLauro (CT). Through my work at the United Nations Foundation, I promoted the rights and equalities of girls and women around the world. And in Contra Costa County, I have served on many local foundations and organizations that seek to improve the welfare of women and children in the East Bay, including Danville Children's Guild, IMPACT Diablo Valley, Parents in Education, National Charity League - Rolling Hills, Junior League of Oakland-East Bay and Girl Scouts.

[Jennifer\\_Rizzo\\_resume\\_-\\_CCCW.pdf](#)

---

Upload a Resume

---

### **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Please Agree with the Following Statement**

---

**I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

---

I Agree

# Jennifer Ewen Rizzo

Danville, CA  
94506

jennifer.ewen.rizzo@gmail.com

---

Jennifer is a highly skilled manager and political professional. She has worked alongside some of the most influential U.S. political and world leaders, promoting and advocating for their political issues and causes. Well-organized and efficient, she has managed major domestic and international outreach, events and fundraising for and in coordination with elected officials, nongovernmental organizations and associations. Jennifer is an effective leader, manager and mentor of staff.

## **Professional Experience**

### **California State Senator Steve Glazer (CA 07), Senior District Representative**

*San Francisco East Bay Area (July 2019- present)*

- Manage state and local government relations, primarily in the Tri-Valley area.
- Conduct outreach and community engagement with local elected officials, community organizations, special districts and nonprofits in Pleasanton, Livermore and Dublin.
- Brief and advise Senator Glazer on local issues impacting residents in the East Bay, including education, housing, transportation and COVID-related issues.
- Represent Senator Glazer at meetings, working groups and public events.

### **The White House, Office of Advance for the Vice President, Advance Team**

*Northern California, Washington, DC, Pennsylvania (Dec 2013 – Nov 2014 non-compensated)*

- Planned, organized, and executed events and trips for Vice President Joe Biden.
- Responsible for logistics and operations prior to and during the Vice President's trips.
- Duties included briefing the Vice President and senior staff upon arrival, coordinating and negotiating with host organizations and community leaders, developing the visual aesthetics of the event sites to reinforce White House messaging and positioning, and managing motorcade and hotel logistics and event operations.
- Collaborated closely with Secret Service on all aspects.

### **United Nations Foundation, Director of Board Relations and Global Events**

*Washington, DC (Nov 2000 – Sept 2008)*

- Provided strategic and operational leadership on Board member engagement and global events to promote the Foundation's priorities.
- Served as the primary liaison between the UN Foundation and its Board, whose members include Ted Turner, H.M. Queen Rania of Jordan, former Prime Minister of Norway Gro Brundtland, Noble Peace Prize winner Muhammad Yunus and Emma Rothschild.
- Planned, organized and executed numerous large, medium and small scaled events, conferences and meetings globally each year.
- Developed and led high-leveled international outreach trips for the President and Board members. Responsible for planning, event management and execution.
- Built and maintained strong relationships with external United Nations agencies, NGOs, civil society, government and corporate leaders to develop and execute comprehensive international Board engagement plans and events and highlight public-private partnerships.

**Mortgage Bankers Association, PAC Director**

*Washington, DC (Apr 2000 - Nov 2000)*

- Managed and led the Association's political action committee, MORPAC, operations.
- Developed an overall strategic plan, including solicitation and disbursement strategies, membership development, and managed day-to day operations and donor CRM.
- Organized numerous creative fundraising activities and events among membership, including securing sponsorship and hosts and marketing the events.
- Represented MBA at political conventions and at candidate events.

**Bill Bradley for President, Eastern Regional Finance Director**

*West Orange, NJ (Jan 1999 - Mar 2000)*

- Senior member of finance team that successfully raised \$28 million.
- Responsibilities included creating fundraising strategy, prospecting new solicitors, coordinating events, building relationships, conducting host committee meetings and working closely with supporters to fulfill their fundraising pledge.
- Managed a portfolio of 250 solicitors.

**Democratic Congressional Campaign Committee, NE/Midwest Financial Services Director**

*Washington, DC (Aug 1998 - Dec 1998)*

- Advised targeted congressional campaigns on fundraising efforts.
- Wrote fundraising plans, trained new fundraising staffers, and established fundraising strategies, targets and goals.
- Organized events with Vice President Al Gore, Minority Leader Dick Gephardt and others.

**U.S. Congresswoman Jane Harman (CA-36) campaign, Finance Director**

*Torrance, CA and Washington, DC (Feb 1997 - Apr 1998)*

- Managed all aspects of the California, national and PAC fundraising operation.
- Raised over \$500,000 in 1997, exceeding all fundraising goals.
- Responsible for developing and implementing the fundraising strategy, coordinating events, collecting outstanding pledges and staffing the Congresswoman at campaign related events.

**Fundraising Management Group, Vice President**

*Washington, DC (Sep 1993 - Dec 1996)*

- Oversaw the fundraising operations and strategy for congressional clients and directed PAC, National and DC fundraising for U.S. Senator Jeff Bingaman (NM), U.S. Senator Ron Wyden (OR), U.S. Senator Harris Wofford (PA), Rep. Rosa DeLauro (CT) and Rep. Jane Harman (CA).
- Hired, trained, and supervised eight team members.
- Responsible for business marketing communications, sales materials and product, client recruitment, and managing the firm's daily operations.

**Volunteer Experience**

Danville Children's Guild, IMPACT Diablo Valley, Parent Investment in Education, Junior League of Oakland-East Bay, National Charity League, Rolling Hills

**Education**

The American University, Washington, DC, Master of Arts, Political Science

University of Georgia, Athens, GA, Bachelor of Arts, Political Science



## Application Form

---

### Profile

Lanita L Mims-Beal  
First Name Middle Initial Last Name

Home Address Suite or Apt  
Oakley CA 94561  
City State Postal Code

Primary Phone

Email Address

### Which supervisorial district do you live in?

District 3

---

### Education

#### Select the option that applies to your high school education \*

High School Diploma

---

#### College/ University A

Name of College Attended

SF Extention

Degree Type / Course of Study / Major

Meeting & Event Planning

Degree Awarded?

Yes  No

---

#### College/ University B

Name of College Attended

College of Alameda

**Degree Type / Course of Study / Major**

Business Admin.

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

Merritt College

**Degree Type / Course of Study / Major**

Business Admin

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

QC Career School

**Hours Completed**

16

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

Contra Costa Commission for Women and Girls: Submitted

**Seat Name**

District 3

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

If you have attended, how many meetings have you attended?

24

Please explain why you would like to serve on this particular board, committee, or commission.

I am currently reapplying for the Women's Commission

---

### Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes  No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes  No

List any volunteer or community experience, including any advisory boards on which you have served.

Arts Commission, Performing Arts Community Committee, Board of Director for Diablo Ballet, Women's Commission

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Event Planner and live in the county

[Upload a Resume](#)

---

### Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes  No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes  No

If Yes, please identify the nature of the relationship:

---

Please Agree with the Following Statement

---

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

---

I Agree

# Application Form

---

## Profile

Fatima (Faye)

First Name

Maloney

Last Name

Home Address

Brentwood

City

Suite or Apt

CA

State

94513

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

District 3

---

## Education

Select the option that applies to your high school education \*

High School Diploma

---

### College/ University A

Name of College Attended

Kaplan University

Degree Type / Course of Study / Major

Bachelors of Science/Criminal Justice

Degree Awarded?

Yes  No

---

### College/ University B

Name of College Attended

Sacramento City College

**Degree Type / Course of Study / Major**

Transfer

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

**Hours Completed**

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

Contra Costa Commission for Women and Girls: Submitted

**Seat Name**

What's available

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If you have attended, how many meetings have you attended?**

**Please explain why you would like to serve on this particular board, committee, or commission.**

I would love to be a part of a team that educates and empowers women and girls from all different backgrounds, religions, and cultures. I work very well in a team environment and I would love to learn from all those on the commission as well.

---

## **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

I am the current Regional Chairwoman for the California Narcotic Officers' Association which focuses on training of law enforcement training as well community liaison and awareness. I am also a volunteer for the Women Leaders in Law Enforcement where I am a part of the Program committee. I have also served as an Impact Speaker for the Child Abduction Task Force due to my experience as being abducted internationally by my father away from my mother.

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

I have experience in working with county/city officials as well as Outreach services for the homeless community within Alameda County. I have full training in crisis negotiation and de-escalation. I do have quality communication skills with my peers where we could work in a team environment to brainstorm solutions.

[Upload a Resume](#)

---

## **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Please Agree with the Following Statement**

---

**I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

---

I Agree





Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 30, 2021

Subject: 2021-22 State Legislation Platform Amendment

---

**RECOMMENDATION(S):**

1. AMEND the Contra Costa County Board of Supervisors' adopted [2021-22 State Legislative Platform](#), as amended March 9, 2021, to include the principle:

SUPPORT legislation that will facilitate more efficient and effective public service delivery and financial management under alternative governance and administrative structures supported by the Board of Supervisors.

2. AUTHORIZE Board members, the County's state advocates, and the County Administrator, or designee, to prepare and present information, position papers, and testimony in support of the adopted 2021-22 State Legislative Platform.

**FISCAL IMPACT:**

No direct fiscal impact from the action of amending the 2021-22 State Legislative Platform.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: L. DeLaney,  
925-655-2057

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

**BACKGROUND:**

The Contra Costa County Board of Supervisors adopted the [2021-22 State Legislative Platform](#) on January 19, 2021. The Platform was amended by the Board on March 9, 2021.

Recently, County Administrator staff were made aware of a legislative proposal that could be of benefit to Contra Costa County; however, there is no adopted State Legislative Platform principle that could authorize legislative advocacy relative to this bill. While the Platform has evolved over time to be more principle-based than specific policy-based, there are occasions when specific administrative proposals emerge during the legislative process that could benefit County operations and service delivery. For example, in the past, the County has supported legislation that authorized the Board of Supervisors to appoint the same person to the offices of Public Administrator and Public Guardian, as well as legislation related to special districts. These administrative or budget related proposals do not have a corresponding principle in the Board's adopted Platform to facilitate nimble advocacy. Therefore, it would be beneficial to County Board Members, staff and the County's state advocates to have such a principle included for more expeditious and timely advocacy related efforts.

Staff proposes the following principle be added to the "Finance and Administration" section of the County's 2021-22 State Legislative Platform:

SUPPORT legislation that will facilitate more efficient and effective public service delivery and financial management under alternative governance and administrative structures supported by the Board of Supervisors.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 30, 2021

Subject: Cancel one Mental Health Clinical Supervisor-Project (0.5 FTE), Add one Intermediate Clerk-Project (1.0 FTE) in Community Services Bureau, EHSD

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25696 to add one (1) Intermediate Clerk- Project (99J3) (represented) position at Salary Plan and Grade QH5 0946 (\$3,458 - \$4,203) and cancel one (1) Community Services Mental Health Clinical Supervisor-Project (CJH3) (unrepresented) (0.50 FTE) position number 12925 at Salary Plan and Grade C85 1541 (\$6,052 - \$7,356) in the Community Services Bureau, Employment and Human Services Department.

**FISCAL IMPACT:**

Upon approval, this action will increase salary and benefit costs by \$10,686 annually which will be funded 100% by Federal Head Start revenues. This action will not result in additional net County cost.

**BACKGROUND:**

Community Services Bureau (CSB) has outsourced its Mental Health Services, thus we are requesting to cancel the vacant Community Services Mental Health Clinical Supervisor-Project, position #12925 (0.50 FTE), and to add an Intermediate Clerk-Project, full time position, for the Partner Unit. Over the last two years, directly operated programs have closed or reduced services due to staffing shortages and facility issues causing the Partner Unit to continue to see a

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Eva Gaipa (925) 608 - 5024, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Eva Gaipa, Sylvia WongTam

BACKGROUND: (CONT'D)

steady increase in Early Head Start, Head Start, and State Funded slots. Due to this increase, services require heavy clerical data entry. Intermediate Clerks in the Partner Unit carry out tasks to meet Head Start Program Performance Standard, including a range of services as outlined in HSPPS 1302.20; these services include facilitating medical and dental services and follow up, nutritional assessments and follow up, mental health services and follow up, resource and referral, family development activities and training, and family meetings. In addition, this clerical position is critical to processing attendance from partners to ensure they are paid on time, hence the urgency to hire to cover all the required clerical duties and entries regarding the provision of health, oral health, nutrition, mental health, disabilities and family and community partnership services.

CONSEQUENCE OF NEGATIVE ACTION:

If these personnel actions are not approved, the Partner Unit will be stretched to the limit and children and families will not get the services and resources they need to achieve positive outcomes in their lives. Compliance with the many federal regulations will be jeopardized, putting the agency at risk of losing funding. In addition, partner agencies will not have the support of a comprehensive services clerk, which is CSB's commitment in our contracts with our childcare partners.

ATTACHMENTS

P300 25696

Fiscal-Budget Calculations

POSITION ADJUSTMENT REQUEST

NO. 25696
DATE 2/4/2021

Department EHSD-CSB
Department No./ Budget Unit No. 0588 Org No. 1461 Agency No. 19
Action Requested: to cancel one (1) Cs Mental Health Clinical Supervisor-Project (CJH3) (0.50 FTE) vacant position #12925 .and, add one Intermediate Level Clerk-Prjct (1.00) FTE in Community Serv

Proposed Effective Date: 2/1/2021

Classification Questionnaire attached: Yes [ ] No [X] / Cost is within Department's budget: Yes [X] No [ ]

Total One-Time Costs (non-salary) associated with request: 0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$85,590.00 Net County Cost \$0.00
Total this FY \$35,662.50 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal Revenue - CSB

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Eva Gaipa

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

[Signature]
Deputy County Administrator

3-23-2021
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/3/2021

Cancel one (1) Community Services Mental Health Clinical Supervisor-Project (CJH3) position #12925, and add one (1) Intermediate Level Clerk-Prjct (99J3) position in Community Services Bureau, Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [X] Day following Board Action.
[ ] (Date)

Elizabeth Loud for Ann Elliott

3/3/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3-23-2021

- [X] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

[Signature]
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [ ] DISAPPROVED [ ]

DATE

BY

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 3/3/2021

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

**SALARY AND BENEFIT (INCLUDING PENSION) COSTS PER JOB CLASSIFICATION  
REQUEST TO TRADE 1 P/T (0.5 FTE) CS MENTAL HEALTH CLINICAL SUPERVISOR-PROJECT to (1) INTERMEDIATE CLERK-PROJECT**

ASSIST Request #	TBD
Date:	1/22/2021
Annualization Factor	12
Benefit Percentage	69.70%
Pension Percentage	27.55%

ASSIST Request #	TBD
Date:	1/22/2021
Annualization Factor	12
Benefit Percentage	69.70%
Pension Percentage	27.55%

**VARIANCE**

**POSITION**

		COST FOR ONE	
		CS Mental Health Clin Supervisor - Project (0.5)	
Classification			
Step 5 Monthly Salary	\$	(7,356.52)	
Number of Position (FTE)		0.50	
Benefit Amount	\$	(5,127)	
Salary + Benefit	\$	(12,484)	
Annualized Sal+ Ben Cost	\$	(74,904)	
Effective Mo's		12	
Upcoming Yr. Cost	\$	(74,904)	
Federal Percentage		100.00%	
Federal Cost	\$	(74,904)	
State Percentage		0.00%	
State Cost	\$	-	
Other Funding	\$	-	
County Percentage		0.00%	
County Cost	\$	-	
Annual Pension Cost	\$	(12,160)	

**TRADE TO**

		COST FOR ONE	
		Intermediate Clerk - Project (1)	
Classification			
Step 5 Monthly Salary	\$	4,203.00	
Number of Position (FTE)		1	
Benefit Amount	\$	2,929	
Salary + Benefit	\$	7,132	
Annualized Sal+ Ben Cost	\$	85,590	
Effective Mo's		12	
Upcoming Yr. Cost	\$	85,590	
Federal Percentage		100.00%	
Federal Cost	\$	85,590	
State Percentage		0.00%	
State Cost	\$	-	
Other Funding	\$	-	
County Percentage		0.00%	
County Cost	\$	-	
Annual Pension Cost	\$	13,895	

**\$ 10,686**

Fiscal Officer: V. Kaplan

Fiscal Officer: V. Kaplan

The request is to trade 1 P/T (0.50 FTE) CS Mental Health Clinical Supervisor position for 1 Intermediate Clerk position within CSB. The Comprehensive Services Intermediate Clerk position will be funded by 100% Federal revenue. Approval of this position request will have no effect on CSB's NCC. Net annualized salary and benefits cost is \$10,686.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: March 30, 2021

Subject: Add One (1) Pharmacist I Position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25706 to add one (1) Pharmacist I (VYWA) (represented) position at salary plan and grade TC5 1998 (\$11,414 - \$13,213) in the Pharmacy Division of the Health Services Department.

**FISCAL IMPACT:**

The annual cost is approximately \$259,021, which includes \$61,489 in benefit cost. This cost will be 100% funded by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

Recently the Contra Costa Regional Medical Center (CCRMC) reopened the Acute Psychiatric Unit, previously and currently known as 4D. With psychiatric emergency services (PES) increasing partnered with local and State shortages of inpatient psychiatric beds, the basis for CCRMC's need to reopen 4D was to address the County's increasing community needs for local and immediate acute adult inpatient care. The reopening of 4D has resulted in increasing demand for pharmacy services.

The

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Mary Jane De Jesus-Saepharn,  
(925) 957-5240

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Mary Jane De Jesus, Sylvia Wongtam



BACKGROUND: (CONT'D)

Pharmacy Division has an immediate need for an additional Pharmacist I to support the additional patient care, regulatory requirements, and appropriate oversight on medication management. With this action, the Pharmacy Division will be better able to optimally address the day-to-day patient care operations considering the increased volume of patients stemming from the reopening of 4D.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Pharmacy Division will not have adequate Pharmacist staff to provide pharmacy services and medication management oversight and ensure regulatory compliance for the newly operating Acute Psychiatric Unit at the Contra Costa Regional Medical Center.

ATTACHMENTS

P300 No. 25706 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25706  
DATE 3/15/2021

Department Health Services Department No./  
Budget Unit No. 0540 Org No. 6345 Agency No. A18  
Action Requested: Add one (1) Pharmacist I (VYWA) position in the Health Services Department

Proposed Effective Date: 3/31/2021

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: 0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$259,020.71 Net County Cost \$0.00  
Total this FY \$194,265.53 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Mary Jane De Jesus-Saepharn

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

3/15/2021

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/22/2021

Add one (1) Pharmacist I (VYWA) position in the Health Services Department

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Brianna Barker

3/22/2021

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/24/2021

Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

Adjustment is APPROVED  DISAPPROVED

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Lease amendment with Contra Costa Community College District for 2600 Mission Bell Dr., San Pablo.

---

**RECOMMENDATION(S):**

APPROVE a lease amendment with Contra Costa Community College District for approximately 2,652 square feet of classroom space for the Employment & Human Services Department (EHSD) Community Services Bureau at 2600 Mission Bell Drive, San Pablo. This amendment will extend the lease term through June 30, 2022 with one three-year renewal term. The annual rental payment for the first year is \$61,080 with annual increases thereafter.

AUTHORIZE the Public Works Director, or designee, to execute the amendment and any renewal options.

**FISCAL IMPACT:**

50% Federal - Early Head Start Funds, 50% State of California Department of Education.

**BACKGROUND:**

The County has been leasing two classrooms and the associated playgrounds at 2600 Mission Bell Drive in San Pablo since 2003 on behalf of Head Start. EHSD, Community Services Bureau collaborates with the Head Start Program to provide comprehensive early childhood education, health, nutrition, and parent involvement services to low-income children and families throughout the County community. This amendment will allow the Head Start Program to continue providing those services at this location.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Stacey Sinclair, 925.  
957-2464

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Not authorizing the amendment for the continued operation by EHSD-Community Services Bureau for Head Start and child development programs at this location would require finding another suitable location, at increased rent, together with the associated expenses of moving and constructing new tenant improvements.

ATTACHMENTS

Lease Amendment

FIRST AMENDMENT TO LEASE

Employment and Human Services Department  
Community Services Bureau  
2600 Mission Bell Drive  
San Pablo, California

This first amendment is dated July 1, 2020 and is between Contra Costa Community College District, a public agency (the “**Lessor**”) and the County of Contra Costa, a political subdivision of the State of California (the “**County**”).

Recitals

A. The Lessor and the County are parties to a lease dated July 1, 2015, under which the County is leasing approximately 2,652 square feet of floor space including two classrooms and restrooms in the building commonly known as 2600 Mission Bell Drive, San Pablo, California (the “**Lease**”).

B. The parties desire to extend the term of the lease and revise the rent.

The parties therefore agree as follows:

Agreement

1. Section 2. Term is deleted in its entirety and replaced with the following:

Term. The “**Term**” of this lease is comprised of an Initial Term and, at County’s election, Renewal Terms, each as defined below.

a. Initial Term. The “**Initial Term**” is seven years, commencing on July 1, 2015 (the “**Commencement Date**”) and ending June 30, 2022.

b. Renewal Terms. County has one option to renew this lease for a term of three years (a “**Renewal Term**”) upon all the terms and conditions set forth herein.

i. County will provide Lessor with written notice of its election to renew the Lease thirty days prior to the end of the Term. However, if County fails to provide such notice, its right to renew the Lease will not expire until fifteen working days after County’s receipt of Lessor’s written demand that County exercise or forfeit the option to renew.

ii. Upon the commencement of a Renewal Term, all references to the Term of this lease will be deemed to mean the Term as extended pursuant to this Section.

2. Section 3. Rent is deleted in its entirety and replaced with the following:

Rent. County shall pay rent (“**Rent**”) to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month during the Initial Term and, if applicable, the Renewal Terms, in the amounts set forth below:

- a. Initial Term.

<u>Period</u>	<u>Monthly Rent</u>
July 1, 2015 – June 30, 2016	\$4,390
July 1, 2016 – June 30, 2017	\$4,500
July 1, 2017 – June 30, 2018	\$4,610
July 1, 2018 – June 30, 2019	\$4,725
July 1, 2019 – November 30, 2020	\$4,843
December 1, 2020 – June 30, 2021	\$4,965
July 1, 2021 – June 30, 2022	\$5,090

- b. First Renewal Term.

July 1, 2022 – June 30, 2023	\$5,218
July 1, 2023 – June 30, 2024	\$5,375
July 1, 2024 – June 30, 2025	\$5,537

3. All other terms of the Lease remain unchanged.

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Landlord and County are causing this first amendment to be executed as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA, a  
Political subdivision of the State of  
California

CONTRA COSTA COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Brian M. Balbas  
Public Works Director

By: \_\_\_\_\_  
David Wetmore  
Director of Purchasing and  
Contract Services

RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By: \_\_\_\_\_  
Stacey Sinclair  
Senior Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, COUNTY COUNSEL

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 30, 2021

Subject: Amend Contract with Ombudsman Services of Contra Costa, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Ombudsman Services of Contra Costa, Inc., effective February 5, 2021 to increase the payment limit by \$50,406 to a new payment limit of \$561,668 to provide long-term care Ombudsman services with no change in the existing term ending June 30, 2021.

**FISCAL IMPACT:**

This amendment will increase budget expenditure by \$50,406 to a new total expenditure of \$561,668 to be funded by 22% Federal, 54% State, and 24% State Public Health Licensing and Certification Program, Health Facilities Citation Penalties Account, and SNF Quality and Accountability Revenues. (CDFA#93.044 and 93.041)

**BACKGROUND:**

Ombudsman Services of Contra Costa, Inc. responds to reports of abuse of residents of long-term care facilities. The services also include representing residents with issues related to day-to-day care, health, safety and personal preferences. This amendment allocates a portion of the California Department of Aging Area Plan Amendment provided to the Employment and Human Services Department, Area Agency on Aging.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Laura Pacheco  
608-4963

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tracy Murray

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, continued services cannot be provided.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Grant Agreement #28-759-26 with the California Department of Resources Recycling and Recovery

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee (Director of Environmental Health), to execute Grant Agreement #28-759-26 (State #TEA27-19-0026) with the California Department of Resources Recycling and Recovery (CalRecycle) to pay the county in amount not to exceed \$233,077, for the Environmental Health Waste Tire Enforcement Program, for the period from June 30, 2021 through September 30, 2022.

**FISCAL IMPACT:**

Approval of this agreement will result in up to \$233,077 in funding from CalRecycle for the Environmental Health Waste Tire Enforcement Program. No County match is required.

**BACKGROUND:**

Contra Costa Environmental Health/General Programs is the solid waste LEA for the entire county, including all incorporated cities except for the City of Pittsburg. CalRecycle has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program. The county demonstrates it has sufficient staff resources, technical expertise, and/or experience with similar projects to carry out the proposed program.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Randy Sawyer,  
925-692-2521

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

On January 19, 2021, the Board of Supervisors approved the submission of a grant application to California Department of Resources Recycling and Recovery (CalRecycle) for the Environmental Health Waste Tire Enforcement Program through September 30, 2022.

Approval of Grant Agreement #28-759-26 will allow Contra Costa Environmental Health to continue the Environmental Health Waste Tire Enforcement Program. This agreement includes agreement to indemnify and hold the State harmless, through September 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the county will not be able to monitor and reduce illegal waste tire practices, educate and enforce proper waste tire management throughout the county, assist in reducing potential vector problems and prevent tire fires, nor protect public health and safety.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Amendment #28-900-3 California Institute for Behavioral Health Solutions

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to accept Grant Amendment #28-900-3 with the California Institute for Behavioral Health Solutions, to increase the amount payable to the County by \$6,990 from \$496,413 to a new amount not exceed \$503,403 and to extend the termination date from February 28, 2021 to August 31, 2021, for prevention screening, intervention, and treatment services to reduce Opioid Use Disorder (OUD) for youth in East and West Contra Costa County.

**FISCAL IMPACT:**

Approval of this grant amendment will result in additional funds in the amount of \$6,990 for a total amount payable to the County of \$503,403. No County match required.

**BACKGROUND:**

This Grant is needed to expand access to youth-friendly prevention, screening, intervention and treatment services to reduce OUD among youth ages 13 through 24 years. Services will be provided to high school youth in Antioch, Pittsburg and West Contra Costa Unified School Districts, Juvenile Hall, Golden Gate Community Schools operated by Contra Costa Office of Education, Calli House Youth Shelter and Concord Homeless Shelter. Data from the California Opioid Overdose Surveillance Dashboard show that areas

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Daniel Peddycord,  
925-313-6712

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

of West and East Contra Costa, including Richmond, Pittsburg and Antioch, have some of the highest rates of opioid overdose deaths for all ages in the county, indicating that misuse of opioid and OUD is an issue in these areas. Because most adults with OUD started using opioid before age 25, misuse of opioid and OUD among youth and young adults in these areas is a concern.

Approval of Grant Amendment #28-900-3 will allow county to receive additional funds to provide prevention screening, intervention, and treatment services for youth to reduce OUD through August 31, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this grant amendment is not accepted, County will not receive additional funds to reduce opioid use disorder and opioid overdose among youth in East and West Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: 4, 5



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Grant Award Amendment #28-930-1 with the State of California Health and Human Services Agency, Department of Public Health

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to accept Grant Award Amendment #28-930-1 with the State of California Health and Human Services Agency, California Department of Public Health (CDPH) to increase the amount payable to the County by \$145,833, from \$125,000 to a new amount not to exceed \$270,833, and to extend the termination date from March 15, 2021 to July 31, 2022, to provide COVID-19 and respiratory viral panel testing for the Community Sentinel Surveillance Project.

**FISCAL IMPACT:**

Acceptance of this Grant Award Amendment will result in an additional amount of \$145,833 payable to the county from the CDPH. No County match is required.

**BACKGROUND:**

On August 4, 2020, the Board of Supervisors approved Grant Award #28-930 with CDPH to pay County in an amount not to exceed \$125,000 for COVID-19 and respiratory viral panel testing for the Community Sentinel Surveillance Project for the period March 5, 2020 through March 15, 2021.

Approval of Grant Award Amendment #28-930-1 will allow Contra Costa County to receive additional funds to participate in the State Community Sentinel Surveillance Project which will allow Contra Costa

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Daniel Peddycord,  
925-313-6712

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

County Health Services Department patients who are experiencing COVID-19 like symptoms to be tested for both COVID-19 and other respiratory viruses, through July 31, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this Grant Award Amendment is not accepted, the County will not receive additional funds and patients who are experiencing COVID-19 like symptoms will not be tested for both COVID-19 and other respiratory viruses.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Amendment Agreement #29-820-2 with the City of San Pablo

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #29-820-2 with the City of San Pablo, a government agency, to amend Grant Agreement #29-820, as amended by Amendment Agreement #29-820-1, to increase the amount payable to the County by \$25,000, from \$100,570 to a new amount not to exceed \$125,570, and to extend the termination date from December 1, 2020 to November 30, 2021, for the Coordinated Outreach, Referral and Engagement (CORE) Program to provide homeless outreach services.

**FISCAL IMPACT:**

Approval of this Amendment Agreement will allow County to receive an additional amount not to exceed \$25,000 from the City of San Pablo to provide additional homeless outreach services. No County match is required.

**BACKGROUND:**

The CORE Program locates and engages homeless clients throughout Contra Costa County. CORE teams serve as an entry point into the county's coordinated entry system for unsheltered persons and work to locate, engage, stabilize and house chronically homeless individuals and families.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lavonna Martin,  
925-608-6701

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

On February 26, 2019, the Board of Supervisors approved Grant Agreement #29-820 to receive funds from the City of San Pablo to operate the CORE Program and provide services to the City of San Pablo through November 30, 2019. This contract included mutual indemnification to hold harmless both parties for any claims arising out of the performance of this Contract. On January 14, 2020, the Board of Supervisors approved Grant Amendment #29-820-1 to receive additional funds up to \$40,000 and extend the termination date from November 30, 2019 to November 30, 2020.

Approval of Amendment Agreement #29-820-2 will allow the County to receive additional funds to operate the CORE Program and provide additional services to the City of San Pablo through November 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment agreement is not approved, county will not receive additional funding and without such funding, the CORE program may have to operate at a reduced capacity.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Standard Agreement Amendment #28-300-8 with the California Department of Health Care Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Standard Agreement Amendment #28-300-8 (State #18-95004) with the California Department of Health Care Services (DHCS), to amend Standard Agreement #28-300-6, to increase the amount payable to the County by \$6,000,000 from \$21,000,000 to a new amount not to exceed \$27,000,000, with no change in the term of July 1, 2018 through June 30, 2021, for the Medi-Cal Administrative Activities (MAA) Program.

**FISCAL IMPACT:**

This amendment will result in an additional \$6,000,000 from the California Department of Health Care Services to fund the MAA Program through this fiscal year. No County match is required.

**BACKGROUND:**

The DHCS is responsible for administering the California MAA Program which is authorized by Title 42, United States Code Section 1396 and Welfare and Institutions Code Division 9, Part 3, Chapter 7 (commencing with Section 14000) and Chapter 8 (commencing with Section 14200).

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**
 APPROVED AS RECOMMENDED
  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Patrick Godley, 925  
957-5405

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L walker , M wilhelm

BACKGROUND: (CONT'D)

The Federal Social Security Act mandates cooperative arrangements between the single state agency and participating local government agencies (LGA's) responsible for providing health related administrative activities. The goal of this agreement is to ensure that Contra Costa County Medi-Cal potentially eligible individuals and their families are appropriately informed of the Medi-Cal Program, how to access it and assisted in accessing the Medi-Cal Program.

On March 27, 2018, the Board of Supervisors approved Standard Agreement #28-300-6 with the DHCS in an amount not to exceed \$21,000,000 for the Medi-Cal Administrative Activities Program, for the period July 1, 2018 through June 30, 2021. This Agreement included agreeing to indemnify the State for any claims arising out of the County's performance under the agreement.

Approval of Standard Agreement Amendment #28-300-8 will allow additional funding to the County's Health Services Department for the MAA Program, through June 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the County will not receive additional funds to continue providing the MAA Program.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Agreement #28-706-23 with Public Health Foundation Enterprises, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Agreement #28-706-23 with Public Health Foundation Enterprises, Inc., a nonprofit corporation, to pay County an amount not to exceed \$105,748 for participation in the California Emerging Infections Program (EIP) for the period from September 1, 2020 through August 31, 2021.

**FISCAL IMPACT:**

The agreement will result in an amount not to exceed \$105,748 in funding by Food and Drug Administration Grant for the Emerging Infections Program through the Public Health Foundation Enterprises, Inc. No County match is required.

**BACKGROUND:**

The National Antimicrobial Resistance Monitoring System (NARMS) for Enteric Bacteria was established in 1996 to monitor bacterial resistance, specifically, the resistance among Salmonella and other enteric bacteria. The 17 participating state health departments forward every tenth human Salmonella isolate to Center for Disease Control (CDC) for antimicrobial susceptibility testing.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Daniel Peddycord,  
925-313-6712

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L walker, M Wilhelm

BACKGROUND: (CONT'D)

The CDC is requesting that additional EIP sites participate in the study of food borne bacteria. Such bacteria is not uncommon and often is associated with the use of antimicrobial agents in food animals, especially in retail food. This study will assist in generating a database that may be utilized to augment the development of intervention programs to stem the high prevalence of antimicrobial resistance in the meal and poultry food supply. The goal of the study is to determine the prevalence of antimicrobial resistance among Salmonella, Campylobacter, E.coli and enterococci isolated from a sample of chicken, ground turkey, ground beef and pork chops purchased from selected grocery stores in the catchment area of the California EIP FoodNet site. This will include samples collected from Contra Costa, Alameda and San Francisco County retail grocery stores.

Approval of this Agreement #28-706-23 will allow continuous funding to support the EIP - Retail Foods Project, through August 31, 2021. This Agreement includes mutual indemnification.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved County will not receive additional funding to continue provide services for the EIP.

ATTACHMENTS



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 30, 2021

Subject: CONTRACT WITH RICHMOND COMMUNITY FOUNDATION FOR ADMINISTRATION OF A LOCAL EMERGENCY RENTAL ASSISTANCE PROGRAM CAMPAIGN

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to enter into a contract with the Richmond Community Foundation in an amount not to exceed \$464,000 for administration and operation of a local emergency rental assistance program for the period March 30, 2021 through September 30, 2021.

**FISCAL IMPACT:**

\$464,000; 100% Federal authorized by the Consolidated Appropriations Act of 2021 (H.R. 133). CFDA No. 21.023

**BACKGROUND:**

On December 27, 2020, the federal Consolidated Appropriations Act of 2021, a \$900 billion COVID-19 relief bill, was signed into law and \$25 billion was allocated to the U.S. Treasury for the Emergency Rental Assistance Program (ERAP) to assist households that are unable to pay rent or utilities due to the COVID-19 pandemic. California is slated to receive a total of \$2.6 billion of the Federal ERAP funds. Of this portion, certain cities and counties within the State with populations over 200,000 were able to apply for a direct allocation of ERAP funds from the U.S. Treasury. Contra Costa County made application for its share of these funds on January 6, 2021 and received \$34,296,331 million on January 20, 2021.

For the remainder of funds not allocated to cities and counties with populations over 200,000, the State Legislature developed a programmatic framework that eases administrative burden and most efficiently deploys these resources to those most in need statewide. On January 28, 2021 the State Senate and State

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Timothy Ewell, (925)  
655-2043

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

Assembly passed the COVID-19 Tenant Relief Act (SB 91), which extends eviction protections through June 30, 2021 and creates a mechanism to deploy the state allocation of Federal ERAP funds to assist struggling tenants and landlords impacted by COVID-19. The State framework developed under SB 91 also builds upon the Federal eligibility requirements by further prioritizing the distribution of funds to certain impacted populations. A summary of major Federal and State eligibility requirements are outlined below:



## BACKGROUND: (CONT'D)

### Federal Eligibility Requirements:

- \* Funds must be used to support eligible households up to 80% Area Medium Income (AMI), with a priority for those up to 50% AMI with funding focused to ensure rental arrears are addressed to stabilize households and prevent evictions.
- \* 90% of funds must be used to provide financial assistance, including back and forward rent and utility payments and other housing expenses.
- \* Payments should be made directly to landlords or utility companies on behalf of renters; if a landlord refuses to accept the rental assistance the assistance may be provided directly to the tenant.
- \* The US Treasury is required to recapture excess funds not obligated by September 30, 2021 and will re-obligate them to jurisdictions that have meet obligation targets.
- \* Programs must be established to avoid duplication of federal rental assistance benefits to households.

### State Eligibility Requirements (over and above Federal Requirements):

- \* The rental assistance program will provide eligible landlords with immediate relief through the payment of 80 % of their tenants' rental arrears accumulated since April 1, 2020 through March 31, 2021. Landlords, in turn, agree to accept this payment as payment in full of any unpaid rent for that period.
- \* In cases where a landlord chooses not to participate, an eligible tenant may apply to the program on behalf of their landlord for 25% of their arrears that they must then use to pay the landlord. The program also allows for prospective payments of 25% of monthly rent.
- \* Funds not expended by August 1, 2021 will be recaptured and reallocated within the State to ensure no state funds are returned to the U.S. Treasury.

The combination of proscribed Federal and State eligibility criteria leaves little discretion to Boards of Supervisors or City Councils to tailor ERAP funded rental assistance programs to specific, local needs. In fact, the State is conditioning receipt of state block grant allocations to eligible cities and counties on adoption of the State's Rental Assistance Program (the "Conforming Program"), which follows the Federal and State eligibility criteria highlighted above. Local jurisdictions can further prioritize within the Federal and State criteria above but must implement at least the Federal and State criteria. By way of example, the following are areas that can be further prioritized in a local implementation scenario:

- \* Prioritization by deeper income targeting (i.e. 30% AMI and below);
- \* Prioritization by rent-burden;
- \* Prioritization by qualified census tracts;
- \* Prioritization by property size (i.e. small landlords vs. large landlords);
- \* Other related factors that the State deems to be consistent with prioritizing populations with demonstrated need;

### State Options for Eligible Cities and Counties:

Following the passage of SB 91, the State developed three implementation options for eligible cities and counties to benefit from additional ERAP block grant funding from the State.

Option A: Participate in the State's Conforming Program and direct its federal allocation through the State Program. In this scenario, the County provides the State with the County's Federal

direct ERAP allocation and the State, along with its contractor network, runs the State Conforming ERAP program on behalf of the County;

**Option B:** *Conform to the State's Conforming Program, self-administer its federal allocation and receive a block grant allocation (based on population size) from the State's Conforming Program.* In this scenario, the County received additional ERAP funds as a block grant from the State and runs the State Conforming Program on behalf of the State. The County must spend its State ERAP block grant amount (\$36 million) by August 1, 2021, or it will be recaptured by the State and reallocated to another County; or

**Option C:** *Choose not to conform to the State's Conforming Program rules, self-administer its federal allocation, acknowledge that the state will serve its population via the State's Conforming Program, and accepts responsibility for duplication of benefits checks between the two programs.* Under this scenario, the State runs the State Conforming Program within the County and the County runs a second, locally developed program within the County.

### **Current CDBG Funded Rental Assistance Program Separate**

It is important to note that the ERAP funding and implementation options outlined above are separate and aside from the CDBG funded Rental Assistance Program discussed by the Board on November 17, 2020. At that time, the Board provided direction and authorization to staff to significantly expand the existing CDBG-funded rental assistance program utilizing \$3,200,000 of CDBG-CV3 funds.

Since the ERAP program has a deadline to spend funds by September 2021, the CDBG Rental Assistance program will be placed on hold to prioritize the use of ERAP funding first. CDBG funding can be used after September 2021, so there is no risk in losing those funds in the interim.

### **County Selection of Option A and Statewide Program Launch**

On February 9, 2021, the Board of Supervisors selected Option A pursuant to SB 91, allowing the State to implement the program on behalf of the County. The County was one of several large counties (i.e. those with populations over 200,000), including Butte, Los Angeles, San Mateo, Santa Cruz, San Luis Obispo, Tulare, Ventura and Yolo that opted into Option A along with all small counties (i.e. those with populations under 200,000). Subsequently, the County Administrator filed an Expression of Interest Form with the California Department of Housing and Community Development and, ultimately, executed an agreement with the State to operate the program on March 18, 2021. Authority was granted to the County Administrator to take these actions on March 2, 2021 as part of Resolution No. 2021/78.

On March 15, 2021, the Statewide rental assistance program opened to the public, including a website (housingiskey.com) and toll-free hotline (1-833-430-2122). The website includes both an English and Spanish version and the hotline is able to initially accommodate the following languages: English, Spanish, Vietnamese, Mandarin, Cantonese, Korean and Tagalog. The State has contracted with the Local Initiative Support Corporation (LISC) to assist with outreach for the program. The State's partnership with LISC includes contracts with "Local Partner Network Organizations", primarily local community-based organizations, to provide assistance to residents seeking rental and utility payment relief. In Contra Costa County, residents can dial 1-833-687-0967 to make an appointment with a Local Partner Network Organization, or reach out directly to the following:

1. Community Housing Development Corporation of North Richmond - (510) 215-2515

2. Northern California Land Trust - (510) 548-7878
3. Richmond Neighborhood Housing Services, Inc. dba Neighborhood Housing Services of the East Bay - (510) 334-7750
4. SHELTER, Inc. - (925) 349-0571

The County has weekly progress meetings with the State to ensure that the County's interests are being represented and share information about the program's progress.

### **Local Funding for Additional Program Outreach**

As part of the selection of Option A, the County is able to retain 1.5% of its Federal allocation, or approximately \$514,445, for use locally in a manner consistent with the Federal program guidance governing the ERAP program. The Board directed the County Administrator's Office and the Department of Conservation and Development to work with the Raise the Roof Coalition to develop a local program that would complement the Statewide program locally. In the same discussion, County staff and the Raise the Roof Coalition were encouraged to draw from the work of the Census 2020 project, which benefitted from collaboration between government and community-based organizations.

County staff and Raise the Roof held weekly meetings to work towards development of a local program and share information regarding the roll out of the statewide program. Ultimately, County staff and Raise the Roof came to a consensus on a program to propose to the Board to serve our residents, with a focus on complementing, not duplicating, Statewide efforts. Below is a summary of the proposed program that was jointly recommended to and approved by the Board on March 23, 2021 for allocation of \$514,000. A more comprehensive version is attached for further reference:

\$313,320 - Community Outreach & Engagement  
\$75,000 - Local Housing Stability Services  
\$50,000 - 211 for Rental Assistance Navigation  
\$20,000 - Emergent Needs  
\$55,680 - Fiscal/Administrative Fee Allowance  
**\$514,000 Total**

Under the approved framework, the County, similar to Census 2020 contracts, will advance one-half of the contract amount conditional on progress reporting. This preserves a balance of providing adequate cash flow for program operations with proper contract oversight and reporting.

### **Selection of Lead Agency & Contract Approval**

As part of the Board's approval of the program outline above, it was decided that the lead agency self-identified by the Raise the Roof Coalition, the Richmond Community Foundation (RCF) will serve in that capacity to administer the program on behalf of the County. Today's action is requesting that the Board of Supervisors formally approve the contract with the Richmond Community Foundation and authorizes the County Administrator to execute the contract once fully negotiated.

#### **CONSEQUENCE OF NEGATIVE ACTION:**

The County will not have allocated \$464,000 towards local ERAP programming to the Richmond Community Foundation as directed on March 23, 2021.

#### **ATTACHMENTS**

Emergency Rental Assistance Program, Local Program Proposal. March 2021

## **ERAP Comprehensive Implementation Grants in Contra Costa County**

### **Overview of recommended approach**

Through the new Emergency Rental Assistance Program (ERAP), approximately \$70 million in federal funds have been allocated to Contra Costa County to provide emergency rental assistance to help keep local residents housed during the pandemic. The funds must be spent or encumbered by August 31, 2021, so it is imperative that a well-designed outreach and distribution program be launched as quickly as possible.

Under SB 91, the state gave counties three options on how to distribute the ERAP funds. Contra Costa chose Option A, in which the County's allocation of rental assistance funds were entrusted to the state to administer through the statewide application portal and hotline. The state, in turn, has contracted with LISC (Local Initiatives Support Corp.) to establish a Local Partner Network (LPN). The LPN is composed of community-based organizations (CBOs) that commit to one of three successively involved levels of effort and engagement: Tier 1 (promotion), Tier 2 (promotion and outreach), and Tier 3 (promotion, outreach, and technical assistance to help applicants navigate the state application process).

Under the ERAP structure, 1.5% of each jurisdiction's ERAP funds (\$514,000 in Contra Costa) remain under the County's control, to be used for local implementation activities that supplement the LPN by ensuring that the county's most vulnerable residents -- those who are most marginalized, least connected to County services, and most at risk of eviction and possible homelessness -- are contacted and supported by local, trusted community organizations.

The following recommendations for local outreach and implementation are designed to accomplish those tasks, utilizing \$464,000 of the total allocation of \$514,000. To date, most of the CBOs participating in the LPN have been contracted to conduct Tier 1 and Tier 2 activities -- i.e., outreach and navigation assistance. However, few of the CBOs selected by LISC (of those identified to date) are based in Contra Costa County; rather, most are regional or statewide in scope. An additional consideration is that the local outreach grantmaking program described in this proposal will likely be able to get funds out the door more quickly than LISC can, thus reaching residents sooner who are in dire need of information and support.

Therefore, we recommend that the County invest its local funds (via RCF Connects, as fiscal agent/grants manager) for ERAP implementation in more locally-based CBOs that can leverage their deep and trusted ties to reach the communities most impacted by COVID-related housing insecurity. The program is designed to help local CBOs conduct outreach and marketing that is granular and specific to geography, language, and demographics -- with a focus on advancing equity in communities that are socially, economically, and linguistically marginalized.

This cohort of outreach organizations will be tasked with connecting community members to LPN Tier 3 organizations, which can then assist with navigating the ERAP portal. It is important that County- and LISC-funded CBOs are able to communicate with one another around real-time program gaps and solutions. For that reason, we recommend that LPN members also attend the countywide convenings described below.

At the same time, it is important that the CBOs focusing on this highly localized outreach can coordinate and problem-solve with one another at the sub-county level (e.g., to meet needs that are specific to East, Central/South, and West County, respectively).

Alongside and as a complement to this specialized and localized outreach, a new Housing Stability Service is needed to integrate the growing number of local programs to assist renters. This need will not be addressed by the LISC-run hotlines. Indeed, in selecting Option A, Contra Costa County decided to forego local control over designing assistance for renters and landlords. Hence, a portion of the County-retained funds for implementation should be allocated to local measures that are targeted to fill in the gaps created by participating in the statewide ERAP. Along these lines, the County should also retain a small amount to pay for supplementary marketing activities or other emergent activities, as needed.

## Recommended expenditure plan

1. **COMMUNITY OUTREACH AND ENGAGEMENT: \$313,320**
  - A. **\$50,000: Project management/facilitate partner convenings**
  - B. **\$263,320: Grants to CBOs** to outreach to and engage with residents who can benefit from ERAP
2. **HOUSING STABILITY SERVICE: \$75,000**
3. **EMERGENT NEEDS: \$20,000** (will be used as needed to supplement the state's marketing program, or for other emergent needs identified during implementation)
4. **FISCAL/ADMIN FEE: \$55,680** (RCF Connects' 12% standard fee)

## Program design

1. **COMMUNITY OUTREACH AND ENGAGEMENT**
  - a. We propose that the County contracts with RCF Connects, which has affirmed their interest and capacity to take on the role of fiscal agent and grants coordinator for the ERAP project. The scope of work includes:
    - i. Convening an **ERAP Oversight Team**, potentially comprising the current group of county leaders (DCD, CAO and EHSD), and CBOs (EBASE, EBHO, Monument Impact, Ensuring Opportunity) to monitor overall progress and confer as needed on data collection and other key project deliverables.

- ii. **Issue an RFP and select trusted CBOs and faith communities to perform location-specific, language-specific, and/or demographic-specific ERAP outreach** (in partnership with, and complementary to, LISC's LPN) in one or more regions of the county. The County's recent successful Census outreach mini-grants program will be used as a model, in that the grants application process was simple, decisions were made quickly, and funds were allocated to CBOs both large and small, and to a mix of long-time contractors in some instances and those new to contracting with the county in other cases, in order to deepen and broaden the demographic, geographic, and cultural reach into the communities identified as most at risk. The RFP will be sent to a wide network of CBOs, including those recently involved in Census outreach, voter engagement, and vaccine administration, as these organizations have extensive experience working within the communities identified by the Urban Institute as being most vulnerable to COVID-caused housing insecurity.<sup>1</sup> Most grants are anticipated to range from \$2,000 to \$30,000 in size. While residents facing eviction risk and housing insecurity live in every region of the county, some communities have been more deeply impacted than others, and the distribution of grant funds will be designed to address that inequitable impact. Data sources including Bay Area Equity Atlas and the Urban Institute report are among the objective sources that will be used to determine the best allocation of funding across regions of the county. Additional consideration will be given to areas of the county, particularly near-East and far-East county, that are in the process of strengthening their nonprofit infrastructure and may need additional support. Lastly, consideration will be given to geographic gaps in LISC's Local Partner Network coverage in Contra Costa (e.g., few East County organizations have applied to date).
- As noted below, in addition to the direct outreach grants, funds will be allocated to an identified CBO in each region of the county (East, Central/South, and West) to provide local coordinating support in their sub-region, such as supporting RCF in convening and surveying sub-regional grantees to identify region-specific needs and gaps.
- iii. **Regularly convene countywide and sub-regional Coordinating Council** of grantees, LISC LPN members, and other stakeholders (including County departments such as EHSD) to plan and align

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<https://www.urban.org/features/where-prioritize-emergency-rental-assistance-keep-renters-their-homes>

outreach strategies, share data, and discuss ways to troubleshoot, adapt, and expand approaches to implementation. The Coordinating Council will provide a forum for grantees to identify and relay relevant feedback and needs to the county, state, and LISC; share ideas and outcomes regarding outreach and navigation strategies; and collect and share data on project activities and outcomes with their peer organizations. Three organizations with deep community networks and extensive experience in convening nonprofit collaboratives have been identified to convene/coordinate grantees and other stakeholders in each region of the county, to address needs and trends that are specific to each region. Committed partners in each region include:

- **West County: RYSE Center** (which convenes the 200+ member West County COVID Community Care Coalition)
  - **Central/South County** (which includes Concord/Pleasant Hill/Martinez, Lamorinda, and Danville/San Ramon): **Family Justice Center** (which convenes the 200+ member Central/East County COVID Community Care Coalition)
  - **East County** (which includes Bay Point and all communities east): **East Contra Costa Community Care Alliance (ECCCA)**, which has a diverse mix of CBO members and is fiscally sponsored by RCF Connects.
- iv. **Coordinate with the 211 information and referral system**, operated by the Contra Costa Crisis Center. 211 will also be a key partner in sharing data with the Coordinating Council about housing-related needs and services, toward the shared goal of developing a coordinated, countywide housing stability ecosystem and referral network.
- v. Create and administer a **grant reporting process**.
- vi. Collect, prepare and report **data and program outcomes** to the County for submission to the State.
- b. The goal of this Outreach approach is to augment, rather than duplicate, the work of LISC's designated LPN partners, by contracting with smaller local organizations that have deep local roots and trusted ties to specific demographic, cultural, and linguistic communities that are disproportionately impacted by COVID. These are communities that LISC LPN partners may

either lack experience in serving, or need assistance in connecting with the large numbers of under-served residents who need specialized support. The Outreach CBOs that receive subgrants from RCF through the RFP process will be responsible for delivering one or more of the following activities. (Note: Grantee responsibilities may evolve during implementation, as the cohort develops best practices through peer-to-peer learning.)

- i. Send regular eblasts to contacts/clients for the duration of the ERAP.
- ii. Make regular social media posts for the duration of the ERAP.
- iii. Make announcements at all community convenings during the course of the ERAP.
- iv. Conduct phone-banking, door-knocking, and/or flyering, as needed or appropriate, based on access needs of the target community.
- v. Refer applicants in need of navigation assistance to LPN Tier 3 organizations; provide additional navigation services if LPN groups are unable to meet an applicant's specific needs.
- vi. Refer contacts to the new Contra Costa Housing Stability Service (described below) as needed, to connect residents to additional information and services, such as assistance in paying utility bills, finding new housing, or referral to a housing counselor or legal service provider.
- vii. Conduct activities in a location-specific, language-specific, and/or demographic-specific manner, per each grantee's contract.
- viii. Provide data on program activities and outcomes.
- ix. Participate in regular countywide and sub-regional (East, Central, or West County) convenings to share insights and problem-solve over the duration of the ERAP.

## 2. LOCAL HOUSING STABILITY SERVICE

- a. RCF will issue an RFP for up to \$75,000 to **contract with a CBO** to establish and operate a countywide Housing Stability Service.
- b. The Housing Stability Service will be accessible by phone and through a web portal, and will be **staffed during business hours** by a housing counselor, paralegal, or person with other relevant housing and customer service expertise. As both an integral part of, and an important complement to, the



rental assistance outreach network described above, the Housing Stability Service will help residents prioritize their housing needs, understand their rights as tenants, and access and navigate a complex array of housing-related services during a critical period of risk for tens of thousands of tenants. The Housing Stability Service is envisioned as being complementary to the county's 211 service. Whereas 211 covers a wide range of needs and provides referral contact information for a resident to follow up on, the Housing Stability Service will offer a deep knowledge of housing services and supports across a range of systems and organizations, and will provide a "warm hand-off" in connecting residents personally and directly with the services and agencies best-positioned to address their needs. In addition to making these personalized referrals, Housing Stability Service staff will also, when needed, offer brief consults and templates to guide residents in taking appropriate steps to stay housed. In this way, residents with more complex needs will receive services, including and also beyond the state's ERAP, to help them stay housed. This approach provides a proactive way to stabilize renters going into the long economic recovery period to come, thus accomplishing the core goals of the federal program and of SB 91 by preventing a wave of homelessness and the attendant human suffering and increased county costs. It also conforms to the guidance provided by the US Treasury Department in FAQ 23, which affirmed that Fair Housing counseling, legal services, and case management related to housing stability, are authorized uses of ERAP funds.

- c. The Housing Stability Service will help **maximize and integrate the county's existing investment in tenant supports**, including the moratorium on certain evictions and rent increases and the tenant and landlord counseling offered through ECHO Housing, Bay Area Legal Aid, Centro Legal, and Contra Costa Senior Legal Services.
- d. The Housing Stability Service will **feed into, rather than compete with, the State-run ERAP hotlines**, which are narrowly focused on ERAP applications for tenants and landlords. It will also complement Bay Area Legal Aid's and Centro Legal's existing legal services hotlines. The latter two hotlines cover all legal issues and geographies within the scope of these organizations and, as such, are generally overwhelmed and not tailored to tenant issues in Contra Costa.
- e. The Housing Stability Service will serve as a **point of connection to more dedicated services** for seniors, residents of subsidized housing, undocumented residents, and others at high risk of losing their housing. It will greatly reduce the existing burden on vulnerable tenants, who until now have

had to navigate this complex landscape on their own.

### 3. RESPONSE TO EMERGENT NEEDS

- a. RCF Connects will reserve \$20,000 to address emergent community needs in a fast-changing environment. For example, funds may be necessary to supplement and localize the statewide marketing efforts that were launched this week.

