

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, in lieu of a public gathering, the Board meeting will be accessible via television and live-streaming to all members of the public as permitted by Government Code section 54953(e). 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. Access via Zoom is also available via the following link: <https://ems8.intellor.com/join/Byh2VZ7U85>. To indicate you wish to speak on an agenda item, please "raise your hand" in the Zoom app.

Meetings of the Board 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).

**Special Meeting**  
**AGENDA**  
**October 19, 2021**  
**\*\*\*NOTE TIME CHANGE\*\*\***

**2:30 P.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.

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

1. *Contra Costa County Deputy Sheriff's Association v. County of Contra Costa, David O. Livingston, et al.*, Contra Costa County Superior Court Case No. N19-0097
2. *BNSF Railway Company v. Alameda County, et al.*, United States District Court, Northern District of California Case No. 4:19-cv-07230-HSG
3. *Mary Elizabeth Knox, et al. v. The County of Contra Costa, et al.*; United States District Court, Northern District of California Case No. 3:20-cv-01449-JCS
4. *Jeannie Atienza v. Town of Danville, et al.*; United States District Court, Northern District of California Case No. 3:19-cv-03440 RS

**C. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Gov. Code, § 54956.9(d)(4): [One potential case]

**D. PUBLIC EMPLOYEE APPOINTMENT**

Title: Employment and Human Services Director

Inspirational Thought- *"Your talent determines what you can do. Your motivation determines how much you're willing to do. Your attitude determines how well you do it."* ~Lou Holtz, former football player and coach

**PRESENTATIONS (5 Minutes Each)**

- PR.1** PRESENTATION proclaiming October 23-31, 2021 as Red Ribbon Week in Contra Costa County. (Fatima Matal Sol, Alcohol and Other Drugs Services)
- PR.2** PRESENTATION recognizing October 13, 2021 as metastatic Breast Cancer Awareness Day and the month of October as Breast Cancer Awareness month in Contra Costa County. (Supervisors Burgis and Andersen and Health Services)

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.53 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.**

**DISCUSSION ITEMS**

- D.1** CONSIDER accepting report and staff recommendations for a Sustainability Fund for County facilities and operations, Countywide. (Brian M. Balbas, Public Works Director)



- D.2** CONSIDER accepting report of the Interdepartmental Climate Action Task Force. (John Kopchik, Department of Conservation and Development)
- D.3** CONSIDER allocating Emergency Rental Assistance Program 2 funding to support legal, housing stability and mediation services and take related actions. (Timothy Ewell, Chief Assistant County Administrator)
- D.4** CONSIDER adopting Resolution No. 2021/341 approving the Side Letter to amend the Memorandum of Understanding with Contra Costa County Defenders Association, to modify Section 25, Training and Professional Expense Reimbursement, and Section 42.2, Deferred Compensation. (David Sanford, Chief of Labor Relations)
- D.5** CONSIDER adopting Resolution No. 2021/345 approving the Side Letter between Contra Costa County and the California Nurses Association modifying Section 64 Duration of Agreement of the Memorandum of Understanding (MOU) to extend the contract from September 30, 2021 until such date as a successor MOU is ratified and approved, or this Agreement is terminated. (David Sanford, Chief of Labor Relations)

**D.6** CONSIDER Consent Items previously removed.

**D.7** PUBLIC COMMENT (2 Minutes/Speaker)

**D.8** CONSIDER reports of Board members.

**6:15 P.M.**

- D.9** HEARING on the 2021 redistricting process; provide overview of the redistricting process; review Communities of Interest and supervisorial boundary mapping proposals submitted by the public; provide over/under population data; review the criteria for adopting district maps; present several concept drafts of possible supervisorial boundary maps; receive input from the public; and receive direction from the Board of Supervisors. (David Twa, County Administrator's Office)
- D.10** CONSIDER introducing Ordinance No. 2021-35 to repeal Article 24-2.2 of the County Ordinance Code establishing supervisorial districts after the 2010 decennial census, waiving reading, and fixing November 9, 2021, for adoption. (Mary Ann McNett Mason, County Counsel)

**Closed Session**

***ADJOURN***

## **CONSENT ITEMS**

### **Road and Transportation**

- C. 1 ADOPT Resolution No. 2021/333 accepting as complete the contracted work performed by McGuire and Hester for the Alhambra Valley Road Realignment - West of Bear Creek Road Project, as recommended by the Public Works Director, Martinez and Pinole areas. (88% Local Road Funds, 12% Measure J Return to Source Funds)

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

- C. 2 Acting as the Governing Board of the West Contra Costa Healthcare District, ACCEPT the West Contra Costa Healthcare District annual 2020-21 Financial audit and the West Contra Costa Healthcare District annual 2020-21 Successor Retirement Plan audit, as completed by JWT & Associates and recommended by the Health Services Director. (No fiscal impact)
- C. 3 Acting as the Governing Board of the West Contra Costa Healthcare District, ACKNOWLEDGE that refunding outstanding 2018 and 2019 District revenue bonds could save \$7 million over the life of the bonds, ADOPT Resolution No. 2021/331 authorizing certain District officers and officials to direct the preparation of preliminary bond documents for the refunding option for the outstanding 2018 and 2019 District bonds that results in the greatest overall net benefit to the District, including savings and other factors, and AUTHORIZE payment for underwriter fees, bond counsel, financial advisors, rating agency fees and related items in an amount not to exceed \$555,000 upon successful completion of the bond placement.
- C. 4 APPROVE and AUTHORIZE conveying, to Contra Costa Water District, a waterline easement over a 0.43-acre portion of County Buchanan Field property identified as Assessor's Parcel Number 125-010-003, in connection with the County's Buchanan Field Terminal Replacement Project, Concord area, as recommended by the Public Works Director. (No fiscal impact)

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

- C. 5 DENY claims filed by Elizabeth Ballough, James Bravos, and Robin Kreske.

### **Statutory Actions**

- C. 6 APPROVE Board meeting minutes for September 2021, as on file with the Office of the Clerk of the Board.

C. 7 ACCEPT Board members meeting reports for September 2021.

### **Honors & Proclamations**

- C. 8 ADOPT Resolution No. 2021/313 proclaiming the week of October 23-30, 2021 as “California Flood Preparedness Week” in Contra Costa County, as recommended by the Public Works Director, Countywide. (No fiscal impact)
- C. 9 ADOPT Resolution No. 2021/328 recognizing October 13, 2021 as metastatic Breast Cancer Awareness Day and the month of October as Breast Cancer Awareness month in Contra Costa County, as recommended by Supervisor Andersen.
- C.10 ADOPT Resolution No. 2021/339 proclaiming Oct. 23-31, 2021 as Red Ribbon Week in Contra Costa County, as recommended by the Health Services Director.
- C.11 ADOPT Resolution No. 2021/342 proclaiming October 24th as World Polio Day, as recommended by Supervisor Glover.
- C.12 ADOPT Resolution No. 2021/343 recognizing Mount Diablo State Park on their 100<sup>th</sup> Anniversary, as recommended by Supervisor Mitchoff.
- C.13 ADOPT Resolution No. 2021/344 recognizing Judge Laurel S. Brady and the Veterans Treatment Court, as recommended by Supervisor Burgis.

### **Appointments & Resignations**

- C.14 ACCEPT the resignation of Sue Meltzer, DECLARE a vacancy in the Member-at-Large #18 seat on the Advisory Council on Aging for a term ending September 30, 2022, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Employment and Human Services Department Director.
- C.15 ACCEPT the resignation of Stacey Marshall, DECLARE vacancies in the Business Seat #7 and Business Seat #6 on the Workforce Development Board, and DIRECT the Clerk of the Board to post the vacancies as recommended by the Employment and Human Services Department Director.
- C.16 ACCEPT the resignation of Elizabeth Wood from the District IV Seat on the Arts & Culture Commission of Contra Costa County effective immediately for a term ending June 30, 2023, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Karen Mitchoff.

- C.17** ACCEPT the resignations of Katie Cisco Callahan, Karin Kauzer, and Dr. Allyson Mayo, DECLARE vacancies in the At-Large Seat #2, Sector Seat #2, and Sector Seat #5 on the Family and Children’s Trust Committee, and DIRECT the Clerk of the Board to post the vacancies as recommended by the Employment and Human Services Department Director.
- C.18** ACCEPT the local committee reappointments of Arthur Kee (Brentwood seat), Michelle Berman (Clayton seat), James Donnelly (Alamo-Danville seat), Erin Partridge (Lafayette seat), Martin Aufhauser (Moraga seat), Megan Casey (Oakley seat), Candace Evans (Orinda seat), Kacey Carterelliot (Pittsburg seat), Lorna Van Ackeren (Pleasant Hill seat), and Eric Frietag (Walnut Creek seat) on the Advisory Council on Aging for terms beginning October 1, 2021 and ending September 30, 2023.
- C.19** ACCEPT the resignation of Jeffrey Kalin, DECLARE a vacancy in the At-Large Seat 5 on the Contra Costa Managed Care Commission, and DIRECT the Clerk of the Board to post the vacancy, as requested by the Commission.
- C.20** REAPPOINT Willie Robinson to the West Unincorporated Representative seat and Frances Sorrondegui to the Central City Representative seat for terms ending on June 30, 2024; and APPOINT LaTonia People-Stokes to the East Unincorporated Representative seat and Rebecca Myer to the East City Representative seat to complete the unexpired terms ending on June 30, 2023, and Valerie Bernardo to the West City Representative seat on the Affordable Housing Finance Committee for a term ending on June 30, 2024, as recommended by the Internal Operations Committee.
- C.21** APPOINT Jim Matteson as Inspector, and Fred Taverner and Marianne Wiesen as Judges of Election to compose the election board for the Board of Trustees of Reclamation District 800 (Byron Tract) November 2, 2021 mail-ballot election.
- C.22** REAPPOINT Jonathan Bean to the At-Large #1 seat, Stephanie Medley to the At-Large #3 seat, Tamisha Torres-Walker to the At-Large #4 seat, Julius Van Hook to the Community Based Organization Representative #1 seat, Denise Mills to the Community Based Organization Representative #2 seat, Trevor Schnitzius to the City Police Department seat, and Lynn Mackey to the County Office of Education seat on the Juvenile Justice Coordinating Council for terms ending January 31, 2022, as recommended by the County Administrator.

### **Intergovernmental Relations**

- C.23** AUTHORIZE the Chair of the Board of Supervisors to sign on to a letter requesting the California Air Resources Board develop greenhouse gas emissions inventories for all cities and counties, as recommended by the Conservation and Development Director. (No fiscal impact)

## **Personnel Actions**

- C.24** ADOPT Position Adjustment Resolution No. 25816 to increase the hours of one Registered Nurse (represented) position and incumbent from part-time (26/40) to full-time in the Health Services Department. (100% Contra Costa Health Plan Enterprise Fund II)
- C.25** ADOPT Position Adjustment Resolution No. 25818 to cancel two Primary Care Provider-LMTD-EX positions and add two part-time (31/40) Primary Care Provider-Exempt positions in the Health Services Department. (Hospital Enterprise Fund I, Cost savings)
- C.26** ADOPT Position Adjustment Resolution No. 25819 to add one Clerical Supervisor position (represented) and cancel one Medical Records Administrator position (represented) in the Health Services Department. (Hospital Enterprise Fund I, Cost savings)
- C.27** ADOPT Position Adjustment Resolution No. 25817 to cancel four Primary Care Provider-LMTD-EX positions and add four Primary Care Provider-Exempt positions in the Health Services Department. (100% General Fund)

## **Leases**

- C.28** APPROVE and AUTHORIZE the Carquinez Radio Tower Replacement Project to relocate the County's emergency communications system from 651 Pine Street, Martinez, to an existing telecommunications tower site at 1001 Arabian Heights, Martinez, and APPROVE a 25-year ground lease with the East Bay Regional Park District at an initial annual rent of \$1,200, and the project has been determined to be categorically exempt from the California Environmental Quality Act under CEQA Guidelines section 15302, as recommended by the Public Works Director. (100% General Fund)

## **Grants & Contracts**

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

- C.29** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Contra Costa Alliance to End Abuse, to execute a revenue contract extension of the grant from the U.S. Department of Justice, Office of Victims of Crime, Bureau of Justice Assistance to March 31, 2022, with no change in total contract amount for multidisciplinary task forces for serving victims of sex and labor trafficking. (100% Federal)