### 4. FISCAL/ADMINISTRATIVE FEE

- a. RCF will retain \$61,680 -- its standard 12% fee -- to offset the costs of serving as the fiscal agent and grants administrator for the comprehensive implementation program.

## RCF Connects Qualifications

**Mission:** RCF Connects mobilizes the power of connection to build healthy, thriving communities that are safe and diverse, and where families flourish and children are given new hope for a bright and abundant future. As a regional community foundation for Contra Costa County, RCF Connects partners with the community to inspire leadership and to share the vision for work in five areas: Community Growth, Health, Restoring Neighborhoods, Education, and Public Safety. RCF Connect's work is driven by a strong aspiration to work with their communities to strengthen economic, racial, cultural, social, and gender equity. This aspiration is expressed both in the outcomes they strive for and in the ways in which they do their work. Equity is both their organizational value and their goal. For more information: [www.rcfconnects.org](http://www.rcfconnects.org).

**Trusted relationships:** RCF Connects currently operates programs and makes grants across Contra Costa, supporting CBOs and residents through multiple programs and initiatives, including Ensuring Opportunity, Richmond Housing Renovation Program, SparkPoint Contra Costa, Healthy Richmond, and Mobility LABs in Antioch. Through the SparkPoint initiative, RCF Connects maintains offices in Richmond, Bay Point and at both Contra Costa College and Diablo Valley College, and over 19 community partners are linked through these locations. These locations serve as community hubs for a variety of resources, were key distribution points for the Census work, and currently provide a variety of cash, rent, utility and other assistance services. Free tax services through the VITA program are provided to ensure that residents receive their stimulus checks. RCF Connects also serves as the fiscal sponsor for several county-wide collectives, including the Multi-Faith ACTION Coalition and the East Contra Costa Community Alliance. In addition, RCF Connects has deep connections with local and regional philanthropic organizations, including convening and administering both the Richmond Funders Forum and the Contra Costa Funders Forum.

**Rental assistance administration:** During the pandemic, RCF Connects partnered with the Richmond Rapid Response Fund to distribute \$200,000 in rental assistance funding to support impacted residents in Richmond. RCF Connects also distributed, in partnership with Tipping Point Community, an additional \$225,000 in direct financial assistance to residents in East Contra Costa.

**Grants and contracts administration:** RCF Connects has extensive experience and systems in place to administer grants and contracts, including regranting and asset distribution under tight timelines. RCF has managed large and complex grantmaking projects for both public and private entities, including the Environmental Protection Agency (EPA), East Bay Municipal Utilities District (EBMUD), City of Richmond, Chevron, the Richmond Mayor's Community Fund, Menbe's Way Fund, and the West Contra Costa Literacy Coalition.



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 30, 2021

Subject: Amendments to Disclosure Counsel and Bond/Tax Counsel Contracts related to 2021 Lease Revenue Bonds

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to execute contract amendments with Schiff Hardin LLP and Nixon Peabody LLP for work performed related to issuance of the County's 2021 Lease Revenue Bonds.

**FISCAL IMPACT:**

\$47,500; 100% 2021 Lease Revenue bond proceeds (deposited into Cost of Issuance Fund). The repayment of bond proceeds deposited into the Cost of Issuance fund are incorporated into the debt service for the bonds. The debt service for the bonds is repaid by the General Fund, Enterprise Fund I, the Airport Enterprise Fund and the Contra Costa County Fire Protection District.

**BACKGROUND:**

**Disclosure Counsel Contract**

On April 4, 2016, the County issued a Request for Proposals (RFP) for bond disclosure counsel services. The RFP contemplated a three-year contract cycle with an option to extend for an additional two-years. After review by the Debt Affordability Advisory Committee (DAAC) and firm interviews, Schiff Hardin was selected to serve as disclosure counsel to the County.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Timothy Ewell, (925) 655-2043

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

Schiff Hardin LLC has provided excellent disclosure services to the County in the issuance and sale of periodic lease revenue and pension obligation bonds. The staff assigned is extremely familiar with the County and are able to prepare the required legal and other documents related to these issues with a quick turnaround time. The firm is also familiar with the County's outstanding bond portfolio and have proven to be an invaluable resource to staff responsible for the ongoing management of the County's debt.

On June 21, 2016, the Board of Supervisors approved a three-year contract with Schiff Hardin LLC with a term expiration of June 30, 2019. On June 18, 2019 the Board approved an extension of the contract with Schiff Hardin LLC through June 30, 2021.

## BACKGROUND: (CONT'D)

### Bond and Tax Counsel Contract

On April 4, 2016, the County issued a RFP for tax, bond and disclosure counsel services. After review by the DAAC and firm interviews, Nixon Peabody, LLP was recommended to the County Administrator for consideration of a contract award to provide bond and tax counsel services to the County for the period July 1, 2016 through June 30, 2019.

The County successfully conducted two bond transactions during the contract time period to fund new capital projects and refund existing debt at lower interest rates. In addition to assistance with bonds, the services provided by Nixon Peabody LLP on an ad hoc basis include preparation of presentations for rating agencies and other bond-related projects in support of County business. It is important to retain a firm with these particular skills to ensure that the County is able to take advantage of potential refunding opportunities as they arise and stay updated on both market trends and other public finance related legal issues.

On June 21, 2016, the Board of Supervisors approved a three-year contract with Nixon Peabody LLP with a term expiration of June 30, 2019. On June 18, 2019 the Board approved an extension to the contract with Nixon Peabody LLP through June 30, 2021. The contractor has been meeting the expectations of the County in performing services under the contract.

### 2021 Lease Revenue Bonds

For this issuance, the County commenced work to refund its 2010 lease revenue bonds (Build America and Recovery Zone Economic Development bonds) in mid-2019 in anticipation of an approaching 2020 call option date. That process was substantially underway when the COVID-19 pandemic forced the County Administrator's Office to focus on emergency response activities. Once the County was in a place to reengage with the bond team a decision was made to consolidated two separate issuances, the County issuance and a separate Contra Costa County Fire Protection District issuance to save the Fire District cost of issuance fees and interest costs due to the County's outstanding credit ratings.

Given the unique circumstances, the County Administrator's Office consulted with members of the DAAC, including the Auditor-Controller, Treasurer Tax Collector and County Finance Director to consider requests from various bond consultants to provide additional compensation for the work completed, some of which had to be re-done due to putting the transaction on hold during the initial response to COVID-19. The DAAC members acknowledged this is one example of the non-medical impacts of COVID-19 and thought it appropriate to recommend to the County Administrator an equitable sharing of cost impacts. After negotiating with Schiff Hardin LLP, the proposal is to increase the transaction fee by an additional \$32,500 due to work on the County's Preliminary Official Statement (POS) having to be reworked due to the transaction being put on hold. In addition, negotiations with Nixon Peabody resulted in a proposed increase of \$15,000 to the transaction fee related to the inclusion of the Fire District's borrowing into the 2021 lease revenue bonds.

Today's action is necessary because the existing contracts with both firms above does not allow for discretion of County staff to increase the pre-negotiated fees for the services outlined above. Due to the unique circumstances surrounding the timing of this transaction, including the interruptions caused by COVID-19, staff believes the additional compensation is fair and equitable to all parties for the services rendered and supports the recommendation of DAAC members.

### CONSEQUENCE OF NEGATIVE ACTION:

The contract amendments would not be approved and the only authority to compensate Disclosure and Bond/Tax Counsel will come from the existing, pre-negotiated contract rates.

CHILDREN'S IMPACT STATEMENT:

No impact.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: RATIFY the execution of a license agreement at 2500 Bates Avenue, Concord, executed by the County Administrator in response to COVID-19.

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**RECOMMENDATION(S):**

RATIFY the execution of license agreement with MERCED BAR, LLC, for the use of a portion of the parking lot of the property located at 2500 Bates Avenue in Concord for the purpose of a drive-thru COVID-19 testing site for the public, beginning March 15, 2021, at a rate of \$10 per month.

**FISCAL IMPACT:**

This action is funded by 100% Federal and State emergency funds.

**BACKGROUND:**

The County has leased the a portion of the property at 2500 Bates Avenue on behalf of the Health Services Departments since February 28, 2017, under which the County is leasing from Licensor approximately 37,209 square feet of floor space along with 263 parking spaces in the adjacent parking area. County has will be using another portion of the parking lot at the property and the adjacent parcel of land owned by Licensor for purposes of drive-thru COVID-19 testing.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Eric Angstadt,  
(925)655-2042

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



### BACKGROUND: (CONT'D)

The County's Health Officer has determined that accessible, timely testing and vaccination is critical to reduce transmission of the virus and to protect the community.

The County has activated the Emergency Operations Center (EOC) and several Department Operations Centers (DOC) to assist in the response to the pandemic. Those operations centers are the hub for procurement and distribution of services and equipment necessary to respond to the emergency. In support of this, the County Administrator, in his capacity of Administrator of Emergency Services (County Code Section 42-2.602) issued an emergency blanket purchase order in the amount of \$20 million on Friday, March 20, 2020 for the procurement of services and supplies necessary to facilitate the COVID-19 response within the County. The Board of Supervisors subsequently ratified the County Administrator's action on March 31, 2020. Similarly, the County Administrator has entered into several agreements, including service contracts, license agreements and leases to support the activities responding to COVID-19. The first set of such contracts was ratified by the Board on April 14, 2020 (Agenda Item No. C.22). The second set was approved by the Board of Supervisors on April 28, 2020. The third set was approved by the Board of Supervisors on May 12, 2020 (Agenda Item No. C.60). The fourth set was approved by the Board of Supervisors on June 2, 2020 (Agenda Item No. C.28). The fifth set was approved by the Board of Supervisors on August 11, 2020 (Agenda Item No. C.49). The sixth set was approved by the Board of Supervisors on September 8, 2020 (Agenda Item No. C108).

### CONSEQUENCE OF NEGATIVE ACTION:

Not ratifying the emergency actions taken in response to the COVID-19 emergency to continue with this drive-thru testing site in Concord would result in the drive-thru site being discontinued.

### ATTACHMENTS

Bates Avenue License Agreement

**LICENSE AGREEMENT**  
**2500 Bates Avenue, Concord**

THIS LICENSE AGREEMENT (“**Agreement**”) is dated as of March 15, 2021 (the “**Effective Date**”), and is between MERCED BAR, LLC, a Delaware limited liability company (“**Licensor**”), and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (“**County**”).

**RECITALS**

A. Licensor and County are parties to a lease dated April 16, 2013, as amended by a first amendment dated February 28, 2017, and a second amendment dated November 3, 2020 (the “**Second Amendment**”), (the “**Lease**”), under which the County is leasing from Licensor approximately 37,209 square feet of floor space in a building located at 2500 Bates Avenue, Concord, California (the “**Property**”) along with 263 parking spaces in the adjacent parking area.

B. County would like to temporarily use portions of the parking lot at the Property and the adjacent parcel of land owned by Licensor (identified as “Parcel 1” on Exhibit A to the Second Amendment) for purposes other than parking, in the locations shown on Exhibit A and as set forth in Section 4 below (the “**Licensed Uses**”); provided, however, that nothing herein shall be construed to include “Parcel 1” in the Lease and the County shall acquire no leasehold interest in “Parcel 1” by virtue of the execution of this Agreement by the parties.

C. Exhibit A to the Second Amendment shows the Property as having been bifurcated into “Parcel 1,” and “Parcel 2.” Licensor is contemplating the sale of both Parcel 1 and Parcel 2. A sale of either parcel could result in the termination of this Agreement and the curtailment of the Licensed Uses.

The parties therefore agree as follows:

**AGREEMENT**

1. **Grant of License; Term.**

- (a) Licensor hereby grants to County a revocable license for the Licensed Uses. In addition to the parking stalls and porch area outlined on Exhibit A.
- (b) County hereby accepts the Property for the Licensed Uses on an “as is” basis and in the condition it is in on the date of this Agreement and Licensor is hereby expressly relieved and released from any duty or obligation to make any improvements or alterations to the Property. County hereby further acknowledges that Licensor has made no representation or warranty whatsoever as to the condition or suitability of the Property for the Licensed Uses.

- (c) The term of this Agreement begins on the Effective Date and ends on the date that is one hundred eighty (180) days thereafter (the “**Initial Term**”); provided, however, if neither party terminates this Agreement in accordance with Section 1(e) below, this Agreement will automatically renew on a month to month basis.
- (d) Licensor has the right to terminate this Agreement immediately at any time upon any default hereunder by County (in addition to any other remedies Licensor may have at law and/or equity).
- (e) Either party may terminate this Agreement at any time upon thirty (30) days’ prior written notice to the other party. If this Agreement renews on a month to month basis after the Initial Term, either party may terminate this Agreement upon thirty (30) days’ prior written notice.

2. **Waiver of Liability and Indemnification.**

County agrees to use reasonable care to prevent damage to property and injury to persons while on the Property under this Agreement. County shall protect the asphalt from damage when setting up the pods through the use of plywood or other protective elements.

County assumes all risk of damage to property and injury to persons related to the Licensed Uses from any cause whatsoever, and agrees that, to the extent not prohibited by law, Licensor, its agents, partners, advisors, mortgagees, and any of their respective officers, managers, directors, employees, contractors, successors and assigns (each, including Licensor, a “**Licensor Party;**” collectively, “**Licensor Parties**”) shall not be liable for, and are hereby released from any responsibility for, any damage either to person, property or environment or resulting from the loss of use thereof, which damage is sustained by County or by other persons claiming through County.

County shall indemnify, defend, protect and hold harmless the Licensor Parties from and against any and all loss, cost, damage, expense, claims and liability, including without limitation court costs and reasonable attorneys' fees incurred in connection with or arising from any cause in, on or about the Property, and/or any acts, omissions or negligence of County or of any person claiming by, through or under County, or of the contractors, agents, employees, guests or invitees of County or any such person in, on or about the Property (“**Related Party**”). The provisions of this Section 2 shall survive the expiration or earlier termination of this Agreement.

3. **Insurance of County.**

County shall include the Licensed Uses and any property related thereto under its insurance policies required under the Lease. County shall provide Licensor with certificates or other evidence of such insurance satisfactory to Licensor concurrently with County’s delivery of an executed copy of this Agreement to Licensor. No Licensor Party shall have any liability whatsoever for any damage to County property used in connection with the Licensed Uses, or for any personal injuries or death arising out of any matter relating to the Licensed Uses; and in all events, County agrees to look to its insurance carrier for payment of any losses sustained in connection with the Licensed Uses. County shall indemnify, defend, protect and hold harmless all Licensor Parties (except to the extent of the losses

described below are solely caused by the gross negligence or willful misconduct of Licensors, its agents or employees), from and against any and all claims, losses, damages, obligations, liabilities, costs and expenses (including but not limited to reasonable attorneys' fees and legal costs) which arise out of, are occasioned by or are in any way attributable to (i) the Licensed Uses, (ii) or the acts or omissions of County relating to the Licensed Uses, or (iii) any default of this Agreement by County (including any use or storage of hazardous materials in or about the Property). No Licensor Party shall have any liability for loss of or damage to any County property by theft, vandalism, fire, explosion, gas, electricity, water, rain, bursting of pipes, seepage, dampness, or any other cause. County hereby waives on behalf of its insurance carriers all rights of subrogation against all Licensor Parties.

4. **Use.**

The Licensed Uses are limited to drive-thru COVID-19 testing, including three (3) container pods that will be used for housing medical personnel. No commercial vehicles shall be kept on the Property for the Licensed Uses with the exception of a van that will support the medical efforts of the staff. County shall not make any temporary or permanent alterations, additions, or improvements to the Property of any kind whatsoever. The Licensed Uses shall not interfere with the quiet use and enjoyment of other tenants on the Property or adjacent properties, including limiting ingress and egress to the Property or adjacent properties, or in any way restrict or impede emergency vehicle access into and away from the Property or adjacent properties. The Licensed Uses shall be conducted in compliance with all laws, orders, judgments, ordinances, regulations, codes, directives, permits, licenses, covenants and restrictions now or hereafter applicable to the Property.

Upon the termination of County rights under this Agreement, County shall discontinue the Licensed Uses and return the Property to the condition existing prior to commencement of County's activities related to the Licensed Uses. County shall be responsible for reimbursing Licensor for all costs expended by Licensor in repairing damage to or removing property from the Property caused by the Licensed Uses. Any personal property of County remaining on the Property after the expiration or termination of this Agreement shall be deemed abandoned by County.

5. **Hazardous Materials.**

County shall not cause or permit any Hazardous Materials (as hereinafter defined) to be handled, treated, generated in or about, or released or disposed of from, the Property. The term "**Hazardous Materials**" means any flammable material, explosives, radioactive materials, petroleum products, hazardous or toxic substances, or any waste or related materials, including without limitation anything included in the definition of "hazardous substances", "hazardous materials", "hazardous wastes", or "toxic substances" under any applicable federal, state or local law or regulation. If County or any Related Party in any way causes or permits contamination of the Property with Hazardous Material, County shall notify Licensor, and Licensor may terminate the license immediately. County hereby indemnifies Licensor, and agrees to defend and hold Licensor harmless, from and against all claims of any type arising from or in connection with contamination of the Property by Hazardous Materials caused by County or any Related Party or the Licensed Uses. The provisions of this Section 5 shall survive the expiration or earlier

termination of this Agreement. County will be using a small generator for providing electricity to the container/pods and will adhere to all AQMD regulations as well as fuel storage regulations for said generator. County will be responsible for any fuel spills and requisite clean up.

6. **Fees and Expenses.**

County shall pay to Licensor the amount of \$10.00 per month (the "Expense Fee") for the Licensed Uses.

County shall be required to pay the Expense Fee for the Initial Term upon its execution of this License. Thereafter, the monthly Expense Fee payments shall be due on the first calendar day of each month. Expense Fee payments shall be prorated for any fractional portion of a month. Any other payments which are required to be made by County to Licensor shall be paid within 5 business days after written request for payment. If any Expense Fee or any other sum due from County shall not be received by Licensor within five (5) days after such amount shall be due, County shall pay to Licensor a late charge equal to ten percent (10%) of such overdue amount. Acceptance of such late charge by Licensor shall in no event constitute a waiver of County's default with respect to such overdue amount, nor prevent Licensor from exercising any of the other rights and remedies granted hereunder.

7. **Termination.**

"Cause" for termination of this Agreement shall exist if County fails to comply with any of the terms or provisions of this Agreement and, in the event of a monetary default by County, fails to cure such default within 30 days after the date of receipt of written notice of default from Licensor, or in the event of any non-monetary default, fails to cure such default within 5 days after the date of receipt of written notice of default from Licensor. Notwithstanding anything to the contrary set forth herein, Licensor shall have all remedies available at law and/or equity should County default or breach the terms of this Agreement.

8. **Assignment.**

County may not assign or otherwise transfer all or any part of its interest in this Agreement.

9. **Governing Jurisdiction.**

This Agreement shall be construed under and in accordance with the laws of the State of California.

10. **Notice.**

Any notice required to be given under this Agreement may be personally delivered to a party or may be sent by overnight courier service (e.g., Federal Express) to either party addressed as follows:

To County: Contra Costa County  
Public Works Department  
c/o Real Estate Manager  
40 Muir Rd, 2<sup>nd</sup> Floor  
Martinez, CA 94553  
Fax (925) 646-0288

To Licensor: Merced BAR, LLC  
Attention: Jeff Eales – Asset Manager  
31920 Del Obispo, Suite 260  
San Juan Capistrano, CA 92675  
Phone - (949) 545-0552

11. **Miscellaneous.**

Any modification of this Agreement must be in writing signed by both Licensor and County. If any provision of this Agreement is made unenforceable, such determination will not affect the enforceability of any other provision. If any action is brought by either party against the other, the prevailing party shall be entitled to recover reasonable attorney's fees. Except as expressly provided herein, this Agreement binds and inures to the benefit of the successors and permitted assigns of the respective parties. This Agreement may be signed in counterparts. If there is any conflict between this Agreement and the Lease, the terms of the Lease shall control.

12. **Brokers.**

In connection with this License, County warrants and represents that it has had no dealings with any broker or finder and that it knows of no other person or entity who is or might be entitled to a commission, finder's fee or other like payment in connection herewith and does hereby indemnify and agree to hold Licensor and Licensor Parties harmless from and against any and all loss, liability and expenses that Licensor and Licensor parties may incur should such warranty and representation prove incorrect, inaccurate or false.

**[Signatures appear on following page]**

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Agreement as of the date first written above.

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

MERCED BAR, LLC, a Delaware limited  
liability partnership

By: \_\_\_\_\_  
Eric Angstadt  
Chief Assistant County Administrator

By: \_\_\_\_\_  
Thomas G. Rock  
Authorized Representative

**RECOMMENDED FOR APPROVAL:**

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By: \_\_\_\_\_  
Julin E. Perez  
Supervising Real Property Agent

**APPROVED AS TO FORM:**  
SHARON L. ANDERSON, County Counsel

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

Exhibit A - 2500 BATES AVE., CONCORD



- : Cones/general flow of site
- ▲ Canopy
- Cones/staff accessible
- Cones (storage)





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Amendment #23-611-3 with Atredis Partners, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #23-611-3 with Atredis Partners, LLC, a limited liability company, effective April 1, 2021, to amend Contract #23-611-2, to increase the payment limit by \$504,160, from \$486,000 to a new payment limit of \$990,160, to provide virtual Chief Information Security Officer services, hourly and project based consultation, risk analysis, including COVID-19 related services, and assessment and technical assistance with regard to the Department's Information Systems Unit security and compliance including Health Insurance Portability and Accountability Act (HIPAA) with no change in the original term of December 1, 2020 through December 31, 2023

**FISCAL IMPACT:**

This contract amendment will result in additional contractual service expenditures of up to \$504,160 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (Rate increase).

**BACKGROUND:**

Information Security is important because it protects the County's ability to function, enables the safe operation of appliances implemented on the County's IT systems, protects the data used by the County, and safeguards technology. This Contract meets the needs of the Department's Information Systems

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: PAT WILSON  
925-335-8777

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: F Carroll, M Wilhelm

BACKGROUND: (CONT'D)

unit by providing virtual Chief Information Security Officer (vCISO), services, hourly and project-based consultation, risk analysis and assessment, and technical assistance. In 2016, the Health Services Department solicited for an Information Security vendor who could provide consultation and technical assistance. From the responses received, Atredis Partners, LLC., was selected as an information security company who is considered a leader in the industry; with team members who have presented research over forty times at the BlackHat Briefings security conference in Europe, Japan and the United States. Their extensive list of projects includes working with the Department of Defense, and more recently with Google, and Apple, Inc., on a Covid-19 vaccination tracking tool.

On February 7, 2017, the Board of Supervisors approved Contract #23-611, with Atredis Partners, LLC. in the amount of \$160,000 for the provision of consultation and technical assistance with regard to the Department's Information Systems unit security and compliance with Health Insurance Portability and Accountability Act (HIPAA) including meeting Federal, State, Local and Industry Payment Card Industry Data Security Standards (PCI-DSS) assessments and audits for the period January 1, 2017, through December 31, 2019. On July 23, 2019, the Board of Supervisors approved Contract Amendment Agreement #23-611-1 to increase the payment limit by \$430,000 to a new payment limit of \$590,000, to provide additional consultation and technical assistance to the Department's Information Systems unit, with no change in the term of January 1, 2017, through December 31, 2019.

On January 5, 2021, the Board of Supervisors approved Contract #23-611-2 with Atredis Partners, LLC for the provision of consultation and technical assistance to the Department's Information Systems unit, for the period from December 1, 2020, through December 31, 2023.

Approval of Contract Amendment Agreement #23-611-3 will allow the Contractor to provide additional consultation and technical assistance for the Health Services Department's Information Systems unit through December 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Department's Information Systems Unit would be more at risk of not meeting Federal, State, Local and Industry security standards, and network infrastructure vulnerability.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Approve and Authorize Amendment No. 1 to the Contract with Cox Commercial Flooring, Inc., Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Cox Commercial Flooring, Inc., effective March 30, 2021, to increase the payment limit by \$750,000 to a new payment limit of \$1,500,000 and extend the term from June 30, 2021 to June 30, 2022, to provide on-call flooring services, Countywide.

**FISCAL IMPACT:**

Facilities Maintenance Budget. (100% General Fund)

**BACKGROUND:**

Facilities Services is responsible for the maintenance of over two million square yards of carpeted and vinyl flooring. Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County Facilities.

The term of the current contract with Cox Commercial Flooring is from July 1, 2018 through June 30, 2021. This amendment will be extending the term by one (1) additional year to June 30, 2022. The amendment will also add \$750,000 to the current contract limit of \$750,000. The increase in contract limit will be used as needed, with no minimum amount that must be used.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Kevin Lachapelle, (925)  
313-7082

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, floor maintenance and repair services with Cox Commercial Flooring, Inc., will be discontinued.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Approve and Authorize Amendment No. 2 to the Contract with All County Flooring, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with All County Flooring, effective March 30, 2021, to increase the payment limit by \$1,200,000 to a new payment limit of \$4,000,000 and extend the term from June 30, 2021 to June 30, 2022, to provide on-call flooring services, Countywide.

**FISCAL IMPACT:**

Facilities Maintenance Budget. (100% General Fund)

**BACKGROUND:**

Facilities Services is responsible for the maintenance of over two million square yards of carpeted and vinyl flooring. Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County Facilities.

The current term of the contract with All County Flooring is from July 1, 2018 through June 30, 2021. This amendment will be extending the term by one (1) additional year to June 30, 2022. The amendment will also add \$1,200,000 to the current contract limit of \$2,800,000. The increase in contract limit will be used as needed, with no minimum amount that must be used.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Kevin Lachapelle, (925)  
313-7082

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, floor maintenance and repair services with All County Flooring, will be discontinued.



Contra  
Costa  
County

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: March 30, 2021

Subject: Execute a PO with General Datatech & 3rd Party Lease Agreement with Key Government Finance, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Chief Information Officer, Department of Information Technology, a purchase order with General Datatech, and a third-party lease agreement with Key Government Finance, Inc., in an amount not to exceed \$1,200,000 for the purchase of Cisco router, switches, software and hardware maintenance for a five-year term from the delivery of shipments, Countywide.

**FISCAL IMPACT:**

The cost of \$1,200,000 is charged back to user departments through the Department of Information Technology's (DoIT) billing process.

**BACKGROUND:**

The Department of Information Technology is purchasing the Cisco computer equipment, related supplies and software to replace outdated PBX telephone systems throughout the County and to replace with a Voiceover Internet

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Marc Shorr  
925-608-4071

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Protocol (VoIP) system. A growing number of departments are requesting this technology which will allow for greater flexibility and to assist employees who are and may continue to work from home. The equipment will allow the County to retire old analog service for a redundant Internet Protocol (IP) service.

Key Government Finance, Inc. is a financing partner of Cisco Systems, Inc. The interest rate for this financing is not to exceed 1.5%. The amount needed to cover the principal and interest has been budgeted for FY 2020-2021 and will continue for subsequent fiscal years.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the County will not be able to replace an outdated analog with the latest IP technology. Failure to upgrade these critical systems may result in reduced capacity, system failure, and interrupted business and emergency operations.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #24-385-50 with Bay Area Community Services, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #24-385-50 with Bay Area Community Services, Inc., a non-profit corporation, in an amount not to exceed \$513,913, to provide mental health outreach and support services for homeless and disabled adults with mental illness at the Don Brown Shelter in East Contra Costa County, for the period from January 1, 2021 through June 30, 2021, which includes a six-month automatic extension through December 31, 2021, in an amount not to exceed \$513,913.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted annual expenditures of up to \$1,027,826 and will be funded by 70% Substance Abuse and Mental Health Services Administration (\$717,090); 16% Mental Health Services Act (\$166,944) and 14% Project for Assistance in Transition from Homelessness (PATH) Grant (\$143,792) revenues.

**BACKGROUND:**

The Behavioral Health Services Department has been contracting with Bay Area Community Services, Inc., since June 2019 to provide mental health outreach and support services for homeless and disabled adults with mental illness at the Don Brown Shelter in East Contra Costa County. This contract meets the social needs of county's population by providing ongoing operational funding for a mental health homeless shelter in East Contra Costa County.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala , M Wilhelm



BACKGROUND: (CONT'D)

On September 24, 2019, the Board of Supervisors approved Contract #24-385-49 with Bay Area Community Services, Inc., for the provision mental health outreach and supportive services at the Don Brown Shelter for homeless and disabled mentally ill adults in East Contra Costa County, for the period from July 1, 2019 through June 30, 2020, which included a six-month automatic extension through December 31, 2020.

Approval of Contract #24-385-50 allows the contractor to continue providing services through June 30, 2021 .

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's homeless adults with mental illness will experience reduced access to core survival and support services at the Don Brown Shelter in East Contra Costa County.

ATTACHMENTS



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #74-286-19 with Crestwood Behavioral Health, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-286-19 containing mutual indemnification with Crestwood Behavioral Health, Inc., a corporation, in an amount not to exceed \$703,688, to provide residential treatment services to Severely and Persistently Mentally Ill (SPMI) adults, for the period from January 1, 2021 through June 30, 2021, which includes a six-month automatic extension through December 31, 2021, in an amount not to exceed \$703,688.

**FISCAL IMPACT:**

Approval of this contract will result in potential annual expenditures of up to \$1,407,376, which are budgeted and will be funded by 44% Federal Medi-Cal (\$619,245); 26% State Mental Health Services Act (\$365,918) and 30% Mental Health Realignment (\$422,213) revenues.

**BACKGROUND:**

The Behavioral Health Services Department has been contracting with Crestwood Behavioral Health, Inc., since January 2007 to provide transitional residential treatment, rehabilitative services, medication support, and mental health services to SPMI adult clients. This contract meets the social needs of county's population by providing transitional residential treatment, rehabilitative services, medication support, and mental health services to SPMI adult clients at its Crestwood Healing Center. On April 14, 2020,

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala , M Wilhelm

BACKGROUND: (CONT'D)

the Board of Supervisors approved Contract #74–286–18 with Crestwood Behavioral Health, Inc., for the provision of day treatment and mental health services to SPMI adults for the period from January 1, 2020 through June 30, 2020, which included a six-month automatic extension through December 31, 2020. Approval of Contract #74–286–19 will allow the contractor to continue providing services through June 30, 2021. This contract includes mutual indemnification to hold harmless both parties for any claims arising out of the performance of this contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, county’s SPMI clients will have reduced access to the mental health treatment services that they require.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #24-213-59 with Desarollo Familiar, Inc. (dba Familias Unidas)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #24-213-59 with Desarollo Familiar, Inc. (dba Familias Unidas), a non-profit corporation, in an amount not to exceed \$145,817, to provide referral, consultation and education, and outpatient mental health services in West Contra Costa County for the period from January 1, 2021 through June 30, 2021, which includes a six-month automatic extension through December 31, 2021, in an amount not to exceed \$145,817.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$291,634 and will be funded 5% Federal Medi-Cal (\$14,582), 39% Substance Abuse/Mental Health Services Administration (SAMHSA) Grant (\$113,636) and 56% Mental Health Realignment (\$163,417) revenues. (Rate increase)

**BACKGROUND:**

The Behavioral Health Services Department has been contracting with Desarollo Familiar, Inc. (dba Familias Unidas), since March 1981. This Contract meets the social needs of county's population by providing information and referrals, consultation and education, and outpatient mental health services for Spanish-speaking, mentally ill clients in West Contra Costa County at Familias Unidas Counseling

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala , M Wilhelm

BACKGROUND: (CONT'D)

Center. On October 22, 2019, the Board of Supervisors approved Novation Contract #24-213-56 with Desarrollo Familiar, Inc. (dba Familias Unidas), for the provision of referral, consultation and education, and outpatient mental health services in West Contra Costa County for the period from July 1, 2019 through June 30, 2020, which included a six-month automatic extension through December 31, 2020. On April 28, 2020, the Board of Supervisors approved Amendment Agreement #24-213-57, to modify the rate schedule for the period April 1, 2020 through June 30, 2020 due to COVID-19. On July 28, 2020, the Board of Supervisors approved Amendment Agreement #24-213-58, to modify the rate schedule for the period July 1, 2020 through December 31, 2020 due to COVID-19. Approval of Contract #24-213-59 will allow the contractor to continue providing services through June 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, a significant number of county's mentally ill, Spanish-speaking adult clients in West Contra Costa County will experience reduced access to the information, referrals, consultation, education, and outpatient mental health services that they need.

ATTACHMENTS



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: Contract with Horizon Water and Environment, LLC, for Countywide Routine Maintenance Program Development and Coordination.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a Sole Source Contract (contract) with Horizon Water and Environment, LLC, in an amount not to exceed \$500,000, for Routine Maintenance Program development and coordination, for the period March 30, 2021 to March 30, 2024, Countywide. County Project No. WO8241

**FISCAL IMPACT:**

This contract is funded by 100% Flood Control District Funds.

**BACKGROUND:**

Contra Costa County (County) Public Works Department has developed a Routine Maintenance Program (Program) for work in and around features such as creeks, streams, and drainage basins in lieu of seeking individual permits for routine maintenance. The U.S Army Corps of Engineers, Regional Water Quality Control Boards, California Department of Fish and Wildlife, and the San Francisco Bay Conservation and Development Commission regulate these features. Horizon Water and Environment, LLC, was previously commissioned to develop the Program and provide regulatory coordination support based on their expertise developing

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- APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Ave' Brown,  
925-313-2311

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Ave' Brown



BACKGROUND: (CONT'D)

routine maintenance programs. The Program is a living document that may require revisions as information is gathered during implementation. The Scope of this contract includes assistance in the first years of implementation as needed, development of program templates, revisions to the Program as needed, regulatory coordination, as well as technical expertise as needed in areas of biological, botanical, cultural resources and hydro-geomorphological sciences.

CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved by the Board of Supervisors, it may jeopardize or delay implementation of the Program.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #76-605-2 with First Choice Anesthesia Consultants of Northern California, PC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-605-2 with First Choice Anesthesia Consultants of Northern California, PC, a corporation, in an amount not to exceed \$850,000, to provide anesthesia services for the period from March 1, 2021 through February 28, 2022.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$850,000 over a 1-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (No rate increase)

**BACKGROUND:**

This Contract meets the social needs of County's population by providing anesthesia services at Contra Costa Regional Medical Center (CCRMC) and Health Centers for general surgery, obstetrics, intensive care and radiology units.

On February 6, 2018, the Board of Supervisors approved Contract #76-605 with First Choice Anesthesia Consultants of Northern California, PC, to provide anesthesia services at CCRMC through October 31, 2020. On October 20, 2020, the Board of Supervisors approved Contract Extension Agreement

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Samir Shah, M.D.  
925-370-5525

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

#76-605-1 with First Choice Anesthesia Consultants of Northern California, PC, to extend the termination date from October 31, 2020 through February 28, 2021.

Approval of Contract #76-605-2 will allow the contractor to continue to provide anesthesia services through February 28, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, county will not be able to provide anesthesia services to CCRMC patients.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #26-776-6 with Encore Textile Services, Northern California, LLC

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-776-6 with Encore Textile Services, Northern California, LLC, a limited liability company, in an amount not to exceed \$4,422,170, to provide linen rental, cleaning and distribution services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period July 1, 2021 through June 30, 2024.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$4,422,170 over a three year period and will be funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

Encore Textiles Services, Northern California, LLC has provided linen cleaning and linen rental services to CCRMC and Contra Costa Health Centers since July 1, 2014. Linen services include pick up, cleaning, delivery and distribution of scrubs, gowns, towels and other hospital linen.

On December 4, 2018, the Board of Supervisors approved Contract #26-776-3 with Oceanside Laundry, LLC, in an amount of \$3,467,750 to provide linen rental and cleaning services at CCRMC and

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jaspreet Benepal ,  
925-370-5100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

Health Centers for the period July 1, 2018 through June 30, 2021. On August 11, 2020, the Board of Supervisors approved Contract Amendment Agreement #26-776-4 with Oceanside Laundry, LLC to increase the payment limit by \$90,000 to a new total of \$3,557,750, with no change in the term, due to an increase in laundry services required at the hospital. On August 20, 2019, the contractor amended their registration with the Secretary of State of California to reflect a name change from Oceanside Laundry, LLC to a new name of Encore Textiles Services, Northern California, LLC.

Approval of Contract #26-776-6 will allow contractor to continue providing linen rental, cleaning and distribution services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, CCRMC and Contra Costa Health Centers will not have access to contractor's linen cleaning, rental and distribution services.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: March 30, 2021

Subject: Contract with NetFile, Inc., to Provide E-filing Services for Statements of Economic Interest

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract with NetFile, Inc., in an amount not to exceed \$175,000 to provide e-filing services for California Fair Political Practice Commission (FPPC) Statements of Economic Interest (Form 700) and FPPC Campaign Finance Disclosure, for the period April 1, 2021 through March 31, 2024.

**FISCAL IMPACT:**

The costs of the contract are shared by the Clerk of the Board and the Clerk-Recorder Elections Division, and the amounts have been budgeted and appropriated for FYs 2020-21 and FY 2021-22.

**BACKGROUND:**

Certain elected and appointed County and Special District officials are required to file annual Statements of Economic Interest with the Clerk of the Board or with the Elections Division of the Clerk-Recorder's Office. Candidates for elective office and committees supporting or opposing ballot measures are required by the FPPC to file Campaign Finance Disclosure Reports with the Elections Division of the Clerk-Recorder's Office. These Reports are required to be made public. Services provided by NetFile will

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF  
SUPERVISORS**

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

ATTESTED: March 30, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact:  
925-335-7807

By: , Deputy

cc:

BACKGROUND: (CONT'D)

permit these types of reports to be submitted electronically online, and will make them publicly available online. In addition, County Ordinance No. 2016-05 requires the Campaign Finance Disclosure Reports to be filed electronically. NetFile provides this capability and makes the information in a redacted form available on-line.

The contract will include a Special Condition limiting the Contractor's maximum liability to the county to the total amount of fees paid by the County under this Agreement in the twelve months preceding the date on which the claim accrued.

CONSEQUENCE OF NEGATIVE ACTION:

if unapproved, the information would be unavailable online and the Clerk of the Board and the Elections Division would only receive and disclose these reports in a hard copy format. Campaign Finance Disclosure documents would not be able to be filed electronically per Ordinance No. 2016-05.



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: March 30, 2021

Subject: Transfer of K-9 Service Dog Anavi

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Sheriff's Deputy Timothy Allen to pay the County \$1.00 for retired Sheriff's Service Dog "Anavi" on March 31, 2021.

**FISCAL IMPACT:**

None

**BACKGROUND:**

On December 18, 2007, the Board of Supervisors approved Board Resolution No. 2007/172, which authorized the transfer of ownership of retired police canine (K-9) service dogs to their respective handlers for minimal (\$1.00) consideration. Police dogs typically reach the end of their useful service lives around the age of 8 years. Although the approximate costs of purchasing a police dog (\$11,000) and training it (\$8,000) are substantial, the service received from these dogs is well worth the expenditure. However, upon their retirement from service, the dogs cease being a financial "asset" and instead become a continuous expense. By transferring ownership of the dog to its handler, all ongoing expenses are absorbed by the handler in exchange for his/her dog's companionship in the sunset years of the dog's life.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Chrystine Robbins,  
925-655-0008

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



BACKGROUND: (CONT'D)

On rare occasions, the K-9 handler is unable to accept ownership of his/her retired service dog. In these situations the Sheriff's Office seeks authorization to transfer ownership of retired K-9s to private citizens whom the Office of the Sheriff has determined to be suitable to accept the dog. In exchange for a minimal (\$1.00) consideration for the transfer of ownership, the new owner will assume all costs – food, shelter, veterinary, licensing, and liability – for the dog.

CONSEQUENCE OF NEGATIVE ACTION:



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
Date: March 30, 2021

Subject: Google Workspace Integration

---

**RECOMMENDATION(S):**

Acting as the Governing Board of the Contra Costa County Fire Protection District (1) APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with Carahsoft Technology Corp, in an amount not to exceed \$200,000, for the purchase of Google Workspace e-mail and other hosted services, for the period April 10, 2021, through April 10, 2024, and (2) APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with SADA Systems, Inc., in an amount not to exceed \$50,000, for implementation and support of the Google Workspace system for the period April 10, 2021, through April 10, 2024.

**FISCAL IMPACT:**

100% Budgeted; Special District Revenue (General Operating Fund)

**BACKGROUND:**

The Contra Costa County Fire Protection District (District) is a large organization with over 400 employees. Communication and collaboration has been key to running an effective

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Lon Goetsch, Assistant Chief  
925-941-3300

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

organization. With the advent of COVID-19 and more of our workforce being remote, the District needed to look at innovative ways to advanced our technology in order to support our workforce and improve communication. The District was provided the opportunity to utilize Google Workspace. With Google Workspace, the District started by creating a simple, secure web site that employees could access on-duty and off-duty from any device. The site featured improved workflow for employees, a central repository for internal news, and a central document repository (Google Drive) that supports real-time collaboration. Since utilizing the service, the District has seen tremendous benefits versus the legacy Exchange Server, Virtual Private Networks (VPNs), and local file server. Additionally, this service will provide email and calendar service to replace the District's aging Exchange server. Lastly, by moving these services off premise to the cloud will improve business continuity in the event of local network challenges or by other cyber threats plaguing public agencies, including Ransomware. The District continues to find innovative ways to use the Google Workspace to improve innovation, communication, and collaboration. Google Workspace is utilized by over 6 million businesses worldwide and many government agencies including the City of Los Angeles, City of Memphis, City of San Bruno, and the State of Arizona.

The Google terms and conditions governing the District's use of the Google hosted Workspace products and services include the following: (1) a limitation of Google's liability in delivering the services to an amount not in excess of the amounts paid during the 12 months preceding the claim, which applies to a breach of hosted data; (2) the District is not entitled to a refund of fees in the even it terminates the agreement prior to the expiration of the three year term, (3) an obligation for the District to indemnify Google for claims arising from District's data in the hosted system, and District's breach of the Google acceptable use policy.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: March 30, 2021

Subject: APPROVE and AUTHORIZE the Chief Information Officer, to execute a contract with Accenture in an amount not to exceed \$4,200,000 to implement Workday.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, or designee, to execute a contract with Accenture, LLP, in an amount not to exceed \$4,200,000, to provide implementation services for the Workday Financial Management System, for the period of April 1, 2021 through December 31, 2022.

**FISCAL IMPACT:**

The total cost of the contract will be funded by General Fund reserves.

Contract costs will be invoiced monthly and are estimated to be expended as follows:

FY 2020-21: \$475,000

FY 2021-22: \$2,587,000

FY 2022-33: \$178,188

Each month there will be a list of deliverables that will be tracked and paid out accordingly. In addition to the aforementioned list of estimated costs by fiscal year, the contract includes approximately \$917,000 for contingency/change orders, travel and procurement.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Marc Shorr,  
925-608-4071

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Nancy Zandonella

## BACKGROUND:

At its January 19, 2021 meeting, the Board approved a contract with Workday, Inc. for a hosted financial management system to replace the County's legacy system. The County is now requesting approval for a contract with Accenture, LLP who will provide consulting services to implement the Workday financial management system software. The Public Works Purchasing Division issued a Request for Proposal (RFP) on November 13, 2020 to solicit bids from qualified vendors who could provide the implementation services. The bid yielded two (2) qualified vendors. An evaluation committee comprised of representatives from the Auditor-Controller's Office, the Treasurer-Tax Collector's Office and the Department of Information Technology was convened to evaluate both proposals. At the conclusion of the interviews, the panel determined that Accenture, LLP was the vendor that most closely matched the County's requirements and best met the needs of the organization. Accenture has a proven track record and has implemented Workday in over 40 public sector agencies throughout the United States and most recently implemented the Workday financial management system in Placer County, San Mateo County, Alameda County Superior Courts of California, and for the City and County of Denver, Colorado. Accenture also comes highly recommended by Workday, and the County's contracted project manager has experience working with Workday as a system implementer.

The proposed contract with Accenture obligates the County to indemnify Accenture for third party claims arising out of the County's performance of the contract that are caused by the County's negligence or willful misconduct. The proposed contract limits Accenture's liability to an amount equal to the amount paid to Accenture in the 15 months preceding any claim (approximately \$4,157,077), except for claims involving a data breach, which would be capped at 1.5 times the amount paid to Accenture in the 15 months preceding a data breach claim.

## CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the Workday implementation will be delayed and potentially result in increased costs related to the project.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #77-322 with Allergy and Asthma Medical Group of the Bay Area, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-322 with Allergy and Asthma Medical Group of the Bay Area, Inc. in an amount not to exceed \$1,550,000, to provide allergy and asthma medical services for Contra Costa Health Plan (CCHP) members for the period May 1, 2021 through April 30, 2023.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$1,550,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II.

**BACKGROUND:**

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the county. This contractor provides allergy and asthma medical services for CCHP members. This contractor has been a part of the CCHP Provider Network for several years formerly under a memorandum of understanding (MOU) with CCHP, and was required to convert to a county contract.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Sharron Mackey,  
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm, M Wilhelm

BACKGROUND: (CONT'D)

Under new Contract #77-322, contractor will provide allergy and asthma medical services for CCHP members for the period May 1, 2021 through April 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #77-323 with John Muir Magnetic Imaging Center

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-323 with John Muir Magnetic Imaging Center, a general partnership, in an amount not to exceed \$1,121,000, to provide diagnostic imaging services for Contra Costa Health Plan (CCHP) members for the period May 1, 2021 through April 30, 2023.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$1,121,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II.

**BACKGROUND:**

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the county. This contractor has been a part of the CCHP Provider Network for several years, formerly under a memorandum of understanding (MOU) with CCHP, and was required to convert to a county contract.

Under new Contract #77-323, contractor will provide diagnostic imaging services for CCHP members for the period May 1, 2021 through April 30, 2023.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Sharron Mackey,  
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm



CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the county will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #74-624 with The Alliance for Community Wellness

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-624 with The Alliance for Community Wellness, a non-profit corporation, in an amount not to exceed \$304,210 to provide substance use disorder treatment services for adolescents for the period from January 1, 2021 through December 31, 2021.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$304,210 and will be funded 100% by Contra Costa Probation revenues.

**BACKGROUND:**

The Behavioral Health Services Department is in its first year contracting with The Alliance for Community Wellness. This contract meets the social needs of county's population by providing mental health services to adolescents with emotional and behavioral problems to improve school performance, reduce unsafe behavioral practices, and reduce the need for out-of-home placements. Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Suzanne Tavano, Ph.D,  
925-957-5169

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

BACKGROUND: (CONT'D)

Under new Contract #74-624, the contractor will provide substance use disorder treatment services for adolescents needing outpatient services for the period from January 1, 2021 through December 31, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa County adolescents will not receive substance use disorder treatment services needed to improve school performance, reduce unsafe behavioral practices, and reduce the need for out-of-home placements.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: 1,4 & 5

ATTACHMENTS



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Amendment #74-475-86(4) with Allied Medical and Consultation Services, P.C.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-475-86(4) with Allied Medical and Consultation Services, P.C., effective March 1, 2021, to amend Contract #74-475-86(3) to provide additional Medi-Cal specialty mental health services, with no change in the payment limit of \$850,000 or the original term of July 1, 2020 through June 30, 2022.

**FISCAL IMPACT:**

Approval of this amendment agreement will not result in additional contractual service expenditures. (No rate increase)

**BACKGROUND:**

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Bright, M Wilhelm

BACKGROUND: (CONT'D)

On July 14, 2020, the Board of Supervisors approved Contract #74-475-86(3) with Allied Medical and Consultation Services P.C., in an amount not to exceed \$850,000 for the provision of Medi-Cal specialty mental health services, for the period from July 1, 2020 through June 30, 2022.

Approval of Contract Amendment Agreement #74-475-86(4) will allow Contractor to provide additional Medi-Cal specialty mental health services through June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.

CHILDREN'S IMPACT STATEMENT:

The recommendation supports the following children's outcomes: 4, 5



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Contract #72-146 with The Regents of the University of California

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director or designee, to execute on behalf of the County Contract #72-146, containing mutual indemnification, with The Regents of the University of California, an educational institution, in an amount not to exceed \$10,000, for the provision of general biostatistical consultation for the Community Connect Program including research design and analytic methods for evaluating patients for the period January 1, 2021 through August 31, 2021.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$10,000 and will be funded 100% by Whole Person Care program revenues.

**BACKGROUND:**

Contractor will identify personnel who will decide which common problems and issues merit literature review, research and publication, and will help relatively new or difficulty methods into wider use.

Under Contract #72-146, Contractor will provide general biostatistical consultation for the Community Connect Program including research design and analytic methods to evaluate patients receiving case management services to reduce the likelihood that they will end up in the hospital, for the period January 1, 2021 through August 31, 2021.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Dan Peddycord,  
925-313-6712

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved the county's Public Health Department will not receive general biostatistical advice and consultation.



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
 Date: March 30, 2021

Subject: GEMT Overpayment for FY 2016-17

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Contra Costa County Fire Protection District, to make a payment to the State of California Department of Health Care Services in an amount not to exceed \$151,731 for a Ground Emergency Medical Transportation Program overpayment for FY 2016-17.

**FISCAL IMPACT:**

100% CCCFPD EMS Transport Fund (204000)

**BACKGROUND:**

The California Department of Health Care Services (DHCS), Safety Net Financing Division, Ground Emergency Medical Transportation (GEMT) Program provides funding to eligible governmental entities that provide emergency ambulance services to Medi-Cal beneficiaries. DHCS conducted an audit of the Contra Costa County Fire Protection District GEMT cost reports for the fiscal year ending (FYE) June 30, 2017. As a result of the audit, an overpayment was identified in the amount of \$151,730.36.

At the time the GEMT cost reports were prepared, providers were advised not to include dry runs. A dry run is an ambulance response that does not result in a patient transport. The State's position on the inclusion

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jackie Lorrekovich, Chief Admin  
 Svcs (925) 941-3300

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



BACKGROUND: (CONT'D)

of dry runs has since changed and providers are now required to report dry runs in GEMT cost reports. Reporting of dry runs increases the overall number of qualifying "transports," thus lowering the provider's average cost per transport. A lower cost per transport results in a lower supplemental payment to the provider.

CONSEQUENCE OF NEGATIVE ACTION:

If the payment is not made, the District will not be eligible to participate in Medi-Cal supplement payment programs in the future.

ATTACHMENTS

DHCS Demand Letter

Adjusted Cost Report Schedule



WILL LIGHTBOURNE  
DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

March 4, 2021

JACKIE LORREKOVICH, CHIEF OF ADMINSTRATIVE SERVICES  
CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
2010 GEARY RD.  
PLEASANT HILL, CA 94523

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
NATIONAL PROVIDER IDENTIFIER: 1316339609  
FISCAL PERIOD ENDED JUNE 30, 2017  
AUDIT ISSUED TO PROVIDER: 1/13/21

GROUND EMERGENCY MEDICAL TRANSPORTATION PROGRAM (GEMT)

The Department of Health Care Services audited the provider's GEMT Medi-Cal Cost Report for the above-referenced fiscal period. As a result of the audit, an overpayment was identified in the amount of **\$151,730.36**.

The final settlement amount includes reconciling the payment for the Affordable Care Act (ACA) transports as well as the Non-ACA transports. Please see Final Audited Adjusted Schedule 9 attached which shows final calculations.

Please remit payment via check to the address below within **60 days** of receipt of this letter:

Department of Health Care Services  
Safety Net Financing Division  
Attn: GEMT Program, Don Murray  
1501 Capitol Avenue, MS 4504, Suite 72.320  
Sacramento, CA 95899

Should you have any questions please contact us at [GEMT@dhcs.ca.gov](mailto:GEMT@dhcs.ca.gov).