- C.30** APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a grant award from the California Department of Public Health, to pay the County up to \$395,836 for health assessments and administration costs for patients in the Refugee Health Assessment Program for the period October 1, 2021 through September 30, 2022. (General Fund, no County match)
- C.31** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the California Health Facilities Financing Authority's Investment in Mental Health Wellness Grant Program for Children and Youth, to pay the County up to \$2,332,572 to support renovations, furniture and equipment for a children's crisis stabilization unit to be located at a County owned property, for the period April 29, 2021 through December 31, 2024. (100% State, no County match)
- C.32** APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a grant award from the U.S. Department of Veterans Affairs Northern California Health Care System, to pay the County up to \$218,781 to continue emergency shelter housing for homeless veterans in Richmond for the period October 1, 2021 through September 30, 2022. (General Fund, no County match)
- C.33** ADOPT Resolution No. 2021/332 approving and authorizing the District Attorney, or designee, to apply for and accept grant funding, including any extensions or amendments thereof, with the California Governor's Office of Emergency Services, Victim Services & Public Safety Branch, in an amount not to exceed \$228,334, for funding of the Unserved/Underserved Victim Advocacy and Outreach Program for the period January 1, 2022 through December 31, 2022. (25% In-kind 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.34** APPROVE and AUTHORIZE the County Administrator, or designee, to execute a contract amendment with Ernst and Young, LLP increasing the payment limit by \$700,000, from \$300,000 to an amount not to exceed \$1,000,000 for COVID-19 cost recovery consulting services for the period June 2, 2020 through December 31, 2022. (100% FEMA)
- C.35** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with La Clinica De La Raza, Inc., effective September 1, 2021, to provide additional East County Clinic physician recruitment supports with no change in the payment limit of \$3,000,000 or term July 1, 2021 through June 30, 2022. (100% Contra Costa Health Plan Enterprise Fund II)

- C.36** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Jackson & Coker Locumtenens, LLC, to increase the payment limit by \$220,000 to a new payment limit of \$1,438,336 for additional temporary psychiatric medical doctors and recruitment services for the period January 1, 2021 through December 31, 2021. (100% Mental Health Realignment)
- C.37** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Kimberly Loda, M.D., in an amount not to exceed \$262,080 to provide outpatient psychiatric services to adult patients in West County for the period October 1, 2021 through September 30, 2022. (100% Mental Health Realignment)
- C.38** APPROVE and AUTHORIZE the County Counsel, or designee, to execute, on behalf of the County and the Contra Costa County Water Agency, an amendment to the joint defense agreement with Natural Resources Defense Council and The Bay Institute of San Francisco, effective September 1, 2021, to increase the payment limit by \$30,000, to a new payment limit of \$80,000, for shared legal and advocacy expenses related to *Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.*, and related drainage cases. (100% Water Agency funds.)
- C.39** 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 January 1, 2022 through December 31, 2022. (100% Hospital Enterprise Fund I)
- C.40** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Diablo Pulmonary Medical Group, Inc., to increase the payment limit by \$455,000 to a new payment limit of \$635,000 with no change in the term October 1, 2019 through September 30, 2022 for additional pulmonary disease services at Contra Costa Regional Medical Center and Health Centers. (100% Hospital Enterprise Fund I)
- C.41** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Rashid Iqbal, M.D., in an amount not to exceed \$530,000 to provide gastroenterology services at Contra Costa Regional Medical Center and Health Centers for the period October 1, 2021 through September 30, 2022. (100% Hospital Enterprise Fund I)
- C.42** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Esther Kwon, M.D., in an amount not to exceed \$630,000 to provide podiatry services to Contra Costa Regional Medical Center and Health Center patients for the period October 1, 2021 through September 30, 2024. (100% Hospital Enterprise Fund I)

- C.43** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract amendment with National Medical Services Inc., to increase the payment limit from \$600,000 to a new payment limit of \$800,000 with no change to the term, to provide forensic toxicology analysis.(100% Agency Fees)
- C.44** APPROVE and AUTHORIZE the District Attorney to continue the Master Services Agreement with CoreLogic Solutions, LLC, in an amount not to exceed \$10,800 annually for real property records software and services. (100% Real Estate Fraud Prosecution Fund)

### **Other Actions**

- C.45** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay an amount up to \$7,066 to Pro Transport-1, LLC for non-emergency ambulance transport services provided to Contra Costa Regional Medical Center and Health Centers patients between April 1, 2021 through May 31, 2021. (100% Hospital Enterprise Fund I)
- C.46** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Healthcare Career College, to provide supervised field instruction at Health Services-Behavioral Health program sites for computerized medical billing students for the period October 1, 2021 through September 30, 2024. (No fiscal impact)
- C.47** DECLARE as surplus and AUTHORIZE the Purchasing Agent, or designee, to dispose of fully depreciated vehicles and equipment no longer needed for public use, as recommended by the Public Works Director, Countywide. (No fiscal impact)
- C.48** APPROVE amendments to the list of designated positions of the Mt. View Sanitary District's Conflict of Interest Code, as recommended by County Counsel.
- C.49** ADOPT Resolution No. 2021/336 declaring the intention to form Zone 215 within County Service Area P-6 in the Bay Point area and fixing a public hearing for November 16, 2021, to consider public input regarding the establishment of Zone 215, and the adoption of Ordinance No. 2021-34 authorizing the levy of a special tax within Zone 215 to fund police protection services, as recommended by the Conservation and Development Director. (Land Development Fund, 100% Developer fees)
- C.50** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Grand Canyon University, for the Contra Costa Health Plan to provide supervised field instruction to nursing and health care students for the period July 1, 2021 through June 30, 2024. (No fiscal impact)



- C.51** ADOPT the proposed 2022 meeting schedule for the Contra Costa County Board of Supervisors, including the cancellation of those meetings at which it is anticipated that there will not be a quorum of Board members present, as well as noting the dates for specified events planned for the year, as recommended by the County Administrator.
- C.52** ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period January 1 - June 30, 2021, as recommended by the Internal Operations Committee. (No fiscal impact)
- C.53** ACCEPT the 2020/21 Animal Benefit Fund Department Report, as recommended by the Internal Operations Committee. (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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### STANDING COMMITTEES

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	December 8, 2021	11:00 a.m.	See above
Family & Human Services Committee	October 25, 2021	9:00 a.m.	See above
Finance Committee	November 1, 2021	9:00 a.m.	See above
Hiring Outreach Oversight Committee	December 6, 2021	10:30 a.m.	See above
Internal Operations Committee	November 8, 2021	10:30 a.m.	See above
Legislation Committee	November 8, 2021	1:00 p.m.	See above
Public Protection Committee	October 25, 2021	10:30 a.m.	See above
Sustainability Committee	November 22, 2021	1:00 p.m.	See above
Transportation, Water & Infrastructure Committee	November 8, 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** (CCCYPD) 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: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 19, 2021

Subject: Accept Report and Staff Recommendations for a Sustainability Fund

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**RECOMMENDATION(S):**

CONSIDER accepting report and staff recommendations for a Sustainability Fund for Contra Costa County to support investments in County facilities and operations that further the County's environmental sustainability and climate change goals; ALLOCATE \$3 million for the current fiscal year 2021/2022 to the Sustainability Fund; and, DIRECT staff to begin project delivery activities to expand electric vehicle charging infrastructure at County facilities as identified in the report.