*Christie Hansen*

Christie Hansen, Chief  
Medi-Cal Supplemental Payment Section  
Safety Net Financing Division  
Department of Health Care Services

# Ground Emergency Medical Transportation

GEMT Supplemental Reimbursement Program  
SPA 09-024

- Interim Supplemental Payment
- Interim Supplemental Payment (CA-MMIS Transport # Adjustment)
- Removal of Unallowable Billing/Accounting Costs
- Interim Settlement
- Final Settlement

## FINAL AUDITED ADJUSTED SCHEDULE 9\*

PROVIDER LEGAL NAME: **Contra Costa County FPD**

CLAIMING PERIOD: **7/1/16 - 6/30/17**

AUDITED COST REPORT ISSUE DATE: **1/13/2021**

AVERAGE COST PER TRANSPORT (from Line 9 of accepted cost report): **\$478.08**

Total transport totals below noted on Line 10, per quarter, are based on Audited Cost Report

Average Cost Per GEMT Service from Audited Cost Report	
1. Cost of MTS Services (from Sch.2)	\$35,602,355.00
2. Indirect Cost Factor Based on MTS Services? (please use drop down box)	No \$0.00
3. If no, please enter the cos basis for calculating Indirect Cost	\$0.00
4. Indirect Cost Factor	0.00%
5. Administration & General Allocation from Sch. 5 (A)	\$0.00
6. Administration & General to be Included	\$0.00
7. Grand Total of MTS Expense (Sum Lines 1 & 6)	\$35,602,355

Medi-Cal						
Managed Care	Fee For Service Non-ACA	Fee For Service ACA	Medi-Medi	Other		
8. Total Number of MTS Transports (from submitted cost report)	16,348	1,575	1,334	8,700	61,994	89,951

9. AUDITED Average Cost Per Transport (Audited Total/Line 8) \$395.80

ADJUSTED SCHEDULE 9 Calculation of Medi-Cal Settlement - NON-ACA						
	Qtr 1 07/01 - 09/30	Qtr 2 10/01 - 12/31	Qtr 3 01/01 - 03/31	Qtr 4 04/01 - 06/30	Totals	SOURCE
10. Total No. of Medi-Cal Fee for Service GEMT Transports	439	348	378	410	1,575	CA-MMIS Report (Line 9 x Line 10)
11. Total Cost of Medi-Cal GEMT Transports (Line 9 x Line 10)	173,754.98	137,737.43	149,611.35	162,276.86	623,380.61	CA-MMIS Report (Line 9 x Line 10)
12. <Less: Amount Paid> (i.e. Medi-Cal FFS or Other Payments)	(47,763.72)	(36,369.87)	(33,756.67)	(49,518.52)	(167,408.78)	CA-MMIS Report (Line 11 - Line 12)
13. Net Cost of Transports (CPE Amt.)	125,991.26	101,367.56	115,854.68	112,758.34	455,971.84	(Line 11 - Line 12)
14. Non Federal Share	62,995.63	50,683.78	57,927.34	56,379.17	227,985.92	(Line 13 * 50%)
15. Net Federal Participation Amount (FFP Amt.)	62,995.63	50,683.78	57,927.34	56,379.17	227,985.92	(Line 13 * 50%)

ADJUSTED SCHEDULE 9 Calculation of Medi-Cal Settlement - ACA						
	Qtr 1 07/01 - 09/30	Qtr 2 10/01 - 12/31	Qtr 3 01/01 - 03/31	Qtr 4 04/01 - 06/30	Totals	SOURCE
16. Total No. of Medi-Cal Fee for Service GEMT Transports	100%	100%	95%	95%	1,334	CA-MMIS Report (Line 9 x Line 16)
17. Total Cost of Medi-Cal GEMT Transports (Line 9 x Line 10)	336	285	327	386	1,334	CA-MMIS Report (Line 9 x Line 16)
18. <Less: Amount Paid> (i.e. Medi-Cal FFS or Other Payments)	132,987.86	112,802.21	129,425.69	152,777.72	527,993.48	CA-MMIS Report (Line 17 - Line 18)
19. Net Cost of Transports (CPE Amt.)	(36,856.89)	(29,717.18)	(28,072.70)	(41,598.37)	(136,245.14)	(Line 17 - Line 18)
20. Non Federal Share	96,130.97	83,085.03	101,352.99	111,179.35	391,748.34	(Line 13 = 0)
21. Net Federal Participation Amount (FFP Amt.)	-	-	5,067.65	5,558.97	10,626.62	(Line 13 = 100%)
	96,130.97	83,085.03	96,285.34	105,620.38	381,121.72	

Summary Check Figures

Total Transports 2,909

Total Amount Paid (303,653.92)

Total Due to Provider 609,107.64

FINAL SETTLEMENT NON-ACA									
	a	b	c	d	e	f	g	h	i
SFY Quarter	Non-ACA Transports from Interim Settlement	Non-ACA Interim Payment CPE Amount	Non-ACA Interim Settlement CPE Difference	Non-ACA Final Settlement CPE Amount	Non-ACA Final Settlement CPE Difference d-(b+c)	Non-ACA Interim Payment FFP Paid	Non-ACA Interim Settlement FFP Paid	Final Settlement 50% FFP Non-ACA	Final Settlement Reconciled 50% FFP Non-ACA h-(f+g)
22. Quarter 1	439	\$ 162,112.00	\$ -	\$ 125,991.26	\$ (36,120.74)	\$ 81,056.00	\$ -	\$ 62,995.63	\$ (18,060.37)
23. Quarter 2	348	\$ 130,001.00	\$ -	\$ 101,367.56	\$ (28,633.44)	\$ 65,000.00	\$ -	\$ 50,683.78	\$ (14,316.22)
24. Quarter 3	366	\$ 142,061.00	\$ -	\$ 115,854.68	\$ (26,206.32)	\$ 71,030.00	\$ -	\$ 57,927.34	\$ (13,102.66)
25. Quarter 4	392	\$ 139,703.00	\$ -	\$ 112,758.34	\$ (26,944.66)	\$ 69,851.00	\$ -	\$ 56,379.17	\$ (13,471.83)
26. Totals	1545	\$ 573,877.00	\$ -	\$ 455,971.84	\$ (117,905.16)	\$ 286,937.00	\$ -	\$ 227,985.92	\$ (58,951.08)

FINAL SETTLEMENT - ACA									
	j	k	l	m	n	o	p	q	r
SFY Quarter	ACA Transports from Interim Settlement	ACA Interim Payment CPE Amount	ACA Interim Settlement CPE Difference	ACA Final Settlement CPE Amount	ACA Final Settlement CPE Difference m-(k+l)	ACA Interim Payment FFP Paid	ACA Interim Settlement FFP Paid	Final Settlement 100% FFP ACA	Final Settlement Reconciled 100% FFP ACA q-(o+p)
27. Quarter 1	336	\$ 123,777.00	\$ -	\$ 96,130.97	\$ (27,646.03)	\$ 123,777.00	\$ -	\$ 96,130.97	\$ (27,646.03)
28. Quarter 2	285	\$ 106,535.00	\$ -	\$ 83,085.03	\$ (23,449.97)	\$ 106,535.00	\$ -	\$ 83,085.03	\$ (23,449.97)
29. Quarter 3	317	\$ 124,198.00	\$ -	\$ 101,352.99	\$ (22,845.01)	\$ 117,988.00	\$ -	\$ 96,285.34	\$ (21,702.66)
30. Quarter 4	359	\$ 132,212.00	\$ -	\$ 111,179.35	\$ (21,032.65)	\$ 125,601.00	\$ -	\$ 105,620.38	\$ (19,980.62)
31. Totals	1297	\$ 486,722.00	\$ -	\$ 391,748.34	\$ (94,973.66)	\$ 473,901.00	\$ -	\$ 381,121.72	\$ (92,779.28)

**Net Over/Under Payment: \$ (151,730.36)**

Summary Check Figures

Adjustment Verification Non-ACA \$ 227,985.92 f+g+h

Adjustment Verification ACA \$ 381,121.72 o+p+r

Adjustment Total \$ 609,107.64

Total Due to Provider \$ 609,107.64

Check Figure \$ -



Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Self, Child Support Services Director  
Date: March 30, 2021

Subject: Contract Amendment/Extension with Integrated Information Systems, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Child Support Services, or designee, to execute a contract amendment, including modified indemnification language, with Integrated Information Systems, Inc. to increase the payment limit from \$150,000 to \$311,875 for the license and maintenance of the TurboCourt software system, and extend the contract term from the current June 30, 2021 expiration date to a new expiration date of June 30, 2022.

**FISCAL IMPACT:**

This project will be fully funded by allocations from the Federal Government at 66% and the State of California at 34%.

**BACKGROUND:**

The Department of Child Support Services utilizes TurboCourt, a web-based system for customers to apply for child support services. The webpage allows our customers to access our services 24 hours a day, 7 days a week. This contract will provide updates and modifications to the TurboCourt system, ensuring that the child support customers are receiving current information and the department is using current forms.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action were not approved, customers would not have ease of access to child support services.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jessica Shepard,  
925-313-4454

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

This action allows the Department of Child Support Services the ability to offer web-based services to our customers in support of children. The recommendation supports the following children's outcomes: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; and (3) Families that are Economically Self Sufficient.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Purchase Order with Agiliti Health, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Agiliti Health, Inc., in an amount not to exceed \$1,000,000 for the rental of medical devices and equipment for the Contra Costa Regional Medical Center (CCRMC) for the period from January 1, 2021 to December 31, 2021.

**FISCAL IMPACT:**

100% funding is included in the Hospital Enterprise Fund I budget.

**BACKGROUND:**

CCRMC rents hospital beds, infusion pumps, and other medical equipment and devices from this vendor. Agiliti Health, Inc., has provided competitive pricing through the Vizient Group Purchasing Contract, and it has proven more cost effective to rent than to purchase some medical equipment.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jaspreet Benepal,  
925-370-5101

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: M Harris, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, then the CCRMC will not have enough beds and other equipment to care for its patients. It will not be cost effective to lose our main supplier for those materials and be forced to purchase them outright from a different vendor that is not part of Vizient.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 30, 2021

Subject: Density Bonus and Inclusionary Housing Developer Agreement for Del Hombre Apartments

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**RECOMMENDATION(S):**

Approve the Del Hombre Apartments Density Bonus and Inclusionary Housing Developer Agreement and authorize the Director of Conservation and Development to execute the Agreement.

**FISCAL IMPACT:**

There is no fiscal impact. The applicant is responsible for payment of all fees associated with this development including annual monitoring and review costs.

**BACKGROUND:**

Del Hombre Apartments is a development of 284 residential units in unincorporated Walnut Creek that was approved by the County in 2020. The developer, Hanover Company, sought and was granted a density bonus for the project. It also fell within the scope of the County's inclusionary housing ordinance. The attached Developer Agreement is the implementation tool for those two components of the project. It covers the ongoing obligations of Hanover and the County over the 55-year time period, under which 36 units will be provided as affordable housing to low and moderate income households. There is no change in the project as approved; this is simply the detailed version of the density bonus and inclusionary housing requirements that were included in the project's Conditions of Approval.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Amalia Cunningham,  
925-674-7869

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

The Del Hombre Apartments project was approved with conditions for the developer to enter into a Density Bonus and Inclusionary Housing Agreement pursuant to the County's Density Bonus and Inclusionary Housing Ordinances. The consequence of negative action would delay the development of the project, as an executed agreement is required prior to the issuance of building permits or recordation of the parcel map.

ATTACHMENTS

Del Hombre Density Bonus/Inclusionary Housing Agreement

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Attn: Housing and Community Improvement Division

No fee for recording pursuant to  
Government Code Section 27383

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DENSITY BONUS AND INCLUSIONARY HOUSING  
DEVELOPER AGREEMENT  
(Del Hombre Apartments, Walnut Creek)

This Density Bonus and Inclusionary Housing Developer Agreement ("Agreement") is dated \_\_\_\_\_, 2021, and is between the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "County"), and Del Hombre Walnut Creek Holdings LLC, a Delaware limited liability company ("Developer").

RECITALS

A. Developer owns that certain real property located in an unincorporated area of Contra Costa County on Del Hombre Lane between Roble Road and Honey Trail in Walnut Creek that comprises 2.4 acres, includes Assessor Parcel Numbers 148-170-041, 148-170-037, 148-170-001, 148-170-022, 148-170-042, and is more particularly described in Exhibit A (the "Property"). Developer desires to construct a residential project on the Property.

B. The residential development contemplated by Developer is commonly known as the Del Hombre Apartments (the "Development") and has been designated as County Files #GP18- 0002, #RZ18-3245, #MS18-0010, and #DP18-3031. The Development includes the construction of 284 housing units on the Property, including 21 studio units, 174 one-bedroom units, and 89 two-bedroom units, all located in one building. In addition, the Development will include off-street parking, landscaping, a community building, laundry, a pool, long-term bicycle storage, and trash enclosures.

C. The Development is subject to the on-site affordable inclusionary unit requirements of Chapter 822-4 of the County's Ordinance Code (the "Inclusionary Housing Ordinance") because the Development is a residential development of more than 125 units. The Development is also subject to Chapter 822-2 of the County's Ordinance Code (the "Density Bonus Ordinance") because the County's General Plan and Zoning Ordinance permit the construction of a maximum of 237 housing units on the Property, and the Developer has requested that the Development be permitted to exceed the maximum allowable density.

D. Pursuant to Government Code section 65915, the Density Bonus Ordinance, and Housing Program #22 of the County Housing Element, Developer has proposed to construct and rent twelve (12) Very Low-Income Units and twenty-four (24) Moderate-Income Units in the Development in exchange for a twenty percent density bonus, one concession, and other development standard waivers. The term “Very Low-Income Units” means units that are rented to, and affordable to, Very Low-Income Households. The term “Moderate-Income Units” means units that are rented to, and affordable to, Moderate-Income Households. The terms “Very Low-Income Households” and “Moderate-Income Households” have the meanings ascribed to them in Government Code section 65915. Together, the Very Low-Income Units and the Moderate-Income Units are the “Affordable Units.”

E. Developer or its affiliate submitted, and the County has approved, the Inclusionary Housing Plan attached hereto as Exhibit B, and the request for density bonus attached hereto as Exhibit C (collectively, the “Plan”). Under the Plan, Developer will construct and rent a total of thirty-six (36) Affordable Units in the Development, as described in Section 6 below. The remaining units in the Development may be rented at any rates and are not subject to the provisions of this Agreement. The inclusion of twenty-four (24) Moderate-Income Units in the Development as Affordable Units, rather than the inclusion of units affordable to Lower-Income Households (as defined in Government Code section 65915), is the concession granted Developer to determine Developer’s compliance with the Inclusionary Housing Ordinance.

F. On August 11, 2020, the County Board of Supervisors approved the Development with a density bonus of 47 units (the “Density Bonus”) a concession related to Inclusionary Housing Ordinance requirements, and additional development standard waivers. A copy of the August 11, 2020 order of the County Board of Supervisors (the “Board Order”), which approved the Development, Density Bonus, one concession, and additional waivers, is attached as Exhibit E. In accordance with the Board Order, approval of the Development is subject to the conditions of approval set forth in the Inclusionary Housing and Density Bonus section of the Conditions of Approval for Del Hombro Apartments, Walnut Creek (County Files #GP18-0002, #RZ18-3245, #MS18-0010, and #DP18-3031) (the “Conditions of Approval”).

G. Pursuant to the Conditions of Approval, the Board Order, the Inclusionary Housing Ordinance, the Density Bonus Ordinance, and Government Code section 65915, Developer is required to set aside five percent of the total number of rental units for rent to very low-income households and 10 percent of the total number of rental units for rent to moderate income households, for a minimum of 55 years. In addition, Developer is required to cause this Agreement to be signed and recorded against the Property prior to the issuance of building permits or the recordation of the parcel map for the Development.

H. The Developer is entering into this Agreement to fulfill the Conditions of Approval and to obtain rights to develop the Development.

I. The County is entering into this Agreement in reliance on the Developer’s promise to meet the requirements of the Inclusionary Housing Ordinance, the Density Bonus Ordinance, the Plan, and the Conditions of Approval, by which the stock of affordable housing in the community will be increased during the term of this Agreement.

The parties therefore agree as follows:

AGREEMENT

1. General. This Agreement is subject to the terms set forth below and each of the exhibits to this Agreement, all of which are incorporated herein by reference.
  
2. Exhibits. The following exhibits are attached to this Agreement:
  - Exhibit A – Legal Description of Property
  - Exhibit B – Inclusionary Housing Plan
  - Exhibit C – Density Bonus Request
  - Exhibit D – Income Certification Form
  - Exhibit E – Board Order (including Conditions of Approval)
  
3. Satisfaction of Conditions of Approval. Developer shall cause this Agreement to be recorded against the Property at least 90 days prior to the County’s issuance of building permits or recordation of the parcel map for the Development; provided, however, that the Director of the County’s Conservation and Development Department (the “Director”) may waive or modify the required timing of the recordation at his discretion. The Developer shall pay all fees and charges incurred in connection with any such recording. The recording of the Agreement shall occur after the acceptance of the document by the County and prior to the filing of a building permit or recordation of the Parcel Map. Execution, recordation, performance of and compliance with this Agreement constitutes performance of conditions number 7 through 15 of the Conditions of Approval and is sufficient in that respect to permit the issuance of building permits or recordation of the parcel map for the Development, subject to satisfaction of all other applicable conditions and compliance with all provisions of the law. Notwithstanding the foregoing, the Conditions of Approval, including conditions number 7 through 15, are to remain applicable to the Development, survive any transfer of title to the Property (whether voluntary or the result of a trustee’s sale, judicial foreclosure, or deed in lieu of foreclosure under or relating to any senior deed of trust or senior lien on the Property) or any assignment of Developer’s interest in the Development, and remain in effect throughout the Term (as defined in Section 5 below) notwithstanding the subordination of this Agreement to any senior regulatory agreement recorded against the Property in connection with other financing on the Property. Developer acknowledges and agrees that, in addition to the Density Bonus, Developer has received significant incentives pursuant to Government Code section 65915.
  
4. Obligations Run with the Land. The parties expressly intend the covenants and restrictions set forth in this Agreement to run with the land and to bind all successors in title to the Property, provided, however, that on the expiration of this Agreement, such covenants and restriction will expire.

Until the expiration of this Agreement, each and every contract, deed or other instrument hereafter executed covering or conveying the Property, or any portion thereof, is to be held conclusively to have been executed, delivered and accepted subject to the covenants and restrictions of this Agreement, regardless of whether such covenants and restrictions are set forth in such contract, deed or other instrument, unless the County expressly releases such conveyed portion of the Property from the requirements of this Agreement.

5. Term. The term of this Agreement (the “Term”) begins on the date set forth in the introductory paragraph and ends on the date that is fifty-seven (57) years after the date set forth in the introductory paragraph. County agrees to record a document acknowledging the termination of this Agreement following the expiration of the Term but County’s failure to record such document will not negate the automatic expiration and termination of this Agreement at the end of the Term.
  
6. Rental of Affordable Units. Pursuant to and in consideration of the Density Bonus and the additional incentives set forth in this Agreement, Developer shall cause at least thirty-six units in the Development to be rented as Affordable Units, of which Developer shall rent not fewer than twelve (12) as Very Low-Income Units and not more than twenty-four (24) as Moderate-Income Units. Developer shall cause the Affordable Units to consist of the following number and types of housing units; provided, however, nothing in this Agreement prohibits Developer from renting one or more of the Moderate-Income Units as Very Low-Income Units:

<i>Unit Size</i>	<i>Very Low-Income Units</i>	<i>Moderate Income Units</i>
Studio	0	21
One-Bedroom	8	3
Two-Bedroom	4	0
Total:	12	24

Developer shall construct and lease the Affordable Units concurrently with the construction and leasing of the other housing units in the Development. Developer shall make all Affordable Units on a given floor available for occupancy no later than the time at which the market-rate dwelling units of that floor are available for occupancy. Developer may not lease or occupy any floors in the Development that do not have Affordable Units before any floors that have Affordable Units have been leased and such units are fully occupied. Developer may not market any Affordable Units until the County Department of Conservation and Development (“DCD”), acting on behalf of the County, has approved a marketing plan for the marketing of the Affordable Units. The Affordable Units may, at Developer’s discretion, float within the development and are not specific units within the Development, but Affordable Units must be dispersed throughout the Development and have access to all on-site amenities that are available to market rate units. All Affordable Units must comply with the Conditions of Approval and County Ordinance Code Section 822-4.412.

7. Income Certification; Records. Developer shall certify the income eligibility of each proposed tenant of an Affordable Unit to ensure the tenant qualifies as a Very Low-Income Household or a Moderate-Income Household. The income levels of all applicants for Affordable Units in the Development shall be certified prior to initial occupancy and annually thereafter. Developer shall require tenants and prospective tenants for Affordable Units to submit annually the income certification form attached hereto as Exhibit D with appropriate income documentation. Occupancy and income verification records for each tenant in an Affordable Unit shall be maintained by the Developer for the entire term of affordability.

At DCD's request, Developer shall submit a report and make available for the County's review and inspection the tenant records for each tenant residing in an Affordable Unit. Developer shall cause the tenant records for Affordable Units to include, the lease, the name, address, number of occupants per unit, number of bedrooms in the unit, monthly rent or cost (including utility allowance), initial address of each tenant, income certifications for each person occupying the unit, and the documents used to certify the tenant's income. Tenants of Affordable Units shall provide consent to the owners to allow these disclosures.

Developer shall submit to the County, in a form reasonably approved by the County, an annual report concerning leasing of the Affordable Units not later than the first day in April of each year during the Term. The annual report will include the tenant records for each tenant residing in an Affordable Unit during the previous year. Developer shall submit with each annual report the applicable compliance review application and fee pursuant to the Land Use Development Fee Schedule adopted by the Board of Supervisors.

8. Rent Levels. Each year, DCD will provide Developer with a schedule of maximum permissible rents for the Affordable Units, using guidance provided by the California Department of Housing and Community Development ("HCD"), and the maximum monthly allowances for utilities and services.

On or about April 1 of each year, when HCD issues to the County the annual update to the income limits, adjusted by household size, DCD shall issue to Developer new gross rent limits for the Affordable Units that include a reasonable utility allowance and establish the affordable rent (i) for the Very Low-Income Units, as defined in section 822-4.206(a)(1) of the Inclusionary Housing Ordinance, and (ii) for the Moderate-Income Units, as defined in California Health and Safety Code section 50053(b)(4) (together, the "Affordable Rent") for the following calendar year. Such maximum gross rents will be calculated in compliance with California Health and Safety Code section 50053, using the income limits established by applicable law for the various household sizes. Developer may not charge tenants of the Affordable Units more than the Affordable Rent.

9. Increased Income of Tenant of an Affordable Unit.
  - a. Subject to Section 7 above, if upon certification of the income of a tenant of an Affordable Unit, Developer determines that the income of a tenant of a Very Low Income Unit has increased and that it is above the applicable qualifying limit for a Very Low Income Household or that the income of a tenant of a Moderate Income Unit has increased and that it is above the applicable qualifying limit for a Moderate Income Household (such occurrence, a “Disqualifying Event”), Developer shall not renew the tenant’s lease of the Affordable Unit after expiration of the term of such lease.
  - b. Upon the occurrence of a Disqualifying Event, Developer shall use commercially reasonable efforts to rent another unit in the Development to the tenant at a rental rate that is not subject to the terms of this Agreement.
  - c. Upon the occurrence of a Disqualifying Event, Developer shall give the tenant at least 60 days’ advance notice of the non-renewal of the lease.
10. Assurance of Continued Affordability. The incentive granted to the Developer by the County provides identifiable and actual cost reductions that support the development and leasing of the Affordable Units. In order for the County to meet the requirements of Government Code section 65917 that it ensure the continued affordability of the Affordable Units, during the Term Developer may not rent any of the Affordable Units at rents that exceed those established pursuant to this Agreement.
11. Damages for Breach. In addition to any other remedy available to the County by law, if the Developer charges rent in excess of that allowed by this Agreement, Developer shall be liable to the County for damages in the amount of the rent charged or collected, whichever is greater, in excess of the maximums allowed herein, with interest compounded at the maximum rate allowed for judgments. For any other breach of this Agreement, after notice and opportunity to cure in the manner provided in Section 15, the County may, in addition to any other remedy authorized by law, elect that Developer, or any of its successors in interest, be liable to County in the amount of \$1,000 per day until the breach is cured.

The parties hereto understand and agree that, notwithstanding any provisions contained in this Agreement, or any other instrument or agreement affecting the Property, the restrictions and covenants hereunder are not intended by the parties hereto to either create a lien upon the Property, or grant any right of foreclosure, under the laws of the jurisdiction where the Development is located, to any party hereto or third party beneficiary hereof upon a default of any provision herein; rather they are intended by the parties hereto to constitute a restrictive covenant that is senior to any instrument or agreement granting a security interest in the Property, and that, notwithstanding a foreclosure or transfer of title pursuant to any other instrument or agreement, the restrictive covenants and provisions hereunder shall remain in full force and effect.

The County acknowledges that a portion of the financing for the Development has been or will be provided by Wells Fargo Bank National Association as Administrative Agent for itself and other lenders ("Lender") and that Lender has recorded a Deed of Trust with Absolute Assignment of Leases and Rents, Security Agreement and Fixture Filing against the Property as Document No. 2020-0287908 in the Official Records (the "Deed of Trust"). The County agrees that it will give Lender notice of any alleged default by Developer or its successors under the Agreement and agrees that Lender, at Lender's sole election, will have the right (but not the obligation) for a period of sixty (60) days after receipt of such notice to cure any such default. The County agrees that for so long as the loan evidenced by the Deed of Trust is secured by the Property, notwithstanding the terms of the Agreement to the contrary, the County will not, without Lender's prior written consent, exercise or seek any right or remedy under the Agreement or available at law or in equity which will or could result in (a) a transfer of possession of the Property or the control, operations or management thereof, (b) collection or possession of rents or revenues from or with respect to the Property by any party other than Developer or Lender; (c) appointment of a receiver for the Property; (d) removal or replacement of the existing property manager of the Property; or (e) a material adverse effect on Lender's security for its loan.

12. Property Maintenance. Throughout the Term Developer shall keep the exterior of the Development and common amenities in good, marketable condition and ensure that the Affordable Units receive the same maintenance and scheduled upgrades as market-rate units in the Development. Developer shall certify annually in writing to the County that Developer has performed its obligations under this Section 12. Such certification shall be submitted with Developer's annual report under Section 7. County shall be allowed to make reasonable periodic inspections of the Affordable Units during normal business hours and by coordinating and scheduling such inspections in advance with Developer. Permission and consent from tenants of Affordable Units for such inspections shall be sought in accordance with applicable laws and the applicable leases. Developer shall also permit the County to inspect the exterior of the Development during normal business hours and by coordinating and scheduling such inspections in advance with Developer. Developer shall reasonably cooperate with the County during such inspections.
13. Management Responsibilities. Developer is responsible for all management functions with respect to the Development, including without limitation the selection of tenants, certification and recertification of household size and income for the Affordable Units, evictions, collection of rents and deposits, maintenance, landscaping, routine and extraordinary repairs, replacement of capital items, and security. The County has no responsibility for management of the Development.
14. Management Agent. Developer may self-manage the Development but if it hires a third-party manager, Developer shall cause the Development to be managed by an experienced management agent with a demonstrated ability to operate residential facilities like the Development in a manner that will provide decent, safe, and sanitary housing (the "Management Agent"). If Developer hires a Management Agent, Developer shall



provide the County with the name, phone number and email address of the person or people primarily responsible for the operation of the Development.

15. Periodic Performance Review. The County reserves the right to conduct an annual (or more frequent, if deemed necessary by the County) review of the management practices of the Development. The purpose of each periodic review will be to enable the County to determine if the Development is being operated and managed in accordance with the requirements and standards of this Agreement. Developer shall reasonably cooperate with the County in such reviews.

If, as a result of a periodic review, the County determines in its reasonable judgment that the Development is not being operated and managed in accordance with any of the material requirements and standards of this Agreement, the County shall provide a written notice to Developer specifying the requirements and standards the County has determined are not being met (the "Performance Notice"). The County's failure to specify a particular requirement or standard of this Agreement in the Performance Notice does not waive Developer's obligation to operate and manage the Development in accordance with this Agreement. Developer shall remedy all items on specified in the Performance Notice as soon as practicable and in any event within thirty days of Developer receiving the Performance Notice; provided, however, if, in the sole and reasonable determination of the Director, any item cannot reasonably be remedied within thirty days, Developer shall have additional time as reasonably necessary to remedy all items specified in the Performance Notice, as long as Developer promptly commences efforts to remedy all items specified in the Performance Notice and diligently and in good faith continues to remedy all items as soon as reasonably possible. If in the Director's reasonable judgment Developer fails to remedy all items specified in the Performance Notice within the thirty-day period (as it may be extended pursuant to the preceding sentence), the County may declare Developer to be in breach of this Agreement and thereafter subject to the per diem fine specified in Section 11.

16. Approval of Rules and Regulations. Developer shall submit its written tenant rules and regulations with respect to the Development to the County for its review and shall amend such rules and regulations in any way necessary to ensure the same comply with the provisions of this Agreement.
17. No Discrimination. Developer shall cause all of the Affordable Units in the Development be available for rent to members of the general public who are income eligible. Developer may not give preference to any particular class or group of persons in renting the Affordable Units, except to the extent required to cause each Affordable Units to be rented to a tenant meeting the income level required of each Affordable Unit. The Developer may not permit discrimination against or segregation of any person or group of persons on the basis of race, color, creed, religion, sex, sexual orientation, marital status, national origin, source of income (e.g., SSI), age (except for lawful senior housing), ancestry, or disability, in the rental of any Affordable Unit in the Development. In addition, the Developer may not permit any such practice or practices of

discrimination or segregation in connection with the employment of persons in the construction of the Development.

18. Marketing Plan.

- a. No later than six (6) months prior to the date construction of the Development is projected to be complete, Developer shall submit to the County for approval its plan for marketing the Affordable Units to income-eligible households as required by this Agreement (the "Marketing Plan").
- b. In addition to any other marketing efforts, Affordable Units shall be marketed through local non-profit, social service, faith-based, and other organizations that have potential renters as clients or constituents. The Developer shall translate marketing materials into Spanish and Chinese. A copy of the translated marketing materials shall be submitted to DCD at least three (3) months prior to the date completion of the Development is projected to be complete.

Marketing may also include publicity through local television and radio stations as well as local newspapers including the East Bay Times, Classified Flea Market, El Mensajero Newspaper, Thoi Bao Magazine, Berkeley/Richmond/San Francisco Posts (aka Post News Group), Korea Times, El Mundo, Hankook Ilbo, and the Sing Tao Daily.

- c. Upon receipt of the Marketing Plan, the County will promptly review the Marketing Plan and will approve or disapprove it within thirty (30) days after receipt. If the Marketing Plan is not approved, the County will give Developer specific reasons for such disapproval and Developer shall submit a revised Marketing Plan within fifteen (15) days of notification of the County's disapproval. Developer shall follow this procedure for resubmission of a revised Marketing Plan until the Marketing Plan is approved by the County. No certificate of occupancy will be issued by the County for the Development until the Marketing Plan is approved by the County.
- d. Nothing in this Section 18 shall be construed to permit the County to establish rents for any part of the Development other than the maximum gross rent limits and utility allowances for the Affordable Units as provided in Section 8.

19. Tenant Selection Plan.

- a. No later than six (6) months prior to the date construction of the Development is projected to be complete, Developer shall submit to the County, for its review and approval, Developer's written tenant selection plan for the Affordable Units (the "Tenant Selection Plan").
- b. Upon receipt of the Tenant Selection Plan, the County will promptly review the Tenant Selection Plan and will approve or disapprove it within thirty (30) days after receipt. If the Tenant Selection Plan is not approved, the County will give Developer

specific reasons for such disapproval and Developer shall submit a revised Tenant Selection Plan within fifteen (15) days of notification of the County's disapproval. Developer shall follow this procedure for resubmission of a revised Tenant Selection Plan until the Tenant Selection Plan is approved by the County. No certificate of occupancy will be issued by the County for the Development until the Tenant Selection Plan is approved by the County.

- c. Nothing in this Section 19 shall be construed to permit the County to establish rents for any part of the Development other than the maximum gross rent limits and utility allowances for the Affordable Units as provided in Section 8.

20. Lease Provisions.

- a. No later than four (4) months prior to the date construction of the Development is projected to be complete, Developer shall submit to the County for approval Developer's proposed form of lease agreement to be used when leasing Affordable Units for the County's review and approval. When leasing Affordable Units within the Development, Developer shall use the form of Affordable Unit lease approved by the County. The form of Affordable Unit lease must comply with all requirements of this Agreement and must, among other matters:
  - i. Provide for termination of the lease for failure to: (i) provide any information required under this Agreement or reasonably requested by Developer to establish or recertify the tenant's qualification, or the qualification of the tenant's household, for occupancy of tenant's Affordable Unit in accordance with the standards set forth in this Agreement, or (ii) qualify as a Very Low Income Household or a Moderate Income Household as each individual case may be, as a result of any material misrepresentation made by such tenant with respect to the income computation.
  - ii. Be for an initial term of not less than one (1) year, unless by mutual agreement between the tenant and Developer, and provide for no increase in rent during such year. After the initial year of tenancy, the lease may be month-to-month by mutual agreement of Developer and the tenant. Notwithstanding the above, any rent increases are subject to the requirements of Section 8 above.
  - iii. Include a provision that requires a tenant who is residing in an Affordable Unit required to be accessible and who is not in need of an accessible unit to move to a non-accessible Affordable Unit when a non-accessible Affordable Unit becomes available and another income qualifying tenant or prospective tenant is in need of an accessible Affordable Unit.
  - iv. Provide that a termination of, or refusal to renew a lease for, an Affordable Unit for any reason other than for a "just cause," must be preceded by not less than sixty (60) days written notice to the tenant by Developer specifying the grounds for the action. Termination of, or refusal to renew, a lease for a just cause must be

preceded by such notice as may be required by the written lease or applicable law. For purposes of this Agreement, “just cause” has the meaning given in Section 1946.2 of the California Civil Code (as the same may be amended or replaced from time to time). If said Section 1946.2 is hereafter repealed and not replaced, then “just cause” shall have meaning given by such statute immediately prior to such repeal.

- b. During the Term, Developer shall comply with the Marketing Plan and Tenant Selection Plan approved by the County.
21. Attorneys' Fees and Costs. In any action brought to enforce this Agreement, the prevailing party must be entitled to all costs and expenses of suit, including reasonable attorneys' fees. This section must be interpreted in accordance with California Civil Code section 1717 and judicial decisions interpreting that statute.
22. Developer Representation. Developer represents and warrants that it is the owner of the Property and has full authority to execute this Agreement.
23. Governing Law. This Agreement is governed by the laws of the State of California.
24. Order of Precedence. In the event of any conflict or inconsistency between the terms of this Agreement and related obligations, the following order of precedence applies: The County’s Ordinance Code, this Agreement, the Plan.
25. Risk of Market Conditions. Developer bears sole responsibility for developing, constructing and marketing the Affordable Units covered by this Agreement, pursuant to the approvals that the County issued for the Development and the requirements contained in this Agreement. The County has no obligation to amend this Agreement and Developer shall reimburse the County for all administrative costs associated with any modification of this Agreement that requires the approval of the County Board of Supervisors.
26. Waiver of Requirements. Any of the requirements of this Agreement may be expressly waived by the County in writing, but no waiver by the County of any requirement of this Agreement extends to or affects any other provision of this Agreement, and may not be deemed to do so.
27. Amendments. This Agreement may be amended only by a written instrument executed by all the parties hereto or their successors in title that is duly recorded in the official records of the County of Contra Costa.
28. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions of this Agreement will not in any way be affected or impaired thereby.

29. Notices. All notices required or permitted by any provision of this Agreement are to be in writing and sent by overnight delivery or certified mail, postage prepaid and directed as follows:

**County:**

Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Attn: Housing & Community Improvement/Christine Louie

**Developer:**

Del Hombre Walnut Creek Holdings, LLC  
c/o The Hanover Company  
1780 S. Post Oak Lane  
Houston, TX 77056  
Attn. General Counsel

With a copy to:

Del Hombre Walnut Creek Holdings, LLC  
c/o The Hanover Company  
1780 S. Post Oak Lane  
Houston, TX 77056  
Attn. CEO

and

Del Hombre Walnut Creek Holdings, LLC  
c/o The Hanover Company  
156 Diablo Road, Suite 220  
Danville, CA 94526  
Attn. Scott Youdall

Notwithstanding the preceding, either party may change its address(es) for notice from time to time by notice delivered to the other party.

30. Contact Information.

- a. Prior to Community Development Division stamp-approval of plans for issuance of a building permit, the Developer shall provide the name of the contact person representing the owner of the property for permit compliance and their contact information.
- b. The Developer is responsible for keeping DCD informed of the contact information of the owner or designee who is responsible for compliance with this Agreement and

how they may be contacted (i.e., mailing and email addresses, and telephone number) at all times.

[Remainder of Page Intentionally Left Blank]

The parties are signing this Agreement as of the date set forth in the introductory paragraph.

DEVELOPER:

DEL HOMBRE WALNUT CREEK  
HOLDINGS, LLC,  
a Delaware limited liability company

By: 3000 Del Hombre Holdings, LLC a  
Delaware limited liability company, its  
managing member

By:   
Kathy Binford, Vice President

**(Signatures must be notarized.)**

COUNTY:

COUNTY OF CONTRA COSTA

By: \_\_\_\_\_  
John Kopchik, Director  
Department of Conservation and  
Development

**(Signature must be notarized.)**

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

STATE OF TEXAS )  
 )  
COUNTY OF HARRIS )

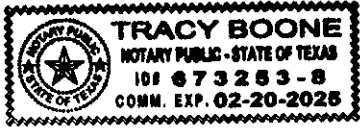
On March 12, 2021, before me, Tracy Boone, Notary Public, personally appeared, Kathy Binford who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature Tracy Boone

(seal).



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

STATE OF CALIFORNIA )  
 )  
COUNTY OF CONTRA COSTA )

On \_\_\_\_\_, 202\_, before me, \_\_\_\_\_, Notary Public, personally appeared, \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(seal)



EXHIBIT A  
Legal Description of Property

TRACT 1:

A PORTION OF THE RANCHO LAS JUNTAS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE CENTER LINE OF A 40 FEET ROAD, DISTANT SOUTH 7° 10' WEST 85 FEET FROM THE NORTHWEST CORNER OF THE 11.18 ACRE PARCEL OF LAND DESCRIBED IN THE DEED FROM WM. C. CLARK, TO C. O. BISSELL, ET UX, DATED OCTOBER 14, 1916, AND RECORDED OCTOBER 17, 1916, IN VOLUME 279 OF DEEDS AT PAGE 101; THENCE FROM SAID POINT OF BEGINNING SOUTH 10° WEST ALONG THE CENTER LINE OF SAID ROAD 125 FEET, THENCE SOUTH 83° 45' EAST 348.48 FEET; THENCE NORTH 7° 10' EAST 125 FEET; THENCE NORTH 83° 45' WEST 348.48 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM:

1) THAT PARCEL OF LAND IN THE DEED FROM LAWRENCE P. LARSEN, ET UX, TO JAMES R. BLEDSOE, ET UX, RECORDED OCTOBER 8, 1963, IN VOLUME 4466 OF OFFICIAL RECORDS, PAGE 186.

2) THAT PARCEL OF LAND IN THE DEED FROM LAWRENCE P. LARSEN, ET UX, TO SAN FRANCISCO BAY RAPID TRANSIT DISTRICT, RECORDED AUGUST 16, 1965, IN VOLUME 4932 OF OFFICIAL RECORDS, PAGE 59.

APN: 148-170-042-3

TRACT 2:

PORTION OF RANCHO LAS JUNTAS, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT IN THE CENTER LINE OF A PRIVATE ROAD AT THE MOST WESTERLY CORNER OF THAT PARCEL DESCRIBED IN DEED DATED JUNE 16, 1938, EXECUTED BY EMMA E. MULVANEY, ET VIR., LAWRENCE P. LARSEN, ET UX, RECORDED JULY 06, 1938, IN BOOK 463 OF OFFICIAL RECORDS, PAGE 409; THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL SOUTH 83° 45' EAST, 348.48 FEET; THENCE SOUTH 07° 10' WEST 100.06 FEET TO A POINT ON THE NORTHERLY LINE OF THAT PARCEL DESCRIBED IN DEED BY ERNEST BERGMAN AND ETHEL S. BERGMAN, HIS WIFE TO MARIE E. GRAHAM AND WILLIAM A. GRAHAM, HER HUSBAND, AS JOINT TENANTS, DATED MARCH 12, 1947, RECORDED APRIL 07, 1947, IN BOOK 1081 OF OFFICIAL RECORDS, PAGE 94; THENCE NORTH 85° 17' WEST ALONG SAID NORTHERLY LINE, 97.90 FEET, TO THE NORTHWESTERLY CORNER OF SAID GRAHAM PARCEL; (1081 OR 94); THENCE SOUTH 2° 11' WEST ALONG THE WESTERLY LINE OF SAID GRAHAM PARCEL; (1081 OR 94), 4.5 FEET TO A POINT; THENCE LEAVING SAID WESTERLY LINE NORTH 85° 17' WEST 251.24 FEET TO THE

CENTER LINE OF A PRIVATE ROAD; THENCE NORTH 7° 10' EAST ALONG SAID CENTER LINE 113.89 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM:

ALL THAT PORTION THEREOF, AS DESCRIBED IN THE DEED TO THE SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT, RECORDED JANUARY 19, 1965, IN BOOK 4786, PAGE 12, OFFICIAL RECORDS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE CENTER LINE OF A PRIVATE ROAD, AT THE MOST WESTERLY CORNER OF THAT CERTAIN PARCEL DESCRIBED IN THE DEED TO LAWRENCE P. LARSEN, ET UX, RECORDED JULY 06, 1938, IN VOLUME 463 OF OFFICIAL RECORDS, PAGE 409, RECORDS OF CONTRA COSTA COUNTY; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE SOUTHERLY LINE OF SAID LARSEN PARCEL SOUTH 82° 11' 41" EAST, 32.00 FEET; THENCE LEAVING SAID SOUTHERLY LINE SOUTH 8° 44' 56" WEST, 113.02 FEET; THENCE NORTH 83° 43' 41" WEST, 32.03 FEET TO THE CENTER LINE OF THE ABOVE REFERRED TO PRIVATE ROAD; THENCE NORTH 8° 44' 56" EAST, ALONG SAID CENTER LINE 113.88 FEET TO THE POINT OF BEGINNING.

APN: 148-170-041-5

TRACT 3:

PORTION OF THE RANCHO LAS JUNTAS:

BEGINNING IN THE CENTER LINE OF 40 FEET IN WIDTH ROAD KNOWN AS DEL HOMBRE LANE AT THE SOUTH LINE OF THE 11.18 ACRE PARCEL OF LAND DESCRIBED IN THE DEED FROM WM. C. CLARK, TO C.O. BISSELL, ET UX, DATED OCTOBER 14, 1916, AND RECORDED OCTOBER 17, 1916 IN VOLUME 279 OF DEEDS AT PAGE 101; THENCE FROM SAID POINT OF BEGINNING NORTH 7° 10' EAST, ALONG SAID CENTER LINE, 114.71 FEET TO THE SOUTH LINE OF THE 0.864 OF AN ACRE PARCEL OF LAND DESCRIBED IN THE DEED OF TRUST MADE BY ERNEST BERGMAN, ET UX, TO TRUSTEE FOR BANK OF AMERICA NATIONAL TRUST AND SAVINGS ASSOCIATION, DATED JANUARY 28, 1948, AND RECORDED FEBRUARY 6, 1948, IN VOLUME 1029 OF OFFICIAL RECORDS, AT PAGE 133; THENCE SOUTH 85° 17' EAST, ALONG SAID SOUTH LINE, 251.24 FEET TO THE WEST LINE OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM ERNEST BERGMAN, ET UX, TO MARIE E. GRAHAM, ET VIR, DATED MARCH 12, 1947 AND RECORDED APRIL 7, 1949, IN VOLUME 1081 OF OFFICIAL RECORDS, AT PAGE 94; THENCE SOUTH 2° 11' WEST ALONG SAID WEST LINE 87.59 FEET TO THE SOUTH LINE OF SAID 11.18 ACRE PARCEL (279 d 101); THENCE SOUTH 88° 46' WEST ALONG SAID SOUTH LINE, 261.42 FEET TO THE POINT OF BEGINNING. EXCEPTING THEREFROM THE WEST 20 FEET OF THE PREMISES "FOR ROAD PURPOSES" AS PROVIDED FOR IN THE DEED FROM WM. C. CLARK TO C.O. BISSELL, ET UX, DATED OCTOBER 14, 1916, AND RECORDED OCTOBER 17, 1916 IN VOLUME 279 OF DEEDS, AT PAGE 101.

APN: 148-170-001-9

TRACT 4:

PARCEL ONE:

PORTION OF THE RANCHO LAS JUNTAS, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM EMMA E. MULVANEY TO ERNEST BERGMAN, ET UX, DATED JANUARY 18, 1940, RECORDED FEBRUARY 03, 1940, IN BOOK 527, OFFICIAL RECORDS, PAGE 223; THENCE FROM SAID POINT OF BEGINNING, SOUTH 88° 46' WEST, ALONG THE SOUTH LINE OF SAID BERGMAN PARCEL, 90.79 FEET TO A 2 INCH BY 2 INCH STAKE; THENCE NORTH 2° 11' EAST, 92.09 FEET TO A 2 INCH BY 2 INCH STAKE; THENCE SOUTH 85° 17' EAST, 97.90 FEET TO A 2 INCH BY 2 INCH STAKE ON THE EAST LINE OF SAID BERGMAN PARCEL (527 OR 223), DISTANT THEREON NORTH 7° 10' EAST, 82.66 FEET FROM THE POINT OF BEGINNING; THENCE SOUTH 7° 10' WEST, ALONG SAID EAST LINE, 82.66 FEET TO THE POINT OF BEGINNING.

PARCEL TWO: THE RIGHT OF WAY GRANTED IN THE DEED FROM ERNEST BERGMAN, ET UX, TO MARIE E. GRAHAM, ET VIR, DATED MARCH 12, 1947, RECORDED APRIL 04, 1947, IN BOOK 1081, OF OFFICIAL RECORDS, PAGE 94, AS FOLLOWS: "A RIGHT OF WAY (NOT TO BE EXCLUSIVE)", AS AN APPURTENANCE TO THE TRACT OF LAND DESCRIBED AS PARCEL ONE ABOVE, FOR USE AS A ROADWAY FOR VEHICLES OF ALL KINDS, PEDESTRIANS AND ANIMALS, FOR WATER, GAS, OIL AND SEWER PIPE LINES, AND FOR TELEPHONE, ELECTRIC LIGHT AND POWER LINES, TOGETHER WITH THE NECESSARY POLES OR CONDUITS TO CARRY SAID LINES OVER A STRIP OF LAND 12 FEET IN WIDTH, THE NORTH LINE OF WHICH IS PARALLEL WITH AND 12 FEET NORTHERLY MEASURED AT RIGHT ANGLES FROM THE SOUTH LINE THEREOF AND WHICH SOUTH LINE IS DESCRIBED AS FOLLOWS: BEGINNING ON THE SOUTH LINE OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM EMMA E. MALVANEY TO ERNEST BERGMAN, ET UX, DATED JANUARY 18, 1940, RECORDED FEBRUARY 03, 1940, IN BOOK 527 OF OFFICIAL RECORDS, PAGE 223, AT THE SOUTHWEST CORNER OF PARCEL ONE ABOVE; THENCE FROM SAID POINT OF BEGINNING, SOUTH 88° 48' WEST ALONG SAID SOUTH LINE, 261.42 FEET TO THE CENTER LINE OF THE COUNTY ROAD KNOWN AS DEL HOMBRE LANE.

APN: 148-170-022-5

TRACT 5:

PARCEL ONE

PORTION OF THE RANCHO LAS JUANTAS, DESCRIBED AS FOLLOWS:

BEGINNING ON THE NORTH LINE OF THE PARCEL OF LAND DESCRIBED IN THE DEED TO LAWRENCE P. LARSEN, ET UX, RECORDED JULY 6, 1938, BOOK 463, OFFICIAL RECORDS, PAGE 409, DISTANT THEREON NORTH 83 DEGREES 45' WEST, 130 FEET FROM THE NORTHEAST CORNER THEREOF; THENCE FROM SAID POINT OF BEGINNING ALONG THE EXTERIOR LINES OF SAID LARSEN PARCEL, AS FOLLOWS: SOUTH 83 DEGREES 45' EAST, 130 FEET; SOUTH 7 DEGREES 10' WEST 125 FEET AND NORTH 83 DEGREES 45' WEST, 130 FEET TO A POINT WHICH BEARS SOUTH 7 DEGREES 10' WEST FROM THE POINT OF BEGINNING; THENCE NORTH 7 DEGREES 10' EAST, 125 FEET TO THE POINT OF BEGINNING.

#### PARCEL TWO

A RIGHT OF WAY (NOT TO BE EXCLUSIVE) AS AN APPURTENANCE TO PARCEL ONE ABOVE FOR USE AS A ROADWAY FOR VEHICLES OF ALL KINDS, PEDESTRIANS AND ANIMALS AND AS A RIGHT OF WAY FOR WATER, GAS, OIL AND SEWER PIPE LINES AND FOR TELEPHONE, ELECTRIC LIGHT AND POWER LINES, TOGETHER WITH THE NECESSARY POLES OR UNDERGROUND CONDUITS TO CARRY SAID LINES OVER AND UNDER A STRIP OF LAND 20 FEET IN WIDTH, THE NORTH LINE OF WHICH IS PARALLEL WITH AND 20 FEET NORTHERLY (MEASURED AT RIGHT ANGLES) FROM THE SOUTH LINE THEREOF AND WHICH SOUTH LINE IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED FROM NORMAN M. FORCE, ET UX, TO ALEXANDER PAUL BUCHERT, ET UX, DATED MAY 5, 1959, RECORDED JUNE 5, 1959, IN BOOK 3387 OF OFFICIAL RECORDS, PAGE 296; THENCE FROM SAID POINT OF BEGINNING SOUTH 83 DEGREES 45' EAST ALONG THE SOUTH LINE OF SAID BUCHERT PARCEL (3387 OR 296) 104.66 FEET TO THE WEST LINE OF THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED FROM RUTH A. WRIGHT TO JOSEPH J. KIRBY, ET UX, DATED AUGUST 31, 1956, RECORDED SEPTEMBER 24, 1956, IN BOOK 2848 OF OFFICIAL RECORDS, PAGE 296.

#### PARCEL THREE

A RIGHT OF WAY (NOT TO BE EXCLUSIVE) AS AN APPURTENANCE TO PARCEL ONE ABOVE FOR USE AS A ROADWAY FOR VEHICLES OF ALL KINDS, PEDESTRIANS AND ANIMALS, AND AS A RIGHT OF WAY FOR WATER, GAS, OIL AND SEWER PIPE LINES AND FOR TELEPHONE, ELECTRIC LIGHT AND POWER LINES, TOGETHER WITH THE NECESSARY POLES OR UNDERGROUND CONDUITS TO CARRY SAID LINES OVER AND UNDER A STRIP OF LAND 20 FEET IN WIDTH THE NORTH LINE OF WHICH IS PARALLEL WITH AND 20 FEET NORTHERLY (MEASURED AT RIGHT ANGLES) FROM THE SOUTH LINE THEREOF AND WHICH SOUTH LINE IS THE ENTIRE SOUTH LINE OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM JACK D. PAULSON, ET AL, TO CORRELL M. JULIAN, ET UX,

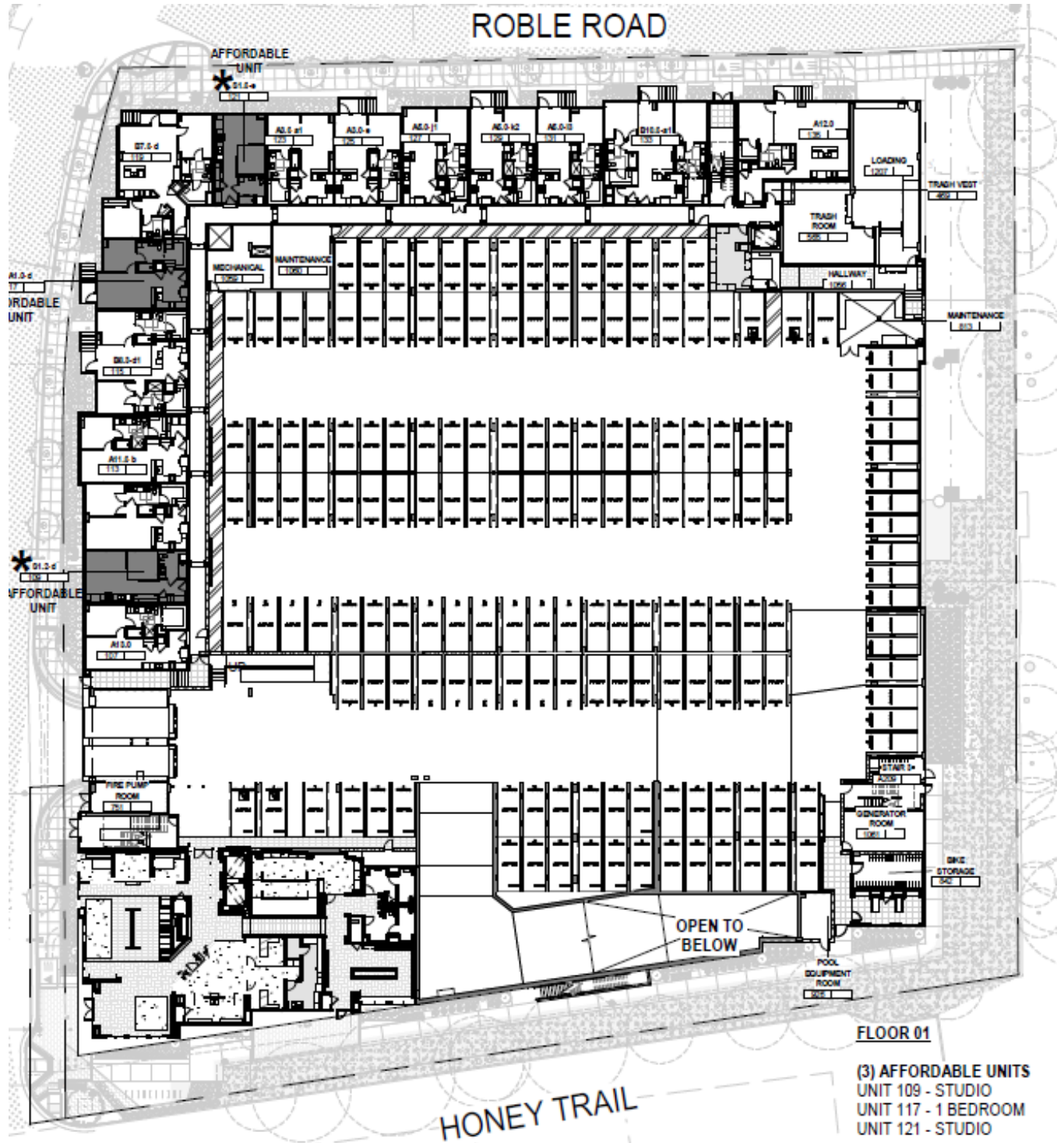
DATED AUGUST 31, 1950, RECORDED SEPTEMBER 22, 1950, IN BOOK 1637 OF  
OFFICIAL RECORDS, PAGE 358.

PARCEL FOUR

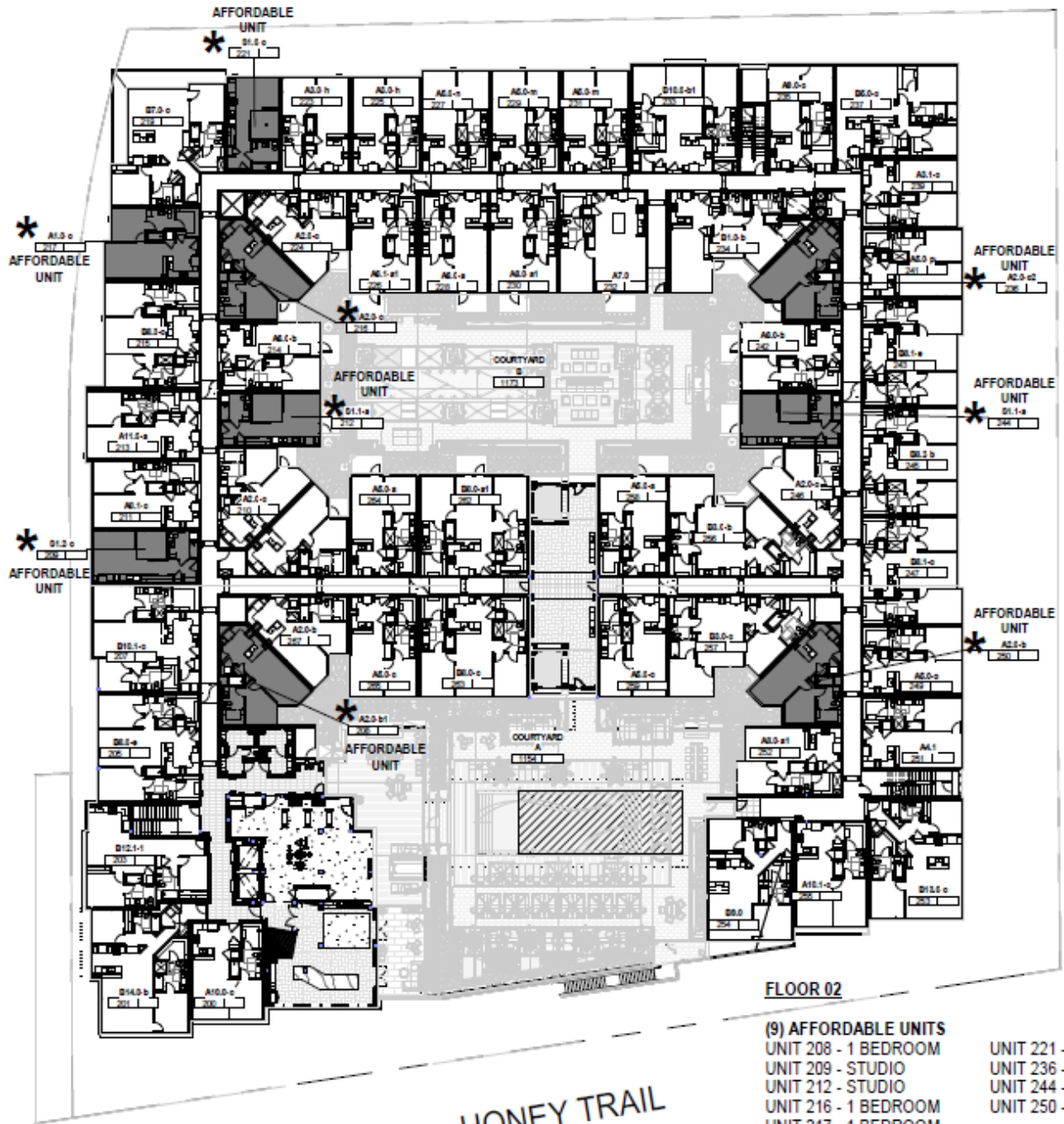
AN EASEMENT FOR RIGHT OF WAY AND WALL MAINTENANCE AND INCIDENTS  
THERE TO AND DESCRIBED IN THAT CERTAIN GRANT OF EASEMENT AND WALL  
MAINTENANCE AGREEMENT BY AND BETWEEN RELIANCE DEVELOPMENT  
GROUP AND C. P. DUNCAN AND JUDITH DUNCAN RECORDED OCTOBER 22, 1993  
INSTRUMENT NO. 93-298148.