**FISCAL IMPACT:**

The Sustainability Fund report recommends a "general use" funding source, but currently staff has not identified a specific fund source. Staff recommends that the Board of Supervisors consider Measure X funds or General Funds as a possible funding source for the Sustainability Fund. The Public Works Department and Department of Conservation and Development presented to the Measure X Committee to request Measure X funds to support the County's sustainability efforts including establishing a Sustainability Fund; however, the current draft Measure X list does not include a recommended allocation of Measure X funds towards the Sustainability Fund.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Brian Balbas,  
925-313-2201

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

By: , Deputy

cc:

## BACKGROUND:

In September 2020, the Contra Costa County Board of Supervisors adopted a resolution declaring a climate emergency in Contra Costa County. Included in the resolution was the requirement to implement action items to address the climate crisis and calls on local and regional partners to join together to address climate change. The resolution also called for the establishment of an interdepartmental Climate Action Task Force (“Task Force”) to focus on “urgently implementing the County’s Climate Action Plan.” The Task Force’s first two meetings included discussion around sustainability opportunities within County operations, facilities, as well as barriers to implementation. Several Task Force members suggested establishing a Sustainability Fund to support these opportunities. This suggestion was included in the Task Force’s first report to the Board of Supervisors on March 30, 2021 to “Establish a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund.” The Board directed staff to provide more information about Sustainability Fund mechanisms other jurisdictions have implemented.

In July 2021, staff presented a Report on Sustainability Fund mechanisms to the Sustainability Committee that focused on the research conducted by staff on how other jurisdictions structured their funds, the pros and cons of various fund options, and staff recommended a fund structure that could work within the structure of Contra Costa County. Although the Sustainability Committee supported the idea of a Sustainability Fund, the Committee directed staff to include additional information on the purpose and need for sustainability improvements and to strengthen the link to public health. The Committee then directed staff to make the revisions and refer the revised report to the Board of Supervisors for further consideration.

The revised report (attached), recommends the Board of Supervisors establish a Sustainability Fund to overcome implementation barriers to accelerate sustainability projects that will reduce greenhouse gases (GHG) and reduce our impact on natural resources as a result of County operations.

Human activity, including activities associated with County operations, is a contributor to GHG emissions that leads to climate change. Impacts of climate change—such as increased death, disease and injury from heat waves, floods, storms, and fires; decreased food quality and security; and increased morbidity and mortality—associated with air pollution are predicted to impact public health and disproportionately affect those who are socially and economically disadvantaged.

The Contra Costa County Climate Action Plan identifies how the County will achieve the AB32 GHG emissions reduction target in addition to supporting other public health, energy efficiency, water conservation, and air quality goals identified in the County’s General Plan and other policy documents.

Although the County has implemented numerous sustainability projects to reduce our GHG emissions and reliance on fossil fuel, such as solar installations, electric vehicle charger installations, and replacing internal combustion engine fleet vehicles with electric vehicles, several barriers remain that have prevented the County from accelerating and implementing additional sustainability projects. The barriers include funding, time, authority, staffing resources, and competing priorities. In order to overcome these barriers and reduce lost opportunities, staff recommends the Board of Supervisors establish a Sustainability Fund. The Sustainability Fund will provide staff a valuable resource to leverage the funds to accelerate and implement sustainability projects.

Staff recommends the Board of Supervisors provide a 2021/2022 fiscal year allocation of \$3 million in general use funds to the Sustainability Fund. The Public Works Department, in close coordination with the County Administrator’s Office, would administer the fund. Public Works would provide an annual update to the Board of Supervisors, specifically on the status of the fund and project implementation, in



addition to providing updates to the interdepartmental Climate Action Task Force’s semi-annual report to the Board of Supervisors.

Staff recommends that the initial focus of the Sustainability Fund would be to implement projects identified in the Distributed Energy Resource Plan adopted by the Board of Supervisors. Projects would focus on County buildings and operations that would include renewable energy (solar), energy storage systems, energy reduction projects, electric vehicle chargers, and converting the County’s fleet vehicles and equipment to electric. At their August 2021 meeting, the Sustainability Committee identified construction of additional electric vehicle charger infrastructure needed to support the conversion of the County’s fleet to electric vehicles and providing public facing chargers at County facilities as the highest priority for the initial use of the Sustainability Fund.

**CONSEQUENCE OF NEGATIVE ACTION:**

If a Sustainability Fund is not established, accelerated action on implementing sustainability improvements on County facilities and operations, as directed by the Climate Action Emergency declaration by the Board of Supervisors, will be delayed.

**CHILDREN'S IMPACT STATEMENT:**

Climate change has an impact on the entire world’s population including children. Impacts of climate change—such as increased death, disease and injury from heat waves, floods, storms, and fires; decreased food quality and security; and increased morbidity and mortality—associated with air pollution are predicted to impact public health and disproportionately affect those who are socially and economically disadvantaged.

**ATTACHMENTS**

Sustainability Fund proposal

*Contra Costa County*

# Proposal to Establish a Sustainability Fund

*Report to the Contra Costa County Board of Supervisors*

*October 2021*

## Executive Summary

The following report recommends the Board of Supervisors establish a Sustainability Fund to overcome implementation barriers to accelerate sustainability projects that will reduce greenhouse gases (GHG) and reduce the impact on natural resources from County operations.

Human activity, including activities associated with County operations, is a contributor to GHG emissions that leads to climate change. Impacts of climate change—such as increased death, disease and injury from heat waves, floods, storms, and fires; decreased food quality and security; and increased morbidity and mortality—associated with air pollution are predicted to impact public health and disproportionately affect those who are socially and economically disadvantaged.