APN: 148-170-037-3

EXHIBIT B  
Inclusionary Housing Plan

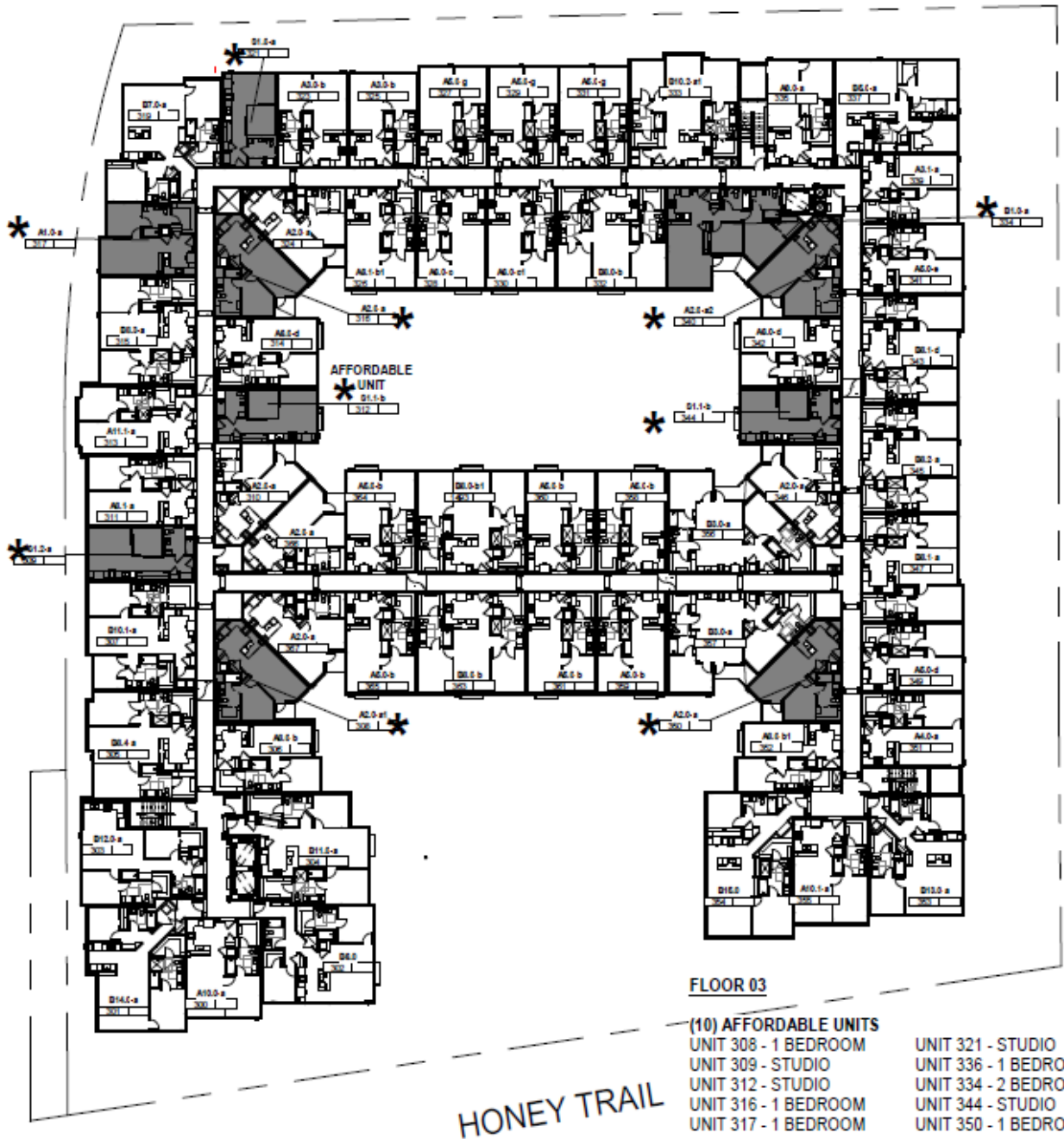


# ROBLE ROAD



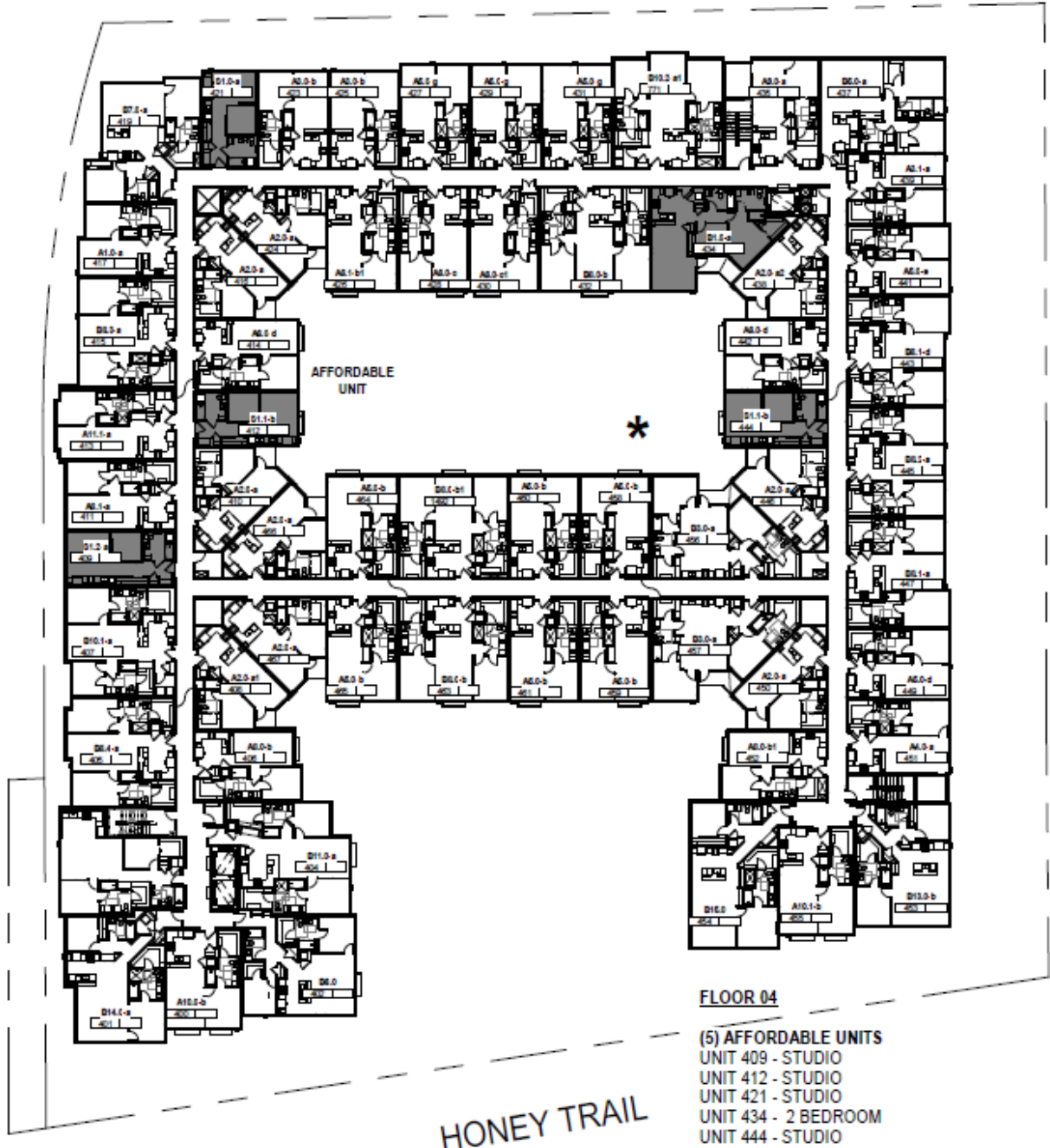


ROBLE ROAD





ROBLE ROAD



**FLOOR 04**  
(5) AFFORDABLE UNITS  
UNIT 409 - STUDIO  
UNIT 412 - STUDIO  
UNIT 421 - STUDIO  
UNIT 434 - 2 BEDROOM  
UNIT 444 - STUDIO

HONEY TRAIL





## EXHIBIT C Density Bonus Request



HANOVER COMPANY

November 6, 2018

Jennifer Cruz, Senior Planner  
Contra Costa County  
Department of Conservation and Development  
Community Development Division  
30 Muir Road  
Martinez, CA 94553

Re: Del Hombre Density Bonus and Waiver of Development Standards

Dear Ms. Cruz:

The applicant for the project at 3050 Del Hombre Lane requests the density bonus and concessions described below per California Senate Bill No. 1818. The 2.4 gross-acre (2.37 net-acre) proposed project site is a 5-parcel assemblage consisting of three vacant lots and two single family homes located on the southeast corner of Del Hombre Lane and Roble Road, adjacent to the Pleasant Hill/Contra Costa Centre BART transit village. The applicant seeks a land use change from Multiple-Family Very High (44.9 du/acre) to Multiple Family Very High – Special (99.9 du/acre).

The proposed project will contain 284 apartments (7% studios, 63% 1-bedroom and 30% 2-bedrooms) in a six-story podium apartment community, located within steps of the Contra Costa Centre BART station. A total of 36 units will be set aside as affordable. If the project is delivered in phases, the affordable units will be delivered in the proportionate amount of all units delivered.

Per Contra Costa County's inclusionary policy, the project will provide 36 affordable units, representing 15% of the 237 units allowed by the proposed Multifamily Special High land use district. By providing five percent of units (12 total) as affordable to very low income households, the applicant is eligible for the state density bonus of 20%, increasing the total unit count of the project from 237 to 284.

### *Density Bonus – Concession*

By providing five percent of units as affordable to very low income households, the project is also eligible for one development incentive or concession. The applicant will utilize this concession to provide the remaining ten percent (24 total) of additional affordable units as affordable to moderate income households.

### *Density Bonus – Parking Standards*

SB 1818 provides that projects eligible for the State Density Bonus will not be required to provide residential parking in excess of 1 per bedroom. The project's current unit mix contains 369 bedrooms. The project proposes 380 off-street parking spaces, in excess of the requirement under SB 1818.

### *Density Bonus – Development Standards*

156 DIABLO ROAD, SUITE 220, DANVILLE, CA 94526  
[www.hanoverco.com](http://www.hanoverco.com)

SB 1818 also provides for an unlimited number of waivers for development standards that prohibit the project from delivering the proposed number of affordable units. Contra Costa County Off-Street Parking Ordinance Section 82-16.404(b)(1)(c) requires driveway aisle widths of 25 feet for spaces with an angle of parking of ninety degrees. The applicant seeks to waive this development standard and instead provide driveway aisle widths of 24 feet. Should the applicant be required to provide 25 feet driveway aisle widths, the applicant will lose one row of parking on both the basement level (26 spaces) and floor one (21 spaces) for a total loss of 47 spaces. If the project is required to conform to the 25 feet driveway widths, the loss of 47 spaces would result in a corresponding loss of affordable units.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Youdall", is written over a light green rectangular background.

Scott Youdall  
Hanover Company

EXHIBIT D  
INCOME CERTIFICATION FORM

# TENANT INCOME CERTIFICATION

Initial Certification   
  Recertification   
  Other \_\_\_\_\_

Effective Date: \_\_\_\_\_  
 Move-In Date: \_\_\_\_\_  
 (MM-DD-YYYY)

## PART I - DEVELOPMENT DATA

Property Name: \_\_\_\_\_ County: \_\_\_\_\_ TCAC#: \_\_\_\_\_ BIN#: \_\_\_\_\_  
 Address: \_\_\_\_\_ If applicable, CDLAC#: \_\_\_\_\_  
 Unit Number: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ Square Footage: \_\_\_\_\_

## PART II. HOUSEHOLD COMPOSITION

Vacant (Check if unit was vacant on December 31 of the Effective Date Year)

HH Mbr #	Last Name	First Name	Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	Student Status (Check One)	Last 4 digits of Social Security #
1				HEAD		FT <input type="checkbox"/> /PT <input type="checkbox"/> /NA <input type="checkbox"/>	
2						FT <input type="checkbox"/> /PT <input type="checkbox"/> /NA <input type="checkbox"/>	
3						FT <input type="checkbox"/> /PT <input type="checkbox"/> /NA <input type="checkbox"/>	
4						FT <input type="checkbox"/> /PT <input type="checkbox"/> /NA <input type="checkbox"/>	
5						FT <input type="checkbox"/> /PT <input type="checkbox"/> /NA <input type="checkbox"/>	
6						FT <input type="checkbox"/> /PT <input type="checkbox"/> /NA <input type="checkbox"/>	
7						FT <input type="checkbox"/> /PT <input type="checkbox"/> /NA <input type="checkbox"/>	

## PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
<b>TOTALS</b>	\$ _____	\$ _____	\$ _____	\$ _____

Add totals from (A) through (D), above TOTAL INCOME (E): \$ \_\_\_\_\_

## PART IV. INCOME FROM ASSETS

HH Mbr #	(F) Type of Asset	(G) C/I	(H) Cash Value of Asset	(I) Annual Income from Asset
<b>TOTALS:</b>			\$ _____	\$ _____
Enter Column (H) Total		Passbook Rate		
If over \$5000 \$ _____ X		0.06%		= (J) Imputed Income \$ _____
Enter the greater of the total of column I, or J: imputed income				<b>TOTAL INCOME FROM ASSETS (K)</b> \$ _____

(L) Total Annual Household Income from all Sources [Add (E) + (K)] \$ \_\_\_\_\_

## HOUSEHOLD CERTIFICATION & SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/we have provided for each person(s) set forth in Part II acceptable verification of current anticipated annual income. I/we agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/we agree to notify the landlord immediately upon any member becoming a full time student.

Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement.

Signature	(Date)	Signature	(Date)
Signature	(Date)	Signature	(Date)

**PART V. DETERMINATION OF INCOME ELIGIBILITY**

**RECERTIFICATION ONLY:**

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From item (L) on page 1 \$

Unit Meets Federal Income Restriction at:  
 60%  50%

Current Federal LIHTC Income Limit x 140%:  
 \$ \_\_\_\_\_

Current Federal LIHTC Income Limit per Family Size: \$ \_\_\_\_\_

Or Federal A.I.T. at:  
 80%  70%  60%  50%  
 40%  30%  20%

Household Income exceeds 140% at recertification:  
 Yes  No

If Applicable, Current Federal Bond Income Limit per Family Size: \$ \_\_\_\_\_

Household Income as of Move-in: \$ \_\_\_\_\_

Unit Meets State Deeper Targeting Income Restriction at:  
 Other \_\_\_\_\_%

Household Size at Move-in: \_\_\_\_\_

**PART VI. RENT**

Tenant Paid Monthly Rent: \$ \_\_\_\_\_

Federal Rent Assistance: \$ \_\_\_\_\_ \*Source: \_\_\_\_\_

Monthly Utility Allowance: \$ \_\_\_\_\_

Non-Federal Rent Assistance: \$ \_\_\_\_\_ (\*0-8)

Other Monthly Non-optional charges: \_\_\_\_\_

**Total Monthly Rent Assistance:** \$ \_\_\_\_\_

**GROSS MONTHLY RENT FOR UNIT:** (Tenant paid rent plus Utility Allowance & other non-optional charges) \$

- \*Source of Federal Assistance
- 1 \*\*HUD Multi-Family Project Based Rental Assistance (PBRA)
  - 2 Section 8 Moderate Rehabilitation
  - 3 Public Housing Operating Subsidy
  - 4 HOME Rental Assistance
  - 5 HUD Housing Choice Voucher (HCV), tenant-based
  - 6 HUD Project-Based Voucher (PBV)
  - 7 USDA Section 521 Rental Assistance Program
  - 8 Other Federal Rental Assistance
  - 0 Missing

Maximum Federal LIHTC Rent Limit for this unit: \_\_\_\_\_

If Applicable, Maximum Federal & State LIHTC Bond Rent Limit for this unit: \_\_\_\_\_

Unit Meets Federal Rent Restriction at:  60%  50%

Or Federal A.I.T. at:  
 80%  70%  60%  
 50%  40%  30%  
 20%

\*\* (PBRA) Includes: Section 8 New Construction/Substantial Rehabilitation; Section 8 Loan Management; Section 8 Property Disposition; Section 202 Project Rental Assistance Contracts (PRAC)

If Applicable, Unit Meets Bond Rent Restriction at:  60%  50%

Unit Meets State Deeper Targeting Rent Restriction at:  Other: \_\_\_\_\_%

**PART VII. STUDENT STATUS**

ARE ALL OCCUPANTS FULL TIME STUDENTS?

Yes  No

If yes, Enter student explanation\* (also attach documentation)

Enter  
1-5

\*Student Explanation:

- 1 AFDC / TANF Assistance
- 2 Job Training Program
- 3 Single Parent/Dependent Child
- 4 Married/Joint Return
- 5 Former Foster Care

**PART VIII. PROGRAM TYPE**

Identify the program(s) for which this household's unit will be counted toward the property's occupancy requirements.

**Select one of the following.**

- 9% Allocated Federal Housing Tax Credit (including TCEP)
- 4% Allocated Federal Housing Tax Credit (including TCEP)
- Tax-Exempt Bond

**Select all that apply.**

- HOME (including TCAP)
- CDBG
- Other HUD, including 202, 811, and 236
- National Housing Trust Fund
- USDA Rural Housing Service, including 514, 515, and 538
- Other state or local housing programs

**SIGNATURE OF OWNER/REPRESENTATIVE**

Based on the representations herein and upon the proof and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this Project.

\_\_\_\_\_  
SIGNATURE OF OWNER/REPRESENTATIVE

\_\_\_\_\_  
DATE



**PART IX. SUPPLEMENTAL INFORMATION FORM**

The California Tax Credit Allocation Committee (CTCAC) requests the following information in order to comply with the Housing and Economic Recovery Act (HERA) of 2008, which requires all Low Income Housing Tax Credit (LIHTC) properties to collect and submit to the U.S. Department of Housing and Urban Development (HUD), certain demographic and economic information on tenants residing in LIHTC financed properties. Although the CTCAC would appreciate receiving this information, you may choose not to furnish it. You will not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please check the box at the bottom of the page and initial.

Enter both Ethnicity and Race codes for each household member (see below for codes).

<b>TENANT DEMOGRAPHIC PROFILE</b>						
HH Mbr #	Last Name	First Name	Middle Initial	Race	Ethnicity	Disabled
1						
2						
3						
4						
5						
6						
7						

**The Following Race Codes should be used:**

- 1 – White – A person having origins in any of the original people of Europe, the Middle East or North Africa.
- 2 – Black/African American – A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” apply to this category.
- 3 – American Indian/Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- 4 – Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent:
  - 4a – Asian India                      4e – Korean
  - 4b – Chinese                            4f – Vietnamese
  - 4c – Filipino                            4g – Other Asian
  - 4d – Japanese
- 5 – Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands:
  - 5a – Native Hawaiian                      5c – Samoan
  - 5b – Guamanian or Chamorro            5d – Other Pacific Islander

- 6 – Other
- 7 – Did not respond. **(Please initial below)**

*Note: Multiple racial categories may be indicated as such: 31 – American Indian/Alaska Native & White, 41 – Asian & White, etc.*

**The Following Ethnicity Codes should be used:**

- 1 – Hispanic – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply to this category.
- 2 – Not Hispanic – A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- 3 – Did not respond. **(Please initial below)**

**Disability Status:**

- 1 – Yes
  - If any member of the household is disabled according to Fair Housing Act definition for handicap (disability):
    - A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment or being regarded as having such an impairment. For a definition of “physical or mental impairment” and other terms used, please see 24 CFR 100.201, available at <http://fairhousing.com/legal-research/hud-regulations/24-cfr-100201-definitions>.
    - “Handicap” does not include current, illegal use of or addiction to a controlled substance.
    - An individual shall not be considered to have a handicap solely because that individual is a transgender.
- 2 – No
- 3 – Did not respond **(Please initial below)**

**Resident/Applicant:** I do not wish to furnish information regarding ethnicity, race and other household composition.

(Initials) \_\_\_\_\_  
 (HH#)            1.                      2.                      3.                      4.                      5.                      6.                      7.

# **INSTRUCTIONS FOR COMPLETING TENANT INCOME CERTIFICATION**

*This form is to be completed by the owner or an authorized representative.*

## **Part I - Development Data**

Enter the type of tenant certification: Initial Certification (move-in), Recertification (annual recertification), or Other. If other, designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other state-required recertification).

Effective Date	Enter the effective date of the certification. For move-in, this should be the move-in date. For annual income recertification's, this effective date should be no later than one year from the effective date of the previous (re)certification.
Move-In Date	Enter the most recent date the household tax credit qualified. This could be the move-in date or in an acquisition rehab property, this is not the date the tenant moved into the unit, it is the most recent date the management company income qualified the unit for tax credit purposes.
Property Name	Enter the name of the development.
County	Enter the county (or equivalent) in which the building is located.
TCAC#	Enter the project number assigned to the property by TCAC. Please include hyphens between the state abbreviation, four digit allocating year, and project specific number. For example: CA-2010-123
BIN #	Enter the building number assigned to the building (from IRS Form 8609).
Address	Enter the physical address of the building, including street number and name, city, state, and zip code.
If applicable, CDLAC#	If project is awarded 4% bonds please enter the project number assigned to the property by CDLAC. Please include hyphens between the state abbreviation, four digit allocating year, and project specific number. For example: 16-436
Unit Number	Enter the unit number.
# Bedrooms	Enter the number of bedrooms in the unit.
Square Footage	Enter the square footage for the entire unit.
Vacant Unit	Check if unit was vacant on December 31 of requesting year. For example, for the collection of 2011 data, this would refer to December 31, 2011.

## **Part II - Household Composition**

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following definitions:

H	Head of Household	S	Spouse	U	Unborn Child/Anticipated Adoption or Foster
A	Adult Co-Tenant	O	Other Family Member		
C	Child	F	Foster child(ren)/adult(s)		
L	Live-in Caretaker	N	None of the above		

Date of Birth	Enter each household member's date of birth.
Student Status	Check FT for Full-time student, PT for Part-time student, or N/A if household member is not a student and question does not apply.
Last Four Digits of Social Security Number	For each tenant 15 years of age or older, enter the last four digits of the social security number or the last four digits of the alien registration number. If the last four digits of SSN or alien registration is missing, enter 0000. For tenants under age 15, social security number not required, although please enter 0000.

If there are more than 7 occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.

### Part III - Annual Income

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income, including acceptable forms of verification.

From the third party verification forms obtained from each income source, enter the gross amount anticipated to be received for the twelve months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List **each** respective household member number from Part II. Include anticipated income only if documentation exists verifying pending employment. If any adult states zero-income, please note "zero" in the columns of Part III.

Column (A)	Enter the annual amount of wages, salaries, tips, commissions, bonuses, and other income from employment; distributed profits and/or net income from a business.
Column (B)	Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
Column (C)	Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).
Column (D)	Enter the annual amount of alimony, child support, unemployment benefits, or any other income regularly received by the household.
Row (E)	Add the totals from columns (A) through (D), above. Enter this amount.

### Part IV - Income from Assets

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.

From the third party verification forms obtained from each asset source, list the gross amount anticipated to be received during the twelve months from the effective date of the certification. If individual household member income is provided, list the respective household member number from Part II and complete a separate line for each member.

Column (F)	List the type of asset (i.e., checking account, savings account, etc.)
Column (G)	Enter C (for current, if the family currently owns or holds the asset), or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification).
Column (H)	Enter the cash value of the respective asset.
Column (I)	Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate).
TOTALS	Add the total of Column (H) and Column (I), respectively.

If the total in Column (H) is greater than \$5,000, you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by 0.06% and enter the amount in (J), Imputed Income.

Row (K)	<i>Enter the greater of the total in Column (I) or (J)</i>	
Row (L)	<i>Total Annual Household Income From all Sources</i>	<i>Add (E) and (K) and enter the total</i>

### HOUSEHOLD CERTIFICATION AND SIGNATURES

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than 5 days prior to the effective date of the certification.

### Part V – Determination of Income Eligibility

Total Annual Household Income from all Sources	Enter the number from item (L).
Current LIHTC Income Limit per Family Size	Enter the Current Move-in Income Limit for the household size – specifically, the max income limit for the federal 50% or 60% set aside.
Current Bond Income Limit per Family Size	Enter the Current most restrictive Move-in Income Limit for the household size – specifically, the max income limit incorporating both federal and in some instances more restrictive state standards as reflected in the 50% or 60% set aside detailed in the Bond Regulatory Agreement.

Household Income at Move-in	For recertifications only. Enter the household income from the move-in certification.
Household Size at Move-in	Enter the number of household members from the move-in certification.
Current Federal LIHTC Income Limit x 140%	For recertifications only. Multiply the current LIHTC Maximum Move-in Income Limit by 140% and enter the total. <b>140% is based on the Federal Set-Aside of 20/50 or 40/60, as elected by the owner for the property, not deeper targeting elections of 30%, 40%, 45%, 50%, etc.</b> Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% of the LIHTC Income Limit per Family Size at Move-in date (above), then the available unit rule must be followed.
Unit Meets Federal Income Restriction at or Federal A.I.T. at	Check the appropriate box for the income restriction that the household meets according to what is required by the federal set-aside(s) for the project.
Unit Meets State Deeper Targeting Income Restriction at	If your agency requires an income restriction lower than the federal limit, enter the percent required.

**Part VI - Rent**

Tenant Paid Monthly Rent	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
Federal Rent Assistance	Enter the amount of rent assistance received from a federal program, if any.
Non-Federal Rent Assistance	Enter the amount of non-federal rent assistance received, if any.
Total Monthly Rent Assistance	Enter the amount of total rent assistance received, if any.
Source of Federal Rent Assistance	If federal rent assistance is received, indicate the single program source.
Monthly Utility Allowance	Enter the utility allowance. If the owner pays all utilities, enter zero.
Other Monthly Non-Optional Charges	Enter the amount of <u>non-optional</u> charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.
Gross Monthly Rent for Unit	Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges. The total may NOT include amounts other than Tenant Paid Rent, Utility Allowances and other non-optional charges. In accordance with the definition of Gross Rent in IRC §42(g)(2)(B), it may not include any rent assistance amount.
Maximum LIHTC Rent Limit for this unit	Enter the maximum allowable gross rent for the unit. This amount must be the maximum amount allowed by the Current Income Limit per Family Size – specifically, the max rent limit for the federal 50% or 60% set aside.
Maximum LIHTC Bond Rent Limit for this unit	Enter the maximum allowable gross rent for the unit. This amount must be the maximum amount allowed by the Current Income Limit per Family Size – specifically, the max rent incorporating both federal and in some instances more restrictive state standards as reflected in the 50% or 60% set aside detailed in the Bond Regulatory Agreement.
Unit Meets Federal Rent Restriction at or Federal A.I.T. at	Indicate the appropriate rent restriction that the unit meets according to what is <u>required</u> by the federal set-aside(s) for the project.
Unit Meets Bond Rent Restriction at	Indicate the appropriate rent restriction that the unit meets according to what is <u>required</u> by the federal and state law for the project.
Unit Meets State Deeper Targeting Rent Restriction at	If your agency requires a rent restriction lower than the federal limit, enter the percent required.

**Part VII - Student Status**

If all household members are full time\* students, check “yes”. Full-time status is determined by the school the student attends. If at least one household member is not a full-time student, check “no.”

If “yes” is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

**Part VIII – Program Type**

Select the program(s) for which this household’s unit will be counted toward the property’s occupancy requirements. One response from the first column must be selected.

**SIGNATURE OF OWNER/REPRESENTATIVE**

It is the responsibility of the owner or the owner’s representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in tax credit compliance.

These instructions should not be considered a complete guide on tax credit compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s) for which the credit is allowable.

**PART IX. SUPPLEMENTAL INFORMATION**

*Complete this portion of the form at move-in and at recertification’s (only if household composition has changed from the previous year’s certification).*

- |                             |  |
|-----------------------------|--|
| Tenant Demographic Profile  | Complete for each member of the household, including minors. Use codes listed on supplemental form for Race, Ethnicity, and Disability Status.           |
| Resident/Applicant Initials | All tenants who wish not to furnish supplemental information should initial this section. Parent/Guardian may complete and initial for minor child(ren). |

EXHIBIT E

D.1



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: August 11, 2020

Subject: Del Hombre 284-Unit Apartment Project near the Pleasant Hill/Contra Costa Centre BART Station (District IV)

**RECOMMENDATION(S):**

1. OPEN the public hearing on the Del Hombre Apartment Project, RECEIVE testimony, and CLOSE the public hearing.
2. DENY the appeals filed on County File #MS18-0010.
3. CERTIFY that the environmental impact report prepared for the Del Hombre Apartment Project was completed in compliance with the California Environmental Quality Act (CEQA), was reviewed and considered by the Board of Supervisors before Project approval, and reflects the County’s independent judgment and analysis.
4. CERTIFY the environmental impact report prepared for the Del Hombre Apartment Project.
5. ADOPT the CEQA findings for the Project.
6. ADOPT the mitigation monitoring and reporting program for the Project.
7. ADOPT the statement of overriding considerations for the Project.
8. DIRECT the Department of Conservation and Development to file a CEQA Notice of Determination with the County Clerk.
9. SPECIFY that the Department of Conservation and Development, located at 30 Muir Road, Martinez, CA, is the custodian of the documents and other material which constitute

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

Action of Board On: **08/11/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes: See Addendum

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
 Candace Andersen, District II Supervisor  
 Diane Burgis, District III Supervisor  
 Karen Mitchoff, District IV Supervisor  
 Federal D. Glover, District V Supervisor

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

ATTESTED: August 11, 2020

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

By: June McHuen, Deputy

Contact: Jennfier Cruz, (925) 674-7790

cc:

the record of proceedings upon which the decision of the Board of Supervisors is based.

RECOMMENDATION(S): (CONT'D)

10. ADOPT Resolution No. 2020/212, amending the General Plan to change the land use designation of the subject property from Multiple-Family Residential-Very High (MV) to Multiple-Family Residential-Very High Special (MS) (County File #GP18-0002).
11. ADOPT Ordinance No. 2020-17, rezoning the subject property from Single Family Residential (R-15) and Planned Unit District (P-1) to Planned Unit District (P-1) (County File #RZ18-3245).
12. APPROVE a variance from the 5-acre minimum lot size requirement of the Planned Unit District (P-1) to allow the rezoning of the subject 2.4-acre property.
13. APPROVE a 20 percent density bonus, the requested concession to allow 24 units be affordable to moderate-income households as opposed to low-income households, and the requested reduction in development standard to allow a driveway aisle width of 24 feet.
14. APPROVE the Preliminary and Final Development Plan, including the associated tree removal program (County File #DP18-3031).
15. APPROVE the vesting tentative map for the Project and approve the requested exception from Title 9 offsite collect and convey diversion requirements, (County File #MS18-0010).
16. APPROVE the findings in support of the Project.
17. APPROVE the Project conditions of approval.
18. APPROVE the Del Hombre Apartment Project.

FISCAL IMPACT:

The applicant has paid the necessary application deposits and is obligated to pay supplemental fees to cover all additional costs associated with the application process.

BACKGROUND:

**\*\*\*TO VIEW THE COMPLETE BACKGROUND TO THIS BOARD ORDER, PLEASE SEE ATTACHMENT ONE.\*\*\***

**Project Summary**

The project, known as the “Del Hombre Apartments” involves the development of a 6 story, 284-unit apartment building on an approximately 2.4-acre site located on Del Hombre Lane between Roble Road and Honey Trail in the Walnut Creek/Contra Costa Centre area of the County. The project includes a General Plan Amendment to designate the project site to Multiple-Family Very-High Special (MS) density, a rezone of the property to a Planned Unit District (P-1), a minor subdivision to combine the five parcels into one parcel, and a final development plan to allow the construction of a six-story podium apartment building consisting of 284 units. The project also includes a variance to the lot size for rezoning a less than 5-acre property to P-1 and an exception from Title 9 for drainage requirements. The project will include demolition of the existing residential buildings, removal of approximately 161 trees and work within the dripline of approximately 27 trees, and grading of approximately 29,000 cubic yards. The project also seeks a density bonus and concessions for moderate income units and to the parking aisle width.



The project approvals considered by the Planning Commission also included a variance for a reduced setback. Upon further review of the Planned Unit District Ordinance, the requirement for the public road setback pursuant to CCC Section 82-12.402 would not apply since the project proposes a rezoning of the property to P-1 where the standards, regulations, limitations and restrictions which are either more or less restrictive than those specified elsewhere in the zoning ordinance are applied through approval of a Development Plan. (CCC Section 84-66.1404).

The Department of Conservation and Development (DCD) determined that an Environmental Impact Report (EIR) was required for the project and distributed a Notice of Preparation (NOP) on October 29, 2018. The Draft EIR (DEIR) was released for public review on September 10, 2019 and was available for public review and comment for a period of 60 days, through November 15, 2019. A public hearing to receive comments on the DEIR was held before the Zoning Administrator on October 7, 2019. The responses to the comments received during the DEIR comment period are addressed in the Final EIR (FEIR). The FEIR and the mitigation monitoring and reporting program (MMRP) were made available to the public on May 15, 2020.

### **County Planning Commission Hearing**

On May 27, 2020, the project was heard at the County Planning Commission (CPC). The CPC opened the hearing, received testimony from neighbors, closed the hearing, approved the Minor Subdivision (County File #MS18-0010) and recommended approval of the General Plan Amendment, rezoning, and final development plan to the Board of Supervisors. The CPC also certified the environmental impact report (EIR) and recommended that the Board of Supervisors also certify the EIR. Comments heard during the CPC hearing included traffic and emergency access concerns, density, parking, consistency with the neighborhood, air quality, and greenhouse gas emissions. These comments were also previously addressed in the Final Environmental Impact Report (FEIR).

There was a 10-day appeal period for the approval of the vesting tentative map. Two appeals were filed with the County.

### **Appeal Points**

On June 5, 2020, Contra Costa Citizens in Favor of Reasonable Growth by Amy Zeller of 1293 Honey Trail, Walnut Creek 94597 filed an appeal of the project. Below are the appeal points and Staff's response.

Appeal Point #1: Variance findings cannot be made to allow rezoning of property to P-1.

Staff's Response: Findings to support the variance to the minimum 5-acre lot size requirement were provided in the CPC staff report and can be found under the Project

Findings Section attached to this report. The County previously rezoned other properties in the unincorporated Walnut Creek area to P-1 that were smaller than 5 acres. Additionally, the surrounding area consists of a number of P-1 zoned properties that are less than the required 5 acres. The Housing Element in the County's General Plan calls for the removal of the 5-acre minimum lot requirement for the P-1 zoning.

Appeal Point #2: Project is not consistent with the General Plan Policy 3-8 and the Transportation and Circulation Element (General Plan Goal 5-I and Policies 5-14, 5-18) and Goal-1 of the Housing Element.

Staff's Response: The County's General Plan Policy 3-8 promotes infill of already developed areas and preference is given to vacant and underused sites within urbanized areas, which have necessary utilities installed. The project site is consistent with this policy since portions of the site are vacant and underutilized, and is surrounded by existing multiple family development. The Utilities Section in the Draft EIR indicated that the project site would adequately be served by the existing utilities and the sanitary and water agencies also would have the capacity to serve the project.

General Plan Goal 5-I encourages the use of transit. The project site is approximately 500 feet east of the Pleasant Hill/Contra Costa Centre BART Station. The project is consistent with this goal and provides accessibility to the BART Station and bus transit. Thus, this project is an example of a transit-oriented infill development located on an underutilized site.

General Plan Policy 5-14 states that physical conflicts between pedestrians, bicyclists, and vehicular traffic shall be minimized. General Plan Policy 5-18 further states that the design and the scheduling of improvements to arterials and collectors shall give priority to intermodal safety over other factors including capacity. The DEIR identified Coggins Drive at Las Juntas Way intersection to degrade to an unacceptable level of service (LOS) F in the morning peak-hour. A proposed mitigation measure to restrict parking on the north side of Las Juntas Way between Coggins Drive and Del Hombre Lane could allow restriping within the existing right-of-way to provide a left-turn pocket and a through-right shared lane. This improvement would result in LOS D operations (31 seconds) for vehicles, reducing the vehicle impact to a less-than-significant level. However, the Iron Horse Regional Trail crosses this intersection where there are high levels of pedestrian and bicycle activity. Therefore, this improvement could increase vehicle/bicycle/pedestrian conflicts, causing a secondary impact by restriping to provide an additional vehicle lane. In addition, the inclusion of this left-turn pocket would conflict with numerous polices (e.g., Complete Streets, General Plan), as well as general best practices in transit-oriented development planning. Specifically, this improvement would conflict with General Plan Policy 5-18, which prioritizes safety over vehicle capacity. Therefore, this left-turn pocket would not be included as part of the project and this intersection would continue to operate at an unacceptable level of service for vehicles in the morning peak-hour under Opening Year with Project Conditions (DEIR page 3.15-51). Although the LOS impact to Opening Year with the project at Coggins

Drive at Las Juntas Way intersection would be significant and unavoidable, a statement of overriding consideration has been prepared and can be found in the attached CEQA Findings section and the project remains consistent with General Plan Policy 5-14 and 5-18.

Appeal Point #3: It is not in the public interest to amend the General Plan per Government Code Section 65358(a).

Staff's Response: Adoption of the proposed General Plan Amendment (GPA) is in the public interest. The Bay Area suffers from a severe housing shortage and severe traffic congestion. Adoption of the proposed GPA will more than double the subject site's development potential and allow for 284 multiple-family residential units in various income categories to be constructed directly adjacent to rail and bus transit. Furthermore, the proposed project presents an opportunity to maximize the potential of an underutilized infill site near the Pleasant Hill/Contra Costa Centre BART Station. The subject site currently consists of five small parcels. Combining them into one larger development allows for a more cohesive design approach and significantly increases unit yield.

Appeal #4: Changing the land use designation to Multiple-Family Residential-Very High Special (MS) from Multiple-Family Residential-Very High (MV) is not appropriate. The proposed density is not consistent with immediate surrounding uses.

Staff's Response: The project is to allow a General Plan Amendment from MV to MS and to rezone the property to a Planned Unit District. Staff has made the necessary General Plan and rezoning findings to support the project, which are attached to this report. The project site is surrounded with various multiple-family developments that range from 2-4 stories immediately to the south, north, and east. The Avalon Walnut Creek development, which is approximately 500 feet southwest of the project site is approximately six stories. Overall, the project is consistent with existing developments in the area and also seeks approval of a 20% density bonus as allowed under the State's density bonus law [Government Code Section 65915(b)].

Appeal #5: The proposed main entrance for the project will be served by a dead-end street (Del Hombre Lane), which will cause a traffic nightmare. Del Hombre Lane is at its maximum capacity serving too many residential units.

Staff's Response: Vehicular access to the project site would be provided by a new driveway on Del Hombre Lane that provides access to the proposed parking garage. Based on the existing traffic volumes on Del Hombre Lane and the projected project volumes, this roadway is projected to operate with minimal delay for vehicles (DEIR page 3.15-58).

Appeal #6: The proposed density of the project will further cause vehicle conflicts with those seeking to use the Iron Horse Trail from either Las Juntas Way or Del Hombre Lane.

Staff's Response: The DEIR evaluated the bicyclist and pedestrian facilities (DEIR page 3.15-22). The DEIR determined that the project would not conflict with adopted policies, plans, or programs regarding bicycle facilities, or otherwise decrease the safety performance of such facilities. Thus, the operational impacts related to circulation system performance in terms of bicycle facilities would be less than significant. Moreover, the project would include pedestrian facilities along both sides of the project frontage on Del Hombre Lane, Roble Road, and Honey Trail. New sidewalks will be located on Del Hombre Lane and Roble Road. A new crosswalk is also proposed on the south leg of Del Hombre Lane at Las Juntas/Roble Road in addition to the reconstructed curb ramps on the southeast corner of the intersection. On the southern end of the project site, a new curb ramp would be constructed on Del Hombre Lane off set from the existing curb ramp on the west side of the street connecting to the existing Iron Horse Trail across Del Hombre Lane from the project site. The proposed crosswalk design does not align with the existing curb ramp to Del Hombre Lane and Iron Horse Trail, which represents a potentially significant impact. However, Mitigation Measures Trans-1c and Trans-1d requires that the crosswalk design be updated to align with existing roadway and trail facilities and to include a lighting plan for the pedestrian path. These mitigation measures would reduce the operational impacts related to circulation for pedestrian facilities to a less than significant level.

Appeal #7: The project is not consistent with CEQA Guidelines Section 15604.3, since no VMT analysis was performed.

Staff's Response: New CEQA guidelines section 15064.3 states that the vehicle miles traveled (VMT) analysis do not take effect until July 1, 2020 unless the lead agency adopts them earlier. The County had not adopted VMT thresholds at the time the DEIR was prepared. However, the County has determined that the 15 percent reduction recommended by OPR is an appropriate significance threshold for the project given in the recommendation in the OPR's Technical Advisory document.

VMT analysis was conducted and determined that the project is expected to generate 11.4 VMT per capita per day, which is more than 15 percent below both the regional (15.3 VMT) and local (18.0 VMT) average. Absent adopted local thresholds, the recommended OPR threshold for residential uses was applied; new developments that have an estimated VMT of 15 percent below existing regional and city VMT per capita (household or home-based) would be considered less than significant. Therefore, based on the OPR Criteria, the project is consistent with the intent of SB 743 to promote development that reduces vehicle travel and the VMT impact is less than significant (FEIR page 3-49).

Appeal #8: Density bonus should not be granted because of the unmitigated environment impacts the project will cause.

Staff's Response: The DEIR identified an impact to Coggins Drive at Las Juntas Way

intersection and a mitigation measure required a left-turn pocket. However, this would create a secondary impact to pedestrians and bicyclists crossing from the nearby Iron Horse Regional Trail. The inclusion of the left-turn pocket mitigation measure conflicts with a number of policies (e.g., Complete Streets, General Plan). To prioritize safety over capacity, a statement of overriding consideration was prepared to support the significant and unavoidable impact. All other impacts identified in the DEIR are mitigated to a less than significant level. Additionally, findings to support the proposal for a 20% density bonus were made. This infill project located next to transit will add to the County's housing inventory and remains consistent with the goals and policies of the County's general plan.

Appeal #9: Project is under parked and occupants and guests will use parking in adjacent townhome and apartments.

Staff's Response: Parking for occupants and guests will be provided on-site. The project provides 380 spaces and exceeds the State's requirement of 373 spaces per Government Code Section 65915(p)(1). At 380 spaces, there are 96 more parking spaces than apartment units. Therefore, the project will provide an adequate number of parking spaces.

Appeal #10: The location of passenger loading and unloading zone is problematic as it borders Honey Trail (single access point or entrance to development) on south side of project.

Staff's Response: The plans have been routed to and reviewed by the Public Works Department and the Fire District. Neither agency has indicated that the passenger loading and unloading zone would be a concern. Further, the location of these loading and unloading zone were analyzed in the DEIR which determined that the project would not result in a conflict with roadway geometric design (DEIR page 3.15-61).

Appeal #11: The lack of appropriate setbacks and the mass of the project will give a wall or fortress appearance with little or no aesthetic appeal.

Staff's Response: The project includes a rezone of the project site to P-1, which allows standards that are either more or less restrictive than those specified elsewhere in the zoning ordinance (CCC Section 84-66.1404). The project provides an emergency vehicle access at the rear of the property, which places the building closer to Del Hombre Lane and consistent with other similar developments in the area. The building ranges from four to six stories and the design elements of the building incorporate stepped rooflines utilizing different roofing materials, staggered exteriors to add depth and variation to the exterior of the building. The closest portion of the building to the property line would be along Del Hombre Lane at approximately 4- 9 feet. This side of the building would primarily be six stories and reduces to five stories on the northwestern corner and four stories on the southwestern corner. There would be landscaping along Del Hombre Lane to break up the mass of the building. Additional street trees will also be located along Roble Road and the building on this side would be setback 15 feet from the property line.

The eastern portion of the building will be setback 30 feet from the eastern property line near the Avalon Walnut Ridge apartments and the existing tree landscape from the adjacent property provides a buffer between both properties. The southern portion of the building along Honey Trail will be setback 20 feet from the property and is four stories. The building façade on the southern side is broken up since the pool courtyard is located between the southwestern and southeastern corners of the building.

Appeal #12: The following are suggested project revisions:

- Reduced density by keeping current General Plan designation of MV to allow 130 units, including a density bonus;
- Building stepped back to reduce massing and to provide landscape buffer to protect existing tree line along Honey Trail;
- Main driveway should be 26 feet and not 24 feet;
- Main entrance on Roble Road, which has two way street or access or extend Del Hombre to Treat.

Staff's Response:

The suggestion to reduce the density by keeping the current MV General Plan designation would reduce the number of market rate and affordable units. Thus, the recommended number of units would not meet the project's objective of providing the housing needed in Contra Costa County on an underutilized site that is next to transit.

As mentioned in Appeal #10, the building will be four stories as viewed from Honey Trail, will be approximately 20 feet away along the southern property line that abuts Honey Trail, and there are existing trees that buffer the project from Honey Trail. Additional landscape will also be provided along the southern portion of the building.

According to CCC Section 82-16.404(a)(2), the access drive must measure at least twelve feet wide if it will be used for one-way traffic, and at least twenty feet wide if it will be used for two-way traffic. The access driveway is approximately 24 feet wide and meets this requirement. However, within the parking garage, the project proposes parking spaces at 90 degrees, which requires two way travel to have 25-foot aisle width [CCC Section 82-16.404(b)(1)(c)]. The project proposes a 24-foot-wide parking aisle width within the garage, and therefore has requested a reduction of this development standard as an incentive per Government Code Section 65915(e) of the State's Density Bonus Law.

The project proposes the entrance to the site on Del Hombre Lane. As such, the traffic impact study and the Draft EIR analyzed the Del Hombre Lane access and not Roble Road. Roble Road is a private road that will be used for emergency vehicle access to the site. The suggestion to extend Del Hombre Lane to Treat Boulevard would not be feasible, especially since the Iron Horse Regional Trail crosses that area.

The appellant also provided as an exhibit a letter from Adams Broadwell Joseph & Cardozo dated May 27, 2020 addressed to the County Planning Commission. The concerns indicated in this letter are addressed in the appeal points below.

On June 8, 2020, Adams Broadwell Joseph & Cardozo of 601 Gateway Boulevard, Suite 1000, South San Francisco filed an appeal of the vesting tentative map. The appellant also provided, as an exhibit, a letter from Adams Broadwell Joseph & Cardozo dated May 27, 2020 addressed to the County Planning Commission. The County's consultant FirstCarbon Solutions (FCS) has prepared a written response related to the Greenhouse Gases and Air Quality comments that is included as an attachment to this report. The appeal points are addressed below incorporating FCS' responses to the comments.

Appeal #1: The EIR uses incorrect and unsupported Greenhouse Gases (GHG) thresholds to support its GHG analysis. The EIR fails to support the use of its GHG threshold with any evidence, except for the vague statement in the Final EIR (FEIR) that this is the "substantial progress threshold." Without substantial evidence justifying the County's use of the 2030 threshold, the EIR cannot be approved as satisfying CEQA's requirement of disclosure and analysis.

Staff Response: As noted on page 3.7-42 of the DEIR, the thresholds of significance provided in the 2017 Bay Area Air Quality Management District (BAAQMD) California Environmental Quality Act (CEQA) Guidelines were established based on meeting the 2020 GHG targets set forth in Assembly Bill (AB) 32. AB 32 targets are based on 2020 GHG reduction goals. The 2017 BAAQMD CEQA Guidelines contain the following thresholds for GHG emissions: For land use development projects (including residential, commercial, industrial, and public land uses and facilities), the threshold is (1) compliance with a Qualified GHG Reduction Strategy; or (2) annual emissions less than 1,100 metric tons per year of carbon dioxide equivalent (CO<sub>2</sub>e); or (3) 4.6 metric tons CO<sub>2</sub>e/service population/year (residents + employees).

As the project would be developed and become operational post-2020, it is appropriate to identify thresholds that address post-2020 GHG reduction targets. This was noted in the DEIR and reaffirmed in the FEIR. The 2017 Scoping Plan provides an intermediate target that is intended to achieve reasonable progress towards goals for 2050 under Executive Order S-3-05. The BAAQMD had not updated their recommended GHG emissions thresholds to address target reductions past year 2020, at the time the DEIR or FEIR were published. However, consistent with current State directives, the updated target identified and addressed in the DEIR requires an additional 40 percent reduction in GHG emissions by year 2030. Applied to the BAAQMD quantitative thresholds based on 2020 AB 32 GHG reduction goals, this would equate to 660 metric tons (MT) carbon dioxide equivalent (CO<sub>2</sub>e) per year by year 2030 or 2.6 MT CO<sub>2</sub>e per year per service population (SP) by year 2030.

The GHG analysis for the project (summarized in Impact GHG-1 of the DEIR) assessed emissions for the operational years of 2022 and 2030. As noted in both the DEIR and FEIR, the total project emissions in these years were analyzed against the 2020 BAAQMD efficiency threshold of 4.6 MT CO<sub>2</sub>e/SP/year and the projected 2030 efficiency threshold of 2.6 MT CO<sub>2</sub>e/SP/year. The project's estimated GHG emissions

for the 2022 operational year were shown because 2022 is used as the operational year throughout the DEIR. Given that BAAQMD's most current and formally adopted thresholds include the 4.6 MT CO<sub>2</sub>e/SP/year, it is appropriate that the DEIR compare the project's full buildout emissions in 2022 against an applicable adopted threshold. The DEIR and FEIR both note the 4.6 MT CO<sub>2</sub>e/SP/year threshold is one of the three GHG thresholds recommended in the 2017 BAAQMD CEQA Guidelines. The 2017 BAAQMD CEQA Guidelines provides substantial evidence to support the use of the 4.6 MT CO<sub>2</sub>e/SP/year threshold. Although the reference to 2017 BAAQMD CEQA Guidelines was included in the DEIR, the DEIR and the FEIR clearly identify that the buildout year assumed for the project (2022) would be beyond the target year (2020) for which the AB 32 Scoping Plan established the 4.6 MT CO<sub>2</sub>e/SP/year threshold. To further address this issue, the project's emissions in year 2030 were compared against the projected 2030 efficiency threshold of 2.6 MT CO<sub>2</sub>e/SP/year. GHG impacts were found to be less than significant under both scenarios.

The DEIR and FEIR contain substantial supporting evidence for use of the 2.6 MT CO<sub>2</sub>e/SP/year. As described in detail above and noted in the DEIR and the FEIR, the projected efficiency threshold of 2.6 MT CO<sub>2</sub>e/SP/year was based on the existing 4.6 MT CO<sub>2</sub>e/SP/year adopted BAAQMD threshold and adjusted to reflect Senate Bill 32 (SB 32) 2030 GHG reduction goals. Below is an excerpt from page 3.7-42 of the DEIR.

BAAQMD's project-level significance threshold for operational GHG generation was deemed appropriate to use when determining the project's potential GHG impacts. The thresholds suggested by BAAQMD are as follows:

- Compliance with a Qualified GHG Reduction Strategy, or
- 1,100 MT CO<sub>2</sub>e per year, or
- 4.6 MT CO<sub>2</sub>e per service population (employees plus residents) per year.

It should be noted that the BAAQMD's thresholds of significance was established based on meeting the 2020 GHG targets set forth in the AB 32 Scoping Plan. For developments that would occur beyond 2020, the service population threshold of significance was adjusted to a "substantial progress" threshold that was calculated based on the SB 32 target of 40 percent below 1990 levels and the forecasted 2030 service population.

In addition, California Executive Order B-30-15 (which established the GHG emissions reduction target of 40 percent below 1990 levels by 2030) and SB 32 (which gave the California Air Resources Board [ARB] the statutory responsibility to include the 2030 target previously contained in Executive Order B-30-15 in the 2017 Scoping Plan Update) are described in the Section 3.7.3-Regulatory Framework of Section 3.7, Greenhouse Gas Emissions, of the DEIR. The FEIR reaffirms the use of the 2.6 MT CO<sub>2</sub>e/SP/year threshold and restates some of the supporting evidence for the threshold provided in the DEIR. Although a detailed calculation and in-depth explanation for how the 4.6 MT CO<sub>2</sub>e/SP/year threshold was adjusted to reflect the SB 32 target of 40 percent



below 1990 levels and the forecasted 2030 service population, the DEIR and FEIR justified the selection of the 2.6 MT CO<sub>2</sub>e/SP/year with substantial evidence. More details on the specifics of how the BAAQMD's 4.6 MT CO<sub>2</sub>e/SP/year threshold of significance was adjusted to a "substantial progress" threshold that was calculated based on the SB 32 target of 40 percent below 1990 levels and the forecasted 2030 service population can be found in the "Final White Paper Beyond 2020 and Newhall: A Field Guide to New CEQA Greenhouse Gas Thresholds and Climate Action Plan Targets for California.", authored in 2016 by the Association of Environmental Professionals.

Appeal #2: The FEIR relies on the BAAQMD's significance threshold of 4.6 MT CO<sub>2</sub>e/service population (SP) to evaluate 2022 GHG emissions from the project. There are two problems with this use: first, the BAAQMD advises agencies not to rely on its GHG thresholds as the District [BAAQMD] is in the process of updating them. Further, assuming it is still valid, it is valid only until 2020. The project will not be operational until 2022 and probably will not be fully occupied until several years later.

Staff's Response: As described in the DEIR, further addressed in responses to comments in the FEIR, and explained above in the response to Appeal Point #1, the project's generation of GHG emissions were analyzed against both the 2020 BAAQMD efficiency threshold of 4.6 MT CO<sub>2</sub>e/SP/year for the 2022 operational year and the projected 2030 efficiency threshold of 2.6 MT CO<sub>2</sub>e/SP/year for the 2030 operational year. Consistent with the rest of the CEQA document, emissions at full buildout were shown in the 2022 operational year. Assessing emissions at full buildout in the earliest year of operations represents a reasonably worst-case scenario, as emissions are expected to decrease over time for the same activities because of improvements in technology and more stringent regulatory requirements.

As described in the DEIR, the FEIR, and the response to Appeal Point #1 above, the thresholds provided in the 2017 BAAQMD CEQA Guidelines are the most current and formally adopted thresholds available. In numerous comment letters and other correspondence with the BAAQMD on the issue, the BAAQMD is merely recommending that CEQA documents address post-2020 GHG reduction targets for projects proposed to be developed and become operational post-2020. Although the BAAQMD has stated that they are in the process of updating their thresholds, they have yet to publish updated recommended thresholds at the time the GHG analysis for the EIR was completed or at the time FCS prepared the Memorandum. As described above, post-2020 GHG reduction goals were addressed in Impact GHG-1 by evaluating project emissions for the 2030 scenario against the projected 2030 efficiency threshold of 2.6 MT CO<sub>2</sub>e/SP/year for the 2030 operational year. For disclosure purposes, emissions for full project buildout in the 2022 operational year were also included and compared against the 4.6 MT CO<sub>2</sub>e/SP/year threshold. The regulations that have gone into effect as a result of the State's and the County's effort to meet the AB 32 2020 GHG reduction goal would remain in effect in the year the project's emissions were assessed in 2022. As the project is not expected to be fully operational until 2022 at the earliest, modeling emissions for the 2022 year is more appropriate than modeling emissions for the 2020

year and the use of the 4.6 MT CO<sub>2</sub>e/SP/year threshold for the year 2022 is appropriate as described above.

Appeal #3: The DEIR fails to note the removal of the on-site vegetation would significantly reduce the potential carbon sequestration at the project site.

Staff's Response: Carbon sequestration is the process of capturing and storing atmospheric carbon dioxide. California Emissions Estimator Model (CalEEMod) does include options in the modeling to account for carbon sequestration. However, there are many factors that affect the amount of carbon sequestration from vegetation (vegetation type, the amount of water the vegetation receives, the age of the vegetation). As noted on Page 3.7-41 of the DEIR, data are insufficient to accurately determine the impact that existing plants on-site have on carbon sequestration. Because of the numerous variables that go into quantifying carbon sequestration and the wide range of factors that can be used in quantifying carbon sequestration, any estimates quantifying the net change would be highly speculative. As described in more detail under Appeal Point #4, pursuant to BAAQMD guidance, carbon sequestration does not need to be included in either the baseline or when considering the project's generation of GHG emissions, and, therefore, not quantifying a change in carbon sequestration would not result in a significant GHG impact. However, further detail is provided regarding carbon sequestration associated with the proposed project under Appeal Point #4.

Appeal Point #4: The EIR does not address the increase in GHG emissions from the clearing of trees and the subsequent loss of sequestration at the site. When properly included, Dr. Clark calculated that the resulting increase in GHG emissions would be 263 MT CO<sub>2</sub>/yr in 2030, bringing the project's total 2030 GHG emissions to 2,187 MT CO<sub>2</sub>e/yr. Using the EIR's service population of 823 people, the project's GHG emissions generation will be 2.7 MT CO<sub>2</sub>e/service population/year, which exceeds the EIR's stated 2030 GHG emission threshold of 2.6 MT CO<sub>2</sub>e/service population/year.

Staff's Response: The estimate of the change in carbon sequestration provided in the comment letter does not accurately reflect the change in carbon sequestration that would be expected from implementation of the project. The comment letter incorrectly asserts that new on-site trees and on-site landscaping would not result in carbon sequestration. The 20-year estimate referred to by Dr. James Clark specifically refers to the amount of time suggested to allow the ecosystem to return to the level of biomass, stable soil, and litter pools of an undisturbed state. Furthermore, CalEEMod includes an option in the modeling specifically to account for the planting of net new trees and assumes a 20-year active growth period when accounting for the carbon sequestration rate. Impacts stemming from GHG emissions contribute to a global impact, so a loss of carbon sequestration at one site can be offset by an increase of carbon sequestration at another site. Therefore, the net change in carbon sequestration from the implementation of the project does not need to be restricted to the project site.

The comment letter also inaccurately states the removal of vegetation on the project site

would result in an increase in the project's GHG emissions. The removal of carbon sequestration is not equivalent to the generation of GHG emissions. As recommended in the 2017 BAAQMD CEQA Guidelines, only the project's net generation in GHG emissions were estimated and compared against the applicable thresholds of significance in the GHG analyses included in the EIR. The specific guidance provided in the 2017 BAAQMD CEQA Guidelines is provided in Table 4-2 of the memorandum prepared by FCS. According to CEQA Guidelines 15064.7(c)(d), lead agencies are directed to "consider thresholds of significance previously adopted by other public agencies." Further, using the environmental standards as thresholds of significance established by subject area experts, such as BAAQMD, "promotes consistency in significance determinations and integrates environmental review with other environment planning and regulation" throughout the region.

The guidance related to quantifying GHG emissions and comparing GHG emissions to applicable thresholds is specifically only for the project's generation of GHG emissions. Furthermore, the 2017 BAAQMD CEQA Guidelines provide the following information when considering the appropriate baseline.

If a proposed project involves the removal of existing emission sources, BAAQMD recommends subtracting the existing emissions levels from the emissions levels estimated for the new proposed land use. This net calculation is permissible only if the existing emission sources were operational at the time the Notice of Preparation (NOP) for the CEQA project was circulated (or in the absence of an NOP when environmental analysis begins), and would continue if the proposed redevelopment project is not approved. This net calculation is not permitted for emission sources that ceased to operate, or the land uses were vacated and/or demolished, prior to circulation of the NOP or the commencement of environmental analysis. This approach is consistent with the definition of baseline conditions pursuant to CEQA.

As noted in the BAAQMD's recommendations for establishing a baseline for the purposes of CEQA and estimating emissions, only existing sources of emissions are of concern. Pursuant to BAAQMD guidance, carbon sequestration does not need to be included in either the baseline or when considering the project's generation of GHG emissions, and, therefore, not quantifying a change in carbon sequestration would not result in a significant GHG impact.

Although a change in carbon sequestration does not equate to a generation of GHG emissions and is not required to be included as part of the sources used to estimate the project's net generation GHG emissions for comparison against the applicable thresholds, the following analysis has been provided for informational purposes.

Dr. Clark calculated that the resulting increase in GHG emissions would be 263 MT CO<sub>2</sub>/yr in 2030, which would bring the project's total 2030 GHG emissions to 2,187 MT CO<sub>2</sub>e/yr. Dr. Clark's reasoning and methodology is summarized below.

The CalEEMod analysis, relied on in the FEIR, includes a default GHG

accumulation per acre factor for trees of 111 MT CO<sub>2</sub>/acre.’ Additional GHG would be stored in the understory. The FEIR did not include the increase in GHG emissions from clearing vegetation from the site. The resulting increase in GHG emissions from removing the vegetation are (2.37 acres)(111 MT CO<sub>2</sub>/acre) = 263 MT CO<sub>2</sub>/yr. Thus, the total year 2030 GHG emissions are 1,924 + 263 = 2,187 MT CO<sub>2</sub>e/yr.

The calculations in the comment letter were based on the removal of 2.37 acres of vegetation at 111 MT CO<sub>2</sub>/acre. The factor of 111 MT CO<sub>2</sub>/acre is the value provided in CalEEMod for a change in vegetation for the “forest land, trees” vegetation land use type and vegetation land use subtype. Using this methodology, Dr. Clark’s calculations should be adjusted by a factor of 32.3 percent (based on 61 net trees removed with 189 trees currently on-site)<sup>[1]</sup> Multiplying 263 MT CO<sub>2</sub>e/yr—the emissions assumed in the comment letter—by 32.3 percent results in 84.9 MT CO<sub>2</sub>e/yr. Including an additional 84.9 MT CO<sub>2</sub>/year would bring the project’s operational GHG emissions to 2,476 MT CO<sub>2</sub>e/year in 2022 and 2,009 MT CO<sub>2</sub>e/year in 2030. Using a service population of 823 employees plus residents, the project would generate approximately 3.0 MT CO<sub>2</sub>e per service person per year in the year 2022 and 2.4 MT CO<sub>2</sub>e per service person per year in the year 2030 in terms of total (amortized construction plus operational) project GHG emissions. Therefore, the project would not exceed the BAAQMD’s threshold of 4.6 MT CO<sub>2</sub>e/service population/year for the 2022 GHG emissions or the 2.6 MT CO<sub>2</sub>e/service population/year for the 2030 GHG emissions even if the additional emissions were included. Therefore, the GHG impact related to the project’s net generation of GHG emissions would remain less than significant.

Available vegetation land use types under CalEEMod’s land use change options include forest land, cropland, grassland, wetlands, and others. Under the forest land type, the available land use subtypes include trees or scrub. The options available in CalEEMod using the change in land use type method are provided in Table 11.1 of Appendix D of the CalEEMod User’s Guide.

As shown in Table 11.1 of Appendix D of the CalEEMod User’s Guide, the annual CO<sub>2</sub> accumulation per acre factor for “forest land, trees” is 111 MT CO<sub>2</sub>/acre and is markedly higher than the other land use options available. Therefore, the revised estimate of an additional 84.9 MT CO<sub>2</sub>e/yr from a change in carbon sequestration provides a conservative estimate.

Alternatively, the project’s change in carbon sequestration can be calculated in CalEEMod using the factors for “sequestration” rather than the “land use change” method described above. Table 11.2 of Appendix D of the CalEEMod User’s Guide shows the CO<sub>2</sub> sequestered in units of MT/tree/year.

**Table 1: Difference in Annual Carbon Sequestration (CO<sub>2</sub>/year) from Implementation of the Project**

Given Data (as Provided by CalEEMod)	Calculations
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Species	CO <sub>2</sub> Sequestered (MT/tree/year)	Annual CO Sequestration Without the Project Based on 189 Trees (MT CO <sub>2</sub> /year)	Annual CO Sequestration With the Project Assuming 128 Trees (MT CO <sub>2</sub> /year)	Difference in Annual Carbon Sequestration (MT CO <sub>2</sub> /year)
Aspen	0.0352	6.6528	4.5056	2.1472
Soft Maple	0.0433	8.1837	5.5424	2.6413
Mixed Hardwood	0.0367	6.9363	4.6976	2.2387
Hardwood Maple	0.0521	9.8469	6.6688	3.1781
Juniper	0.0121	2.2869	1.5488	0.7381
Cedar/Larch	0.0264	4.9896	3.3792	1.6104
Douglas Fir	0.0447	8.4483	5.7216	2.7267
True Fir/Hemlock	0.0381	7.2009	4.8768	2.3241
Pine	0.0319	6.0291	4.0832	1.9459
Spruce	0.0337	6.3693	4.3136	2.0557
Miscellaneous	0.0354	6.6906	4.5312	2.1594
<b>Maximum Difference in Annual Carbon Sequestration for the Project (MT CO<sub>2</sub>/year)</b>				<b>3.1781</b>

As noted in Table 1, the maximum CO<sub>2</sub> per year due to a change in carbon sequestration resulting from implementation of the proposed project would be 3.1781 MT CO<sub>2</sub>/year using the CalEEMod factors for sequestration. Including an additional 3.2 MT CO<sub>2</sub>/year would bring the project's operational GHG emissions to 2,394 MT CO<sub>2</sub>e/year in 2022 and 1,927 MT CO<sub>2</sub>e/year in 2030. Using a service population of 823 employees plus residents, the project would generate approximately 2.9 MT CO<sub>2</sub>e per service person per year in the year 2022 and 2.3 MT CO<sub>2</sub>e per service person per year in the year 2030 in terms of total (amortized construction plus operational) project GHG emissions.

Therefore, the project would not exceed the BAAQMD's threshold of 4.6 MT CO<sub>2</sub>e/service population/year for the 2022 GHG emission or the 2.6 MT CO<sub>2</sub>e/service population/year for the 2030 GHG emissions and the project's net generation of GHG emissions would remain less than significant.

Considering that the project's net GHG emissions would remain under the applicable thresholds if either method were applied to calculate the change in GHG emissions resulting from a change in carbon sequestration, including GHG emissions from the loss of carbon sequestration would not result in a significant GHG impact.

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[1] The project site has 189 trees; therefore Dr.'s Clarks calculation of 2.37 acres of vegetation being removed is used as a proxy for 189 of 189 being removed. The project would remove 161 trees and plant 100 new trees, resulting in a net reduction of 61 trees. Therefore, the assumption that 189 trees of 189 trees would be removed does not provide an accurate representation of the change in emissions from a change in vegetation.

Appeal Point #5: The DEIR and FEIR contain significantly different and conflicting estimates of water demand, with no explanation for the differences. The DEIR and FEIR have significantly different projected water demands, with the DEIR projecting 55.23 Mgal/yr and the FEIR projecting 30.169 MG/yr. This change in calculation has a marked impact on the projected GHG emissions from the project, and the EIR must disclose the justification behind this reduction before it can be approved under CEQA.

Staff's Response: A review of the "Air Quality, GHG Emissions, and Energy Supporting Information" appendix material included in the DEIR and FEIR (DEIR Appendix B and FEIR Appendix C) reveals the water consumption assumed to estimate GHG emissions did not change in the FEIR compared to the DEIR; both versions project 30.169 MG/yr of unmitigated water consumption for purposes of estimating GHG emissions. As noted in Section 3.7, Greenhouse Gas Emissions, of the DEIR, project water consumption was based on the CalEEMod default factors, with an adjustment for compliance with regulations that would be in place by the start of 2020. This methodology was disclosed in the DEIR and was further supported and explained in response to comments in the FEIR. These estimates account for compliance with the latest building standards, which have significantly decreased the amount of water typically consumed in new residences built in California over time. The estimates are also specific to the region and are explained in detail in the CalEEMod User Guide. The number 55.23 million gallons/year estimate referred to in the comment letter is from Section 3.17, Utilities and Service Systems, and not from Section 3.7 Greenhouse Gas Emissions, or the appendix materials that support Section 3.7. The estimate provided in the Utilities and Service Systems section is based on historical data from the Contra Costa County 2015 Urban Water Management Plan, which overestimates water consumption for new residences, as they would be based on averages from residences built in past that would include homes with older appliances.

The comment letter recommends a usage rate of 92 gallons per capita be used to estimate GHG emissions based on the California Water Resources Control Board water conservation production reports from 2019. However, this average per capita usage for residential development does not consider the type of residential development. Water usage varies widely based on the type of residential development (i.e. single-family home versus multi-family apartment). Because this usage rate does not specify the type of residential development assessed, it is not applicable to this project and should not be used to estimate GHG emissions.

Appeal Point #6: The FEIR maintains that its water consumption analysis was accurately modeled to include "Apply Water Conservation Strategy" because it incorporated Green Building Code Standards and the Water Efficient Land Use Ordinance. However, the FEIR does not identify how these standards will lead to the reduction of water consumption.

Staff's Response: During the comment period, a comment was received that stated that

the “compliance with Green Building Code or the California Model Water Efficient Landscape” was not sufficient to justify use of the “Apply Water Conservation Strategy” in CalEEMod. In response to this comment, the FEIR included clarification that the project would comply with California Green Building Standards (CALGreen) and the California Model Water Efficient Landscape Ordinance. This was noted in Chapter 2, Project Description, and the clarification was included in Section 3, Errata, of the FEIR.

The CalEEMod model used for the GHG analysis would not otherwise account for reductions in water use resulting from project compliance with these mandatory measures unless “Apply Water Conservation Strategy” was manually included in the model as “mitigation” per the structure/naming of CalEEMod. However, this would be part of the project design and the applicant would be required to adhere to these measures. Specifically, “Apply Water Conservation Strategy” was included to reflect compliance with CALGreen and the California Model Water Efficient Landscape Ordinance. Energy savings from water conservation resulting from CALGreen for indoor water use and California Model Water Efficient Landscape Ordinance for outdoor water use are not automatically included in CalEEMod and need to be entered in manually. The Water Conservation Act of 2009 mandates a 20 percent reduction in urban water use that is implemented with these regulations, which is the source behind the 20 percent reduction from compliance. CALGreen (California Code of Regulations [CCR] Title 24, Part 11 code) provides means for conserving water use indoors, outdoors, and in waste-water conveyance (Division 4.3 Water Efficiency and Conservation). The project would be required to adhere to all applicable measures. Benefits of the water conservation regulations are applied in the CalEEMod mitigation component through the “Apply Water Conservation Strategy.” Table 1 demonstrates the project applicability of these regulations as well as the reduction source and the percent reduction in 2022 and 2030.

**Table 1: Reductions from Greenhouse Gas Regulations**

Regulation	Project Applicability	Reduction Source	Percent Reduction in 2022 and 2030
Green Building Code Standards	The project will include water conservation features required by the Green Building Code Standards such as low flow plumbing fixtures, insulated hot water, Energy Star appliances, and high efficiency water heaters.	CalEEMod “mitigation” component	20 percent <sup>1</sup>
Water Efficient Land Use Ordinance	The project landscaping will comply with the regulation by focusing on drought-tolerant, native species, utilizing weather based smart irrigation controllers, and installing efficient drip watering	CalEEMod “mitigation” component	20 percent <sup>2</sup>

systems.

Notes:

The source of the percentage reductions from each measure are from the following sources:

1 California Green Building Standards Code

2 California Water Plan Update 2018 (California Department of Water Resources [CDWR] 2018)

Therefore, use of the Apply Water Conservation Strategy in the CalEEMod model accurately represents the project's compliance with existing ordinances and building standards. The use of the Apply Water Conservation Strategy in the unmitigated scenarios accurately reflects this reduction as part of the project design and is accurately modeled in CalEEMod. Furthermore, the CalEEMod input was disclosed in the DEIR and FEIR through the inclusion of the CalEEMod output files included as part of the "Air Quality, GHG Emissions, and Energy Supporting Information" appendix (DEIR Appendix B and FEIR Appendix C).

Appeal Point #7: The FEIR increased unmitigated mobile source emissions by 3% in 2020 and 2030, relative to estimates in the DEIR. Further, the FEIR indicates that revised mobile source GHG emissions decrease from 1,644 MT CO<sub>2</sub>e/yr in 2022 to 1,305 MT CO<sub>2</sub>e/yr in 2030 (as opposed to 1,599 MT CO<sub>2</sub>e/yr in 2022 to 1,269 MT CO<sub>2</sub>/yr in 2030 as disclosed in the DEIR). However, the FEIR does not reveal the basis for the increase relative to the DEIR nor the decrease from 2022 to 2030. Thus, the major source of the project's GHG emissions is unsupported.

Appeal Point #8: GHG emissions from mobile sources depend on the fleet mix, miles travelled, and vehicle emission factors. A review of the CalEEMod output files in DEIR Appendix B and FEIR Appendix C indicate that the fleet mix and miles traveled are disclosed in the CalEEMod modeling Appendices and did not change between the DEIR and FEIR. Thus, the only factor that could have changed is the emission factors in MT CO<sub>2</sub>e per mile travelled. The DEIR and FEIR both fail to disclose the GHG emission factors assumed for mobile sources in 2022 and 2030. Thus, the major source of GHG emissions for the project is unsupported.

Staff's Response to Appeal Points #7 and 8: Compared to the DEIR, the following assumptions did not change in the FEIR:

- Fleet mix (in any operational run);
- Miles traveled based on trip type (in any operational run);
- Trip type percentages; and,
- Trip purpose percentages.

Compared to the DEIR, the following assumptions did change in the FEIR:

- The trip rate applied to Sunday trips.

As discussed in the FEIR starting on Page 3-44, the mobile-source emissions for both the 2022 and 2030 scenarios increased in the FEIR compared to the DEIR. As also noted in



the FEIR, these revisions were made in response to comments. A comment received on the DEIR asserted that Sunday trips were underestimated for the operational phase. As described in the FEIR, the operational modeling was revised in response to this comment. The commenter had asserted that the inputs used to represent Sunday trips in the DEIR underestimated the trips because they were less than the trips used in the Transportation Impact Assessment (TIA). The air quality and GHG analysis in the DEIR used the Institute of Transportation Engineers (ITE) Trip Generation Manual 10<sup>th</sup> Edition Trip Rates for the ITE Land Use Category 220, applied a 20 percent reduction for additional use of alternative modes of transportation, and applied a 5 percent increase to account for ridesharing trips. The analysis in the DEIR used the methodology consistent with the TIA to determine the project-specific trip rates to apply in the CalEEMod modeling for weekday, Saturday, and Sunday trips. Because the applicable ITE trip rate for Sunday trips is less than the applicable ITE trip rate for weekday trips, the projected trips for Sunday utilized in the modeling were less than the trips projected for weekdays and Saturdays. In response to the comment, the modeling was revised in the FEIR so that the reduction for the use of alternative modes of transportation was not applied to Sunday trips. To reflect this change, the specific “Sunday” trip rate was changed in the CalEEMod inputs from 5.34 trips per dwelling unit to 6.59 trips per dwelling unit. Both 5.34 trips per dwelling unit and 6.59 trips per dwelling unit are non-default values; therefore, both of these inputs to the CalEEMod model are included in the “Non-Default Data” data table of the appropriate CalEEMod output files. These CalEEMod output files were included as part of the “Air Quality, GHG Emissions, and Energy Supporting Information” appendix (DEIR Appendix B and FEIR Appendix C). Furthermore, the difference in overall vehicle miles travelled resulting from these changes can also be seen by comparing the “Trip Summary Information” sections of the appropriate operational CalEEMod output files. No other changes were made to the inputs affecting mobile-source emissions in the FEIR compared to the DEIR. The differences in the estimated project-generated operational emissions resulting from these changes were disclosed in the Errata, included as Section 3 of the FEIR.

As described above, the only difference in the CalEEMod inputs associated with operational mobile-source emissions in the FEIR compared to the DEIR included the increased trip rates applied to Sunday trips in all operational CalEEMod runs. Therefore, although individual trip lengths did not change, the overall projected vehicle miles travelled increased in the FEIR compared to the DEIR, an increase that does not affect the conclusions in the DEIR and FEIR. The comment letter incorrectly concluded that “the only factor that could have changed is the emission factors in MT CO<sub>2e</sub> per mile travelled.”

Furthermore, the commenter incorrectly states that “the DEIR and FEIR both fail to disclose the GHG emission factors assumed for mobile sources in 2022 and 2030.” The emission factors used to estimate GHG emissions from mobile-source emissions did not change in the FEIR compared to the DEIR. As noted in the DEIR, CalEEMod version 2016.3.2 was used to estimate project emissions for both the DEIR and the FEIR. No changes were made to the default emissions factors to estimate GHG emissions in either

the 2022 or 2030 operational year. As previously mentioned, the complete CalEEMod output files used to estimate GHG emissions were included in the “Air Quality, GHG Emissions, and Energy Supporting Information” appendix (DEIR Appendix B and FEIR Appendix C). Any changes to non-default values are shown in the output files. FCS reviewed the operational output files included in DEIR Appendix B and FEIR Appendix C, and no changes were made to the default emission factors in any operational run used to estimate emissions in either the DEIR or the FEIR. The operational runs used the default mobile-source emission factors and the fleet mixes for the operational year analyzed. As noted in Section 3.2, Air Quality, of the DEIR and disclosed in every operational output file included in DEIR Appendix B and FEIR Appendix C, project emissions were assessed for a project in Contra Costa County. Therefore, the GHG emissions factors used to estimate GHG emissions for mobile-source emissions in the 2022 and 2030 scenarios were both disclosed and supported in both the DEIR and FEIR.

Appeal Point #9: Additionally, the DEIR assumed GHG emissions from processing project waste would be reduced by 74%, from 66 MT CO<sub>2</sub>e/yr to 49 MT CO<sub>2</sub>e/yr by complying with AB 341. However, as Dr. Cla

#### CONSEQUENCE OF NEGATIVE ACTION:

In the event that the proposed project is not approved, the applicant will not obtain approval of the required General Plan Amendment, Rezoning, Minor Subdivision, and Development Plan entitlements needed to allow development of the proposed 284-unit apartment project in the unincorporated Walnut Creek area.

#### CLERK'S ADDENDUM

**Speakers: Ted Asrigadue, Walnut Creek; Michael Samson, Walnut Creek; Julie, Walnut Creek; Tom Hanson, Business Manager, IBEW Local 302; Lisa Lombardi, Walnut Creek; Tom Lawson, Steamfitters Local 159; Amy Felix, Conco; Don Pelligrudo, Walnut Creek; Jeff Peckham, Waldon Home Improvement District; Kristin; John Kreutzer, Pleasant Hill.**

Written commentary provided by: Nirit Lotan, Adams Broadwell Joseph and Cardozo, on behalf of Contra Costa Residents for Responsible Growth; Scott Youdall, The Hanover Company (applicant); Rachel Mansfield-Howlett, Attorney at Law, on behalf of Contra Costa Citizens in Favor of Reasonable Growth; John Kreutzer, Pleasant Hill; Amy Zeller (appellant); Anita Bottari; Natalia Jdanova; Dina Varella, Walnut Creek; Chet Paulinellie, Walnut Creek; Lisa Lombardi, Walnut Creek; Walnut Square Homeowners Association, Walnut Creek. **APPROVED the recommendations as set forth in the Board Order; and added a Condition of Approval for the applicant to place in its documentation soliciting bids for the subcontractor "Bidder plans to provide labor from the nine county Bay Area. This will be given additional consideration as part of the overall award process for this project. Please be prepared to address the consideration as part of your bid."**

#### ATTACHMENTS

Del Hombre 284-Unit Apartment Project Complete Board Order

**CONDITIONS OF APPROVAL FOR THE HANOVER COMPANY (APPLICANT) AND CHARLES & JUDITH DUNCAN, CHRISTINA & HAIGOUSH HEIDI KOHLER, TIM & TOSHIKO MCKEEN, 3000 DEL HOMBRE HOLDINGS LLC, RECO INVESTORS, LLC (OWNERS): COUNTY FILES #GP18-0002, RZ18-3245, MS18-0010, DP18-3031**

**Project Approval**

1. The Vesting Tentative Map and Final Development Plan for a 284-unit apartment project on an assemblage of five parcels into one parcel is APPROVED, as generally shown and based on the following documents:

- Application and materials submitted to the Department of Conservation and Development, Community Development Division (CDD) on August 16, 2018;
- Revised Vesting Tentative Map for MS18-0010 and Revised Final Development Plans for DP18-3031 received on February 21, 2020;
- Preliminary Geotechnical Investigation Report, prepared by Engeo, dated April 6, 2018;
- Preliminary Stormwater Control Plan, prepared by BKF Engineers, dated February 10, 2020;
- Arborist Report, prepared by Hort Science | Bartlett Consulting dated May 9, 2019; and
- Child Care Needs Assessment and Mitigation Plan prepared by Coco Kids dated January 2019.

Approval is granted to allow for the following variances that meet the requirements of Section 26-2.2006 of the County Ordinance Code:

- *2.37 acres for the rezoning of the property to P-1*  
(where five acres is required for residential use)
- ~~*4-9 feet public road setback*~~  
(where 10 feet is required)

Approval is granted to allow for the following exception that meet the requirements of Section 92-6.002 of the County Ordinance Code:

- Exception to Collect and Convey Requirements

Concession is granted for the following:

- Develop and rent 24 units at an affordable rent to moderate income households, and 12 units at an affordable rent to very low income households (See COA #7).

Reduction in development standards is granted for the following:

- State density bonus parking ratio; 380 off-street parking spaces provided for this project. (See COA #7 and 19).
- A reduction in development standards to allow a driveway aisle width of 24 feet, per plans (COA #7 and 21).

**Approval Contingent on Consistent Approval of Related General Plan Amendment and Rezoning Application**

2. This subdivision is approved contingent upon approval of a general plan amendment request, County File #GP18-0002 from Multiple-Family Residential-Very High Density (MV) to Multiple-Family Residential-Very High Special Density (MS) and a rezoning request, County File #RZ18-3245 from Single-Family Residential (R-15) and Planned Unit District (P-1) to P-1. If either, the general plan amendment or the rezoning application is not approved, then this approval shall be null and void.

**Application Fees**

3. The applications submitted were subject to an initial deposit of \$8,500 for General Plan Amendment, \$32,921 for rezoning, \$4,800 for minor subdivision, and \$4,700 for the final development plan. The applications are subject to time and material costs if the application review expenses exceed the initial deposit. Any additional fee due must be paid prior to an application for a grading or building permit, or 60 days of the effective date of this permit, whichever occurs

first. The fees include costs through permit issuance and final file preparation. Pursuant to Contra Costa County Board of Supervisors Resolution Number 2019/553, where a fee payment is over 60 days past due, the Department of Conservation and Development may seek a court judgement against the applicant and will charge interest at a rate of ten percent (10%) from the date of judgement. The applicant may obtain current costs by contacting the project planner. A bill will be mailed to the applicant shortly after permit issuance in the event that additional fees are due.

### **Indemnity**

4. The applicant shall enter into an Indemnification Agreement with the County, and the Applicant shall indemnify, defend (with counsel reasonably acceptable to the County), and hold harmless the County, its boards, commissions, officers, employees, and agents (collectively "County Parties") from any and all claims, costs, losses, actions, fees, liabilities, expenses, and damages (collectively, "Liabilities") arising from or related to the Project, the Applicant's application for a land use permit, the County's discretionary approvals for the Project, including but not limited to changes in the urban limit line, the County's actions pursuant to the California Environmental Quality Act and planning and zoning laws, or the construction and operation of the Project, regardless of whether those Liabilities accrue before or after Project approval.

### **Compliance Report**

5. **At least 45 days prior to recordation of the Parcel Map, issuance of a grading or building permit, or tree removal, whichever occurs first**, the applicant shall provide a permit compliance report to the Department of Conservation and Development, Community Development Division (CDD) for review and approval. The report shall identify all conditions of approval that are administered by the CDD. The report shall document the measures taken by the applicant to satisfy all relevant conditions. Copies of the permit conditions may be obtained from the CDD. Unless otherwise indicated, the applicant will be required to demonstrate compliance with the applicable conditions of this report prior to filing the Parcel Map.

The permit compliance review is subject to staff time and materials charges, with an initial deposit of \$1,500, which shall be paid at the time of submittal of the compliance report.

6. This Final Development Plan Permit includes approval of the design for the 284-unit apartment building. Any changes to the approved plans stated above must be submitted for review and approval of CDD, and may require the submittal of an application, if deemed necessary.

### **Inclusionary Housing and Density Bonus**

7. This project is subject to Chapter 822-4, Inclusionary Housing Ordinance. Terms and definitions regarding the Inclusionary Housing Ordinance are pursuant to this chapter. Pursuant to Section 822-4.402(c) of the County Ordinance Code, in a residential development of 237 rental units, at least fifteen percent of the rental units shall be developed and rented as inclusionary units.

The applicant, owner, and/or developer (Applicant) is required to construct 36 inclusionary units for the project. The Applicant has submitted an Inclusionary Housing Plan dated April 24, 2017, which proposes to construct and rent 24 moderate income housing units and 12 very low income housing units.

The Applicant submitted a density bonus request dated November 8, 2018, which proposed to construct five percent of the total units of the housing development for very low income households for a twenty percent density bonus pursuant to Government Code 65915(b)(1)(B), one concession, a request for parking ratio standards pursuant to Government Code 65915(p), and a reduction of development standards pursuant to Government Code 65915(e). A 237 unit rental housing project with a twenty percent density bonus would allow the 284 unit housing development.

### **Density Bonus – Concession/Incentive**

Pursuant to Government Code 65915, the Applicant may request one project concession/incentive for providing five percent of the total units of a housing development for very low income households (five percent is equal to 12 very low income units) within the development. For use of the earned concession, the Applicant requested to provide the remaining 24 inclusionary units as moderate

income units instead of lower income units, as required by the County Inclusionary Housing Ordinance.

The County accepted the Applicant's request to develop and rent 24 units at an affordable rent to moderate income households, and 12 units at an affordable rent to very low income households.

### **Density Bonus – Parking Ratio**

Pursuant to Government Code 65915(p), the Applicant is proposing 380 off-street parking spaces for this project, per plans.

### **Density Bonus – Reduction in Development Standards**

Pursuant to Government Code 65915(e), the Applicant is requesting a reduction in development standards to allow a parking driveway aisle width of 24 feet, per plans.

### **Inclusionary Housing and Density Bonus Developer Agreement**

8. **At least 90 days prior to the recordation of the Parcel Map or CDD stamp-approval of plans for issuance of building permits or grading permits for any portion of the residential development, whichever occurs first**, the Applicant shall execute an Inclusionary Housing and Density Bonus Housing Agreement (Agreement), form to be provided by the County, with the County pursuant to Chapter 822-4 Inclusionary Housing, Chapter 822-2 Density Bonus, and Government Code 65915 to ensure that 24 of the approved units are affordable to and occupied by a moderate income household and 12 of the approved units are affordable to and occupied by a very low income household.

The 36 on-site inclusionary units identified will include:

- 21 Studio units at Moderate Income (120 percent AMI)
- 3 One-bedroom units at Moderate Income (120 percent AMI)
- 8 One-bedroom units at Very Low Income (50 percent AMI)
- 4 Two-bedroom units at Very Low Income (50 percent AMI)

Affordable rents shall be determined annually by the County. It shall be adjusted for household size.

The continued affordability of all very low and moderate income rental units shall remain restricted and affordable to the designated groups for fifty-five (55) years or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program.

### Definitions

Terms and definitions used in these conditions of approval may be found in the above-referenced County Ordinance Codes and Government Code.

- A. Affordable rent - means a rent, including a reasonable utility allowance determined by the Department of Conservation and Development Director, that does not exceed the following calculations pursuant to Health & Safety Code section 50053:

Moderate income: 120 percent AMI, adjusted for assumed household size, multiplied by 30 percent and divided by 12.

Very low income: 50 percent AMI, adjusted for assumed household size, multiplied by 30 percent and divided by 12.

- B. Inclusionary Unit - means a rental unit that is required to be rented at an affordable rent to the households specified in Section 822-4.402.
- C. Moderate Income Households – means households earning up to 120 percent of the area median income for Contra Costa County as adjusted for family size as defined in Section 50093 of the California Health & Safety Code.
- D. Very Low Income Households – means a household whose income does not exceed the very low income limits applicable to Contra Costa County adjusted for household size, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code Section 50105.



**General**

9. The following are general terms for the granting of density bonus and the Inclusionary Housing Ordinance.
  - A. The Applicant hereby represents, warrants, and covenants that it will cause the Agreement to be recorded in the real property records of Contra Costa County, California, and in such other places as the County may reasonably request. The Applicant shall pay all fees and charges incurred in connection with any such recording. The recording of the Agreement shall occur after the acceptance of the document by the County and prior to the recordation of a Parcel Map or filing of a building permit, whichever occurs first.
  - B. The County will provide to the Applicant income certification forms to be completed by the renters. The income levels of all very low and moderate income household applicants for units in the project shall be certified prior to initial occupancy and annually thereafter and records shall be maintained by the Applicant over the entire term of the period of affordability.
  - C. The 36 inclusionary units in the project shall be available for rent on a continuous basis to members of the general public who are income eligible. The Applicant shall not give preference to any particular class or group of persons in renting the units, except to the extent that the units are required to be rented to very low income and moderate income households. There shall be no discrimination against or segregation of any person or group of persons, on account of race, color, creed, religion, sex, sexual orientation, marital status, national origin, source of income (e.g., SSI), age (except for lawful senior housing), ancestry, or disability, in the rent of any unit in the Project nor shall the Applicant or any person claiming under or through the Applicant, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy of renters of any unit or in connection with employment of persons for the construction of the project.
  - D. In addition to any other marketing efforts, the very low income and moderate income units shall be marketed through local non-profit, social service, faith-based, and other organizations that have potential renters as clients or constituents. The Applicant shall translate marketing materials into Spanish

and Chinese. A copy of the translated marketing materials and marketing plan shall be submitted to the Department of Conservation and Development **prior to the marketing of the inclusionary units and on an annual basis with the annual report.**

Marketing may also include publicity through local television and radio stations as well as local newspapers including the Contra Costa Times, Classified Flea Market, El Mensajero, Thoi Bao Magazine, Berkeley/Richmond/San Francisco Posts, Korea Times, El Mundo, Hankook Il Bo, and the Sing Tao Daily.

- E. Upon violation of any of the provisions of the Agreement by the Applicant, the County may give written notice to the Applicant specifying the nature of the violation. If the violation is not corrected to the satisfaction of the County within a reasonable period of time, not longer than thirty (30) days after the date the notice is deemed received, or within such further time as the County determines is necessary to correct the violation, the County may declare a default under this Agreement. Upon declaration of a default or if the County determines that the Applicant has made any misrepresentation in connection with receiving any benefits under this Agreement, the County may apply to a court of competent jurisdiction for such relief at law or in equity as may be appropriate.

### **Development Standards**

10. The inclusionary units are subject to the standards of Section 822-4.412 of the County Ordinance.
11. All inclusionary units must be constructed and occupied prior to or concurrently with the market rate units within the same residential development.

### **Location**

12. Inclusionary units must be dispersed throughout the residential development and have access to all on-site amenities that are available to market rate units.

### **Annual Reporting and Compliance Review**

13. **Prior to the initial occupancy of each inclusionary unit**, the Applicant shall submit to the Department of Conservation and Development, for review and approval, forms and documentation that demonstrates the tenants of the inclusionary units are qualified as a very low income or a moderate income household. **A hold shall be placed on the final inspection of the building permit** until the documentation has been deemed adequate by the Department of Conservation and Development.
  
14. **After the initial occupancy of the inclusionary units**, the Applicant shall submit an annual compliance review report to the Department of Conservation and Development for all inclusionary units. The report must include the name, unit number, household size, and income of each person occupying inclusionary units identify the number of bedrooms and monthly rent or cost (including utility allowance) of each inclusionary unit. Tenants in rental housing developments shall provide consent to the owners to allow these disclosures. **The annual compliance review report is due April 1.**
  
15. The Applicant is responsible for keeping the Department of Conservation and Development informed of the contact information of the owner or designee who is responsible for maintenance and compliance with this permit and how they may be contacted (i.e., mailing and email addresses, and telephone number) at all times.
  - A. **Prior to the recordation of the Parcel Map or CDD stamp-approval of plans for issuance of building permits**, the Applicant shall provide the name of the contact representing the owner of the property for permit compliance and their contact information.
  
  - B. **Should the contact subsequently change (e.g. new designee or owner), within 30 days of the change**, the Applicant shall issue a letter to the Department of Conservation and Development with the name of the new party who has been assigned permit compliance responsibility and their contact information. Failure to satisfy this condition may result in the commencement of procedures to revoke the permit.

### **Park Impact Fee**

16. **Prior to issuance of a building permit for the multiple-family residential building**, the applicant shall pay the applicable park impact fee as established by the Board of Supervisors.

### **Park Dedication Fee**

17. **Prior to issuance of a building permit for the multiple-family residential building**, the applicant shall pay the applicable park dedication fee as established by the Board of Supervisors.

### **Child Care**

18. The applicant shall mitigate the need for the additional child care spaces created by the proposed development via one or a combination of the following methods:
- The developer shall contribute the funds to CocoKids to recruit and train additional family child care providers, with special focus on recruiting provides to provide infant/toddler and school-age care. The fund amount shall be subject to review and approval of CocoKids and the CDD.
  - The developer shall contribute the funds directly to child care center located adjacent to elementary schools in the area to improve and expand facilities to provide care for school-age children. The fund amount shall be subject to review and approval of CocoKids and the CDD.
  - The developer shall contribute the funds directly to family child care providers in the area within two miles of the development to encourage providers to care for infants, toddlers, and school-age children. These funds may be used for training or the purchase of infant equipment. The fund amount shall be subject to review and approval of CocoKids and the CDD.
  - **Prior to issuance of a building permit for the multiple-family residential building**, the developer shall pay a fee of \$400 per unit to the

County, with the intent to support or expand child care in the geographical region as needed. The fee for this development would total \$113,600.

### **Parking**

19. Approval is granted for a total of 380 spaces (373 spaces required) provided on two levels of parking pursuant to Government Code Section 65915.p(1).
20. A total of 75 bicycle spaces shall be provided, consisting of 56 long-term bicycle spaces and 19 short-term bicycle spaces.
21. Approval is granted for a reduction of a parking driveway aisle width of 24 feet (25 feet required) pursuant to Government Code Section 65915(e).

### **Transportation Demand Management (TDM) Program**

22. The applicant shall implement a project-specific Final Transportation Demand Management (TDM) Program with the goal of encouraging residents of the development to use alternate modes of transportation. **Prior to CDD stamp-approval of plans for issuance of building or grading permits**, the applicant shall submit a conceptual TDM program, which complies with the standards of the County TDM Ordinance. The conceptual TDM Program shall be subject to review and approval of the CDD.

### **Police Protection**

23. **Prior to CDD stamp-approval of plans for issuance of a building permit for the multiple-family residential building**, the applicant shall pay the pro-rata share of the annual cost of the Resident Deputy (consistent with the 2020 costs paid by the participating apartments), plus an annual CPI adjustment, currently managed by the Contra Costa Centre Association.

### **Signage**

24. **At least 30 days prior to submittal of a building permit for signage**, a detailed sign program shall be submitted for the review and approval of CDD.

## **Biological Resources**

25. The following measures shall be implemented prior to demolition, construction activities, or tree removal:

- A qualified wildlife Biologist shall conduct surveys for special-status bats during the appropriate time of day to maximize detectability to determine if bat species are roosting near the work area no less than 7 days and no more than 14 days prior to tree removal, beginning ground disturbance and/or construction. Survey methodology may include visual surveys of bats (e.g., observation of bats during foraging period), inspection for suitable habitat, bat sign (e.g., guano), or use of ultrasonic detectors (Anabat, etc.). Visual surveys shall include trees within 0.25 mile of project construction activities. The type of survey will depend on the condition of the potential roosting habitat. If no bat roosts are found, then no further study is required.
- If evidence of bat use is observed, the number and species of bats using the roost will be determined. Bat detectors may be used to supplement survey efforts.
- If roosts are determined to be present and must be removed, the bats shall be excluded from the roosting site before the facility is removed. A mitigation program addressing compensation, exclusion methods, and roost removal procedures shall be developed prior to implementation. Exclusion methods may include use of one-way doors at roost entrances (bats may leave but cannot reenter), or sealing roost entrances when the site can be confirmed to contain no bats. Exclusion efforts may be restricted during periods of sensitive activity (e.g., during hibernation or while females in maternity colonies are nursing young).
- If roosts cannot be avoided or it is determined that construction activities may cause roost abandonment, such activities shall not commence until permanent, elevated bat houses have been installed outside of, but near the construction area. Placement and height shall be determined by a qualified wildlife Biologist, but the height of the bat house will be at least 15 feet. Bat houses will be multi-chambered and will be purchased or constructed in accordance with CDFW standards. The number of bat houses required will

be dependent upon the size and number of colonies found, but at least one bat house will be installed for each pair of bats (if occurring individually), or of sufficient number to accommodate each colony of bats to be relocated.

**(MM BIO-1a)**

26. The following measures shall be implemented for construction work during the nesting season (February 15 through August 31):

- If construction or tree removal is proposed during the breeding/nesting season for migratory birds (typically February 15 through August 31), a qualified Biologist shall conduct pre-construction surveys for northern harrier, pallid bat, Townsend's big-ear bat, and other migratory birds within the construction area, including a survey buffer determined by a qualified Biologist based on professional experience, no more than 14 days prior to the start of ground disturbing activities in the construction area.
- If an active nest is located during pre-construction surveys, USFWS and/or CDFW (as appropriate) shall be notified regarding the status of the nest. Furthermore, construction activities shall be restricted as necessary to avoid disturbance of the nest until it is abandoned or a qualified Biologist deems disturbance potential to be minimal. Restrictions may include establishment of exclusion zones (no ingress of personnel or equipment at a minimum radius of 300 feet around an active raptor nest and 50-foot radius around an active migratory bird nest) or alteration of the construction schedule.
- A qualified Biologist shall delineate the buffer using nest buffer signs, ESA fencing, pin flags, and or flagging tape. The buffer zone shall be maintained around the active nest site(s) until the young have fledged and are foraging independently. **(MM BIO-1b)**

**Tree Removal**

27. A Tree Replacement Plan shall be submitted to and approved by Contra Costa County Department of Conservation and Development prior to the removal of trees, and/or prior to issuance of a demolition or grading permit. The Tree Replacement Plan shall designate the approximate location, number, and sizes of

trees to be planted. Trees shall be planted prior to requesting a final inspection of the building permit. **(MM BIO-5a)**

### **Restitution for Tree Removal**

28. Required Restitution for Approved Tree Removal: The following measures are intended to provide restitution for the removal of 161 code-protected trees:

- A. Tree Restitution Planting and Irrigation Plan: **Prior to the removal of trees or CDD stamp-approval of plans for issuance of building permits (e.g. demolition, grading or building), whichever occurs first**, the applicant shall submit a tree planting and irrigation plan prepared by a licensed arborist or landscape architect for the review and approval of CDD. The plan shall provide for the planting of **100 24-inch boxed trees or larger**. The plan shall comply with the State's Model Water Efficient Landscape Ordinance or the County's Ordinance, if one is adopted. The plan shall be accompanied by an estimate prepared by a licensed landscape architect or arborist of the materials and labor costs to complete the improvements on the plan. **The plan shall be implemented prior to final building inspection of the building.**
- B. Required Security to Assure Completion of Plan Improvements: **Prior to removal of trees or CDD stamp-approval of plans for issuance of building permits (e.g. demolition, grading or building, whichever occurs first**, the applicant shall submit a security (e.g. bond, cash deposit) that is acceptable to the CDD. The bond shall include the amount of the approved cost estimate, *plus* a 20% inflation surcharge.
- C. Initial Deposit for Processing of Security: The County ordinance requires that the applicant pay fees to cover all staff time and material costs of staff for processing the landscape improvement security. At the time of submittal of the security, the applicant shall pay an initial deposit of \$200.
- D. Duration of Security: The security shall be retained by the County for a minimum of 12 months up to 24 months beyond the date of receipt of the security and from the time the final inspection for the apartment building was approved. A prerequisite of releasing the bond between 12 and 24 months shall be to have the applicant arrange for the consulting arborist



to inspect the trees and to prepare a report on the trees' health. In the event that CDD determines that the tree(s) intended to be protected has been damaged, and CDD determines that the applicant has not been diligent in providing reasonable restitution, then CDD may require that all part of the security be used to provide for mitigation of the damaged tree(s).

- E. Integration with Final Landscape Plan: The tree restitution planting and irrigation plans described in subsection (a) above may be incorporated as part of the Final Landscape Plan required pursuant to Condition #35 below. However, the planting plan shall identify the replacement trees required to replace removed protected trees, which are intended to satisfy this condition. In addition, the provided estimate shall only cover materials and labor associated with the implementation of the required tree restitution, and not for the full landscape plan.

29. Tree removal shall occur only with an approved grading or building permit.

### **Contingency Restitution Should Altered Trees Be Damaged**

30. Trees to be Preserved but Altered – Pursuant to the conclusions of the arborist report, proposed improvements within the root zone of approximately 27 code-protected trees noted on the site plan to be preserved have been determined to be feasible and still allow for preservation provided that the recommendations of the arborist are followed. Pursuant to the requirements of Section 816-6.1204 of the Tree Protection and Preservation Ordinance, to address the possibility that construction activity nevertheless damages these trees, the applicant shall provide the County with a security (e.g. bond, cash deposit) to be submitted **prior to construction activities or CDD stamp-approval of plans for issuance of a building permit (e.g. demolition, grading or building), whichever occurs first**, to allow for replacement of trees intended to be preserved that are significantly damaged by construction activity.

- A. Extent of Possible Restitution Improvements – The planting of **fifteen trees, 15-gallons in size** in the vicinity of the affected trees, or equivalent planting contribution, and subject to prior review and approval of CDD.

- B. Determination of Security Amount: The security shall submitted for all of the following costs:
- i. Preparation of landscape/irrigation plan by a licensed landscape architect or arborist, which shall comply with the State’s Model Water Efficient Landscape Ordinance;
  - ii. Labor and materials estimate for planting the potential number of trees and related irrigation improvements that may be required, prepared by a licensed landscape contractor; and
  - iii. An additional 20% of the total of the above amounts to address inflation costs.
- B. Initial Deposit for Processing of Security – The County Ordinance requires that the applicant cover all time and material costs of staff for processing a tree protection security. The applicant shall pay an initial fee deposit of \$200 at time of submittal for each security.
- C. Duration of Security: The security shall be retained by the County for a minimum of 12 months up to 24 months beyond the date of receipt of the security and from the time the final inspection for the apartment building was approved. A prerequisite of releasing the bond between 12 and 24 months shall be to have the applicant arrange for the consulting arborist to inspect the trees and to prepare a report on the trees’ health. In the event that CDD determines that the tree intended to be protected has been damaged by development activity, and CDD determines that the applicant has not been diligent in providing reasonable restitution of the damaged trees, then CDD may require that all part of the security be used to provide for mitigation of the damaged tree(s).

### **Tree Protection**

31. Tree protection guidelines shall be implemented during construction through the clearing, grading, and construction phases as outlined in the arborist report prepared by HortScience dated May 9, 2019 and shall be stated on the face of the construction plans. **(MM BIO-5b)**

32. Prior to the start of any clearing, stockpiling, trenching, grading, compaction, paving or change in ground elevation on a site with trees to be preserved, the applicant shall install fencing at the dripline or other area as determined by an arborist report of all trees adjacent to or in the area to be altered. Prior to grading or issuance of any permits, the fences may be inspected and the location thereof approved by appropriate County staff.
33. No grading, compaction, stockpiling, trenching, paving or change in ground elevation shall be permitted within the dripline unless indicated on the grading plans approved by the County and addressed in any required report prepared by an arborist. If grading or construction is approved within the dripline, an arborist may be required to be present during grading and construction, an involved arborist shall prepare a report outlining further methods required for tree protection if any are required. All arborist expense shall be borne by the developer and applicant.
34. No parking or storing vehicles, equipment, machinery or construction materials, construction trailers and no dumping of oils or chemicals shall be permitted within the dripline within the dripline of any tree to be saved.

### **Landscaping**

35. **Final Landscaping Plan: At least 30 days prior to CDD stamp-approval of plans for issuance of a grading permit or building permit, a final landscape and irrigation plan shall be submitted to the CDDD for review and approval.** The landscaping plan shall conform to the State's Model Water Efficient Landscape Ordinance or the County's Ordinance, if one is adopted. **Prior to requesting a final inspection**, the approved landscaping shall be installed and evidence of the installation (e.g., photos) shall be provided for the review and approval of CDD.

### **Lighting**

36. Proposed exterior lighting shall be directed downward and away from adjacent properties and public/private right-of-way to prevent glare or excessive light spillover. **(MM AES-4)**

### **Air Quality**

37. During construction, the following Best Management Practices (BMP), as recommended by the BAAQMD, shall be implemented and stated on the face of the construction plans:

- Exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day, or more as needed.
- All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- All vehicle speeds on unpaved roads and surfaces shall be limited to 15 miles per hour.
- All roadways, driveways, and sidewalks shall be paved as soon as possible.
- Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations. Clear signage shall be provided for construction workers at all access points.
- All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
- A publicly visible sign shall be posted with the telephone number and person to contact both at Contra Costa County and at the office of the General Contractor regarding dust complaints. This person shall respond and take corrective action within 2 business days of a complaint or issue notification. The BAAQMD's phone number shall also be visible to ensure compliance with applicable regulations. **(MM AIR-2)**

38. During construction activities, all off-road equipment with diesel engines greater than 50 horsepower shall meet either United States Environmental Protection Agency or California Air Resources Board Tier IV Interim off-road emission

standards. The construction contractor shall maintain records concerning its efforts to comply with this requirement, including equipment lists. Off-road equipment descriptions and information may include but are not limited to equipment type, equipment manufacturer, equipment identification number, engine model year, engine certification (Tier rating), horsepower, and engine serial number. **(MM AIR-3)**

### **Cultural Resources**

39. An archaeologist who meets the Secretary of the Interior's Professional Qualification Standards for archaeology should inspect the site once grubbing and clearing are complete, and prior to any grading or trenching into previously undisturbed soils. This may be followed by regular periodic or "spot-check" historic and archaeological monitoring during ground disturbance as needed, but full-time archaeological monitoring is not required at this time. In the event a potentially significant cultural resource is encountered during subsurface earthwork activities, all construction activities within a 100-foot radius of the find shall cease and workers should avoid altering the materials until an archaeologist has evaluated the situation. The project applicant shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. Potentially significant cultural resources consist of but are not limited to stone, bone, glass, ceramics, fossils, wood, or shell artifacts, or features including hearths, structural remains, or historic dumpsites. The archaeologist shall make recommendations concerning appropriate measures that will be implemented to protect the resource, including but not limited to excavation and evaluation of the finds in accordance with Section 15064.5 of the CEQA Guidelines. Any previously undiscovered resources found during construction within the project site shall be recorded on appropriate California DPR 523 forms and shall be submitted to Contra Costa County Department of Conservation and Development, the Northwest Information Center, and the State Historic Preservation Office, as required. **(MM CUL-1)**
40. If during the course of construction activities there is accidental discovery or recognition of any human remains, the following steps shall be taken:
1. There shall be no further excavation or disturbance within 100 feet of the remains until the County Coroner is contacted to determine if the remains are Native American and if an investigation of the cause of death is

required. If the coroner determines the remains to be Native American, the coroner shall contact the Native American Heritage Commission (NAHC) within 24 hours, and the NAHC shall identify the person or persons it believes to be the Most Likely Descendant (MLD) of the deceased Native American. The MLD may make recommendations to the landowner or the person responsible for the excavation work within 48 hours, for means of treating or disposing of, with appropriate dignity, the human remains and any associated grave goods as provided in Public Resource Code Section 5097.98.

2. Where the following conditions occur, the landowner or his or her authorized representative shall rebury the Native American human remains and associated grave goods with appropriate dignity either in accordance with the recommendations of the most likely descendant or on the project site in a location not subject to further subsurface disturbance:
  - The NAHC is unable to identify a most likely descendent or the most likely descendent failed to make a recommendation within 48 hours after being notified by the commission.
  - The descendant identified fails to make a recommendation.
  - The landowner or his authorized representative rejects the recommendation of the descendant, and mediation by the NAHC fails to provide measures acceptable to the landowner.

Additionally, California Public Resources Code Section 15064.5 requires the following relative to Native American Remains:

- When an initial study identifies the existence of, or the probable likelihood of, Native American Remains within a project, a lead agency shall work with the appropriate Native Americans as identified by the Native American Heritage Commission as provided in Public Resources Code Section 5097.98. The applicant may develop a plan for treating or disposing of, with appropriate dignity, the human remains and any items associated with Native American Burials with the appropriate Native Americans as identified by the Native American Heritage Commission. **(MM CUL-3)**

## **Geology and Soils**

41. At least 60 days prior to issuance of construction permits or installation of utility improvements, the project applicant shall submit a design-level geotechnical report that provides geotechnical recommendations for the project based on adequate subsurface exploration, laboratory testing, and engineering analysis. The design-level geotechnical report shall address the following:

- Grading, including removal of existing undocumented fill
- Consolidation settlement
- Analysis of liquefaction potential, including estimating total settlement and differential settlement and surface manifestation of liquefaction
- Foundation design
- Measures to protect improvements from relatively shallow water table
- Further evaluation of expansive soils and corrosion potential of soils, including measures to protect improvements that are in contact with the ground from this hazard
- Exploration, testing, and engineering analysis to provide recommendations pertaining to foundation design, including retaining walls and pavement design
- Evaluation of the drainage design
- Address temporary shoring and support of excavations
- Provide updated California Building Code seismic parameters
- Outline recommended geotechnical monitoring

Prior to issuance of building permits, the project Geotechnical Engineer shall review construction drawings to ensure that the grading, drainage, and foundation plans are consistent with recommendations and specifications in the design level geotechnical report.