The Contra Costa County Climate Action Plan identifies how the County will achieve the AB32 GHG emissions reduction target in addition to supporting other public health, energy efficiency, water conservation, and air quality goals identified in the County’s General Plan and other policy documents.

Although the County has implemented numerous sustainability projects to reduce our GHG emissions and reliance on fossil fuel, such as solar installations, electric vehicle charger installations, and replacing internal combustion engine fleet vehicles with electric vehicles, several barriers remain that have prevented the County from accelerating and implementing additional sustainability projects. The barriers include funding, time, authority, and competing priorities. In order to overcome these barriers and reduce lost opportunities, staff recommends the Board of Supervisors establish a Sustainability Fund. The Sustainability Fund will provide staff a valuable resource to leverage the funds to accelerate and implement sustainability projects.

Staff recommends the Board of Supervisors provide a 2021/2022 fiscal year allocation of **\$3 million** in general use funds to the Sustainability Fund. The Public Works Department, in close coordination with the County Administrator’s Office, would administer the fund. Public Works would provide an annual update to the Board of Supervisors on the status of the fund and project implementation. In addition, Public Works will include updates in the interdepartmental Climate Action Task Force’s semi-annual report to the Board of Supervisors.

Staff recommends that the initial expenditure from the Sustainability Fund would focus on projects identified in the Distributed Energy Resource Plan adopted by the Board of Supervisors. Projects would focus on County buildings and operations that would include renewable energy (solar), energy storage systems, energy reduction projects, electric vehicle chargers, and converting the County’s fleet vehicles and equipment to electric. At their August 2021 meeting, the Sustainability Committee identified construction of additional electric vehicle charger infrastructure needed to support the conversion of the County’s fleet to electric vehicles and providing public facing chargers at County facilities as the highest priority for the use of the Sustainability Fund.

## Background

In September 2020, the Contra Costa County Board of Supervisors adopted a resolution declaring a climate emergency in Contra Costa County and **demanding accelerated actions** on the climate crisis and calls on local and regional partners to join together to address climate change. The resolution also called for the establishment of an interdepartmental Climate Action Task Force

(“Task Force”) to focus on “urgently implementing the County’s Climate Action Plan.” The Task Force’s first two meetings included discussion around sustainability opportunities within County operations, facilities, and barriers to implementation. Several Task Force members suggested establishing a Sustainability Fund to support these opportunities. This suggestion was included in the Task Force’s first report to the Board of Supervisors on March 30, 2021 to “Establish a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund.” The Board directed staff to research mechanisms used by other agencies when establishing their Sustainability Fund and report back to the Board on the findings.

In July 2021, staff presented a Report on Sustainability Fund mechanisms to the Sustainability Committee that focused on the research conducted by staff on how other jurisdictions structured their funds, the pros and cons of various fund options, and recommended a fund structure that could work within the structure of Contra Costa County. Although the Committee supported the idea of a Sustainability Fund, the Committee directed staff to include additional information on the purpose and need for sustainability improvements and the link to public health. The Committee then directed staff to make the revisions and refer the revised report to the Board of Supervisors for further consideration.

## Regulatory Setting: Related Policies, Plans, and Guidance

Before discussing the proposal for a Sustainability Fund, it is important to describe the regulatory setting related to greenhouse gas (GHG) emissions and climate change. Several State, Regional, and County level documents address climate change that set goals, objectives, actions, targets, and priorities.

The documents provide a foundation to develop the concept of a Sustainability Fund and will help address current barriers (discussed later in this report) specific to Contra Costa County. For a more comprehensive list of regulations and a more thorough narrative on these documents, please refer to Chapter 2 of the County’s Climate Action Plan.

It is also worthy to mention that based on the continued climate impacts from human activity, additional regulations are coming where many voluntary sustainability efforts will become mandatory. A Sustainability Fund could help the County get a jump on compliance from any mandatory regulations related to sustainability and climate change.

### *State Level*

- AB32 – California Global Warming Solutions Act requires the California Air Resources Board to develop regulatory and market mechanisms that will reduce GHG emissions to 1990 levels by 2020.

- SB375 – Sustainable Communities Strategy, aims to reduce GHG emissions by linking transportation funding to land use planning, with an aim to minimize vehicle miles traveled.
- EO-S-3-05 – establishes GHG emissions reduction target of 80% by 2050.
- EO-B-30-15 – establishes GHG emissions reduction target of 40% by 2030.

#### *Regional Level*

- Bay Area Air Quality Management District – adopted thresholds of significance for GHG emissions. Local governments in the environmental review process for plans and projects use these thresholds.

#### *County Level*

- County General Plan Goals (Envision Contra Costa 2040) – The County’s General Plan identifies goals related to public health, energy efficiency, water conservation, and air quality. The General Plan update currently underway further identifies sustainability goals.
- Contra Costa County Climate Action Plan – The Climate Action Plan identifies how the County will achieve the AB32 GHG emissions reduction target in addition to supporting other public health, energy efficiency, water conservation, and air quality goals identified in the County’s General Plan and other policy documents.
- Contra Costa County Board of Supervisors Resolution No. 2020/256 – the resolution declares a climate emergency and demands accelerated actions on the climate crisis and calls on local and regional partners to join together to address climate change.
- Distributed Energy Resource Plan – Focuses on GHG reduction efforts through solar installations, energy storage systems, use of electric vehicles, and installation of electric vehicle chargers.
- Energy Reduction Plan (currently being drafted) - On January 23, 2001, the Board of Supervisors directed the County Administrator's Office to develop an *Energy Reduction Action Plan* for all County departments and offices to reduce electrical use by 10% with an overall minimum energy use reduction of 8%. Advancements in technology and updated energy codes and appliance efficiency standards over the last 20 years, have allowed the County to achieve energy conservation and position itself to address energy efficiency goals identified by the *2021 Energy Reduction Action Plan*.

## Need for Sustainability

Scientific consensus holds that human activity is increasing atmospheric GHG concentrations to levels far above what we would expect given natural variability. These gases are released as byproducts of fossil fuel combustion, waste disposal, energy use, land use changes, and other

human activities. GHGs, such as carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O), create a blanket around the earth that allows light to pass through but traps heat at the surface, preventing its escape into space. While this is a naturally occurring process known as the greenhouse effect, human activities have accelerated the generation of GHGs beyond natural levels. The overabundance of GHGs in the atmosphere has led to an unexpected warming of the earth and has affected the earth's climate system.