All grading, excavation and filling shall be conducted during the period of April 15 through October 15 only, and all areas of exposed soils shall be revegetated to minimize erosion and subsequent sedimentation. After October 15, only erosion control work shall be allowed by the grading permit. Any modification to the above schedule shall be subject to review by the Grading Inspection Section, and the review and approval of the Department of Conservation and Development, Community Development Division.

A hold shall be placed on the "final" grading inspection, pending submittal of a report from the project Geotechnical Engineer that documents their observation and testing services during construction. Similarly, a hold shall be placed on the final building inspection until the Geotechnical Engineer submits a report documenting the monitoring services provided and implementation of all applicable recommendations. The final grading and construction plans for the project shall be reviewed by the project Geotechnical Engineer. Grading and construction activities shall meet the requirements of the recommendations included in the design-level geotechnical study. **(MM GEO-1)**

42. A qualified paleontological monitor (as defined by the Society of Vertebrate Paleontology) retained by the project proponent shall be present during all phases of ground disturbance in excess of 15 feet below the existing ground surface or to the depth of Pleistocene deposits, whichever is greater. The role of the paleontological monitor shall be limited to monitoring of known or inferred Pleistocene deposits. This may be followed by regular periodic or "spot-check" paleontological monitoring during ground disturbance as needed, but full-time monitoring is not required at this time. In the event that Pleistocene fossils or fossil-bearing deposits are discovered during construction activities, excavations within a 100-foot radius of the find shall be temporarily halted or diverted. The applicant's construction contractor shall notify a qualified paleontologist to examine the discovery, and shall notify the Department of Conservation and Development within 24 hours of the discovery. The applicant shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. The paleontologist shall document the discovery as needed in accordance with Society of Vertebrate Paleontology standards and assess the significance of the find under the criteria set forth in CEQA Guidelines Section 15064.5. The paleontologist shall notify the appropriate agencies to determine procedures that would be followed before construction activities are allowed to resume at the location of the find. If the applicant determines that avoidance is not feasible, the paleontologist shall prepare an excavation plan for mitigating the effect of construction activities on the discovery. The plan shall be submitted to the Department of Conservation and Development, Community Development Division for review and approval prior to implementation. The applicant shall adhere to the recommendations in the approved plan. **(MM GEO-6)**



### **Greenhouse Gas Emissions**

43. Prior to issuance of building permits, the applicant shall prepare ~~and submit a~~ Climate Action Plan (CAP) Development Checklist completed for the project ~~to the County of Contra Costa that demonstrates to the County's satisfaction that demonstrates the~~ project would be constructed and operated to be consistent with measures required in the CAP Development Checklist. The checklist shall be submitted to the Department of Conservation and Development, Community Development Division. **(MM GHG-2)**

### **Hazard and Hazardous Materials**

44. Prior to the issuance of demolition permits for the two existing residences and associated structures, the applicant shall retain a licensed professional to conduct asbestos and lead paint surveys. These surveys shall be conducted prior to the disturbance or removal of any suspect asbestos-containing materials and lead-based paint, and these materials shall be characterized for asbestos and lead by a reliable method. All activities involving asbestos-containing materials and lead-based paint shall be conducted in accordance with governmental regulations, and all removal shall be conducted by properly licensed abatement contractors. **(MM HAZ-1)**

### **Hydrology and Water Quality**

45. In accordance with Division 914 of the Ordinance Code, the project applicant shall collect and convey all stormwater entering and/or originating on this property, without diversion and within an adequate storm drainage facility, to a natural watercourse having definable bed and banks, or to an existing adequate public storm drainage system that conveys the stormwater to a natural watercourse. Any proposed diversions of the watershed shall be subject to hearing body approval. Prior to issuance of a grading permit, the applicant shall submit improvement plans for proposed drainage improvements, and a drainage report with hydrology and hydraulic calculations to the Engineering Services Division of the Public Works Department for review and approval that demonstrates the adequacy of the in-tract drainage system and the downstream drainage system. The applicant shall verify the adequacy at any downstream drainage facility accepting stormwater from this project between the site and the outfall of the downstream storm drain system to the Walnut Creek Channel prior to discharging runoff. If the downstream system(s)

is not adequate to handle the Existing Plus Project condition for the required design storm, improvements shall be constructed to make the system adequate. The applicant shall obtain access rights to make any necessary improvements to off-site facilities.

Comply with all rules, regulations and procedures of the National Pollutant Discharge Elimination System (NPDES) for municipal, construction and industrial activities as promulgated by the California State Water Resources Control Board, or any of its Regional Water Quality Control Boards (San Francisco Bay—Region II); and

Submit a Final Stormwater Control Plan and a Stormwater Control Operation and Maintenance Plan (O+M Plan) to the Public Works Department, which shall be reviewed for compliance with the County's National Pollutant Discharge Elimination System (NPDES) Permit and shall be deemed consistent with the County's Stormwater Management and Discharge Control Ordinance (Division 1014) prior to issuance of a building permit. Improvement Plans shall be reviewed to verify consistency with the Final Stormwater Control Plan and compliance with Provision C.3 of the County's NPDES Permit and the County's Stormwater Management and Discharge Control Ordinance (Division 1014)

**(MM HYD-3)**

### **Noise**

46. To reduce potential construction noise impacts, the following multi-part mitigation measure shall be implemented for the project and shall be stated on the face of the construction plans:

- The construction contractor shall ensure that all equipment driven by internal combustion engines shall be equipped with mufflers, which are in good condition and appropriate for the equipment.
- The construction contractor shall ensure that unnecessary idling of internal combustion engines (i.e., idling in excess of 5 minutes) is prohibited.
- The construction contractor shall utilize "quiet" models of air compressors and other stationary noise sources where technology exists.
- At all times during project grading and construction, the construction contractor shall ensure that stationary noise-generating equipment shall

be located as far as practicable from sensitive receptors and placed so that emitted noise is directed away from adjacent residences.

- The construction contractor shall ensure that the construction staging areas shall be located to create the greatest feasible distance between the staging area and noise-sensitive receptors nearest the project site.
- Restrict noise-generating construction activities (including construction-related traffic, excluding interior work within the building once the building envelope is complete) at the project site and in areas adjacent to the project site to the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday, unless otherwise approved by CDD, with no construction allowed on weekends, federal and State holidays, as listed below: (MM NOI-1)

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

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

Federal Holidays                      <http://www.opm.gov/fedhol>  
California Holidays                      <http://www.edd.ca.gov/eddsth.htm>

47. A pre-construction meeting shall be held to confirm that all noise mitigation measures and practices (including construction hours, neighborhood notification, posted signs, etc.) are completed prior to the start of construction.

48. The applicant shall notify neighbors within 300 feet of the subject property at least one week in advance of demolition, grading, and construction activities.
49. To reduce potential traffic and BART noise impacts, prior to issuance of building permits, the applicant shall submit evidence to the satisfaction of the Department of Conservation and Development, Community Development Division to demonstrate that the project includes a code compliant mechanical ventilation system that would permit windows to remain closed for prolonged periods. **(MM NOI-2)**

### **Transportation**

50. Prior to issuance of building permits, the applicant shall prepare and submit a Construction Traffic Control Plan. The plan shall include the following items. The approved plan shall be implemented during construction.
- Project staging plan to maximize on-site storage of materials and equipment
  - Permitted construction hours
  - Location of construction staging
  - Identification of parking areas for construction employees, site visitors, and inspectors, including on-site locations
  - Provisions for street sweeping to remove construction related debris on public streets
  - A set of comprehensive traffic control measures including preparation of traffic control plans, as needed; scheduling of major truck trips and deliveries to avoid peak-hours; lane closure proceedings; signs, cones, and other warning devices for drivers; and designation of construction haul routes.
  - Survey of the pavement condition on roadways to be used as part of haul route prior to the commencement of any work on site. The survey shall include a video tape of the roadways. The applicant shall complete any remedial work prior to initiation of use and provide a bond assuring completion of the remediation work, the amount which shall be deemed sufficient by the Public Works Department.
  - The applicant shall provide a pavement analysis for those roads along the proposed haul routes or any alternate route(s) that are proposed to be utilized by hauling operation. This study shall analyze the existing pavement conditions and determine what impact the hauling operation will have over

the construction period of the project. The study shall provide recommendations to mitigate identified impacts. **(MM TRANS-1a)**

51. Prior to requesting a final inspection, the following improvements shall be installed on Las Juntas Way between Coggins Drive and Del Hombre Lane:

- The Iron Horse Trail crossing of Las Juntas Way shall be enhanced with one or more of the following measures, as approved by the Public Works Department:
  - Advance stop bars
  - Narrowed travel lanes
  - Curb extensions
  - Improved crosswalk lighting
  - A pedestrian/bicyclist actuated trail crossing warning device,
  - Other similar measures as approved by the Public Works Department.**(MM TRANS-1b)**

52. Prior to requesting a final inspection, the project applicant shall install a crosswalk across Del Hombre Lane, with curb ramps on either end. The crosswalk's eastern curb ramp shall be located south of the parking garage entry for the project and north of the corner of Del Hombre Lane and Honey Trail Lane. The applicant will work with the Public Works Department on the optimal location to serve pedestrians while minimizing impacts to existing trees on the west side of Del Hombre Lane. **(MM TRANS-1c)**

53. Prior to issuance of building permits, the applicant shall prepare and submit plans to the Contra Costa County Public Works Department depicting street lighting along the project frontages to provide a lit pedestrian path of travel along the project frontage, connecting to the Iron Horse Trail. The approved plans shall be incorporated into the project. **(MM TRANS-1d)**

**PUBLIC WORKS**  
**CONDITIONS OF APPROVAL FOR PERMIT DP18-3031/MS18-0010**

**Applicant shall comply with the requirements of Title 8, Title 9 and Title 10 of the Ordinance Code. Any exception(s) must be stipulated in these Conditions of Approval. Conditions of Approval are based on the site plan submitted to the Department of Conservation and Development on February 21, 2020.**

**COMPLY WITH THE FOLLOWING CONDITIONS OF APPROVAL PRIOR TO FILING OF THE PARCEL MAP.**

**General Requirements:**

54. In accordance with Section 92-2.006 of the Ordinance Code, this development shall conform to all applicable provisions of the Subdivision Ordinance (Title 9). Any exceptions therefrom must be specifically listed in this conditional approval statement. The drainage, road and utility improvements outlined below shall require the review and approval of the Public Works Department and are based on the Site Plan received by the Department of Conservation and Development, Community Development Division, on February 21, 2020.
55. Improvement plans prepared by a registered civil engineer shall be submitted to the Public Works Department, Engineering Services Division, along with review and inspection fees, and security for all improvements required by the Ordinance Code for the conditions of approval of this subdivision. Any necessary traffic signing and striping shall be included in the improvement plans for review by the Transportation Engineering Division of the Public Works Department.

**Roadway Improvements (Del Hombre):**

56. The applicant shall construct curb, 8-foot sidewalk, necessary longitudinal and transverse drainage, street lighting, and pavement widening and transitions along the frontage of Del Hombre, as shown on sheets C.3.0 and C.5.0 of the Site Plan received by the Department of Conservation and Development, Community Development Division, on February 21, 2020. The applicant shall construct face of curb a minimum of 14 feet from the road centerline.

57. Any cracked and displaced curb, gutter, and sidewalk shall be removed and replaced along the project frontage of Del Hombre Lane and Roble Road. Concrete shall be saw cut prior to removal. Existing lines and grade shall be maintained. New curb and gutter shall be doweled into existing improvements.

58. The applicant shall construct a street-type connection with 20-foot radii curb returns in lieu of standard driveway depressions at the private Driveway on Del Hombre Lane.

~~59. The applicant shall install the following safety related improvements or other similar measures as approved by the Public Works Department on Las Juntas Way between Coggins and Del Hombre:~~

- ~~— Advance stop bars~~
- ~~— Narrowed travel lanes~~
- ~~— Curb extensions~~
- ~~— Improved crosswalk lighting~~
- ~~— A pedestrian/bicyclist actuated trail crossing warning device~~

~~Curb ramps shall be designed and constructed in accordance with current County standards. Truncated domes shall be installed on all curb ramps.~~

### **Access to Adjoining Property:**

#### Proof of Access

60. The applicant shall furnish proof to the Public Works Department of the acquisition of all necessary rights of way, rights of entry, permits and/or easements for the construction of off-site, temporary or permanent, public and private road and drainage improvements.

61. The applicant shall furnish proof to the Public Works Department that legal access to the property is available from Roble Road.

Encroachment Permit

62. The applicant shall obtain an encroachment permit from the Application and Permit Center, if necessary, for construction of driveways or other improvements within the right-of-way of Del Hombre and Las Juntas Way.

Right-of-way Vacation (Transfer from BART to County)

63. The applicant shall apply for the vacation of Del Hombre currently owned by BART and pay the appropriate fees for the transfer from BART to County.

Site Access

64. The applicant shall only be permitted access at the locations shown on the approved site/development plan.

**Road Alignment/Intersection Design/Sight Distance:**

Sight Distance

65. The applicant shall provide sight distance at the on-site driveways and Del Hombre for a design speed of 30 miles per hour. The applicant shall trim vegetation, as necessary, to provide sight distance at these driveways. Any new landscaping, signs, fencing, retaining walls, or other obstructions proposed at the driveways shall be setback to ensure that the sight lines are clear.

**Private Roads (Roble Road):**

66. The applicant shall construct the portions of Roble Road along its property to current County private road standards with a minimum traveled width of 28 feet, within a 45+/- foot access easement as proposed on the vesting tentative map. An 8-foot sidewalk (width measured from curb face) shall be constructed as shown on sheets C.3.0 and C.5.0 of the Site Plan received by the Department of Conservation and Development, Community Development Division, on February 21, 2020. Although the proposed on-site roadway is shown as private, the pavement structural section shall conform to County public road standards.



**Road Dedications:**

67. The property owner shall convey to the County, by Offer of Dedication, the right-of-way necessary for the planned future width of 12 feet along the frontage of Del Hombre.

**Landscaping:**

68. The applicant shall submit four sets of landscape and automatic irrigation plans and cost estimates, prepared by a licensed landscape architect, to the Public Works Department for review and to the CDD for review and approval, prior to filing of the Parcel Map. The applicant shall pay appropriate fees in accordance with County Ordinance.

69. All landscaping to be maintained by the property owner shall be submitted to the CDD for review and approval.

**Pedestrian Facilities:**

Pedestrian Access

70. Curb ramps and driveways shall be designed and constructed in accordance with current County standards. A detectable warning surface (e.g. truncated domes) shall be installed on all curb ramps. Adequate right-of-way shall be dedicated at the curb returns to accommodate the returns and curb ramps; accommodate a minimum 4-foot landing on top of any curb ramp proposed.

71. The applicant shall design all public and private pedestrian facilities in accordance with Title 24 (Handicap Access) and the Americans with Disabilities Act. This shall include all sidewalks, paths, driveway depressions, and curb ramps.

**Parking:**

72. "No Parking" signs shall be installed along Del Hombre subject to the review of the Public Works Department and the review and approval of the Board of Supervisors.

73. Parking shall be prohibited on one side of on-site roadways where the curb-to-curb width is less than 36 feet and on both sides of on-site roadways where the curb-to-curb width is less than 28 feet. "No Parking" signs shall be installed along these portions of the roads subject to the review and approval of the Public Works Department.

**Utilities/Undergrounding:**

74. The applicant shall underground all new and existing utility distribution facilities. The developer shall provide joint trench composite plans for the underground electrical, gas, telephone, cable television and communication conduits and cables including the size, location and details of all trenches, locations of building utility service stubs and meters and placements or arrangements of junction structures as a part of the Improvement Plan submittals for the project. The composite drawings and/or utility improvement plans shall be signed by a licensed civil engineer.

**Maintenance of Facilities:**

75. The applicant shall insure that all public and private street lights, landscaping, and any retaining walls on-site be privately maintained in perpetuity. A maintenance plan of operation for all common areas and perimeter walls/fences shall be submitted for Public Works Department review. The County will not accept these properties or facilities for ownership or maintenance

76. Prior to final occupancy, the property owner(s) shall establish a new maintenance entity (CFD) for direct and incidental costs for the maintenance of streets and trails in the project area. The applicant shall be aware that this annexation process must comply with State Proposition 218 requirements that state the property owner must hold a special election to approve annexation. This process takes approximately 4 to 6 months to complete.

**Drainage Improvements:**

Collect and Convey

77. The applicant shall collect and convey all stormwater entering and/or originating on this property, without diversion and within an adequate storm drainage

system, to *an adequate* natural watercourse having definable bed and banks, or to an existing adequate public storm drainage system which conveys the stormwater to *an adequate* natural watercourse, in accordance with Division 914 of the Ordinance Code.

Exception (Subject to Advisory Agency findings and approval)

78. The applicant shall be permitted an exception for "offsite collect and convey" diversion requirements and the use of a pump system. Prior to issuance of a grading permit, the applicant shall submit improvement plans for proposed drainage improvements, and a drainage report with hydrology and hydraulic calculations to the Engineering Services Division of the Public Works Department for review and approval that demonstrates the adequacy of the in-tract drainage system and the downstream drainage system. The applicant shall verify the adequacy of any downstream drainage facility accepting stormwater from this project between the site and the outfall of the downstream storm drain system to the Walnut Creek Channel prior to discharging runoff. If the off-site conveyance system or ultimate drainage facility or natural watercourse to which stormwater is proposed to be diverted is inadequate, the applicant shall be responsible for all costs related to the construction and/or right-of-way acquisition related to any necessary improvements to make the system adequate. The applicant shall comply with the drainage fee requirements for Drainage Area 44B as adopted by the Board of Supervisors prior to filing of the Parcel Map with this application if the exception for diversion is granted by the hearing body.

**Miscellaneous Drainage Requirements:**

79. The applicant shall design and construct all storm drainage facilities in compliance with the Ordinance Code and Public Works Department design standards.

80. The applicant shall prevent storm drainage from draining across the sidewalk(s) and driveway(s) in a concentrated manner.

**National Pollutant Discharge Elimination System (NPDES):**

81. The applicant shall be required to comply with all rules, regulations and procedures of the National Pollutant Discharge Elimination System (NPDES) for

municipal, construction and industrial activities as promulgated by the California State Water Resources Control Board, or any of its Regional Water Quality Control Boards (San Francisco Bay - Region II).

Compliance shall include developing long-term best management practices (BMPs) for the reduction or elimination of storm water pollutants. The project design shall incorporate wherever feasible, the following long-term BMPs in accordance with the Contra Costa Clean Water Program for the site's storm water drainage:

- Minimize the amount of directly connected impervious surface area.
- Install approved full trash capture devices on all catch basins (excluding catch basins within bioretention basins) as reviewed and approved by Public Works Department. Trash capture devices shall meet the requirements of the County's NPDES permits.
- Place advisory warnings on all catch basins and storm drains using current storm drain markers.
- Construct concrete driveway weakened plane joints at angles to assist in directing run-off to landscaped/pervious areas prior to entering the street curb and gutter.
- Shallow roadside and on-site swales.
- Distribute public information items regarding the Clean Water Program and lot specific IMPs to buyers.
- Other alternatives comparable to the above as approved by Public Works Department.

**Stormwater Management and Discharge Control Ordinance:**

82. The applicant shall submit a FINAL Storm Water Control Plan (SWCP) and a Stormwater Control Operation and Maintenance Plan (O+M Plan) to the Public Works Department, which shall be reviewed for compliance with the County's National Pollutant Discharge Elimination System (NPDES) Permit and shall be deemed consistent with the County's Stormwater Management and Discharge Control Ordinance (§1014) prior to filing of the Parcel Map. To the extent required by the NPDES Permit, the Final Stormwater Control Plan and the O+M Plan will be required to comply with NPDES Permit requirements that have recently become effective that may not be reflected in the preliminary SWCP and

O+M Plan. All time and materials costs for review and preparation of the SWCP and the O+M Plan shall be borne by the applicant.

83. Improvement Plans shall be reviewed to verify consistency with the final SWCP and compliance with Provision C.3 of the County's NPDES Permit and the County's Stormwater Management and Discharge Control Ordinance (§1014).
84. Stormwater management facilities shall be subject to inspection by the Public Works Department staff; all time and materials costs for inspection of stormwater management facilities shall be borne by the applicant.
85. Prior to final occupancy, the property owner(s) shall enter into a standard Stormwater Management Facility Operation and Maintenance Agreement with Contra Costa County, in which the property owner(s) shall accept responsibility for and related to operation and maintenance of the stormwater facilities, and grant access to relevant public agencies for inspection of stormwater management facilities.
86. Prior to final occupancy, the property owner(s) shall annex the subject property into Community Facilities District (CFD) No. 2007-1 (Stormwater Management Facilities), which funds responsibilities of Contra Costa County under its NPDES Permit to oversee the ongoing operation and maintenance of stormwater facilities by property owners.
87. Any proposed water quality features that are designed to retain water for longer than 72 hours shall be subject to the review of the Contra Costa Mosquito & Vector Control District.

#### **ADVISORY NOTES**

**ADVISORY NOTES ARE ATTACHED TO THE CONDITIONS OF APPROVAL, BUT ARE NOT CONDITIONS OF APPROVAL. ADVISORY NOTES ARE PROVIDED IN ORDER TO**

**INFORM THE APPLICANT OF ADDITIONAL REGULATIONS, ORDINANCES, AND REQUIREMENTS THAT MAY BE APPLICABLE TO THE PROPOSED PROJECT.**

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

This notice is intended to advise the applicant that pursuant to Government Code Section 66000, et seq., the applicant has the opportunity to protest fees, dedications, reservations, and/or exactions required as part of this project approval. The opportunity to protest is limited to a 90-day period after the project is approved.

The ninety (90) day period, in which you may protest the amount of any fee or the imposition of any dedication, reservation, or other exaction required by this approved permit, begins on the date this permit was approved. To be valid, a protest must be in writing pursuant to Government Code Section 66020 and delivered to the Department of Conservation and Development within 90 days of the approval date of this permit.

- B. The applicant will be required to comply with the requirements of the Bridge/Thoroughfare Fee Ordinance for the Central County Area of Benefit as adopted by the Board of Supervisors.
- C. This project may be subject to the requirements of the Department of Fish and Wildlife. It is the applicant's responsibility to notify the Department of Fish and Wildlife, 2825 Cordelia Road, Suite 100, Fairfield, CA 94534, of any proposed construction within this development that may affect any fish and wildlife resources, per the Fish and Wildlife Code.
- D. This project may be subject to the requirements of the Army Corps of Engineers. It is the applicant's responsibility to notify the appropriate district of the Corps of Engineers to determine if a permit is required, and if it can be obtained.
- E. This project is subject to the development fees in effect under County Ordinance as of September 5, 2019, the date the vesting tentative map application was accepted as complete by the Department of Conservation and Development. These fees are in addition to any other development fees, which may specified in the conditions of approval.

F. The applicant shall comply with the requirements of the following agencies:

- Department of Conservation and Development, Building Inspection Division
- Contra Costa County Fire Protection District
- Central Contra Costa Sanitary District
- Contra Costa Water District



Contra  
Costa  
County

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: March 30, 2021

Subject: CLARIFY Board Order C.119 continuing the Contra Costa County Library Commission for the period of January 1, 2020 through March 31, 2024

---

**RECOMMENDATION(S):**

CLARIFY Board Order C.119, approved on January 5, 2021, to indicate the intent to continue the Contra Costa County Library Commission for the period January 1, 2020 through March 31, 2024.

**FISCAL IMPACT:**

None

**BACKGROUND:**

The Board last reauthorized the Library Commission for three years through December 31, 2019. Item C.119, which was approved by the Board on January 5, 2021, reauthorized the commission to continue operations. Today's recommendation corrects the reauthorization period to begin on January 1, 2020, through a completion date of March 31, 2024, to coincide with the next triennial advisory body review in Spring 2024.

**CONSEQUENCE OF NEGATIVE ACTION:**

If Library Commission is not reauthorized, cities and various agencies will not be represented and the Library will no longer benefit from their advice.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Walt Beveridge  
925-608-7730

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:





Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 30, 2021

Subject: Stipend for the 2021 Poetry Out Loud County Competition Judges

---

**RECOMMENDATION(S):**

AUTHORIZE and RATIFY the Auditor-Controller, or designee, to pay each of the Contra Costa County 2021 Poetry Out Loud (POL) Competition judges a stipend in the amount of no more than \$150 per person to compensate for the time they spent ranking the performance and receiving a training.

**FISCAL IMPACT:**

The stipend for judges has been included in the Poetry Out Loud program part of a grant from the California Arts Council. (100% State)

**BACKGROUND:**

The California Arts Council provides grant funding to counties each year to conduct an annual Poetry Out Loud Competition. Included in this grant is stipend to be paid directly to the County POL Competition judges to compensate for the time they spent ranking the performance and receiving a training.

In 2021, seven local high schools participated in the County POL Competition. Three judges were requested by a participating high school to determine the champion for that school. Four judges conducted the ranking for the countywide competition featuring students from all seven schools. Since the workload

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Monica Carlisle,  
925-655-2040

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

for the judges ranking the countywide competition is more than those ranking the schoolwide competition, it is recommended that the countywide judges each receive a stipend in the amount of \$150 while the schoolwide judges each receive a stipend in the amount of \$100. Since the conclusion of the 2021 County POL Competition, one high school competition judge has received a payment of \$100 and one countywide competition judge has received a payment of \$150, both of which were issued by the Auditor-Controller's Office.

Approval of the recommendation will ratify the total payment of \$250 previously issued to the two judges by the Auditor-Controller. The approval of the recommendation will also allow the Auditor-Controller to issue additional payment of \$450 to the remaining three countywide competition judges and the payment of \$200 to the remaining two high school competition judges.

CONSEQUENCE OF NEGATIVE ACTION:

The Poetry Out Loud Competition judges will not receive proper compensation for the time they spent as related to the program.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Approve New and Recredentialing Providers and Recredentialing Organizational Providers in Contra Costa Health Plan's Community Provider Network

---

**RECOMMENDATION(S):**

APPROVE the list of providers recommended by Contra Costa Health Plan's (CCHP) Peer Review & Credentialing Committee on March 9, 2021 and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

The National Committee on Quality Assurance (NCQA) requires that evidence of Board Approval must be contained within each CCHP provider's credentials file. Approval of this list of providers as recommended by the CCHP Medical Director will enable the CCHP to comply with this requirement.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, CCHP's Providers would not be appropriately credentialed and not be in compliance with the NCQA.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Sharron Mackey,  
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: T Lieder, M Wilhelm

ATTACHMENTS

Provider List

**Contra Costa Health Plan  
Providers Approved by PRCC  
March 9, 2021**

<b>CREDENTIALING PROVIDERS MARCH 2021</b>	
<b>Name</b>	<b>Specialty</b>
Bhattachayra, Debadrita RBT, BA	Qualified Autism Professional
Camero Pat, Jimena, BTL-1	Qualified Autism Paraprofessional
Flores, Camille, BTL1	Qualified Autism Paraprofessional
Gonzales, Aliyah, BTL-1	Qualified Autism Paraprofessional
Lee, Elaine, MD	Surgery - General
Martir, Jazmin, BTL-1	Qualified Autism Paraprofessional
Matthews, Kenya BTL-1	Qualified Autism Paraprofessional
Rivera, Karlana, MS	Qualified Autism Provider
Steiner, Amanda, BCBA- D, PhD	Qualified Autism Provider
Trujano, Edward, M.Ed	Qualified Autism Provider
Young, Cheyanne, BA	Qualified Autism Professional
Yung, Carmen, NP	Primary Care Family Medicine

<b>RE-CREDENTIALING PROVIDERS MARCH 2021</b>	
<b>Name</b>	<b>Specialty</b>
Baker, Michael, MD	Surgery – General

Contra Costa Health Plan  
Providers Approved by PRCC  
March 9, 2021

<b>RECREREDENTIALING PROVIDERS MARCH 2021</b>	
<b>Name</b>	<b>Specialty</b>
Birenbaum, Emily, MD	OB/GYN
Burlington, Kelsey, DPT	Physical Therapy
Calafi, Leo, MD	Surgery - Orthopaedic
Camarena, Evangelina, LCSW	Mental Health Services
Ceci, Kimberly, MD	Primary Care Family Medicine
Centeno, Joseph, MD	Surgery - Orthopaedic
Cranford, Lima, NP	Mid-Level Allergy & Immunology
Dhillon, Jatinder, MD	Surgery – Cardiothoracic
Dixit, Rajiv, MD	Rheumatology
Donthineni, Rakesh, MD	Surgery – Orthopaedic/ Surgery – Oncology

Contra Costa Health Plan  
Providers Approved by PRCC  
March 9, 2021

<b>RECREREDENTIALING PROVIDERS MARCH 2021</b>	
<b>Name</b>	<b>Specialty</b>
Ho, Viet, MD	Ophthalmology/ Surgery - Oculoplastic
Hopkins, Brian, MD	Urology
Khakmahd, Oliver, MD	Nephrology
Kim, Charleen, MD	Surgery - General
Klinger, Barry, DC	Chiropractic Medicine
Lowe, Suzanne, DC	Chiropractic Medicine
Malatesta, Angela, NP	Mid-Level Pain Medicine
Marcus, Gary, MD	Cardiovascular Disease/Internal Medicine
Moore, Kyle, MD	Primary Care Internal Medicine/ Addiction Medicine

Contra Costa Health Plan  
 Providers Approved by PRCC  
 March 9, 2021

<b>RECREREDENTIALING PROVIDERS MARCH 2021</b>	
<b>Name</b>	<b>Specialty</b>
Mostofi, Tara, PA	Mid-Level Allergy & Immunology
Mozaffarieh, Nazak, OD	Optometry
Nainani, Neha, MD	Nephrology
Nissen, Teodoro, MD	Surgery – Orthopaedic
Pagtalunan, Maria, MD	Nephrology
Peace, Elizabeth BCBA	Qualified Autism Provider
Petrovich, Rashida, NP	Mid-Level Nephrology
Sachdeva, Suresh, MD	Primary Care Pediatrics
Salera, Christine, NP	Primary Care Family Medicine
Thomas, Rahitha, NP	Mid-Level Nephrology



Contra Costa Health Plan  
Providers Approved by PRCC  
March 9, 2021

<b>RECREREDENTIALING PROVIDERS MARCH 2021</b>	
<b>Name</b>	<b>Specialty</b>
Thomas, Ryan, DPM	Podiatry
Vaerten Katelyn, BCBA	Qualified Autism Provider
Wada, Hitomi, BCBA	Qualified Autism Provider
Wardlaw, Mary, NP	Primary Care Family Medicine
Weiner, Paul, DPM	Podiatry
Weinstock, Diana, PHD	Mental Health Services
Wong, Bryan, MD	Nephrology
Wong, Samuel, DO	Nephrology
Yandell, Genevieve, MFT	Mental Health Services
Young, Steven R., B.C.O.	Ocularist

Contra Costa Health Plan  
Providers Approved by PRCC  
March 9, 2021

<b>RECREREDENTIALING ORGANIZATIONAL PROVIDERS MARCH 2021</b>		
<b>Provider Name</b>	<b>Provide the Following Services</b>	<b>Location</b>
Sutter Infusion & Pharmacy Services dba Sutter Care at Home	Infusion Pharmacy	Alameda and Sacramento
Vitas Healthcare Corporation of California	Hospice	Walnut Creek

Bopl-March 9, 2021



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 30, 2021

Subject: January 2021 Operations Update of the Employment and Human Services Department, Community Services Bureau

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**RECOMMENDATION(S):**

ACCEPT the January 2021 Operations Update of the Employment and Human Services Department (EHSD) Community Services Bureau (CSB) as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

EHSD submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to insure communication and updates to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and CSB.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Elaine Burres  
608-4960

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## ATTACHMENTS

CSB Jan 2021 CAO Report

CSB Jan 2021 Hs Financials

CSB Jan 2021 EHS Financials

CSB Jan 2021 EHS CCP Financials

CSB Jan 2021 Credit Card

CSB Jan 2021 LIHEAP

CSB Jan 2021 CACFP Child Nutrition  
Report

CSB Jan 2021 Menu

CSB Jan 2021--2020 Self Assessment Report



To: Monica Nino, Contra Costa County Administrator  
From: Kathy Gallagher, EHSD Director  
Subject: Community Services Monthly Report  
Date: January 2021

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### News /Accomplishments

- As the regional Stay at Home Order for the Bay Area, and all of California, has lifted, CSB will also lift the current enrollment hold previously implemented to support the order and the winter surge of COVID cases. CSB is now enrolling additional families to reach the maximum capacity for in-class instruction at this time. As the County safely moves through the tier system, we will continue to add more families and children for in-class instruction.
- CSB conducted its Annual Self-Assessment December 7-11, 2020. There were no findings and numerous strengths. The report is attached and is required to be shared with the Board of Supervisors annually. Please refer to attachment *10\_CSB 2020 Self Assessment...*
- CSB conducted a post training survey on “Racial & Ethnic Equity”. The survey was completed by 33 staff from Cluster A (west county) and 21 staff from Cluster B (east county). The training was well received by all staff. 85.19 % of participants expressed the interest to learn more about the “Equality & Equity” topic; 14.81 % would like for an opportunity to share their own story and learn from others’ life experiences that relate to “Racial & Ethnic Equity” and 12.96 % would like to share their experience about overcoming racial prejudice and that has positively affected their teaching practices.
- Approximately 40 teaching staff, Site Supervisors and Managers from six directly operated sites and the YMCA participated in the fourth Cohort of the Teaching Pyramid. The Teaching Pyramid is a systematic framework that incorporates Early Childhood Positive Behavior Support through promoting social-emotional development, providing support for children’s appropriate behavior, preventing challenging behavior, and addressing problematic behavior. Sessions began on January 9, 2021 and will end in July 2021. Classrooms teams will receive coaching after each module by a Teaching Pyramid certified coach.
- The selected teachers for Teachers Learning Collaboratively (TLC) coaching cohort have started their first virtual sessions this month. This year’s cohort for each EHS and HS includes teachers from CSB’s YMCA partner.

**I. Status Updates:**


**a. Caseloads, workload (all programs)**

- Head Start enrollment: 57.6%
- Early Head Start enrollment: 88.7%
- Early Head Start Child Care Partnership enrollment: 72.5%
- Head Start Average Daily attendance: 63.2%
- Early Head Start Average Daily attendance: 68.8%
- Early Head Start Child Care Partnership attendance: 74.2%

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1470 Civic Court,  
Suite 200  
Concord, CA  
94520

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P: 925 681 6300  
F: 925 313 8301

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[www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)



- o Stage 2: 403 children
- o CAPP: 232 children
  - In total: 635 children
  - Incoming transfers from Stage 1: 13 children
- o LIHEAP: 107 households have been assisted
- o CARES LIHEAP: 297 households served
- o Weatherization: 8 households served

**b. Staffing:**

- o During the month of January, CSB hired two Associate Teachers, an Administrative Assistant, Teacher Assistant Trainee and Intermediate Clerk.
- o The Bureau Director position is now open and in recruitment stage.
- o The Bureau's assigned Fiscal Officer transitioned to another County department as of late January 2021; recruitment request was submitted to fill this position and coverage plans are in place with support of EHSD Fiscal Unit.
- o For all other vacancies, the Bureau is working through the established process to fill vacancies permanently or by TU with support from EHSD Personnel and HR.

**c. Union:**

- o There are no Union updates to report.

**II. Emerging Issues and Hot Topics:**

- There are no emerging issues and hot topics to report.

cc: Policy Council Chair, Jasmine Cisneros  
 Administration for Children and Families  
 Program Specialist, Chris Pflaumer

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF DECEMBER 2020**

<b>DESCRIPTION</b>	<b>DECEMBER YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>100% %YTD</b>
a. PERSONNEL	\$ 3,884,158	\$ 4,812,171	\$ 928,013	81%
b. FRINGE BENEFITS	2,467,590	2,978,208	510,618	83%
c. TRAVEL	-	28,742	28,742	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	528,964	634,000	105,036	83%
f. CONTRACTUAL	3,268,162	3,600,996	332,834	91%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	3,897,137	5,750,452	1,853,315	68%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 14,046,011</b>	<b>\$ 17,804,569</b>	<b>\$ 3,758,558</b>	<b>79%</b>
j. INDIRECT COSTS	342,642	990,786	648,144	35%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 14,388,653</b>	<b>\$ 18,795,355</b>	<b>\$ 4,406,702</b>	<b>77%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 3,816,573</i>	<i>\$ 4,228,594</i>	<i>\$ 412,021</i>	<i>90%</i>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF DECEMBER 2020**

1	2	3	4	5	6	7
	Actual Dec-20	Covid Actual Dec-20	Total YTD Actual	Total Budget	Remaining Budget	100% % YTD
<b>a. Salaries &amp; Wages (Object Class 6a)</b>						
Permanent 1011	293,428	6,869	3,686,888	4,474,341	787,453	82%
Temporary 1013	10,687	-	197,270	337,830	140,560	58%
<b>a. PERSONNEL (Object class 6a)</b>	<b>304,116</b>	<b>6,869</b>	<b>3,884,158</b>	<b>4,812,171</b>	<b>928,013</b>	<b>81%</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>						
Fringe Benefits	197,910	4,176	2,467,590	2,978,208	510,618	83%
<b>b. FRINGE (Object Class 6b)</b>	<b>197,910</b>	<b>4,176</b>	<b>2,467,590</b>	<b>2,978,208</b>	<b>510,618</b>	<b>83%</b>
<b>c. Travel (Object Class 6c)</b>						
<b>HS Staff</b>				28,742	28,742	-
<b>c. TRAVEL (Object Class 6c)</b>				<b>28,742</b>	<b>28,742</b>	
<b>e. SUPPLIES (Object Class 6e)</b>						
1. Office Supplies	2,634	76	36,536	65,000	28,464	56%
2. Child and Family Services Supplies (Includesclassroom Supplies)	-	-	28,051	70,000	41,949	40%
4. Other Supplies						
Health and Safety Supplies	-	-	-	1,000	1,000	0%
Computer Supplies, Software Upgrades, Computer Replacement	-	377,655	454,388	465,000	10,612	98%
Health/Safety Supplies	-	-	1,933	2,000	67	97%
Mental helath/Diasabilities Supplies	-	-	345	1,000	655	
Miscellaneous Supplies	-	-	5,112	16,000	10,888	32%
Emergency Supplies	-	-	-	1,000	1,000	0%
Employee Morale	-	-	2,599	7,000	4,401	37%
Household Supplies	-	-	-	6,000	6,000	0%
<b>TOTAL SUPPLIES (6e)</b>	<b>2,634</b>	<b>377,731</b>	<b>528,964</b>	<b>634,000</b>	<b>105,036</b>	<b>83%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>						
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	-	-	29,157	63,000	33,843	46%
2. Health/Disabilities Services						
Estimated Medical Revenue from Medi-Cal (Org 1432 - credit)	-	-	-	(376,359)	(376,359)	0%
Health Consultant	-	-	55,720	55,800	80	100%
5. Training & Technical Assistance - PA11						
One Solution	-	-	47,525	47,500	(25)	100%
Diane Godard	(4,775)	-	18,506	18,700	194	99%
Josephine Lee	-	-	4,830	5,000	171	97%
St John Maria/Nalo Ayannakai/Tandem/McClendon	(636)	-	9,296	9,400	104	99%
7. Delegate Agency Costs						
First Baptist Church Head Start PA22	216,541	-	2,094,275	2,511,719	417,444	83%
First Baptist Church Head Start PA20	-	-	8,000	8,000	-	100%
8. Other Contracts						
First Baptist/Fairgrounds Wrap (20 slots x 243days x \$15.27)	25,319	-	79,521	74,823	(4,698)	106%
First Baptist/Fairgrounds Enhance (68 slots x 12 x \$225)	16,715	-	95,698	131,404	35,706	73%
FB-E. Leland/Mercy Housing Partnership	13,426	-	150,334	154,646	4,312	97%
Martinez ECC (40 slots x 12 mos. x \$225)	-	-	76,129	136,350	60,221	56%
Tiny Toes	9,270	-	42,903	84,537	41,634	51%
YMCA of the East Bay	227,007	-	556,267	673,376	117,109	83%
Child Outcome Planning and Administration (CLOUD/Nulinx)	-	-	-	3,100	3,100	0%
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>502,867</b>		<b>3,268,162</b>	<b>3,600,996</b>	<b>332,834</b>	<b>91%</b>
<b>h. OTHER (Object Class 6h)</b>						
2. Bldg Occupancy Costs/Rents & Leases	8,623	-	369,910	460,000	90,090	80%
4. Utilities, Telephone	1,784	20,843	211,441	228,500	17,059	93%
5. Building and Child Liability Insurance	-	-	2,312	3,000	689	77%
6. Bldg. Maintenance/Repair and Other Occupancy	8,111	694	100,643	138,135	37,492	73%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	245	-	8,778	40,000	31,222	22%
9. Nutrition Services						
Child Nutrition Costs	41,231	82,514	317,182	351,000	33,818	90%
(CCFP & USDA Reimbursements)	-	-	(59,432)	(106,000)	(46,568)	56%
13. Parent Services						
Parent Conference Registration - PA11	-	-	1,019	1,200	181	85%
Parent Resources (Parenting Books, Videos, etc.) - PA11	588	-	1,356	1,825	469	74%
PC Orientation, Trainings, Materials & Translation - PA11	-	-	166	6,575	6,409	3%
Policy Council Activities	-	-	559	2,000	1,441	28%
Male Involvement Activities	-	-	-	500	500	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	-	-	-	5,000	5,000	0%
Child Care/Mileage Reimbursement	-	-	883	10,000	9,117	9%
14. Accounting & Legal Services						
Auditor Controllers	-	-	3,254	4,000	746	81%
Data Processing/Other Services & Supplies	-	-	8,248	17,000	8,752	49%
15. Publications/Advertising/Printing						
Outreach/Printing	-	-	-	500	500	0%
Recruitment Advertising (Newspaper, Brochures)	-	-	6,763	7,000	238	97%
16. Training or Staff Development						
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc)	1,044	-	15,260	20,958	5,698	73%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	13,716	-	95,607	97,586	1,979	98%
Family, Community and Parent Involvement	-	-	-	12,458	12,458	0%
17. Other						
Site Security Guards	-	-	4,302	9,000	4,698	48%
Dental/Medical Services	-	-	-	1,000	1,000	0%
Vehicle Operating/Maintenance & Repair	8,604	-	103,041	105,000	1,959	98%
Equipment Maintenance Repair & Rental	833	-	41,878	48,000	6,122	87%
Dept. of Health and Human Services-data Base (CORD)	-	-	8,333	10,100	1,767	83%
Field Trips	-	-	-	2,000	2,000	0%
Other Operating Expenses (Facs Admin/Other admin)	81,553	-	598,732	603,000	4,268	99%
Covid Expenditures	-	107,585	148,291	481,415	333,124	31%
Other Departmental Expenses	946,506	-	1,908,612	3,189,700	1,281,088	60%
<b>h. OTHER (6h)</b>	<b>1,112,838</b>	<b>211,636</b>	<b>3,897,137</b>	<b>5,750,452</b>	<b>1,853,315</b>	<b>68%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>2,120,365</b>	<b>600,412</b>	<b>14,046,011</b>	<b>17,804,569</b>	<b>3,758,558</b>	<b>79%</b>
<b>j. INDIRECT COSTS</b>			<b>342,642</b>	<b>990,786</b>	<b>648,144</b>	<b>35%</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>2,120,365</b>	<b>600,412</b>	<b>14,388,653</b>	<b>18,795,355</b>	<b>4,406,702</b>	<b>77%</b>
<b>Non-Federal Share (In-kind)</b>	<b>530,091</b>	<b>150,103</b>	<b>3,816,573</b>	<b>4,228,594</b>	<b>412,021</b>	<b>90%</b>



**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF December 2020**

<b>DESCRIPTION</b>	<b>DECEMBER YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>100% %YTD</b>
a. PERSONNEL	\$ 445,457	\$ 421,069	\$ (24,388)	106%
b. FRINGE BENEFITS	286,214	234,303	(51,911)	122%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	11,531	27,800	16,269	41%
f. CONTRACTUAL	1,117,028	1,681,896	564,868	66%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	643,528	1,696,796	1,053,268	38%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 2,503,758</b>	<b>\$ 4,063,864</b>	<b>\$ 1,560,106</b>	<b>62%</b>
j. INDIRECT COSTS	23,982	86,579	62,597	28%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 2,527,739</b>	<b>\$ 4,150,443</b>	<b>\$ 1,622,704</b>	<b>61%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 708,066</i>	<i>\$ 922,786</i>	<i>\$ 214,720</i>	<i>77%</i>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF DECEMBER 2020**

1	2	3	4	5	6
	Actual Dec-20	Total YTD Actual	Total Budget	Remaining Budget	100% % YTD
<b>a. Salaries &amp; Wages (Object Class 6a)</b>					
Permanent 1011	35,206	444,974	419,962	(25,012)	106%
Temporary 1013	91	483	1,107	624	44%
<b>a. PERSONNEL (Object class 6a)</b>	<b>35,297</b>	<b>445,457</b>	<b>421,069</b>	<b>(24,388)</b>	<b>106%</b>
<b>b. FRINGE (Object Class 6b)</b>	<b>26,095</b>	<b>286,214</b>	<b>234,303</b>	<b>(51,911)</b>	<b>122%</b>
<b>c. Travel (Object Class 6c)</b>					
1. Out-of-Town Travel	-	-	2,000	2,000	-
<b>c. TRAVEL (Object Class 6c)</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>e. SUPPLIES (Object Class 6e)</b>					
1. Office Supplies	1,172	1,637	5,500	3,863	30%
2. Child and Family Services Supplies (Includes classroom Supplies)	-	1,463	10,000	8,537	15%
4. Other Supplies					
Computer Supplies, Software Upgrades, Computer Replacemer	-	7,776	9,000	1,224	86%
Health/Safety Supplies	-	-	200	200	0%
Miscellaneous Supplies	-	472	700	228	67%
Household Supplies	-	182	2,200	2,018	8%
Employee Health and Welfare costs (formerly Employee morale	-	-	200	200	0%
<b>TOTAL SUPPLIES (6e)</b>	<b>1,172</b>	<b>11,531</b>	<b>27,800</b>	<b>16,269</b>	<b>41%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	-	88	1,000	912	9%
2. Health/Disabilities Services					
Health Consultant	1,920	14,600	7,800	(6,800)	187%
5. Training & Technical Assistance - PA11					
Interaction	-	-	1,500	1,500	0%
Diane Godard (\$50,000/2)	413	9,600	10,500	900	91%
Josephine Lee (\$35,000/2)	-	4,093	5,000	908	82%
Susan Cooke (\$60,000/2)	-	900	5,500	4,600	16%
8. Other Contracts					
First Baptist/Fairgrounds and Lone Tree	21,630	99,265	115,140	15,875	86%
First Baptist/East Leland and Kids Castle	37,080	136,360	181,800	45,440	75%
Aspiranet	-	488,840	812,040	323,200	60%
Crossroads	35,535	118,860	155,540	36,680	76%
KinderCare	26,265	66,160	96,960	30,800	68%
Martinez ECC	-	43,935	96,960	53,025	45%
YMCA of the East Bay	54,336	134,328	191,156	56,828	70%
Child Outcome Planning and Administration (CLOUD/Nulinx)	-	-	1,000	1,000	0%
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>177,179</b>	<b>1,117,028</b>	<b>1,681,896</b>	<b>564,868</b>	<b>66%</b>
<b>h. OTHER (Object Class 6h)</b>					
2. Bldg Occupancy Costs/Rents & Leases	-	2,314	3,200	886	72%
4. Utilities, Telephone	-	1,851	3,600	1,749	51%
6. Bldg. Maintenance/Repair and Other Occupancy	-	1,626	4,600	2,974	35%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	2	319	3,100	2,781	10%
9. Nutrition Services					
Child Nutrition Costs	-	-	300	300	0%
13. Parent Services					
Parent Conference Registration - PA11	-	-	4,000	4,000	0%
PC Orientation, Trainings, Materials & Translation - PA11	-	-	4,000	4,000	0%
Policy Council Activities	-	-	800	800	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	-	31	2,000	1,969	2%
Child Care/Mileage Reimbursement	73	179	800	621	22%
14. Accounting & Legal Services					
Auditor Controllers	-	-	500	500	0%
Data Processing/Other Services & Supplies	-	2,540	4,500	1,960	56%
Recruitment Advertising (Newspaper, Brochures)	-	-	100	100	0%
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC,	-	-	2,500	2,500	0%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	-	14,121	47,944	33,823	29%
17. Other					
Site Security Guards	-	13	500	487	3%
Vehicle Operating/Maintenance & Repair	173	2,824	9,000	6,176	31%
Equipment Maintenance Repair & Rental	-	2,955	4,000	1,045	74%
Dept. of Health and Human Services-data Base (CORD)	-	-	1,000	1,000	0%
Other Operating Expenses (Facs Admin/Other admin)	6,476	99,163	312,000	212,837	32%
COVID Expenditures	-	8,185	273,309	265,124	3%
Other Departmental Expenses	184,421	507,408	1,015,043	507,635	50%
<b>h. OTHER (6h)</b>	<b>191,144</b>	<b>643,528</b>	<b>1,696,796</b>	<b>1,053,268</b>	<b>38%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>430,887</b>	<b>2,503,758</b>	<b>4,063,864</b>	<b>1,560,106</b>	<b>62%</b>
<b>j. INDIRECT COSTS</b>	<b>-</b>	<b>23,982</b>	<b>86,579</b>	<b>62,597</b>	<b>28%</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>430,887</b>	<b>2,527,739</b>	<b>4,150,443</b>	<b>1,622,704</b>	<b>61%</b>
<b>Non-Federal Share (In-kind)</b>	<b>107,722</b>	<b>708,066</b>	<b>922,786</b>	<b>214,720</b>	<b>77%</b>

**CONTRA COSTA COUN  
EARLY HEAD START  
BUDGET PERIOD: SEPT  
A**

**DESCRIPTION**

- 
- a. PERSONNEL**
  - b. FRINGE BENEFITS**
  - c. TRAVEL**
  - d. EQUIPMENT**
  - e. SUPPLIES**
  - f. CONTRACTUAL**
  - g. CONSTRUCTION**
  - h. OTHER**
  
  - I. TOTAL DIRECT CHARGES**

## **j. INDIRECT COSTS**

## **k. TOTAL-ALL BUDGET CATEGORIES**

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**Note:** Administration for Children and Families (ACF) Section 640.(b)(4)]. The non-federal share requirement

**ITY - EHSD COMMUNITY SERVICES BUREAU**  
**Γ - CHILDCARE PARTNERSHIP PROGRAM**  
**EMBER 01, 2020 THROUGH AUGUST 31, 2021**  
**S OF DECEMBER 2020**

<b>DECEMBER</b>	<b>Original</b>	<b>Remaining</b>
<b>YTD Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>Sep 20-Aug 21</b>	<b>Jan-Aug 21</b>
385,629	1,044,684	659,055
237,769	676,672	438,903
-	7,000	7,000
-	-	-
13,179	27,000	13,821
116,434	1,181,455	1,065,021
-	-	-
426,196	1,918,123	1,491,927
1,179,207	4,854,934	3,675,727

-                    175,440                    175,440

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**1,179,207                    5,030,374                    3,851,167**

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approved the non-federal share waiver request for this budget  
nt is now \$0 at 0%.



**33%**  
**Budget**  
**% YTD**

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37%

35%

0%

0%

49%

10%

0%

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22%

24%

0%

**23%**

Year [Head Start Act



**CONTRA COSTA COUNTY - EHSD COMMUNITY SERVICES BUREAU**  
**EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM**  
**BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH AUGUST 31, 2021**  
**AS OF DECEMBER 2020**

1	2	3	4	5	6
	Actual Dec-20	Total YTD Actual	Total Budget	Remaining Budget	33% YTD Percentage
<b>Expenditures</b>					
<b>a. PERSONNEL (Object Class 6a)</b>					
Permanent	78,898.74	380,651	917,589	536,938	41%
Temporary	1,526.43	4,978	127,095	122,118	4%
<b>TOTAL PERSONNEL (Object Class 6a)</b>	<b>80,425.17</b>	<b>385,629</b>	<b>1,044,684</b>	<b>659,055</b>	<b>37%</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>					
Fringe Benefits	52,169.50	237,769	676,672	438,903	35%
<b>TOTAL FRINGE BENEFITS (Object Class 6b)</b>	<b>52,169.50</b>	<b>237,769</b>	<b>676,672</b>	<b>438,903</b>	<b>35%</b>
<b>c. TRAVEL (Object Class 6c)</b>					
1. Staff Out-Of-Town Travel (Training and Technical Assistance)	-	-	7,000	7,000	0%
<b>TOTAL TRAVEL (Object Class 6c)</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>7,000</b>	<b>0%</b>
<b>e. SUPPLIES (Object Class 6e)</b>					
1. Office Supplies	12.54	267	4,500	4,233	6%
2. Child and Family Services Supplies	6,298.47	12,758	8,000	(4,758)	159%
3. Other Supplies					
Computer Supplies, Software Upgrades, Replacements, etc.	-	-	4,500	4,500	0%
Miscellaneous Supplies	-	-	5,000	5,000	0%
Household Supplies	102.98	155	5,000	4,845	3%
<b>TOTAL SUPPLIES (Object Class 6e)</b>	<b>6,413.99</b>	<b>13,179</b>	<b>27,000</b>	<b>13,821</b>	<b>49%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>					
1. Adm Svcs (e.g., Legal, Accounting, Temp Help)	-	60	1,000	940	6%
2. Training and Technical Assistance					
Judy Ann Ventling [Health Services] (Training and Technical Assistance)	-	-	21,000	21,000	0%
Josephine Lee (Training and Technical Assistance)	-	-	19,400	19,400	0%
Crystal McClendon [Consultation Services] (Training and Technical Assistance)	-	-	8,000	8,000	0%
Susan_Rogers_[FDC_Classes]_(Training_and_Technical_Assistance)	-	-	8,000	8,000	0%
Ayannakai Nalo [Reflective Supervision Workshops] (Training and Technical Assistance)	1,106.00	3,206	8,000	4,794	40%
Maria St. John [Reflective Supervision Consultation] (Training and Technical Assistance)	532.50	2,218	8,000	5,782	28%
Robert Huffman [Leadership Workshops] (Training and Technical Assistance)	-	-	8,000	8,000	0%
3. Other Contracts					
Childcare Services: Aspiranet [15 slots @ \$515 for 12 months]	-	-	92,718	92,718	0%
Childcare Services: COCOKids [52 slots @ \$515 for 12 months]	26,265.00	26,265	321,422	295,157	8%
Childcare Services: COCOKids [Loss of Subsidy]	-	-	3,000	3,000	0%
Childcare Services: COCOKids [Diapers, Formula, Wipes, etc.]	-	-	18,260	18,260	0%
Childcare Services: COCOKids [Emergency Health/Safety Repairs]	-	-	10,000	10,000	0%
Childcare Services: COCOKids [Professional Development] (Training and Technical Assistance)	-	-	10,000	10,000	0%
Childcare Services: First Baptist Church [24 slots @ \$515 for 12 months]	2,060.00	2,060	148,349	146,289	1%
Childcare Services: KinderCare [32 slots @ \$515 for 12 months]	16,480.00	16,480	197,798	181,318	8%
Childcare Services: TinyToes Preschool [8 slots @ \$515 for 12 months]	5,665.00	5,665	49,450	43,785	11%
Childcare Services: YMCA [32 slots @ \$630 for 12 months]	60,480.00	60,480	242,058	181,578	25%
One Solution Technology [Software License, Data Mgmt, Hosting Svcs, Consulting]	-	-	7,000	7,000	0%
<b>TOTAL CONTRACTUAL (Object Class 6f)</b>	<b>112,588.50</b>	<b>116,434</b>	<b>1,181,455</b>	<b>1,065,021</b>	<b>10%</b>
<b>h. OTHER (Object Class 6h)</b>					
1. Rent	1,444.27	5,083	12,860	7,777	40%
2. Utilities/Telephone	304.90	542	7,600	7,058	7%
3. Building Maintenance/Repair and Other Occupancy	204.66	3,235	5,940	2,705	54%
4. Local Travel (57.5 cents per mile effective 1/1/2020)	-	70	4,000	3,930	2%
5. Parent Services					
Parent Activities, Policy Council, and Appreciation (Sites, PC, BOS luncheon (including food and	-	-	1,000	1,000	0%
6. Accounting and Legal Services					
Auditor Controllers	-	-	500	500	0%
Data Processing	338.19	338	3,700	3,362	9%
7. Training or Staff Development					
Agency Memberships (WIPLI, Meeting Fees, NHSA, NAEYC, etc.) (Training and Technical Assis	-	-	500	500	0%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA 11 (Training and Technical Assistanc	-	-	13,361	13,361	0%
8. Other					
Collaboration with Child Development Program	405,294.39	405,294	1,763,662	1,358,368	23%
Vehicle Operating/Maintenance & Repair	662.16	2,789	8,000	5,211	35%
Equipment Maintenance Repair and Rental	-	4,297	2,000	(2,297)	215%
Other Operating Expenses (CSD Admin, Fac Mgmt Allocation)	21.48	4,548	95,000	90,452	5%
<b>TOTAL OTHER (Object Class 6h)</b>	<b>408,270.05</b>	<b>426,196</b>	<b>1,918,123</b>	<b>1,491,927</b>	<b>22%</b>
<b>I. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	<b>659,867</b>	<b>1,179,207</b>	<b>4,854,934</b>	<b>3,675,727</b>	<b>24%</b>
<b>j. INDIRECT COSTS (19% of Salaries only)</b>	<b>-</b>	<b>-</b>	<b>175,440</b>	<b>175,440</b>	<b>0%</b>
<b>k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)</b>	<b>659,867.21</b>	<b>1,179,207</b>	<b>5,030,374</b>	<b>3,851,167</b>	<b>23%</b>

Note: Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
December 2020**

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>
12/22/20	\$ 2.00	Indirect Admin Costs	Office Exp
12/22/20	\$ 26.06	EHS-Child Care Partnership #2	Office Exp
12/22/20	172.91	HS Basic Grant	Office Exp
	<b>200.97</b>		
12/22/20	1,520.40	HS CARES COVID-19	Books, Periodicals
12/22/20	1,140.30	EHS-Child Care Partnership #2	Books, Periodicals
	<b>2,660.70</b>		
12/22/20	686.72	EHS-Child Care Partnership #2	Clothing & Personal Suppl
12/22/20	3,012.58	HS CARES COVID-19	Clothing & Personal Suppl
12/22/20	(17.27)	HS CARES COVID-19	Clothing & Personal Suppl
	<b>3,682.03</b>		
12/22/20	248.00	HS CARES COVID-19	Training & Registration
12/22/20	\$ 711.00	HS CARES COVID-19	Training & Registration
12/22/20	\$ 325.00	HS Basic Grant	Training & Registration
12/22/20	149.00	Head Start T & TA	Training & Registration
12/22/20	2,466.00	HS CARES COVID-19	Training & Registration
	<b>3,899.00</b>		
12/22/20	218.40	HS CARES COVID-19	Educational Supplies
	<b>218.40</b>		
<b>TOTAL</b>	<b>10,661.10</b>		

**CAO Monthly Report**  
**Low-Income Home Energy Assistance**  
**Community Services Block Grant**  
**Year-to-Date Expenditures**  
**As of December 31, 2020**

	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
1) CONTRACT NO. 20B-2005 / Term: Oct. 1, 2019 through Dec. 31, 2021				
2020 LIHEAP WX	1,280,226	(1,176,754)	103,472	92%
2020 EHA-16	1,132,577	(784,969)	347,608	69%
2020 UTILITY ASSISTANCE (UA)	2,466,877	(2,078,647)	388,230	84%
<b>TOTAL 2020 LIHEAP CONTRACT</b>	<b>4,879,680</b>	<b>(4,040,370)</b>	<b>839,310</b>	<b>83%</b>

	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
2) CONTRACT NO. 20U-2554 / Term: Jul. 1, 2020 - Sept. 30, 2021				
2020 LIHEAP CARES WX	0	0	0	0%
2020 CARES EHA-16	337,634	(98,300)	239,334	29%
2020 CARES UTILITY ASSISTANCE (UA)	777,903	(307,489)	470,414	40%
<b>TOTAL 2020 LIHEAP CARES ACT CONTRACT</b>	<b>1,115,537</b>	<b>(405,789)</b>	<b>709,748</b>	<b>36%</b>

Note: Transferring the CARES WX funding of \$117,272 to UA program.




	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
3) CONTRACT NO. 20F-3007 / Term: Jan. 1, 2020 - May 31, 2021				
2020 CSBG CAA	876,852	(573,691)	303,161	65%
2020 CSBG DISCRETIONARY	32,000	0	32,000	0%
<b>TOTAL 2020 CSBG CONTRACT</b>	<b>908,852</b>	<b>(573,691)</b>	<b>335,161</b>	<b>63%</b>

	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
4) CONTRACT NO. 20F-3646 / Term: Mar. 27, 2020 - May 31, 2022				
2020 CSBG CARES CAA	1,189,181	0	1,189,181	0%
<b>TOTAL 2020 CSBG CARES CONTRACT</b>	<b>1,189,181</b>	<b>0</b>	<b>1,189,181</b>	<b>0%</b>

EMPLOYMENT & HUMAN SERVICES DEPARTMENT  
 COMMUNITY SERVICES BUREAU  
 CHILD NUTRITION FOOD SERVICES  
 CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED  
 FY 2020-2021

Month covered	2020 DECEMBER
Approved sites operated this month	13
Number of days meals served this month	22
Average daily participation	120
<b>Child Care Center Meals Served:</b>	
Breakfast	2,152
Lunch	2,634
Supplements	1,821
<b>Total Number of Meals Served</b>	<b>6,607</b>
<b>Claim Reimbursement Total</b>	<b>\$15,776</b>

# January 2021 - COMMUNITY SERVICES BUREAU PRESCHOOL MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>ALL BREAKFAST &amp; LUNCH SERVED WITH 1% MILK</b></p> <p>*Indicates vegetable included in main dish</p> <p>+ Indicates Whole Grain Rich</p> <p><b>WATER IS OFFERED THROUGHOUT THE DAY</b></p>				<p>1</p> 
<p><b>4</b></p> <p><b>BREAKFAST</b></p> <p>½ c. Pineapple Chunks ½ c. Cheerios</p> <p><b>LUNCH</b></p> <p>1 ½ c. <b>*TOFU NOODLE SOUP</b> (onion, potato, kale, kidney beans, diced tofu, + whole wheat pasta) ¼ c. Carrot Sticks ½ ea. Fresh Asian Pear</p> <p><b>PM SNACK</b></p> <p>2 pkgs. + Wheatworth Crackers/Hummus ½ c. 1% Milk</p>	<p><b>5</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Fuji Apple ½ c. Bran Cereal</p> <p><b>LUNCH</b></p> <p>1 ea. <b>LEAN BEEF BURGER</b> (Mayo &amp; Mustard Dressing) ¼ c. Green Leaf Lettuce ½ c. Tomato Slice ½ ea. Fresh Orange 1 ea. + Whole Wheat Burger Bun</p> <p><b>PM SNACK</b></p> <p>1 pkg. Graham Crackers ½ c. 1% Milk</p>	<p><b>6</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh kiwi ¾ c. Kix Cereal</p> <p><b>LUNCH</b></p> <p>¾ c. <b>CHICKEN POT PIE</b> (onion, celery &amp; low-fat cream) ¼ c. Roasted Broccoli ½ ea. Fresh Pink Lady Apple 1 ea. + Whole Wheat Puff Pastry</p> <p><b>PM SNACK</b></p> <p>¾ c. Friends Trail Mix (kix, cheerios, corn chex, raisins, pretzels, &amp; dried apricots) ½ c. 1% Milk</p>	<p><b>7</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Orange ½ ea. + English Muffin/Cream Cheese &amp; Strawberries</p> <p><b>LUNCH</b></p> <p>1 c. <b>CARROT &amp; GINGER SOUP</b> (diced tofu) ½ ea. + Grilled Cheese Sandwich ¼ c. Roasted Brussel Sprouts 1 sl. Fresh Cantaloupe</p> <p><b>PM SNACK</b></p> <p><b>Fruity Sunbutter Pitas</b> 1 tbsp. Sunbutter ½ ea. Fresh Banana ½ ea. Pita Bread</p>	<p><b>8</b></p> <p><b>BREAKFAST</b></p> <p>½ c. Mango Chunks 1 sq. + A - Z Bread</p> <p><b>LUNCH</b></p> <p>1 ea. <b>ROASTED CHICKEN LEG</b> ¼ c. Roasted Cauliflower &amp; Onion ½ ea. Fresh Pink Lady Apple ½ ea. + Whole Wheat Tortilla</p> <p><b>PM SNACK</b></p> <p>½ c. Cottage Cheese ½ c. Pineapple Tidbits</p>
<p><b>11</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Orange ½ c. Bran Cereal</p> <p><b>LUNCH</b></p> <p>1 ea. <b>BAJA BEAN WRAP</b> ¼ c. Fresh Jicama Sticks ¼ c. Fresh Papaya 1 ea. + Whole Wheat Tortilla</p> <p><b>PM SNACK</b></p> <p>1 ea. Hard Boiled Egg 1 ea. Fresh Kiwi</p>	<p><b>12</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Banana ½ c. Cornflakes</p> <p><b>LUNCH</b></p> <p><b>BUILD YOUR OWN TACO SALAD</b> 1 ½ ozs. Ground Turkey ½ oz. Shredded Cheese ¼ c. Shredded Lettuce ½ c. Diced Tomatoes ½ ea. Fresh Satsuma Orange 5 ea. + Whole Corn Tortilla Chips</p> <p><b>PM SNACK</b></p> <p>1 ea. Fresh Pear 1 tbsp. Sunbutter</p>	<p><b>13</b></p> <p><b>BREAKFAST</b></p> <p>½ sl. + Cinnamon Wheat Toast 1 ea. Fresh Smitten Apple</p> <p><b>LUNCH</b></p> <p>1 ea. <b>BBQ CHICKEN LEG</b> ¼ c. Cucumber Slices/Ranch Dressing ½ ea. Fresh Red Pear ¼ c. + Brown Rice</p> <p><b>PM SNACK</b></p> <p><b>EARLY CLOSURE</b></p>	<p><b>14</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Banana ½ ea. + Whole Wheat English Muffin/Cream Cheese</p> <p><b>LUNCH</b></p> <p>1 c. <b>BLACK BEAN SALAD</b> (black beans, onion, carrot, bell pepper, celery, broccoli florets, diced sweet potato, cilantro, lemon juice) 1 sq. + Homemade Whole Wheat Cornbread</p> <p><b>PM SNACK</b></p> <p>½ c. Carrot Sticks &amp; Zucchini Sticks/Italian dressing 1 pkg. Animal Crackers</p>	<p><b>15</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh D'anju Pear ½ c. Cheerios</p> <p><b>LUNCH</b></p> <p>½ c. <b>CHICKEN SALAD</b> Mayo &amp; Mustard Dressing ¼ c. Green Leaf Lettuce ½ c. Tomato Slice ½ ea. Fresh Apple 1 sl. + Whole Wheat Bread</p> <p><b>PM SNACK</b></p> <p>¼ c. Cucumber Slices ¼ c. Broccoli Florets ½ c. Cottage Cheese Ranch Dressing</p>
<p><b>18</b></p> 	<p><b>19</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Hard Boiled Egg ½ ea. + Whole Wheat Bagel/Cream Cheese 1 ea. Fresh Apple</p> <p><b>LUNCH</b></p> <p>1 c. <b>TURKEY SHEPERDS PIE</b> (ground turkey, potato) ½ c. Spinach Salad/Ranch Dressing 1 ea. Fresh Tangerine Satsuma ½ ea. + Wheat Hamburger Bun</p> <p><b>PM SNACK</b></p> <p>1 pkg. Goldfish Pretzel Crackers 1 ea. Fresh Kiwi</p>	<p><b>20</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Banana 1 sq. + Homemade Zucchini Bread</p> <p><b>LUNCH</b></p> <p>½ c. <b>TUNA SALAD</b> ½ ea. Fresh Asian Pear ¼ c. Carrot Sticks ½ ea. + Wheat Roll</p> <p><b>PM SNACK</b></p> <p>½ c. Cottage Cheese ½ c. Mango Chunks</p>	<p><b>21</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Orange ¾ c. Rice Chex Cereal</p> <p><b>LUNCH</b></p> <p>½ c. <b>JERK TOFU</b> (garlic, corriander, paprika, cinnamon) ¼ c. Roasted Rainbow Baby Carrots ¼ c. Pineapple Chunks ½ ea. + Pita Bread</p> <p><b>PM SNACK</b></p> <p>¾ c. Lets Go Fishing Trail Mix (corn chex, pretzels, fish &amp; cheese crackers) ½ c. 1% Milk</p>	<p><b>22</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Banana ¾ c. Kix Cereal</p> <p><b>LUNCH</b></p> <p>½ c. <b>KALUA CHICKEN</b> (<i>smoked chicken, salt, pepper, banana leaf</i>) ¼ c. Broccoli Florets/Ranch Dressing ½ ea. Fresh Pear ¼ c. + Spanish Rice</p> <p><b>PM SNACK</b></p> <p>1 pkg. Cheese Crackers ½ c. 1% Milk</p>
<p><b>25</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Orange ¾ c. Rice Chex Cereal</p> <p><b>LUNCH</b></p> <p>½ c. <b>TOFU &amp; BUTTERNUT SQUASH SOUP</b> (tofu butternut squash, onion, garlic, fennel) ½ ea. + Grilled Cheese Sandwich ¼ c. Steamed Spinach ½ ea. Fresh Honey Crisp Apple</p> <p><b>PM SNACK</b></p> <p>2 pkgs. Ritz Crackers ½ c. 1% Milk</p>	<p><b>26</b></p> <p><b>BREAKFAST</b></p> <p>½ c. Mango Chunks ½ sl. + Whole Wheat Cinnamon &amp; Raisin Bread 1 ea. Turkey Sausage</p> <p><b>LUNCH</b></p> <p>1 ½ oz. <b>CHICKEN TACOS</b> ¼ oz. Queso Fresco ¼ c. Shredded Lettuce ½ c. Tomatoes ½ ea. Fresh Pear 2 ea. + Whole Grain Mini Corn Tortillas</p> <p><b>PM SNACK</b></p> <p>½ c. Cucumber Slices ½ c. Cottage Cheese Ranch Dip</p>	<p><b>27</b></p> <p><b>BREAKFAST</b></p> <p>½ c. Pineapple Chunks 1 sq. + Homemade Banana Bread</p> <p><b>LUNCH</b></p> <p>1 c. <b>*TUSCAN TURKEY SOUP</b> (onion, potato, kale, kidney beans, ground turkey, low-fat cream) ½ ea. Fresh Asian Pear ½ ea. + Wheat Roll</p> <p><b>PM SNACK</b></p> <p><b>EARLY CLOSURE</b></p>	<p><b>28</b></p> <p><b>BREAKFAST</b></p> <p>1 ea. Fresh Banana ½ ea. + Whole Wheat Bagel/Cream Cheese</p> <p><b>LUNCH</b></p> <p>1 serv. <b>EGG CHILAQUILES WITH + CORN TORTILLA CHIPS</b> ¼ c. Garlic Roasted Hericovert ½ ea. Fresh Smitten Apple</p> <p><b>PM SNACK</b></p> <p>½ c. Tropical Fruit Salad 1 pkg. Graham Crackers</p>	<p><b>29</b></p> <p><b>BREAKFAST</b></p> <p>½ c. Fresh Strawberries ½ c. Cornflakes</p> <p><b>LUNCH</b></p> <p>½ c. + <b>CHICKEN PAD THAI</b> (diced Chicken, whole wheat rice noodles, green onions, cilantro, tamari sauce, fish sauce, lemon juice) ¼ c. Roasted Carrots ¼ c. Mango Chunks</p> <p><b>PM SNACK</b></p> <p>½ c. Fresh Broccoli &amp; Cauliflower/Ranch Dip 6 ea. Wheat Thin Crackers</p>

# Contra Costa County Employment and Human Services Department Community Services Bureau (CSB) 2020 Annual Self-Assessment Report

December 7-11, 2020

## *Overview of Methods*

The purpose of the annual self-assessment is to determine the effectiveness of CSB’s efforts in meeting program goals and objectives and in implementing Federal regulations. CSB’s self-assessment was conducted during the week of December 7<sup>th</sup> 2020 and was designed as follows:

- Included select Directly-Operated, Delegate Agency and Partner sites
- Included all program models and options: family childcare (FCC), home base, and center base (part day and full day)
- Employed teams comprised of both grantee and delegate staff, board members, community partners, and parents
- Utilized the 2021 FA1 Monitoring Protocol and the COVID Addendum
- Assessed a total of 10 sites during the week of the self-assessment, as indicated in the table below:

Program Area	Centers
Program Management & Quality Improvement	CSB Administration & FBHS Administration
Quality Health Services	GMC & Belshaw
Education & Child Development	Las Deltas & Aspiranet (Home Base)
Family & Community Engagement	Marsh Creek & Julia Pastor (FCC)
ERSEA/Fiscal	CSB Administration & FBHS Administration
Health & Safety Checklist	Contra Costa College & Lone Tree

### *Service Areas, Instruments, and Methods*

Six service areas were assessed using Office of Head Start Ongoing Monitoring Protocols that were modified for use in an interview setting with subject matter experts as indicated in the table below:

Service Areas	Instruments	Methods
1. <b>Program Management &amp; Quality Improvement</b>	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & Partner Interviews
2. <b>Quality Health Services</b>	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & Partner Interviews
3. <b>Education &amp; Child Development</b>	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & Partner Interviews
4. <b>Family &amp; Community Engagement</b>	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & 1 Family Childcare (FCC) Provider Interviews
5. <b>ERSEA/Fiscal Infrastructure</b>	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee and Delegate Interviews
6. <b>Health &amp; Safety</b>	Locally designed center-based monitoring tool inspired by the Office of Head Start health and safety guidelines	Grantee and Delegate Interviews

## Key Findings

### Areas of Strength:

The following table represents the areas of strength noted for the program by self-assessment teams:

Components	Areas of Strength
<b>Program Management &amp; Quality Improvement</b>	<ul style="list-style-type: none"><li>• Communication Systems: Management systems and organization structure allows for two-way information sharing with staff and governing bodies; there are effective systems for communicating with families remotely.</li><li>• Adaptations to service design during the pandemic: virtual socialization opportunities connecting in-class and distance learning children.</li></ul>
<b>Quality Health Services</b>	<ul style="list-style-type: none"><li>• Staff knowledge of key policies and procedures, and collaborative efforts between staff and parents.</li><li>• Training around COVID, extra measures set in place: i.e. to eliminate cross contamination in high touch point areas.</li></ul>
<b>Education &amp; Child Development</b>	<ul style="list-style-type: none"><li>• Staff shift and adapt to distance learning and its techniques, preserving effective engagement with families.</li><li>• Implementation of evidence-based curriculum at critical times in the life of new parents and children that provides comprehensive support.</li></ul>
<b>Family &amp; Community Engagement</b>	<ul style="list-style-type: none"><li>• Transparent communication with parents; diverse ways of implementing parent engagement throughout all service areas.</li><li>• Strong and effective communication between staff and parents regarding resources, engagement opportunities and wellness check-ins.</li></ul>
<b>ERSEA/Fiscal</b>	<ul style="list-style-type: none"><li>• Both ERSEA &amp; Fiscal teams employ multiple layers of oversight and checks and balances to ensure the accuracy of their respective work. Fiscal includes data and input from the various groups within CSB when developing the budget.</li></ul>
<b>Health &amp; Safety Checklist</b>	<ul style="list-style-type: none"><li>• Health and safety practices observed and followed well, including implementation of COVID health and safety guidelines and other measures set in place to enhance health and safety for our staff and families.</li></ul>

### Areas of Concern:

There were no areas of concern or non-compliances identified during the 2020 Self-Assessment.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: March 30, 2021

Subject: Approve Revision to Library Operating Hours From December 8, 2020

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/110 authorizing revised operating hours for the the Walnut Creek, Ygnacio Valley and Hercules branches of the Contra Costa County Library from those approved under Resolution No. 2020/317 on December 8, 2020.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

County Library hours are funded from a combination of city revenues and an apportionment of countywide property tax revenue. The countywide property tax apportionment provides a base service level of 35 hours per week. Cities have historically contracted for extra hours on an annual basis. The proposed library operating hours were last approved by the Board of Supervisors on December 8, 2020. Attachment A reflects the proposed operating hours, as well as the current hours, for all libraries in Contra Costa County. The additional changes highlighted in the attached Table A reflect changes to the hours for the Hercules, Walnut Creek and Ygnacio Valley libraries, which were listed incorrectly in the table attached to the December 8, 2020 Board action. If approved these changes will be effective beginning January 1, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

Posted operating hours will not be reflective of each Library's actual hours.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Walt Beveridge  
925-608-7730

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



ATTACHMENTS

Resolution

2021/110

Attachment A

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

Adopted this Resolution on 03/30/2021 by the following vote:

**AYE:**   
**NO:**   
**ABSENT:**   
**ABSTAIN:**   
**RECUSE:**



**Resolution No. 2021/110**

IN THE MATTER OF CORRECTING THE OPERATING HOURS OF CERTAIN LIBRARY BRANCHES

WHEREAS, on December 8, 2020, the Board of Supervisors adopted Resolution 2020/317 authorizing a change in operating hours for the library that deviated from the standard operating hours (8 am-12 noon; 1 pm-5 pm) set under County Ordinance No. 22-2.202; and

WHEREAS, the library wishes to continue its practice of offering hours beyond what is prescribed in County Ordinance No. 22-2.202 (7:30 am to 5 pm, Monday to Friday, No Lunch Breaks) to better accommodate the needs of the public; and

WHEREAS, a number of cities in Contra Costa County have requested changes to the number of hours per week that their libraries are open;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors does hereby approve the request to update the hours of operation for the Libraries to the hours shown in the attached table (Attachment A); and BE IT FURTHER RESOLVED that this Resolution supersedes and replaces Resolution No. 2020/317, which was adopted by the Board on December 8, 2020.

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

**Contact: Walt Beveridge 925-608-7730**

**ATTESTED: March 30, 2021**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:**



## REVISED TABLE A ATTACHMENT MARCH 30, 2021

Department Operating Hours Outside of County Statute <b>Library</b>				
Library Address	Hours Approved Resolution No. 2020/134	Current Hours/Week	Proposed Operating Hours	Proposed Hours/Week
Antioch Library 501 W. 18th Street 94509	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Bay Point Library 205 Pacifica Avenue 94565	2:30pm-8pm (Mon, Tues, Thurs); 1:30pm-8pm (Wed); 2:30pm-6pm (Fri); 10am-6pm (Sat); Closed (Sun)	34.5	NO CHANGE	34.5
Brentwood Library 104 Oak Street 94513	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Clayton Library 6125 Clayton Road 94517	12pm-8pm (Tues, Wed); 10am-6pm (Thurs-Sat); Closed (Sun, Mon)	40	NO CHANGE	40
Concord Library 2900 Salvio Street 94519	11am-8pm (Mon, Thurs); 10am-6pm (Tues, Wed); 10am-5pm (Fri, Sat); Closed (Sun)	48	NO CHANGE	48
Crockett Library 991 Loring Avenue 94525	2pm-8pm (Mon) 11am-5pm (Wed, Fri); 10am-4pm (Sat)	24	NO CHANGE	24
Danville Library 400 Front Street 94526	10am-8pm (Mon-Thurs); 10am-6pm (Fri, Sat); Closed (Sun)	56	NO CHANGE	56
Dougherty Station Library 17017 Bollinger Canyon Road, San Ramon, 94582	10am-8pm (Tues, Wed, Thurs); 10am-5pm (Fri, Sat), Closed (Sun, Mon)	44	NO CHANGE	44
El Cerrito Library 6510 Stockton Avenue 94530	12pm-8pm (Mon, Tues); 10am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun).	46	NO CHANGE	46
El Sobrante Library 4191 Appian Way 94803	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Hercules Library 109 Civic Drive 94547	12pm-8pm (Mon, Tues); 10am-6pm (Wed, Thurs); 10am-5pm (Sat); Closed (Fri, Sun)	39	12pm-8pm (Mon, Tues); 10am-6pm (Wed, Thurs); 1pm-5pm (Fri); 10am-5pm (Sat); Closed (Sun)	43
Kensington Library 61 Arlington Avenue 94707	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Lafayette Library 3491 Mt. Diablo Boulevard 94549	10am-8pm (Mon-Thurs); 10am-5pm (Fri, Sat); Closed (Sun)	54	NO CHANGE	54
Martinez Library 740 Court Street 94553	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Moraga Library 500 St. Mary's Road 94556	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Oakley Library 1050 Neroly Road 94561	12pm-8pm (Tues, Wed); 10am-6pm (Thurs-Sat)	40	NO CHANGE	40
Orinda Library 26 Orinda Way 94563	10am-8pm (Mon-Thurs); 10am-6pm (Fri, Sat); Closed (Sun)	56	NO CHANGE	56
Pinole Library 2935 Pinole Valley Road 94564	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Pittsburg Library 80 Power Avenue 94565	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Pleasant Hill Temporary Library, 100 Gregory Lane, Pleasant Hill 94523	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Prewett Library 4703 Lone Tree Way, Antioch 94531	10am-7 pm (Tues); 12pm-8pm (Wed, Thurs); 12pm-5pm (Fri, Sat)	35	NO CHANGE	35
Rodeo Library 220 Pacific Avenue 94572	11am-5pm (Mon); 1pm-7pm (Tues, Thurs); 12pm-5pm (Sat)	23	NO CHANGE	23
San Pablo Library 13751 San Pablo Avenue 94806	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
San Ramon Library 100 Montgomery Street 94583	10am-8pm (Mon-Thurs); 10am-5pm (Fri, Sat); Closed (Sun)	54	NO CHANGE	54



Walnut Creek Library 1644 North Broadway 94596	10am-8pm (Mon-Thurs); 10am-6pm (Fri, Sat)	56	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35
Ygnacio Valley Library 2661 Oak Grove Road, Walnut Creek 94598	10am-8pm (Mon-Thurs); 10am-6pm (Fri, Sat)	56	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35
Project Second Chance - Central 2151 Salvio Street, Suite 299 Concord, CA 94520	9am - 5pm (Mon-Fri); Closed (Sat, Sun)	40	NO CHANGE	40
Project Second Chance - East 501 W. 18th Street Antioch 94509	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Project Second Chance - West/ San Pablo 13751 San Pablo Avenue 94806	1pm-8pm (Tues); 11am-6pm (Wed, Thurs); 10am-5pm (Fri, Sat); Closed (Sun, Mon)	35	NO CHANGE	35
Project Second Chance - West/Hercules 109 Civic Drive 94547	10am-6pm (Thurs)	8	NO CHANGE	8
Library Administration 777 Arnold Drive, Suite 210, Martinez 94553	8am-5pm (Mon-Fri); Closed (Sat, Sun)	40	NO CHANGE	40



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 30, 2021

Subject: License agreement with the United States of America, Dept. of the Navy to use and sublicense a portion of the former Naval Weapons Station, Concord.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a license agreement with the United States of America, Department of the Navy, to use an approximately 80-acre portion of the former Concord Naval Weapon Station (“Premises”) for public safety training purposes during the period of April 16, 2021 through April 15, 2022. (Project Number 2505-WLP220)

APPROVE and AUTHORIZE the Sheriff Coroner, or designee, to execute sub-license agreements, in the form attached to the license agreement, with other public agencies that require the use of the Premises for public safety training purposes.

**FISCAL IMPACT:**

No fiscal impact. There is no cost associated with this license agreement.

**BACKGROUND:**

The United States of America, Department of the Navy (Navy), owns the Marine Ocean Terminal Concord (MOTCO) administrative area on the former Concord Naval Weapons Station.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jewel Lopez, 925.  
957-2485

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

### BACKGROUND: (CONT'D)

The Sheriff and other agencies have used an approximately 80-acre area (“Premises”) of the MOTCO administration area for public safety training purposes. The Navy’s management of training scheduling has resulted in scheduling conflicts, double-booking, and other concerns.

The Sheriff requires the Premises for its public safety training and is willing to schedule other agencies’ training to reduce the disruptions to scheduled trainings that the Sheriff has experienced in the past. The Navy has agreed to allow the Sheriff to continue to manage training scheduling under a yearly license agreement for the Premises. The license agreement allows the Sheriff to grant sub-licenses to other public agencies that will participate in public safety training organized or scheduled by the Sheriff.

The license agreement requires the County to indemnify and hold the Navy harmless for the County’s activities under the license. Sub-licenses granted by the County will require the sub-licensee to hold the County harmless from liabilities arising from the sub-licensee’s activities under the sub-license. Risk Management has reviewed the indemnity and insurance requirements and has confirmed that the requirements are acceptable.

For these reasons, Office of the Sheriff staff recommend that the Board approve the execution of the license agreement with the United States.

### CONSEQUENCE OF NEGATIVE ACTION:

The Sheriff will not be able to enter into an agreement with the Navy for use of the former Concord Naval Weapon Station’s MOTCO facilities for public safety training.

### ATTACHMENTS

License Agreement - US Navy



<b>LICENSE FOR NONFEDERAL USE OF DEPARTMENT OF THE NAVY REAL PROPERTY</b>  THIS LICENSE TO USE THE U.S. GOVERNMENT PROPERTY HEREIN DESCRIBED IS ISSUED BY THE DEPARTMENT OF THE NAVY TO THE LICENSEE NAMED BELOW FOR THE PURPOSE HEREIN SPECIFIED UPON THE TERMS AND CONDITIONS SET FORTH BELOW AND IN THE ATTACHED GENERAL PROVISIONS. BY ITS EXECUTION, THE LICENSEE AGREES TO COMPLY WITH ALL THOSE TERMS, CONDITIONS, AND GENERAL PROVISIONS.		ALL CORRESPONDENCE MUST REFERENCE:  <b>1a. WORK ORDER NO:</b> N/A <b>1b. FILE NO:</b> N/A <b>1c. LICENSE (CONTRACT) NO:</b> N4769221RP21P14	
<b>2. PROPERTY LOCATION</b> <i>(Installation Name and Address)</i>  Former Concord Naval Weapons Station		<b>3. DATES COVERED</b> <b>FROM:</b> 16 April 2021 <b>THROUGH:</b> 15 April 2022 Provided Licensee has delivered the required insurance certificates to the Licensor.	
<b>4. DESCRIPTION OF PREMISES</b> <i>(Room and building numbers where appropriate)</i>  The Licensed Premises, as shown on Exhibit "A," attached hereto and made a part hereof.			
<b>5. PURPOSE AND USE AUTHORIZED</b> <i>(Specific use, times and recurring/part-time basis, and land use controls)</i>  To authorize the Licensee and its Sub-licensees use of the streets, buildings and structures within the Administration Area to conduct public safety training.			
<b>6. LICENSOR</b> UNITED STATES OF AMERICA BY THE SECRETARY OF THE NAVY		<b>6a. NAVY LOCAL REPRESENTATIVE</b> <i>(Name, Title, Address, Telephone, Email)</i> BRAC Program Management Office West 33000 Nixie Way, Bldg 50 Attn: Cecily Vetrano San Diego, CA 92147 Email: <a href="mailto:cecily.vetrano@navy.mil">cecily.vetrano@navy.mil</a> / (619) 524-5927	
<b>7. LICENSEE</b> <i>(Name, Address, Telephone Email)</i> Contra Costa County - Office of the Sheriff 1980 Muir Drive Martinez, CA 94553		<b>7a. LOCAL REPRESENTATIVE OF LICENSEE</b> <i>(Name, Title, Address, Telephone, Email)</i> Jewel Lopez <a href="mailto:jewel.lopez@pw.cccounty.us">jewel.lopez@pw.cccounty.us</a> / (925) 957-2485	
<b>8. CASH PAYMENT BY LICENSEE - DUE IN ADVANCE</b>			
<b>a. AMOUNT</b> <i>(Each payment)</i>  NONE	<b>b. FREQUENCY</b> <b>PAYMENTS DUE</b>	<b>c. FIRST DUE DATE</b>	<b>d. SEND PAYMENT TO:</b> <i>(Name and Mailing Address)</i>
<b>9. EXHIBITS: The following are attached and incorporated into this License -</b> <b>A. MAP OF LICENSED PREMISES</b> <b>C. SPECIAL PROVISIONS</b> <b>E. BICYCLE STORAGE AREA</b> <b>B. GENERAL PROVISIONS</b> <b>D. PROHIBITED ACCESS AREA</b> <b>F. SIMUNITION MSDS</b>			
<b>10. EXECUTION OF LICENSE</b>			
<b>FOR THE SECRETARY OF THE NAVY</b>	<b>NAME:</b> AMY JO HILL Real Estate Contracting Officer	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>NAME, ADDRESS AND EMAIL OF NAVFAC REAL ESTATE POINT OF CONTACT:</b> Amy Jo Hill, BRAC, 33000 Nixie Way, Bldg 50, San Diego, CA 92147, <a href="mailto:amy.hill@navy.mil">amy.hill@navy.mil</a>			
<b>LICENSEE</b> <b>I represent that I am authorized to bind Licensee</b>	<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>

**Exhibit "A"**  
**N4769221RP21P14**



 - Licensed Premises

**EXHIBIT "B"**

**GENERAL PROVISIONS TO LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY**

1. USE OF AND ACCESS BY LICENSEE. The Licensor grants to the Licensee the right to use the premises or facilities described in block 4 and **Exhibit "A"** ("Premises"), together with the necessary rights of ingress and egress authorized by the Installation Commanding Officer. ~~The Licensee and its invitees and contractors agree to absorb all costs, including time and expense, associated with gaining access to the Installation under the RAPIDGATE or similar program. Any parking that accompanies the use of, and any routes of access to and from, the Premises are subject to change at the sole discretion of the Installation Commanding Officer.~~

2. TERM. This License shall be effective for the period stated in block 3 and is revocable at any time without notice at the option and discretion of the Licensor or its authorized representative.

3. USE OF PREMISES. The use of the Premises shall be limited to the purposes specified in block 5, and no other.

4. ASSIGNMENT/TRANSFER OF RIGHTS. This License is neither assignable nor transferable by the Licensee. This license does not grant exclusive use or control of the licensed premises and grants no interest in the real property of the Licensor.

5. UTILITIES AND SERVICES. If utilities and services are furnished to the Premises, the Licensee agrees to reimburse the Licensor for the cost as determined by the Licensor in accordance with applicable statutes and regulations.

Reimbursement for Utilities and Services			
Amount (Each Payment)	Frequency Payments	First Due Date	To (Mailing Address)
N/A	Due N/A	N/A	N/A
Utilities / Services Furnished Are:			
<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas/Oil	<input type="checkbox"/> None	<input type="checkbox"/> HVAC/ Steam Heat
<input type="checkbox"/> Telephone	<input type="checkbox"/> Internet	<input type="checkbox"/> Water/Sewer	<input type="checkbox"/> Garbage/Refuse/Recycling
		<input type="checkbox"/> Other:	

6. PROTECTION AND MAINTENANCE OF PREMISES. The Licensee, at its own cost and expense, shall protect, maintain, and keep the Premises under its control in good order. Licensee is responsible for repairing any damage to the Premises caused by Licensee, or its agents, employees, contractors, guests or invitees.

7. IMPROVEMENTS AND RESTORATION. No additions to, or alterations of, the Premises shall be made without the prior consent of the Licensor. Upon revocation or surrender of this License, to the extent directed by the Licensor, the Licensee shall remove all alterations, additions, betterments and improvements made, or installed, and restore the Premises to the same or as good condition as existed on the date of entry under this License, reasonable wear and tear excepted.

8. INDEMNIFICATION.

a. The Licensee releases the Licensor and its employees from liability for death or injury to persons at the Premises.

b. The Licensee, to the extent allowed by law, agrees to release and hold the Licensor and its employees harmless from, and to indemnify and defend them against, loss or damage to property caused by or arising from its use of the Premises, regardless of any contributory fault of the Licensor.

c. The Licensee shall indemnify and save harmless the Licensor, its officers, agents, servants and employees from, and defend it and them against, all liability under the Federal Tort Claims Act (28 U.S.C. §§ 2671 and 2680) or otherwise, for death or injury to all persons, or loss or damage to the property of all persons resulting from its use of the Premises.

**EXHIBIT "B"**

**GENERAL PROVISIONS TO LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY**

d. The Licensee agrees that the Licensor, its officers, agents and employees shall be released from all liability on all suits, claims, actions or demands in any way related to or arising under the Licensee's use of the property. This release includes, but is not limited to, all environmental suits, claims, and enforcement actions, whether arising during the Licensee's construction on or use of the property, or after such use has ended.

9. INSURANCE. The Licensee shall procure and keep continuously in effect during the term of this License the insurance required as follows on terms and conditions satisfactory to the Licensor, with an insurer whose rating is acceptable to the Licensor.

Insurance Required from Licensee (If any or all insurance requirements have been waived, enter "None" as appropriate)			
Type	Amount (Per Occurrence)	Type	Amount (Per State Law)
Commercial General Liability (Occurrence Policy Only)	\$2,000,000	Worker's Compensation	
Bodily Injury (Single Limit)	\$3,000,000		
Property Damage	\$2,000,000		
Fire/Legal Liability	\$2,000,000		
Deductible	N/A		

- Licensor shall be named as additional insured.
- The insurer must be authorized to write insurance in the state where the Premises is located.
- Proceeds of policies shall be made payable to "Treasurer of the United States".
- Each policy of insurance covering bodily injuries and third party property damage shall contain an endorsement waiving the insurer's right of subrogation against the United States of America.
- No cancellation, reduction in amount, or material change in coverage shall be effective until at least sixty (60) days after receipt by the Licensor of written notice.
- Notwithstanding the foregoing, any cancellation of insurance coverage based on nonpayment of the premium shall be effective only upon thirty (30) days' written notice to the Licensor.
- The Licensee shall provide proof of insurance to the Licensor throughout the term of this License.

The Licensee will not be allowed entry on the Premises until it first delivers a certificate or certificates of required insurance to the Licensor.

10. DAMAGE TO THE PREMISES.

a. In the event of damage, including damage by contamination, to any Government property by the Licensee, its officers, agents, servants, employees, or invitees, the Licensee, at the election of the Licensor, shall promptly repair, replace, or make monetary compensation for the repair or replacement of that property to the satisfaction of the Licensor. That obligation includes any damage discovered from the physical condition and environmental condition inspections notwithstanding the expiration or earlier termination or revocation of this License.

b. In the event that any item or part of the Premises shall require repair, rebuilding or replacement (collectively, "repair") resulting from loss or damage, the risk of which is assumed under this License, the Licensee shall promptly give notice to the Licensor and, to the extent of its liability as provided in this paragraph, shall either compensate the Licensor for any loss or damage within thirty (30) days of receipt of a statement, or repair the lost or damaged item or items of the Premises, as the Licensor may elect. If the cost of repair exceeds the liability of the Licensee for any loss or damage, the Licensee shall effect the repair if required to do so by the Licensor, and the excess of cost shall be reimbursed to the Licensee by the Licensor within thirty (30) days of receipt of a statement provided that appropriations are available for that purpose. In the event the Licensee shall have effected any repair that the Licensee is required to effect, the Licensor shall direct payment to the Licensee of so much of the proceeds of any

EXHIBIT "B"

**GENERAL PROVISIONS TO LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY**

insurance carried by the Licensee and made available to the Licensor on account of loss of or damage to any item or part of the Premises that may be necessary to enable the Licensee to effect the repair. In the event the Licensee shall not have been required to effect the repair, and the insurance proceeds allocable to the loss or damage that has created the need for the repair have been paid to the Licensee, the Licensee shall promptly refund to the Licensor the amount of the proceeds.

11. OFFICIALS NOT TO BENEFIT. No member of, or Delegate to Congress, or Resident Commissioner shall be admitted to any share or part of this License or to any benefit that may arise from it; but this provision shall not be construed to extend to this License if made with a corporation for its general benefit.

12. COVENANT AGAINST CONTINGENT FEES. The Licensee warrants that it has not employed any person to solicit or obtain this License upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the Licensor the right to annul this License or in its discretion to recover from the Licensee the amount of that commission, percentage, brokerage or contingent fee in addition to the consideration for this license. This warranty shall not apply to commissions payable by the Licensee upon contracts or sales obtained or made through *bona fide* established commercial or selling agencies maintained by the Licensee for the purpose of acquiring business.

13. NON-DISCRIMINATION. In connection with the performance of work under this License, the Licensee agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. Non-discrimination shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Licensee agrees to post in conspicuous places available for employees and applicants for employment, notices to be provided by the Licensor setting forth the provisions of the nondiscrimination clause. The Licensee further agrees to insert the foregoing provision in all subcontracts for work under this License, except subcontracts for standard commercial supplies or raw materials.

14. APPLICABLE RULES AND REGULATIONS.

a. All activities authorized under this License shall be subject to rules and regulations regarding supervision or otherwise, that may, from time to time, be prescribed by the local representative of the Licensor.

b. Upon request, the Licensee shall submit to the Licensor evidence of compliance with local, state, and Federal environmental laws and regulations.

15. FEDERAL FUNDS. This License does not obligate the Licensor to expend any appropriated funds. Nothing in this License is intended or should be interpreted to require any obligation or expenditure of funds in violation of the Anti-Deficiency Act (31 U.S.C. § 1341).

16. STORAGE OF TOXIC OR HAZARDOUS CHEMICALS. Storage, treatment, or disposal of toxic or hazardous materials on the Premises is prohibited except as authorized by the Licensor in accordance with 10 U.S.C. § 2692. Any hazardous materials that the Licensor authorizes the storage, treatment, or disposal of in connection with the use of the Premises shall be identified on a Hazardous Materials List and made a part of this License. Any such approved storage, treatment, or disposal of toxic or hazardous material by Licensee on the Premises shall be strictly limited to that material required or generated in connection with the authorized and compatible use of the Premises and shall be conducted in a manner consistent with the best interest of national defense as determined by the Secretary of the Navy and applicable law and regulations. As and to the extent caused by or attributable to the Licensee, Licensee shall have continued financial and environmental responsibility or liability for any and all direct or indirect consequences of the storage, treatment, or disposal of toxic or hazardous material within the Premises. Licensee will manage, control and dispose of its hazardous waste and hazardous materials in accordance with Federal, state, and local laws. In addition, Licensee shall implement the environmental requirements of applicable facility plans including but not limited to Spill Plans, Emergency Response Plans, and Hazardous Waste Management Plans. In the event the

**EXHIBIT "B"**

**GENERAL PROVISIONS TO LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY**

Licensor approves the storage, treatment, or disposal of toxic or hazardous materials, the Licensee shall obtain insurance or post a bond in an amount sufficient to cover possible cleanup costs.

~~17. ENVIRONMENTAL CONDITION OF PREMISES. Exhibit "C", Environmental Condition of Property, sets forth the existing environmental condition of the Premises as represented by a baseline survey conducted by the Licensor. Licensee is hereby made aware of the notifications contained in Exhibit "C" and shall comply with all restrictions set forth therein.~~

~~18. JOINT INSPECTION AND INVENTORY REPORT (NON-ENVIRONMENTAL). A Joint Inspection and Inventory Report (JIIR) has been conducted by representatives of the Licensor and the Licensee documenting the condition of the Premises. The report is attached to this License and made a part hereof as Exhibit "D". The Premises shall be delivered to the Licensee on an "As Is, Where Is" basis, and, as such, Licensor makes no warranty relative to the Premises as to its usability generally or as to its fitness for any particular purpose. Any safety and/or health hazards identified and listed as such in the JIIR shall be corrected at the Licensee's expense prior to use and occupancy of the relevant portion of the Premises. Such safety and/or health hazards shall be limited to those identified in the JIIR. In the event this License is terminated and the parties have not agreed to enter into a new License, or another agreement, Licensee shall return the Premises to the Licensor in the same condition in which it was received, reasonable wear and tear and Acts of God excepted. Licensee may, at its expense and with prior written approval of the Licensor: (a) replace any personal property with personal property of like kind and utility, (b) replace any personal property in a good and workmanlike manner, and (c) dispose of any worn out, obsolete or non-functioning personal property, in accordance with applicable laws and regulations. Licensor shall not unreasonably withhold or delay granting its approval to Licensee's request for such actions.~~

19. ADMINISTRATIVE COSTS. At the termination or expiration of this License, at the Licensor's discretion, Licensee shall be responsible for administrative costs associated with completing a final inspection of the premises ~~and updating the Environmental Condition of Property.~~

20. NOTICES. Correspondence concerning this License shall be provided to both the Local Representative identified in Block 6a. and the Real Estate Contracting Officer identified in Block 10.

21. STATEMENT OF COMPLIANCE. Pursuant 10 U.S.C. § 2662:

- a. This license is not subject to the requirements of this section; or,
- ~~b. This license is subject to the requirements of this section and said requirements have been met.~~

22. ADDITIONS, MODIFICATIONS AND DELETIONS. Prior to the execution of this License, the following provisions were added, modified or deleted:

Provisions 1, 17, 18, 19 and 21b have been deleted and or modified.



**Exhibit "C"**  
**Special Provisions**

- a. Licensee understands they have non-exclusive use of the Licensed Premises and must coordinate usage of the Licensed Premises with all other licensed entities. Licensee shall maintain and communicate a monthly training schedule that identifies dates of intended use and access. This schedule shall indicate the type of training involved and estimate number of personnel that will attend the training event.

**Licensee is hereby informed that portions of the road infrastructure are subject to a License with the City of Concord and close coordination with the City to deconflict the research development purposes of the City License is required. By the 1st of every month, the Licensee shall notify each of the following entities of the training schedule anticipated for the next 60 days:**

**Navy Notification POCs:**

Cecily Vetrano – (619) 524-5927, [cecily.vetrano@navy.mil](mailto:cecily.vetrano@navy.mil)  
CSO - Glen Nelson– (415) 743-4703, (510) 224-0566, [glen.nelson@navy.mil](mailto:glen.nelson@navy.mil)

**MOTCO Notification POCs:**

Glen Nelson– (415) 743-4703, (510) 224-0566, [glen.nelson@navy.mil](mailto:glen.nelson@navy.mil)

**City of Concord Notification POC:**

Israel Mora - (510) 603-1804, [Israel.Mora@cityofconcord.org](mailto:Israel.Mora@cityofconcord.org)

**Contra Costa County Fire Protection District POC:**

Lewis T. Broschard III- (925) 941-3501, [lewis.broschard@cccfd.org](mailto:lewis.broschard@cccfd.org)

**Contra Costa County Office Sheriff POC**

Megan Benveniste - (925) 646-4461, [Mbenv001@so.cccounty.us](mailto:Mbenv001@so.cccounty.us)

- b. No overnight occupancy is permitted.
- c. Licensee shall ensure that the Licensed Premises will be clean of debris and trash at the end of the use of the Licensed Premises, to the satisfaction of the Government, and will keep the Licensed Premises clean and orderly on a daily basis. Non-compliance with this provision may be the basis for License termination or revocation of future request.
- d. No fueling will be authorized within the Licensed Premises.
- e. Sublicensing is authorized. See Special Provision "y" for Sublicensing requirements.
- f. Licensee will not block the Licensor, its contractors or other Licensees from the Licensed Premises.
- g. Unless specifically authorized in Section 5 of Page 1 of the License, all vehicles traversing the property will remain on paved roads on the Licensed Premises.
- h. Government shall have no responsibility for the protection and safeguarding of any personal vehicles or any other personal property brought onto Concord Naval Weapons, in connection with this License.

- i. Signage, other than directional signs, is prohibited. Directional signs must be freestanding or located on existing poles and must be removed after the conclusion of the License term.
- j. Licensee may not conduct operations that would interfere or otherwise restrict environmental cleanup or restoration actions by the Government, the US EPA, State environmental regulators, or their contractors. In the event of any conflict, environmental cleanup, restoration, or testing activities by these parties shall take priority over Licensee's use of the Licensed Premises.
- k. Government's rights under this License specifically include the right for Government officials to inspect, upon reasonable notice, the Licensed Premises for compliance with environmental, safety, and occupational health laws and regulations, whether or not the Government is responsible for enforcing them. Such inspections shall not interfere with Licensee's activities unless immediate entry is required for safety or security reasons or in the event of an emergency. Such inspections are without prejudice to the right of duly constituted enforcement officials to make such inspections. Licensee shall have no claim on account of any entries against the United States or any officer, agent, employee, contractor or subcontractor thereof.
- l. Licensee shall not use groundwater and shall not disturb or cause to be disturbed Government groundwater monitoring wells and equipment. Licensee shall not conduct any subsurface excavation, digging, drilling, or other disturbance of the surface at the Licensed Premises.
- m. Access to Installation Restoration Program sites, Military Munitions Response Program sites, wetlands, archeological sites, areas with archeological potential, areas that support Federally listed endangered/threatened species, areas utilized by other Federal or DoD entities, and areas utilized by other licensees, lessees, or other agreements are prohibited.
- n. In the event that archaeological materials (e.g., shell, wood, bone, or stone artifacts) or human remains are found or suspected during operations, the Licensee shall stop training in the area of the discovery, secure the site, and notify the Government as soon as practicable, but no longer than 24 hours after the discovery. The Licensee shall not proceed with training until the Government has the opportunity to evaluate the find, and the Government gives the Licensee direction to resume training.
- o. Licensee will at all times during the use of this License promptly observe and comply, at its sole cost and expense, with the provisions of all applicable Federal, State, and local laws, regulations, and standards concerning environmental quality and pollution control and abatement. Licensee covenants that it will not generate, use, or store hazardous substances or hazardous waste on the Licensed Premises. Licensee shall promptly notify the Government and supply copies of any notices, reports, correspondence, and submissions made by Licensee to any Federal, State, or local authority, or received by Licensee from said authority, concerning environmental



matters or hazardous substances or hazardous waste on, about, or pertaining to the Licensed Premises.

- p. No notice, order, direction, determination, requirement, consent or approval under this License shall be of any affect unless it is in writing and signed by the Parties to this License.
- q. Still photography or filming is prohibited unless otherwise requested in writing by the Licensee and permission is authorized in writing by the Government, and only with strict observation of any additional precaution or procedure the Government may specify.
- r. Licensee is responsible for ensuring that the buildings are properly secured upon leaving the Licensed Premises each day during the term of the License. Licensee shall be required to pay for the repair or replacement of any structural damage (e.g., windows, walls, doors, floors) to the Licensed Premises caused from the training or vandalism.
- s. **LIVE MUNITION TRAINING IS STRICTLY PROHIBITED.** No hazardous materials or explosives are authorized within the Licensed Premises. Other than the specific simunition approved in Special Provision "t", no other chemicals, pyrotechnics, flame, heat, smoke, paint, etc., will be utilized by the Licensee. No smoking is permitted within the Licensed Premises.
- t. Licensee is authorized to use "12 GRAM LOW ROLL NON-RELOADABLE DISTRACTION DEVICE," as described in the MSDS attached hereto as Exhibit "F". Licensee agrees to collect and dispose of all spent device cartridges once the training event is complete. When training in building interiors, Licensee agrees to properly clean up (wipe down, sweep, etc.) any visible or excess created by the device
- u. Notification is hereby given that the buildings authorized for use for training purposes at the former Concord Naval Weapons Station may contain asbestos. Your agency's Industrial Hygiene Specialist may coordinate access to verify the presence of friable asbestos. All posted signs stating limited or prohibited access due to asbestos must be followed. Information regarding asbestos is hereby attached as Attachment "A" to these Special Provisions (Fact Sheet July 2003; "What is Asbestos?" – 3 pages) and made part of this License agreement with the Department of the Navy. If you have any questions, please call the CSO (as cited in paragraph a. of these Special Provisions).
- v. The Licensed Premises are delivered to the Licensee "AS IS, WHERE IS", and, as such, the Government makes no warranty as to such facilities and property either as to their usability generally or as to their fitness for any particular purpose. At the termination of this License, Licensee shall turn over to the Government the Licensed Premises in the same, or as good a condition in which they were received, reasonable wear and tear excepted.
- w. Notice is hereby given that the Government is no longer maintaining the property at the level of an operational Navy base and safety hazards may be present. The Navy has not inspected the building and Licensee assumes any and all risk from its use.

- x. **LICENSEE ACKNOWLEDGES THAT LICENSEE AND ITS INVITEES ARE ENTERING THE LICENSED PREMISES AT THEIR OWN RISK AND LICENSEE EXPRESSLY INDEMNIFIES AND HOLDS THE LICENSOR HARMLESS FOR ANY DAMAGE OR HARM TO LICENSEE AND ITS INVITEES RESULTING FROM USE OF THE LICENSED PREMISES. LICENSEE ACKNOWLEDGES THAT IT HAS PROVIDED EACH INVITEE WITH A COMPLETE COPY OF THIS LICENSE AND HAS PERSONALLY ADVISED EACH INVITEE OF THE RISKS ASSOCIATED WITH USE OF THE LICENSED PREMISES, INCLUDING BUT NOT LIMITED TO THOSE RISKS RELATED TO CONTACT WITH UNEXPLODED ORDNANCE. SHOULD THE LICENSEE ENCOUNTER ANY METALLIC OBJECTS, IT SHALL IMMEDIATELY CEASE ALL ACTIVITY AND CONTACT THE CSO POINT OF CONTACT.**
- y. Law enforcement agencies that use canine units during their training must pick up dog waste and dispose in a proper manner upon leaving the Licensed Premises.
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- aa. Licensee acknowledges that planned training events may be cancelled at the request of the Licensor for reasons including but not limited to public events, access requests in support of the Navy environmental program, Navy response actions, etc.
- bb. Licensee acknowledges that one building (IA-7) is adjacent to the Licensed Premises has been Licensed to the City of Concord for use by its sublicensee for storage of vehicles and is hereby excluded from this License and is not a component of the Licensed Premises. Licensee shall not conduct training activities directly adjacent to IA-7 and shall not block or hinder the City of Concord (and its assigns) from entering IA-7.
- cc. Licensee is prohibited from accessing government owned remediation equipment stored in an enclosure adjacent to building IA-12 as shown in Exhibit "D."
- dd. Licensee is prohibited from vehicle use within area, depicted in Exhibit "D" due to remediation equipment (SVE) in the ground.
- ee. Licensee is authorized to use the North side of IA-15, next to the fire burn box, for bicycle storage as shown in Exhibit "E".
- ff. The failure of Licensor to enforce any provision of this License shall not be construed as waiver of that or any other provision herein.
- gg. Licensee shall have the right to self-insure. In the event that Licensee does self-insure, Licensee shall provide written evidence of such self-insurance to Licensor, and shall include the Licensor as additional insured under such self-insurance coverage as described in General Provision 9. If Licensee does not self-insure, then, during the entire term of this Agreement, Licensee shall provide and maintain, in full force and effect at all times, insurance policies meeting the requirements described in General Provision 9, unless otherwise expressed in writing by the Licensor.