In the coming years, scientists predict dramatic changes to take place in the world's climate; changes that are likely to have significant consequences for the health and economy of Contra Costa County (see Chapter 2 of the Climate Action Plan for more details). Specifically, these changes are predicted to cause increases in droughts, heat waves, sea level rise, degraded air quality, infectious disease and allergies, and extreme weather events. The County prepared its Climate Action Plan (CAP) to reduce the emissions of greenhouse gases (GHG) from the unincorporated areas of Contra Costa County to help slow, and eventually reduce, these impacts.

While successful implementation of the CAP will allow Contra Costa County to do its part to help reduce climate change on a global scale, the CAP will not directly or immediately affect local weather conditions. However, implementing the individual GHG reduction actions contained in the CAP does have the potential to directly and immediately improve the health of Contra Costa County residents by making changes to the built environment and to the social, economic, and ecological conditions that affect health. These potentially better health outcomes are referred to as health co-benefits.

Contra Costa Health Services (CCHS) undertook an analysis to identify these health co-benefits in order to give policy-makers and the general public a richer understanding of the proposed GHG reduction actions beyond their potential to reduce GHG emissions, and to identify which actions should be prioritized for implementation based on their potential to improve public health. Additionally, the evaluation specifically considered the impact of implementing the GHG reduction actions on reducing health inequities. This is especially appropriate since many of the impacts of climate change—such as increased death, disease and injury from heat waves, floods, storms, and fires; decreased food quality and security; and increased morbidity and mortality—associated with air pollution are predicted to disproportionately affect those who are socially and economically disadvantaged (additional information on CCHS's analysis of health co-benefits can be found in Appendix A of the Climate Action Plan).

In summary, the County needs to do its part to reduce GHG emissions from its operations through sustainability improvements to reduce its impact on climate change and public health that has a disproportional effect on those who are socially and economically disadvantaged.

The purpose of this report is to discuss the need for a Sustainability Fund to support investments in County operations and facilities that further the County's environmental sustainability and climate change goals as addressed in the County's Climate Action Plan.

## Need for a Sustainability Fund

As mentioned in the “Background” section of this report, staff views the establishment of a Sustainability Fund as a critical implementation tool to overcome some of the barriers identified by the interdepartmental Climate Action Task Force in the County’s efforts to implement sustainability opportunities to reduce GHG emissions within County operations and facilities.

Although the County has been able to implement some sustainability projects and operational improvements using various available implementation tools, the County’s efforts are currently falling short of expectations and there have been many missed opportunities due to the following barriers:

### **Barriers to Sustainability Implementation for County Operations and Facilities**

1. **Funding** – Funding is the single most mentioned barrier to implementing sustainability improvements by County Department Heads. Without a source of funding, the work simply will not happen. To implement a sustainability project, it takes concurrence by the Department Head or designee on the value of the improvement and a budget authorization for Public Works to complete the work. During the interdepartmental Climate Action Task Force meetings, Department Heads agreed that sustainability projects were a value added activity to address climate change. The issue with moving forward with implementation of sustainability projects or actions came down to available funding.

A few implementation tools used in the past avoided the funding barrier through financing programs that did not require the County to provide the capital outlay for the sustainability improvements. These tools included the Power Purchase Agreements for solar installations, on-bill financing for energy reduction projects, and Energy Savings Performance Contracts (ESPC) also for energy reduction projects. We continue to use the Power Purchase Agreements for solar projects, however, the on-bill financing and ESPC tools are no longer available due to financing and contracting constraints for public agencies.

Another implementation tool that can overcome the funding barrier is grant funding. There are numerous sustainability/climate change grants available for public agencies. Unfortunately, many grants require a local match or will only fund portions of a project requiring the County to complete the funding package with other funds. For example, grants from the Bay Area Air Quality District for the installation of electric vehicle chargers will not fund the additional infrastructure needed to service the chargers (such as conduit, panel upgrades, etc.). The costs of the additional infrastructure is typically beyond a Department’s budget and therefore we have seen many missed opportunities to make use of these grants. As a result, we have missed opportunities to convert our fleet vehicles

to electric vehicles when they are due for lifecycle replacements due to the lack of sufficient electric vehicle chargers.

*Sustainability Fund Solution:* As recommended later in this report, the establishment of a Sustainability Fund would help break down at least some of the funding barriers by providing a general use, predictable annual allocation of funds for the sole purpose of implementing sustainability improvements. The funds would also be used as leverage to seek grant funds and help complete funding packages for sustainability projects. A Sustainability Fund would help mitigate the loss of the on-bill financing and ESPC tools previously used for sustainability improvements.

2. **Authority** – Although Public Works is relied on to identify and implement sustainability projects for County buildings and other services, it lacks the authority to fully develop and unilaterally implement sustainability projects and efforts. How County building improvements and Department operations are funded differ depending on the Department and the program funding source. Some Departments are funded with General Funds while others receive their operating revenues from State or Federal sources and are restrictive in their uses. With these many funding sources and decentralized program budgeting, the authority to approve sustainability efforts for various Departments is decentralized and inconsistent. Although Public Works is responsible for implementing sustainability improvements, such as LED retrofits and electric vehicle chargers, Public Works does not have the authority to prioritize and approve moving forward with a project. Instead, Public Works relies on a decentralized system of County Department programs to authorize sustainability efforts.

To overcome the implementation barrier of authority, Public Works has often times partnered with the customer departments to deliver the project with methods that don't require the Department to provide funding. This eliminates the issue with authority to approve funding for the sustainability efforts. The Department's authority to approve a project then depends on the merits of the project. As mentioned previously, Departments Heads have indicated a support for sustainability improvements to reduce the County's GHG emissions. By removing the budget authority issue for Departments, it was then easier for Public Works to convince Departments to partner on sustainability improvements.

*Sustainability Fund Solution:* As recommended by staff later in this report, the established Sustainability Fund should be funded with general use funding, such as General Funds, with budgeting authority granted by the Board of Supervisors to the County Administrator's Office. Setting up the Sustainability Fund this way centralizes the budget decision making and authorization improving the possibility of Departments partnering with Public Works to implement sustainability efforts.