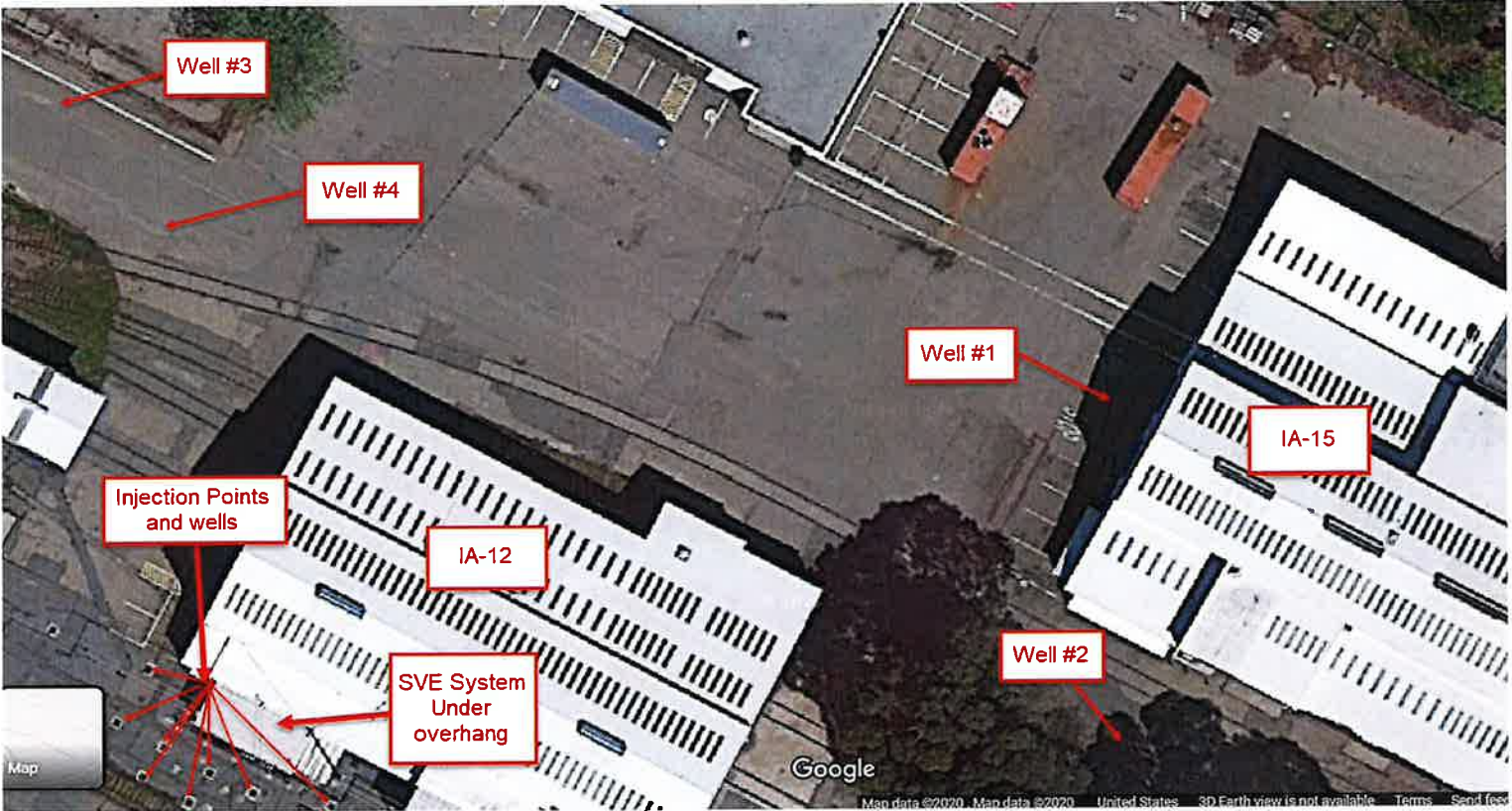
hh. In the event of conflict with the General Provisions of the License, the Special Provisions shall prevail and override the General Provisions.

LICENSEE ACKNOWLEDGMENT:

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

**Exhibit "D"**  
**Building IA-12 - Prohibited Access Area**  
**N4769221RP21P14**



**Exhibit "E"**  
**Bldg IA-15 – Bicycle Storage**  
N476922RP21P14



**Safety Data Sheet**

according to 1907/2006/EC (REACH), 1272/2008/EC (CLP), and  
OSHA GHS

Printing date July 07, 2015

Revision: July 07, 2015

**SECTION 1: Identification of the substance/mixture and of the company/undertaking**

- **1.1 Product identifier**
- **Trade name: 12-Gram Low Roll™ Non-Reloadable Distraction Device®**
- **Article number: 8902NR (1091494)**
- **1.2 Relevant identified uses of the substance or mixture and uses advised against**  
No further relevant information available.
- **1.3 Details of the supplier of the Safety Data Sheet**
- **Manufacturer/Supplier:**  
Safariland, LLC  
13386 International Parkway  
Jacksonville, FL 32218  
Customer Care (800) 347-1200
- **Further information obtainable from:** Customer Care Department
- **1.4 Emergency telephone number:**  
ChemTel Inc.  
(800)255-3924, +1 (813)248-0585

**SECTION 2: Hazards identification**

- **2.1 Classification of the substance or mixture**
- **Classification according to Regulation (EC) No 1272/2008**  
Classifications listed are applicable to the OSHA GHS Hazard Communication Standard (29CFR1910.1200).



exploding bomb

Expl. 1.4 H204 Fire or projection hazard.

- **Additional information:**  
There are no other hazards not otherwise classified that have been identified.  
0 % of the mixture consists of component(s) of unknown toxicity.

- **2.2 Label elements**
- **Labelling according to Regulation (EC) No 1272/2008**  
The product is additionally classified and labelled according to the Globally Harmonized System within the United States (GHS).  
The product is classified and labelled according to the CLP regulation.
- **Hazard pictograms**



GHS01

- **Signal word** Warning
- **Hazard statements**  
H204 Fire or projection hazard.

(Cont'd. on page 2)



## Safety Data Sheet

according to 1907/2006/EC (REACH), 1272/2008/EC (CLP), and  
OSHA GHS

Printing date July 07, 2015

Revision: July 07, 2015

Trade name: 12-Gram Low Roll™ Non-Reloadable Distraction Device®

(Cont'd. from page 1)

- **Precautionary statements**

- P210 Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
- P250 Do not subject to grinding/shock/friction.
- P280 Wear protective gloves/protective clothing/eye protection/face protection.
- P373 DO NOT fight fire when fire reaches explosives.
- P370+P380 In case of fire: Evacuate area.
- P372 Explosion risk in case of fire.
- P401 Store in accordance with local/regional/national/international regulations.
- P501 Dispose of contents/container in accordance with local/regional/national/international regulations.

- **Additional information:**

Contains lead. Should not be used on surfaces liable to be chewed or sucked by children.  
Can become highly flammable in use.

- **NFPA ratings (scale 0 - 4)**



Health = 1  
Fire = 0  
Reactivity = 3

- **HMIS-ratings (scale 0 - 4)**



Health = 1  
Fire = 0  
Reactivity = 3

- **HMIS Long Term Health Hazard Substances**

7778-74-7	potassium perchlorate
-----------	-----------------------

- **2.3 Other hazards**

- **Results of PBT and vPvB assessment**

- **PBT:** Not applicable.
- **vPvB:** Not applicable.

- **Explosive Product Notice**

PREVENTION OF ACCIDENTS IN THE USE OF EXPLOSIVES - The prevention of accidents in the use of explosives is a result of careful planning and observance of the best known practices. The explosives user must remember that he is dealing with a powerful force and that various devices and methods have been developed to assist him in directing this force. He should realize that this force, if misdirected, may either kill or injure both him and his fellow workers.

WARNING - All explosives are dangerous and must be carefully handled and used following approved safety procedures either by or under the direction of competent, experienced persons in accordance with all applicable federal, state, and local laws, regulations, or ordinances. If you have any questions or doubts as to how to use any explosive product, DO NOT USE IT before consulting with your supervisor, or the manufacturer, if you do not have a supervisor. If your supervisor has any questions or doubts, he should consult the manufacturer before use.

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## Safety Data Sheet

according to 1907/2006/EC (REACH), 1272/2008/EC (CLP), and  
OSHA GHS

Printing date July 07, 2015

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Trade name: 12-Gram Low Roll™ Non-Reloadable Distraction Device®

(Cont'd. from page 2)

### SECTION 3: Composition/information on ingredients

#### 3.2 Mixtures

**Description:** Mixture of substances listed below with nonhazardous additions.

#### Dangerous components:

CAS: 7778-74-7 EINECS: 231-912-9 Index number: 017-008-00-5	potassium perchlorate ⚠ Ox. Sol. 1, H271 ⚠ Acute Tox. 4, H302	25-50%
CAS: 7429-90-5 EINECS: 231-072-3 Index number: 013-001-00-6	aluminium powder (pyrophoric) ⚠ Pyr. Sol. 1, H250; Water-react. 2, H261	25-50%
CAS: 7439-95-4 EINECS: 231-104-6 Index number: 012-001-00-3	magnesium powder (pyrophoric) ⚠ Pyr. Sol. 1, H250; Water-react. 1, H260	10-25%
CAS: 7440-50-8 EINECS: 231-159-6	copper substance with a Community workplace exposure limit	2,5-10%
CAS: 7440-66-6	zinc metal ⚠ Aquatic Acute 1, H400; Aquatic Chronic 1, H410	≤ 2,5%
CAS: 3811-04-9 EINECS: 223-289-7 Index number: 017-004-00-3	potassium chlorate ⚠ Ox. Sol. 1, H271 ⚠ Aquatic Chronic 2, H411 ⚠ Acute Tox. 4, H302; Acute Tox. 4, H332	≤ 2,5%
CAS: 592-87-0 EINECS: 209-774-6 Index number: 082-001-00-6	lead dithiocyanate ⚠ Carc. 1B, H350; Repr. 1A, H360Df; STOT RE 2, H373 ⚠ Aquatic Acute 1, H400; Aquatic Chronic 1, H410 ⚠ Acute Tox. 4, H302; Acute Tox. 4, H332	≤ 2,5%
CAS: 10294-40-3 EINECS: 233-660-5 Index number: 056-002-00-7	barium chromate ⚠ Carc. 1A, H350 ⚠ Acute Tox. 4, H302; Acute Tox. 4, H332	≤ 2,5%

#### Additional information:

For the listed ingredients, the identity and exact percentages are being withheld as a trade secret.

### SECTION 4: First aid measures

#### 4.1 Description of first aid measures

**General information:** Immediately remove any clothing soiled by the product.

#### After inhalation:

Unlikely route of exposure.

Supply fresh air; consult doctor in case of complaints.

#### After skin contact:

Generally the product does not irritate the skin.

Wash with soap and water.

If skin irritation is experienced, consult a doctor.

(Cont'd. on page 4)



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(Cont'd. from page 3)

- **After eye contact:**  
Remove contact lenses if worn.  
Rinse opened eye for several minutes under running water. If symptoms persist, consult a doctor.
- **After swallowing:**  
Unlikely route of exposure.  
Do not induce vomiting; call for medical help immediately.
- **4.2 Most important symptoms and effects, both acute and delayed** Blast injury if mishandled.
- **Hazards** Danger of blast or crush-type injuries.
- **4.3 Indication of any immediate medical attention and special treatment needed**  
Product may produce physical injury if mishandled. Treatment of these injuries should be based on the blast and compression effects.

**SECTION 5: Firefighting measures**

- **5.1 Extinguishing media**
- **Suitable extinguishing agents:**  
DO NOT fight fire when fire reaches explosives.  
Use fire extinguishing methods suitable to surrounding conditions.
- **For safety reasons unsuitable extinguishing agents:** None.
- **5.2 Special hazards arising from the substance or mixture**  
Product may explode if burned in confined space. Individual cartridges may explode. Mass explosion of many cartridges at once is unlikely.
- **5.3 Advice for firefighters**
- **Protective equipment:**  
Wear self-contained respiratory protective device.  
Wear fully protective suit.
- **Additional information**  
Eliminate all ignition sources if safe to do so.  
Flammability Classification: (defined by 29 CFR 1910.1200) Explosive. Can explode under fire conditions. Individual devices will randomly explode. Will not mass explode if multiple devices are involved. Burning material may produce toxic and irritating vapors. In unusual cases, shrapnel may be thrown from exploding devices under containment. See 2008 Emergency response Guidebook for further information.

**SECTION 6: Accidental release measures**

- **6.1 Personal precautions, protective equipment and emergency procedures**  
FOR ALL TRANSPORTATION ACCIDENTS, CALL CHEMTEL AT 1-800-255-3924. Spills of this material should be handled carefully. Do not subject materials to mechanical shock or extreme heat. A spill of this material will normally not require emergency response team capabilities.  
Remove persons from danger area.  
Ensure adequate ventilation  
Wear protective clothing.  
Protect from heat.  
Isolate area and prevent access.
- **6.2 Environmental precautions:** No special measures required.

(Cont'd. on page 5)

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(Cont'd. from page 4)

- **6.3 Methods and material for containment and cleaning up:**

Pick up mechanically.  
Send for recovery or disposal in suitable receptacles.

- **6.4 Reference to other sections**

See Section 7 for information on safe handling.  
See Section 8 for information on personal protection equipment.  
See Section 13 for disposal information.

### SECTION 7: Handling and storage

- **7.1 Precautions for safe handling**

Handle with care. Avoid jolting, friction and impact.  
Use only in well ventilated areas.  
Do not subject to grinding/shock/friction.

- **Information about fire - and explosion protection:**

Protect from heat.  
Emergency cooling must be available in case of nearby fire.

- **7.2 Conditions for safe storage, including any incompatibilities**

- **Storage:**

- **Requirements to be met by storerooms and receptacles:** Store in a cool location.

- **Information about storage in one common storage facility:**

Store away from foodstuffs.  
Store away from flammable substances.

- **Further information about storage conditions:**

Store in cool, dry conditions in well sealed receptacles.  
Keep away from heat.

- **7.3 Specific end use(s)** No further relevant information available.

### SECTION 8: Exposure controls/personal protection

- **Additional information about design of technical facilities:** No further data; see section 7.

- **8.1 Control parameters**

- **Ingredients with limit values that require monitoring at the workplace:**

**7429-90-5 aluminium powder (pyrophoric)**

PEL (USA)	Long-term value: 15*; 15** mg/m <sup>3</sup> *Total dust; ** Respirable fraction
REL (USA)	Long-term value: 10* 5** mg/m <sup>3</sup> as Al*Total dust**Respirable/pyro powd./welding f.
TLV (USA)	Long-term value: 1* mg/m <sup>3</sup> as Al; *as respirable fraction
EL (Canada)	Long-term value: 1,0 mg/m <sup>3</sup> respirable, as Al

(Cont'd. on page 6)

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EV (Canada)	Long-term value: 5 mg/m <sup>3</sup> aluminium-containing (as aluminium)
<b>7440-50-8 copper</b>	
PEL (USA)	Long-term value: 1* 0,1** mg/m <sup>3</sup> as Cu *dusts and mists **fume
REL (USA)	Long-term value: 1* 0,1** mg/m <sup>3</sup> as Cu *dusts and mists **fume
TLV (USA)	Long-term value: 1* 0,2** mg/m <sup>3</sup> *dusts and mists; **fume; as Cu
EL (Canada)	Long-term value: 1* 0,2** mg/m <sup>3</sup> *dusts and mists; **fume, as Cu
EV (Canada)	Long-term value: 0,2* 1** mg/m <sup>3</sup> as copper, *fume;**dust and mists
<b>592-87-0 lead dithiocyanate</b>	
PEL (USA)	Long-term value: 5 mg/m <sup>3</sup> as CN; Skin
EV (Canada)	Long-term value: 0,05 mg/m <sup>3</sup> as Pb, Skin (organic compounds)
<b>10294-40-3 barium chromate</b>	
PEL (USA)	Long-term value: 0,005* mg/m <sup>3</sup> Ceiling limit: 0,1** mg/m <sup>3</sup> *as Cr(VI) **as CrO <sub>3</sub> ; see 29 CFR 1910,1026
REL (USA)	Long-term value: 0,0002 mg/m <sup>3</sup> as Cr; See Pocket Guide Apps. A and C
TLV (USA)	Long-term value: 0,01 mg/m <sup>3</sup> as Cr
EL (Canada)	Long-term value: 0,01 mg/m <sup>3</sup> as Cr; ACGIH A1, IARC 1
<ul style="list-style-type: none"> <li>· DNELs No further relevant information available.</li> <li>· PNECs No further relevant information available.</li> </ul>	
<b>Ingredients with biological limit values:</b>	
<b>10294-40-3 barium chromate</b>	
BEI (USA)	25 µg/L Medium: urine Time: end of shift at end of workweek Parameter: Total chromium (fume)
	10 µg/L Medium: urine Time: increase during shift Parameter: Total chromium (fume)

- **Additional information:** No further relevant information available.

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- **8.2 Exposure controls**

- **Personal protective equipment:**

- **General protective and hygienic measures:**

The usual precautionary measures are to be adhered to when handling chemicals.

Keep away from foodstuffs, beverages and feed.

Immediately remove all soiled and contaminated clothing.

Wash hands before breaks and at the end of work.

- **Respiratory protection:**

Not required under normal conditions of use.

Wear positive pressure NIOSH or European EN149 vapor respirators when deploying product in large quantities.

- **Protection of hands:**

Wear gloves for the protection against mechanical hazards according to NIOSH or EN 388.

- **Material of gloves**

The selection of the suitable gloves does not only depend on the material, but also on further marks of quality and varies from manufacturer to manufacturer. As the product is a preparation of several substances, the resistance of the glove material can not be calculated in advance and has therefore to be checked prior to the application.

- **Penetration time of glove material**

The exact break through time has to be found out by the manufacturer of the protective gloves and has to be observed.

- **Eye protection:**



Safety glasses

- **Body protection:** Protective work clothing

- **Limitation and supervision of exposure into the environment**

No further relevant information available.

- **Risk management measures**

Organizational measures should be in place for all activities involving this product.

## SECTION 9: Physical and chemical properties

- **9.1 Information on basic physical and chemical properties**

- **General Information**

- **Appearance:**

**Form:**

Solid material

**Colour:**

According to product specification

- **Odour:**

Odourless

- **Odour threshold:**

Not determined.

- **pH-value:**

Not applicable.

- **Change in condition**

**Melting point/Melting range:**

Not Determined.

**Boiling point/Boiling range:**

Undetermined.

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(Cont'd. from page 7)

- **Flash point:** Not applicable.
- **Flammability (solid, gaseous):** Fire or projection hazard.
- **Auto/Self-ignition temperature:** Not determined.
- **Decomposition temperature:** Not determined.
- **Self-igniting:** Product is not self-igniting.
- **Danger of explosion:** Heating may cause an explosion.
- **Explosion limits:**
  - Lower: Not determined.
  - Upper: Not determined.
- **Oxidising properties** Contains oxidizing agent.
- **Vapour pressure:** Not determined.
- **Density:** Not determined.
- **Relative density** Not determined.
- **Vapour density** Not applicable.
- **Evaporation rate** Not applicable.
- **Solubility in / Miscibility with water:** Variable, dependent upon product composition and packaging.
- **Partition coefficient (n-octanol/water):** Not determined.
- **Viscosity:**
  - Dynamic: Not applicable.
  - Kinematic: Not applicable.
- **9.2 Other information** No further relevant information available.

### SECTION 10: Stability and reactivity

- **10.1 Reactivity** No further relevant information available.
- **10.2 Chemical stability**
- **Thermal decomposition / conditions to be avoided:**  
Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
- **10.3 Possibility of hazardous reactions**  
Fire or projection hazard.  
Toxic fumes may be released if heated above the decomposition point.
- **10.4 Conditions to avoid** No further relevant information available.
- **10.5 Incompatible materials:** No further relevant information available.
- **10.6 Hazardous decomposition products:** Leadoxide vapour

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## Safety Data Sheet

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OSHA GHS

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### SECTION 11: Toxicological information

#### 11.1 Information on toxicological effects

This is a packaged product that will not result in exposure to the contents under normal conditions of use. In the event of exposure, administer first aid appropriate for symptoms present.

#### Acute toxicity

#### LD/LC50 values relevant for classification:

##### 7758-97-6 lead chromate

Oral	LD50	12000 mg/kg (mouse)
------	------	---------------------

#### Primary irritant effect:

#### Skin corrosion/irritation

Not a skin irritant in unused form. Vapors/particles from used product are possibly irritating to skin.

#### Serious eye damage/irritation

Not an eye irritant in unused form. Vapors/particles from used product are possibly irritating to eyes.

#### Respiratory or skin sensitisation

Based on available data, the classification criteria are not met.

#### Additional toxicological information:

Normal handling of the undeployed product poses little or no health hazards, One should avoid inhalation by wearing appropriate respiratory protection when exposed to the chemical ingredients of the product above listed TLV's or when exposed to the post ignition by-products. This product is a canister which contains the various components completely sealed within. Therefore, under normal handling of this product, no exposure to any harmful materials will occur. When the product is used, particles may be generated which may be irritating to the eyes and the respiratory tract.

#### Acute effects (acute toxicity, irritation and corrosivity):

Danger of blast or crush-type injuries.

#### Repeated dose toxicity:

No further relevant information available.

#### CMR effects (carcinogenicity, mutagenicity and toxicity for reproduction):

#### Germ cell mutagenicity

Based on available data, the classification criteria are not met.

#### Carcinogenicity

Based on available data, the classification criteria are not met.

#### Reproductive toxicity

Based on available data, the classification criteria are not met.

#### STOT-single exposure

Based on available data, the classification criteria are not met.

#### STOT-repeated exposure

Based on available data, the classification criteria are not met.

#### Aspiration hazard

Based on available data, the classification criteria are not met.

### SECTION 12: Ecological information

#### 12.1 Toxicity

#### Aquatic toxicity:

No further relevant information available.

#### 12.2 Persistence and degradability

No further relevant information available.

#### 12.3 Bioaccumulative potential

May be accumulated in organism

#### 12.4 Mobility in soil

No further relevant information available.

#### Additional ecological information:

#### General notes:

Do not allow product to reach ground water, water course or sewage system.

Danger to drinking water if even small quantities leak into the ground.

The product contains heavy metals. Avoid transfer into the environment. Specific preliminary treatments are necessary

(Cont'd. on page 10)

## Safety Data Sheet

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OSHA GHS

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- **12.5 Results of PBT and vPvB assessment**
- **PBT:** Not applicable.
- **vPvB:** Not applicable.
- **12.6 Other adverse effects** No further relevant information available.

### SECTION 13: Disposal considerations

- **13.1 Waste treatment methods**
- **Recommendation**  
Must not be disposed together with household garbage. Do not allow product to reach sewage system. The user of this material has the responsibility to dispose of unused material, residues and containers in compliance with all relevant local, state and federal laws and regulations regarding treatment, storage and disposal for hazardous and nonhazardous wastes. Residual materials should be treated as hazardous.
- **Uncleaned packaging:**
- **Recommendation:** Disposal must be made according to local official regulations.
- **Recommended cleansing agents:** Water, if necessary together with cleansing agents.

### SECTION 14: Transport information

- **14.1 UN-Number**
- **DOT, ADR, IMDG, IATA** UN0452
- **14.2 UN proper shipping name**
- **DOT** Grenades, Practice
- **ADR** 0452 GRENADES, PRACTICE
- **IMDG, IATA** GRENADES, PRACTICE
- **14.3 Transport hazard class(es)**

- **DOT**



- **Class** 1.4
- **Label** 1.4

- 
- **ADR**
  - **Class** 1.4 (-)
  - **Label** 1.4G

- **IMDG, IATA**



- **Class** 1.4
- **Label** 1.4G

(Cont'd. on page 11)

## Safety Data Sheet

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Trade name: 12-Gram Low Roll™ Non-Reloadable Distraction Device®

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- 14.4 Packing group II
- DOT, ADR, IMDG, IATA
- 14.5 Environmental hazards:
- Special marking (IATA): Prohibited from Transport in Passenger Aircraft.



Cargo Aircraft Only.

- 14.6 Special precautions for user Not applicable.
  - EMS Number: F-B,S-X
  - 14.7 Transport in bulk according to Annex II of Marpol and the IBC Code Not applicable.
  - Transport/Additional information:
- 
- ADR
  - Limited quantities (LQ) 0
  - Excepted quantities (EQ) Code: E0  
Not permitted as Excepted Quantity
  - Transport category 2
  - Tunnel restriction code E
  - UN "Model Regulation": UN0452, Grenades, Practice, 1.4, II

### SECTION 15: Regulatory information

- 15.1 Safety, health and environmental regulations/legislation specific for the substance or mixture
- United States (USA)
- SARA

· Section 355 (extremely hazardous substances):
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None of the ingredients are listed.
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· Section 313 (Specific toxic chemical listings):
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7429-90-5	aluminium powder (pyrophoric)
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7440-50-8	copper
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7440-66-6	zinc metal
-----------	------------

· TSCA (Toxic Substances Control Act):
--

All ingredients are listed.
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· Proposition 65 (California):
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· Chemicals known to cause cancer:
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592-87-0	lead dithiocyanate
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10294-40-3	barium chromate
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7758-97-6	lead chromate
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· Chemicals known to cause reproductive toxicity for females:
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10294-40-3	barium chromate
------------	-----------------

7758-97-6	lead chromate
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(Cont'd. on page 12)



**Safety Data Sheet**  
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OSHA GHS

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· <b>Chemicals known to cause reproductive toxicity for males:</b>	
10294-40-3	barium chromate
7758-97-6	lead chromate

· <b>Chemicals known to cause developmental toxicity:</b>	
10294-40-3	barium chromate
7758-97-6	lead chromate

· <b>Carcinogenic Categories</b>		
· <b>EPA (Environmental Protection Agency)</b>		
7778-74-7	potassium perchlorate	NL
7440-50-8	copper	D
7440-66-6	zinc metal	D, I, II
10294-40-3	barium chromate	A(inh), D(oral), K/L(inh), CBD(oral)

· <b>IARC (International Agency for Research on Cancer)</b>		
10294-40-3	barium chromate	1

· <b>TLV (Threshold Limit Value established by ACGIH)</b>		
7429-90-5	aluminium powder (pyrophoric)	A4
10294-40-3	barium chromate	A1

· <b>NIOSH-Ca (National Institute for Occupational Safety and Health)</b>	
10294-40-3	barium chromate

· <b>Canada</b>	
· <b>Canadian Domestic Substances List (DSL)</b>	
All ingredients are listed.	

· <b>Canadian Ingredient Disclosure list (limit 0.1%)</b>	
10294-40-3	barium chromate

· <b>Canadian Ingredient Disclosure list (limit 1%)</b>	
7429-90-5	aluminium powder (pyrophoric)
7440-50-8	copper

· <b>Directive 2012/18/EU</b>	
· <b>Named dangerous substances - ANNEX I</b> None of the ingredients are listed.	
· <b>Other regulations, limitations and prohibitive regulations</b>	
This product has been classified in accordance with hazard criteria of the Controlled Products Regulations and the SDS contains all the information required by the Controlled Products Regulations.	
· <b>Substances of very high concern (SVHC) according to REACH, Article 57</b>	
None of the ingredients are listed.	

· <b>15.2 Chemical safety assessment:</b> A Chemical Safety Assessment has not been carried out.
--

(Cont'd. on page 13)

**Safety Data Sheet**  
 according to 1907/2006/EC (REACH), 1272/2008/EC (CLP), and  
 OSHA GHS

Printing date July 07, 2015

Revision: July 07, 2015

Trade name: 12-Gram Low Roll™ Non-Reloadable Distraction Device®

(Cont'd. from page 12)

**SECTION 16: Other information**

This information is based on our present knowledge. However, this shall not constitute a guarantee for any specific product features and shall not establish a legally valid contractual relationship.

**Relevant phrases**

- H250 Catches fire spontaneously if exposed to air.
- H260 In contact with water releases flammable gases which may ignite spontaneously.
- H261 In contact with water releases flammable gases.
- H271 May cause fire or explosion; strong oxidiser.
- H302 Harmful if swallowed.
- H332 Harmful if inhaled.
- H350 May cause cancer.
- H360Df May damage the unborn child. Suspected of damaging fertility.
- H373 May cause damage to organs through prolonged or repeated exposure.
- H400 Very toxic to aquatic life.
- H410 Very toxic to aquatic life with long lasting effects.
- H411 Toxic to aquatic life with long lasting effects.

**Abbreviations and acronyms:**

- ADR: Accord européen sur le transport des marchandises dangereuses par Route (European Agreement concerning the International Carriage of Dangerous Goods by Road)
- IMDG: International Maritime Code for Dangerous Goods
- DOT: US Department of Transportation
- IATA: International Air Transport Association
- GHS: Globally Harmonised System of Classification and Labelling of Chemicals
- ACGIH: American Conference of Governmental Industrial Hygienists
- EINECS: European Inventory of Existing Commercial Chemical Substances
- ELINCS: European List of Notified Chemical Substances
- CAS: Chemical Abstracts Service (division of the American Chemical Society)
- NFPA: National Fire Protection Association (USA)
- HMIS: Hazardous Materials Identification System (USA)
- DNEL: Derived No-Effect Level (REACH)
- PNEC: Predicted No-Effect Concentration (REACH)
- LC50: Lethal concentration, 50 percent
- LD50: Lethal dose, 50 percent
- PBT: Persistent, Bioaccumulative and Toxic
- SVHC: Substances of Very High Concern
- vPvB: very Persistent and very Bioaccumulative
- Expl. 1.4: Explosives, Division 1.4
- Pyr. Sol. 1: Pyrophoric Solids, Hazard Category 1
- Water-react. 1: Substances and Mixtures which, in contact with water, emit flammable gases, Hazard Category 1
- Water-react. 2: Substances and Mixtures which, in contact with water, emit flammable gases, Hazard Category 2
- Ox. Sol. 1: Oxidising Solids, Hazard Category 1
- Acute Tox. 4: Acute toxicity, Hazard Category 4
- Carc. 1A: Carcinogenicity, Hazard Category 1A
- Carc. 1B: Carcinogenicity, Hazard Category 1B
- Repr. 1A: Reproductive toxicity, Hazard Category 1A
- STOT RE 2: Specific target organ toxicity - Repeated exposure, Hazard Category 2
- Aquatic Acute 1: Hazardous to the aquatic environment - Acute Hazard, Category 1
- Aquatic Chronic 1: Hazardous to the aquatic environment - Chronic Hazard, Category 1
- Aquatic Chronic 2: Hazardous to the aquatic environment - Chronic Hazard, Category 2

**Sources**

SDS Prepared by:  
 ChemTel Inc.

(Cont'd. on page 14)

**Safety Data Sheet**  
according to 1907/2006/EC (REACH), 1272/2008/EC (CLP), and  
OSHA GHS

Printing date July 07, 2015

Revision: July 07, 2015

**Trade name: 12-Gram Low Roll™ Non-Reloadable Distraction Device®**

(Cont'd. from page 13)

1305 North Florida Avenue  
Tampa, Florida USA 33602-2902  
Toll Free North America 1-888-255-3924 Intl. +01 813-248-0573  
Website: [www.chemtelinc.com](http://www.chemtelinc.com)



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 30, 2021

Subject: RECEIVE Report from Sustainability Committee on Cut the Commute Pledge

---

**RECOMMENDATION(S):**

RECEIVE Report from Sustainability Committee on Cut the Commute Pledge.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

On November 3, 2020, the Board of Supervisors referred to the Sustainability Committee (Committee) the question of “how best to engage and encourage other Contra Costa employers to consider accepting the Cut the Commute Challenge.” The Committee was asked to report back to the Board in March 2021.

The Sustainability Committee discussed the Cut the Commute Pledge referral at its November 9, 2020 and January 25, 2021 meetings. Over the course of these meetings, the Committee received reports from 511 Contra Costa, the transportation demand management agency. Data on the commute patterns of County employees was included in the November 9, 2020 agenda, as well as the report provided by 511 Contra Costa at the January 25, 2021 meeting.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jody London,  
925-674-7871

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

At the November 9 meeting, the Committee discussed the complexity of the issue, equity considerations with telecommuting, and the importance of discussing the issue with employers moving forward. The Committee concluded that there should be a joint effort and multi-party conversation about working from home that includes 511 Contra Costa, Contra Costa Transportation Authority (CCTA), East Bay Leadership Council, labor unions, and transit providers.

At the January 25 meeting, the Committee received information from 511 Contra Costa about work from home trends currently in the County, the process 511 Contra Costa is using to engage employers, and how 511 Contra Costa plans to address equity issues. At that meeting, community members raised concern about increased automobile use and decreased transit ridership as a result of the COVID-19 pandemic. The Committee pointed out the role technology and government policy might play in reducing vehicle miles traveled and greenhouse gas emissions moving forward. The Committee noted the importance of continuing to offer transit services for those who rely on transit.

The Committee concluded that 511 Contra Costa's mission – to reduce traffic congestion and improve air quality by serving Contra Costa County with information, resources, and tools that promote alternatives to driving alone – positions it well to promote work-from-home programs and policies with employers in the county. The Committee recommends that this work should focus less on the specific details of the Cut the Commute pledge and more on identifying how to promote alternate work schedules that reduce vehicle miles traveled, where appropriate, and with attention to the equity issues that can arise.

The Sustainability Committee will continue to receive work-from-home updates from CCTA and 511 Contra Costa.

## ATTACHMENTS

511 Contra Costa Presentation on Work from Home



# 511 Contra Costa

County Sustainability Committee

January 25, 2021

# County Goal

The Sustainability Committee has expressed that they would like to increase participation in Work from Home as well as shared and active commute options in Contra Costa County in a manner that recognizes and respects equity and economic development concerns.





# 511 Contra Costa Mission

511 Contra Costa strives to reduce traffic congestion and improve air quality by serving Contra Costa County with information, resources and tools that promote alternatives to driving alone.





# Work from Home post Covid

511 Contra Costa encourages and supports Work from Home to reduce greenhouse gases but anticipates that employers will assess the Covid Work-from-Home experience and make decisions about future programs based first on financial and productivity considerations.

We are prepared to celebrate and promote the greenhouse gas savings realized with Work-from-Home programs, but also to react to the potential economic and equity impacts and continue promoting all shared and active commute options.



# 511 Contra Costa Plans:

- Encourage employers to set goals for Work from Home
- Relaunch employer outreach for a return-to-work to offer not only Work-from-Home resources but information and incentives for transit, carpool, vanpool, and active transportation
- Work with the Green Business Program to bolster their commute recommendations and give credit for Work-from-Home policies



# 511 Contra Costa Plans:

- Promote existing and develop new programs to encourage non-commute hour mode shift. K-12 schools returning to in-person classes combined with the potential of more parents working from home is likely to shift traffic patterns into the neighborhoods.
  - E-bike rebate program launched with an eye to neighborhood trips
  - Bike safety and infrastructure
  - Safe Routes to School programs



# 511 Contra Costa Plans:

- Meet with Chambers regarding potential business impacts of Work from Home and mitigation strategies
- Continue working in step with CCTA to promote and support their goals and strategies to address transportation needs and greenhouse gas emission reductions in the county.
- Continue working with the County Sustainability Committee, as needed, to help them achieve the county's goal.

**Thank you!**





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: Unpaid Student Training Agreement #26-502-9 with California State University, Sacramento

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Unpaid Student Training Agreement #26-502-9 with California State University, Sacramento, an educational institution, to provide supervised field instruction at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers to nursing students for the period June 1, 2021 through May 30, 2023.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

The purpose of this agreement is to provide California State University, Sacramento physical therapy students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefiting from the students' services to patients. The County's Health Services Department has been contracting with California State University, Sacramento since September 9, 2004.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jaspreet Benepal,  
925-370-5100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

On April 9, 2019, the Board of Supervisors approved contract #26-502-8 with California State University, Sacramento for the provision of clinical field experience and instruction from County's Health Services Department for the period from June 1, 2019 through May 30, 2021.

Approval of Unpaid Student Training Agreement #26-502-9 will allow California State University, Sacramento students to receive supervised fieldwork instruction and experience at CCRMC and Contra Costa Health Centers, through May 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive clinical field experience and instruction at CCRMC and Contra Costa Health Centers.

ATTACHMENTS

Training Agreement



UNPAID STUDENT TRAINING AGREEMENT

Number 26-502-9

1. Contract Identification.

Department: Health Services

Subject: Unpaid student training agreement with Department, sponsored by Contractor

2. Parties. The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows:

Contractor: CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Capacity: Educational Institution

Legal Address: 6000 J Street, Modoc Hall -3005 MS, Sacramento, California 958196020

3. Term. The effective date of this Agreement is June 1, 2021, and it terminates May 30, 2023, unless sooner terminated as provided herein.

4. Termination. This Agreement may be terminated by either party, at its sole discretion, upon seven-day advance written notice thereof to the other, or canceled immediately by written mutual consent, subject to termination conditions (if any) set forth in the Program Plan attached hereto and incorporated herein by reference.

5. Program. By this Agreement County agrees to permit unpaid student training by persons ("Participants") sponsored by Contractor, on behalf of its University of California, Sacramento, under the following conditions:

a. Services provided under this Agreement are volunteer services, and Participants obtain no employment rights with, or employment benefits from, the County, by virtue of this Agreement or service hereunder. Each Participant agrees to the foregoing and must execute the Unpaid Student Training Participation Agreement form attached hereto, and incorporated herein by this reference.

b. Contract terms and conditions are expressed in the Program Plan attached hereto and incorporated herein by reference.

6. Independent Contractor Status. This Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

7. Legal Authority. This Agreement is entered into under and subject to the following legal authority: California Government Code § 26227.

8. Signatures. These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

CONTRACTOR

By \_\_\_\_\_  
Designee

By \_\_\_\_\_

Recommended by Department

\_\_\_\_\_  
(Designate official capacity)

By \_\_\_\_\_  
Designee

(Form approved by County Counsel)



Contra Costa County

UNPAID STUDENT TRAINING PARTICIPANT AGREEMENT

The County of Contra Costa ("County") and the Participant named below agree as follows:

1. Participant will engage in training for a County department pursuant to a contract between the County and a contractor sponsoring the Participant, hereinafter the "Training Program."
2. Participant agrees that in connection with Training Program, Participant is a volunteer, and will obtain no employment rights or employment benefits from the County and waives any claim to any employment rights or employment benefits from the County based upon Participant's training services, whether or not authorized under such contract. Participant is not entitled to any monetary compensation or expense reimbursement from County for participation in Training Program; Participant acknowledges that his/her participation in the Training Program is for his/her personal benefit and solely for educational purposes, and that he/she may receive course credit from the educational institution at which he/she is enrolled.
3. Participant further agrees that he/she has read and understands the Unpaid Student Training Agreement (identified in paragraph 8, below) between the County and Participant's sponsoring contractor.
4. County or Participant may terminate this agreement upon three day's notice, or without prior notice by mutual consent or for cause. Otherwise this agreement terminates upon termination of the Contract between the County and Participant's sponsoring contractor.
5. The term of this agreement commences on the date that it is executed by both the County and Participant and terminates on the date that Participant completes his/her assigned placement in the Health Services Department under the contract between the County and the Contractor identified in Paragraph 8 below. The County or Participant may terminate this agreement upon three day's written notice, or without prior notice by mutual consent or for cause.
6. Neither the County nor any agent, officer, servant, or employee of the County shall undertake or incur any liability or other responsibility respecting the quantity, quality, kind, or value of the training of Participant and no warranty, express or implied, shall exist in that regard.
7. Entire Contract. This Agreement contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

8. Identification of Unpaid Student Training Agreement:Number 26-502-9Contractor California State University, SacramentoCounty Department Health Services -

CONTRA COSTA COUNTY

PARTICIPANT

\_\_\_\_\_  
(Printed Name)By \_\_\_\_\_  
(Designee)\_\_\_\_\_  
(Signature)

## PROGRAM PLAN

Number 26-502-9

1. **Purpose of the Program.** California State University, Sacramento, (hereinafter referred to as "Contractor") conducts a physical therapy training program for its participating students, in cooperation with County's Department. The Contractor desires to have its physical therapy students enrolled in this program to receive clinical field experience and instruction from the County, and the County is willing to provide such clinical experience and instruction under the terms and conditions hereinafter set forth. Therefore, the parties will undertake a program whereby such instruction and experience will be provided in accordance with this Agreement (Program), mutually agreed to by the parties.
  
2. **Contractor's Obligations.** Contractor shall:
  - a. Designate participant students for participation in the Program conducted pursuant to this Agreement (Participants)
  - b. Suggest dates for the clinical field experience, and cooperate with County's Department in establishing assignment schedules consisting of specific dates for the placement of a specific number of Participants with the County for training;
  - c. Assign for clinical field experience, only those Participants who are considered adequate by mutual written agreement of the parties hereto;
  - d. Make all necessary arrangements so that each Participant will:
    - (1) Have completed all the necessary courses required by the Contractor as preparation for said clinical field experience;
    - (2) Execute the County's Unpaid Student Training Participant Agreement (attached as Exhibit A) upon referral to the training Program;
    - (3) Arrange for their own transportation to and from the Health Services Department, and for maintenance and housing during field instruction;
    - (4) Channel educational problems to the appropriate instructor(s) in Contractor's school;
    - (5) Promptly report any illnesses and absences from duty; *and*
    - (6) Comply with regulations and standards of conduct governing professional personnel in the County Health Services Department.
  - e. Agree to have each Participant furnish to County, upon request, such evidence as Contractor may require showing that the Participant assigned for training is physically, psychologically and/or medically fit. If Contractor needs to provide any confidential medical information regarding Participant, County will have Participant sign a release for such information and forward the release to Contractor; *and*
  - f. Provide County with evidence that the Contractor has in full force and effect, during the term of this Agreement, general liability insurance for Participants designated for participation pursuant to this Agreement with coverage of at least Five Hundred Thousand Dollars (\$500,000) for the activities of the Participants pursuant to this Agreement.

Initials: \_\_\_\_\_  
Contractor                      County Dept.

PROGRAM PLAN

Number 26-502-9

g. Contractor will retain ultimate responsibility for the education of its students. The Contractor's representative for this Agreement will be a faculty member appointed and assigned by the Contractor, as liaison to the County.

3. County's Obligations. County shall:

- a. Comply with all State statutes and regulations applicable to the training of Participants enrolled in the Program;
- b. Accept for clinical field experience those Participants assigned by the Contractor for such a period and in such numbers as may be mutually agreed in writing;
- c. Provide the Participants with learning experiences needed to meet the objectives of the training Program, which will be mutually agreed to by the parties in accordance with this Agreement;
- d. Have the right to terminate the participation of any Participant in the clinical field experience for failure to follow the instructions of County, or for any other lawful reason. In the event of such termination, County shall give prompt written notice to the Contractor; *and*
- e. Comply with applicable state and federal workplace safety laws and regulations. In the event a Participant is exposed to an infectious or environmental hazard or other occupational injury (i.e. needle stick) while at the County, the County, upon notice of such incident from the student, will provide such emergency care as is provided to its employees or students, where applicable.

4. Joint Obligations. County and Contractor shall jointly:

- a. Plan the student-training Program, including course content and Participant assignment schedule, so as to provide a sound and effective educational Program;
- b. Review the Program at the end of each training period in order to evaluate progress and recommend changes for the next consecutive training period; *and*
- c. Plan for periodic review of this Agreement.

5. Participants' Obligations. Contractor shall ensure that its Participants:

- a. Execute the County's Unpaid Student Training Participant Agreement (attached as Exhibit A hereto) upon referral to the training Program;
- b. Abide by County policies and regulations;
- c. Conduct themselves in an appropriate professional manner consistent with responsibility;
- d. Observe and respect patient's rights, privacy, and dignity; *and*
- e. Comply with applicable County, State, and Federal regulations respecting disclosure of patients' health information and access to, and removal of, medical records and/or information contained therein.

Initials: \_\_\_\_\_  
Contractor      County Dept.

PROGRAM PLAN

Number 26-502-9

6. Contractor, County and Participant Agreement. Participants are not entitled to reimbursement by County for expenses associated with the use of personal vehicles while engaged in the training Program covered by this Agreement. Participants are not entitled to any compensation from County during their participation in Contractor's training Program. Participants may receive course credit from Contractor for their participation in the training Program covered by this Agreement.

Initials: \_\_\_\_\_  
Contractor                      County Dept.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 30, 2021

Subject: AUTHORIZE Letter of Support for GRID Alternatives to PG&E Empower EV Program

---

**RECOMMENDATION(S):**

AUTHORIZE Letter of Support for GRID Alternatives, a nonprofit corporation, to PG&E to serve as implementer for the Empower EV (Electric Vehicle) Program, to reduce barriers to electric vehicle adoption in low and moderate-income communities.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

PG&E is launching a new program, Empower EV, to reduce barriers to electric vehicle (EV) adoption in low- and moderate-income communities in Northern California, under a September 2019 decision by the California Public Utilities Commission. The \$4 million program will provide incentives for up to 2,000 low- and moderate-income households to cover the cost of a residential EV charger, increase awareness of the benefits of EV adoption through targeted education and outreach, and provide information on other incentives and programs available to customers. In its request for proposals for an Implementer for the program, PG&E has named "the Bay Point to Discovery Bay corridor area" as a region of focus for Empower EV.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Jody London,  
925-674-7871

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

GRID Alternatives (GRID), a Bay Area non-profit that installs solar energy in low income communities while providing job training, and helps low-income individuals access clean vehicles, is applying to be the implementer for Empower EV. GRID has a long history of working in Contra Costa County, installing over 700 rooftop solar projects, mainly in Richmond and Pittsburg. GRID has worked with the Bay Area Air Quality Management District to help low-income residents access the Bay Area Air Quality Management District's Clean Cars for All program.

GRID would like the County's support as it applies to implement the Empower EV program.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to authorize the letter of support could affect whether a qualified non-profit with a successful track record serving Contra Costa communities is selected to administer a program that will benefit County residents.

ATTACHMENTS

Letter of Support for GRID Alternatives

(Letterhead)

March 30, 2021

Rita Manzana  
Sourcing Department  
Pacific Gas and Electric Company  
245 Market Street, N5D  
San Francisco, CA 94105

Re: Letter of Support for GRID Alternatives

Dear Ms. Manzana:

On behalf of Contra Costa County, I would like to express our strong support for GRID Alternatives to serve as the third-party implementer for the PG&E Empower Electric Vehicle Program. GRID has a long history working with communities in our county that have been historically underserved. This includes installing rooftop solar on the homes of low-income individuals, and facilitating the deployment of electric vehicles through the Clean Cars for All program. GRID has the right combination of extensive program administration and community outreach experience for equity programs to bring more electric vehicles and charging infrastructure to our county.

We appreciate the focus in PG&E's contract opportunity announcement on the "Bay Point to Discovery Bay corridor." Increasing the number of alternative fuel vehicles is an important goal of our Climate Action Plan. Contra Costa County is very interested in bringing more electric vehicles to East County. Since 2015, Contra Costa County's has required that new commercial construction include electric vehicle chargers, and we are working to increase the number of electric vehicles in our County operations fleet. We assisted the Contra Costa Transportation Authority in developing the 2019 *Contra Costa EV Readiness Plan*.

Contra Costa County looks forward to working with PG&E, GRID Alternatives, and their team to help make this exciting and important project a success.

Sincerely,

Diane Burgis, Chair, Board of Supervisors



Contra  
Costa  
County

To: Board of Supervisors  
From: Russell Watts, Treasurer-Tax Collector  
Date: March 30, 2021

Subject: WELLS CAP INVESTMENT MANAGEMENT AGREEMENT AND WELLS FARGO CUSTODY AGREEMENT  
2021

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Treasurer to 1) terminate the Investment Management Agreement (“IMA”), dated March 30, 1993 between Contra Costa County and Wells Fargo Bank, N.A; 2) enter into a new IMA with Wells Capital Management Inc. to replace the IMA dated March 30, 1993; 3) enter into a Custody Agreement with Wells Fargo Bank, N.A. establishing a custody account for the assets managed by Wells Capital Management Inc.; and 4) submit an Authorized Signers Certification to Wells Fargo Bank, N.A.

**FISCAL IMPACT:**

Service fees and costs will be paid out of the investment revenues made from the portfolio managed by Wells Capital Management Inc. on the County’s behalf.

**BACKGROUND:**

The County entered into an Investment Management Agreement with Wells Fargo Bank, N.A. on March 30, 1993 to manage a portion of assets of County’s Treasury Pool. Currently, Wells Capital Management, Inc., an investment management subsidiary of Wells Fargo Bank, N.A. manages approximately \$44 million assets on behalf of the County. Given the existing IMA has been

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Ronda Boler, (925)  
957-2806

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



BACKGROUND: (CONT'D)

in place for about 28 years, many terms and conditions are outdated. A proposed new IMA has been negotiated, which is more comprehensive than the existing one and includes provisions that reflect existing laws, regulations, and industry practice. The IMA also includes a mutual indemnification clause.

The County funds managed under the IMA are to be maintained by a custodian, Wells Fargo Bank, NA, under a separate Custody Agreement. The Custody Agreement contains a clause whereby the County indemnifies the custodian and agrees to waive the custodian's liability for damages.

As part of the account set-up, the County must submit a certification of authorized signers for the custodian-managed account, which authorizes certain individuals to take actions with respect to the account.

CONSEQUENCE OF NEGATIVE ACTION:

If a new IMA and Custody Agreement are not entered into, the parties will operate under out-of-date provisions and the fee schedule for services will not be reduced.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 30, 2021

Subject: RATIFY an Amendment to Lease at 215 Pacifica Avenue, Bay Point, executed by the County Administrator in response to COVID-19 Emergency.

---

**RECOMMENDATION(S):**

RATIFY a Fourth Amendment to Lease Agreement with Mount Diablo Unified School District to modify the premises at 215 Pacifica Avenue in Bay Point for the purpose of delivery of COVID-19 vaccinations to the public at no cost to the County beginning February 17, 2021.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

The County has leased this space for use by the Health Services Department since May 1996 to provide health services and education to the community in Bay Point. Services at this clinic are being expanded to include COVID-19 vaccinations for the Bay Point community and surrounding areas.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/30/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 30, 2021

Contact: Eric Angstadt,  
(925)655-2042

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The County's Health Officer has determined that accessible, timely testing and vaccination is critical to reduce transmission of the virus and to protect the community.

The County has activated the Emergency Operations Center (EOC) and several Department Operations Centers (DOC) to assist in the response to the pandemic. Those operations centers are the hub for procurement and distribution of services and equipment necessary to respond to the emergency. In support of this, the County Administrator, in his capacity of Administrator of Emergency Services (County Code Section 42-2.602) issued an emergency blanket purchase order in the amount of \$20 million on Friday, March 20, 2020 for the procurement of services and supplies necessary to facilitate the COVID-19 response within the County. The Board of Supervisors subsequently ratified the County Administrator's action on March 31, 2020. Similarly, the County Administrator has entered into several agreements, including service contracts, license agreements and leases to support the activities responding to COVID-19. The first set of such contracts was ratified by the Board on April 14, 2020 (Agenda Item No. C.22). The second set was approved by the Board of Supervisors on April 28, 2020. The third set was approved by the Board of Supervisors on May 12, 2020 (Agenda Item No. C.60). The fourth set was approved by the Board of Supervisors on June 2, 2020 (Agenda Item No. C.28). The fifth set was approved by the Board of Supervisors on August 11, 2020 (Agenda Item No. C.49). The sixth set was approved by the Board of Supervisors on September 8, 2020 (Agenda Item No. C108).

CONSEQUENCE OF NEGATIVE ACTION:

Not ratifying the emergency actions taken in response to the COVID-19 emergency to modify the premises at this existing health clinic for vaccine delivery would result in vaccines not being delivered to the public at this location.

ATTACHMENTS

Amendment

RECEIVED

MAR 01 2021

SUPERINTENDENT  
MDUSD

FOURTH AMENDMENT TO LEASE

This fourth amendment to lease ("Fourth Amendment") is dated February 16, 2021, and is between the MOUNT DIABLO UNIFIED SCHOOL DISTRICT (the "District") and the COUNTY OF CONTRA COSTA (the "County").

Recitals

- A. The District and the County are parties to a lease dated May 1, 2006 (the "Lease"), under which the County is leasing from the District a portion of one of the buildings located at the Riverview Middle School at 215 Pacifica Avenue, Bay Point, California (the "Site").
- B. Under the Lease, the County may use a portion of the Site to provide education and health services to community members. The Lease also gives the County use of the associated parking lot.
- C. In keeping with the stated purpose of the Lease, the County intends to use the Site to provide COVID-19 vaccinations to community members beginning February 17, 2021. The purpose of this Fourth Amendment is to modify the definition of "Premises" to include the areas outside the existing clinic where temporary tents, temporary awnings, temporary restrooms, and a generator will be located, all as shown on Exhibit A (the "Outside Area"), in support of the County's delivery of vaccinations to the public.

The parties therefore amend the Lease as follows:

Agreement

- 1. For the period that the County is providing COVID-19 vaccinations to the public at the Site, the "Premises" includes the interior of the clinic and the Outside Area, all as shown on Exhibit A.
- 2. The County may post temporary signs at the Site directing the public to the Premises and to parking.
- 3. All other terms of the Lease remain unchanged.

[Signatures Appear on Following Page]

The parties are signing this Fourth Amendment as of the date set forth in the introductory paragraph.

**COUNTY**

Contra Costa County, a political subdivision of the State of California

By: \_\_\_\_\_  
Eric Angstadt  
Chief Assistant County Administrator

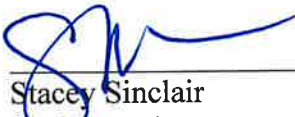
**DISTRICT**

Mount Diablo Unified School District,  
a public school district of the State of California

By:   
Adam Clark, Ed.D.  
Superintendent

**RECOMMENDED FOR APPROVAL:**  
BRIAN BALBAS, Director of Public Works

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By:   
Stacey Sinclair  
Senior Real Property Agent

**APPROVED AS TO FORM:**  
SHARON L. ANDERSON, County Counsel

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

**EXHIBIT A  
DEPICTION OF LICENSE AREA**