3. **Time** – Some of the implementation tools that are currently being used have unacceptable timeframes that do not address the Board’s direction on demanding accelerated actions on climate change. The purpose of the Climate Action Emergency Resolution was to address the issue of time and expedite efforts. The County must accelerate its sustainability actions to reduce GHG emissions now and not wait until it is too late.

Some of the implementation tools used by Public Works to implement sustainability improvements involve asset lifecycle replacement opportunities. When an asset is at the end of its useful life, the County has the opportunity to replace the asset with a more sustainable and climate friendly asset. Lifecycle replacements are typically funded through depreciation of the asset over time. Assets that impact climate change may have a long useful life that may extend ten, twenty, or thirty years or more. During that timeframe, the asset will continue to contribute to GHG emissions and impact climate change and public health. Unfortunately, lifecycle replacement opportunities are sometimes the only method to replace an asset if no other funding source is available.

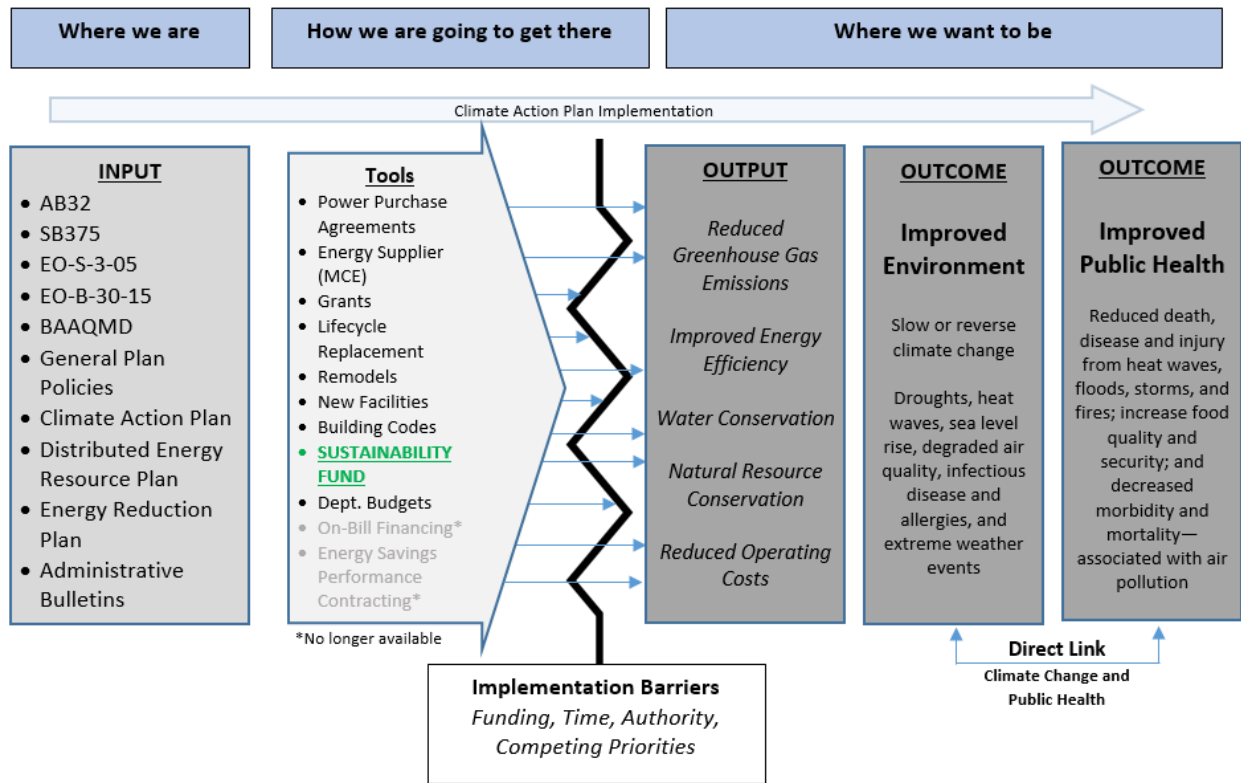
Finally, climate change may dictate stronger regulatory mandates to accelerate our efforts to reduce GHG emissions. We may be nearing a tipping point where it will be much more difficult to reverse the effects of human behavior on the climate. With some of our current implementation tools, the timeframe for improvements may exceed the time we reach a tipping point.

*Sustainability Fund Solution:* A general use Sustainability Fund would help accelerate projects. Rather than waiting for lifecycle replacement opportunities, or relying on unpredictable grant opportunities, or seeking funds to complete a funding package, the County will have the ability to decide to use the Sustainability Fund to initiate a project or program immediately. Public Works has already identified several high value energy reduction projects at various County facilities and identified several prime locations for installing electric vehicle charging infrastructure that could be implemented immediately. By doing so will also compress the time to convert the County’s fleet to zero emission vehicles and reduce the missed opportunities to switch an internal combustion engine vehicle to an electric vehicle due to lack of charging infrastructure. The Sustainability Fund will also allow the County to get a jump on implementation of sustainability projects ahead of upcoming GHG emission reduction mandates.

4. **Competing Priorities** – Often times, sustainability efforts are hampered by the competing priority dilemma. Department Heads must decide to allocate staffing and financial resources to either meeting the Department’s primary mission or to addressing sustainability. It is a difficult decision. If your customer is depending on your services, yet

you have had to reduce your primary services to allocate staffing and financial resources to sustainability efforts, it can negatively impact the customer’s opinion of your services. Although sustainability efforts benefit all people on the planet, there are many that may not look at it that way. Instead they will conclude that the County is not delivering the expected service.

*Sustainability Fund Solution:* By establishing a Sustainability Fund, the issue of competing priorities is reduced or removed from Department Heads and centralized under the Board of Supervisors and the County Administrator. The Board of Supervisors will make a decision for all County Departments that sustainability efforts are important and allocate resources appropriate to address the issue. By doing so, the various Department Heads will have an additional tool to overcome competing priorities and implement sustainability best practices.



## Implementation Tools for Sustainability Improvements

The goal of the Sustainability Fund is to add to, or use in conjunction with, the various existing implementation tools available to the County to reduce our GHG emissions and improve public health. As mentioned earlier, Public Works has been able to implement many sustainability projects using

implementation methods currently available. If the Board of Supervisors approves a Sustainability Fund, staff can use the fund to accelerate many sustainability projects and avoid missed opportunities. As described above, the Sustainability Fund helps break down implementation barriers. Staff is recommending that the focus of the Sustainability Fund be on Government Operations as shown in Chapter 4, Goal 6 of the County's Climate Action Plan.

The following is a summary of the current implementation tools, and if approved by the Board of Supervisors, how the Sustainability Fund would complement these tools:

1. **Power Purchase Agreements** – The County has used Power Purchase Agreements for the installation of solar panels. The Sustainability Fund would complement this financing mechanism by adding features to a solar installation that will aid in the installation of electric vehicle chargers or energy storage solutions.

2. **Energy Supplier** – The County currently has MCE as its clean energy provider. MCE offers various incentives for sustainability improvements such as energy reduction projects. The Sustainability Fund could be used to cover some costs necessary to make use of the MCE incentives.

3. **Grants** – The Sustainability Fund will be used to fund any local match requirements or ineligible costs associated with a sustainability grant. Having a source of local match funding will provide County staff the seed money to go after various grant programs.

4. **On-Bill Financing** – Although this was a tool used in the past to finance energy reduction projects, this tool is no longer available due to financing constraints for public agencies. On-Bill Financing allowed the County to implement energy reduction projects with no upfront capital outlay. The Sustainability Fund could replace this implementation tool by fully funding high value projects.

5. **Energy Service Companies/Energy Savings Performance Contracting** – Similar to On-Bill financing, Energy Savings Performance Contracting, which allowed energy reduction projects to move forward without an upfront capital outlay, is no longer available due to contracting constraints for public agencies. The Sustainability Fund could replace this implementation tool by fully funding high value projects.

6. **Lifecycle Replacement Opportunities** – As facilities and County assets reach the end of their service life, they are replaced with facilities and assets meeting current codes related to sustainability. Unfortunately, this may take years. The County could use the Sustainability Fund to accelerate the conversion of certain high value facilities or assets to address GHG emissions. For example, diesel generators could be replaced more rapidly with zero emission energy storage systems. By acting prior to the end of the asset's service life, eliminates the GHG emissions for the remaining life of the asset, thus having a positive effect on the environment and public health.

7. **Remodels** – As Departments request facility remodels, the remodels are completed using current building codes, including sustainability requirements. Although the building codes specify the minimum requirements, the Sustainability Fund could be used to supplement costs to improve the use of sustainable elements such as installing upgraded equipment that exceeds current codes related to sustainability.

8. **New Facility Construction** – The County has a policy requiring all new County facility construction meet the highest LEED certification practical. The building would be designed to meet the latest building codes related to sustainability. The Sustainability Fund could be used to go above and beyond minimum

standards if it would be of high value towards going net zero and existing building replacement funding is not available or restricted to minimum standards.

**9. Building Codes** – Building codes dictate minimum standards for new building construction for the County and general public. Many of the tools listed above are specific to retrofitting existing County assets. Building codes are used to ensure that all new construction would meet the latest sustainability requirements including new County facilities. As mentioned under several sections above, the Sustainability Fund could be used to supplement other funding to upgrade equipment beyond the minimum requirements in the building codes.

**10. Department Budgets** – Many Departments allocate funding for building improvements in their department budgets. The Sustainability Fund could be used to supplement Department funds to improve or expand the scope of projects to make use of economy of scale and make sustainability improvements.

## Methods and Strategies

In order to achieve the state-recommended GHG reduction targets, Contra Costa County will need to implement the goals, policies, and actions set forth in Chapter 4 of the Climate Action Plan. The County structured its sustainability strategy to reduce GHG emissions from its operations around the following six topic areas:

1. Energy Efficiency and Conservation
2. Renewable Energy
3. Land Use and Transportation
4. Solid Waste
5. Water Conservation
- 6. Government Operations**

Staff recommends the Sustainability Fund investment be focused initially on Government Operations (GO) Measures of the CAP addressing Measures GO 1 through GO 5, with initial focus on GO 2 (Actions 1,2,3) and GO 5 (Actions 1,2). These goals and actions are summarized below and the initial actions underlined. These action items reduce GHG emissions at County facilities and operations through energy use reduction, renewable energy (solar), conversion of fleet vehicles to electric vehicles, and improve the availability of electric vehicle chargers for Department fleet vehicles and for public use at County facilities.

### ***Measure GO 2: Government Operations - Energy Efficiency***

*Promote energy-saving tools and practices.*

*Action Items:*

- 1. Continue to conduct audits of existing and recently acquired facilities, prioritize improvements, and upgrade facilities to save energy.*
- 2. Increase solar electricity use for County and agency operations.*
- 3. Develop policies related to powering off lights and appliances after hours and after dark.*
- 4. Site facilities that have more than 50 personnel in close proximity to infrastructure and services that support alternative commute modes.*

**Measure GO 5: Government Operations – CAP Implementation Support**

*Establish budgeting and administration practices to support the Climate Action Plan.*

*Action Items:*

1. Ensure that the Environmental Purchasing Policy includes:

- *Green office supplies: Purchase energy-efficient appliances and recycled/recyclable and compostable supplies.*
- *Green fleet and equipment: Evaluate progress of hybrid and compressed natural gas (CNG) fleet measures in the 2007 Municipal Climate Action Plan. Create purchase orders for replacing less efficient vehicles with fuel-efficient vehicles (e.g., hybrids, electric vehicles, and biofuel vehicles) and old office machines with energy-efficient machines.*

2. Reduce County fleet use of traditional fuels 25% by the year 2020\*.

*3. Evaluate progress of Measure 13 from the 2007 Municipal Climate Action Plan (30% of employees telecommuting two days a week). If the target has not been achieved, establish policies to further support telecommuting and flexible work hours for employees. If the target has been achieved, consider increasing the target to 40% employee participation.*

*4. Develop a process for sharing information on government operations' energy and water use and efficiency and conservation measures with the public as an educational tool.*

*5. Advocate for regional, state, and federal activities that support GHG emissions in the county, including but not limited to the following:*

- *Work with BAAQMD to support reductions in process emissions from industrial entities.*
- *Where appropriate, adopt language in the County's state and federal legislative platforms that directs support and lobbying for local GHG reductions.*
- *Advocate for additional transit funding sources concurrently with the development of priority development areas.*

\* The CAP is being updated with new goals and action items. The Sustainability Committee suggested that the new goal is to eliminate the use of traditional fuels for the County's fleet vehicles.

The initial sustainability efforts addressed in Measures GO 1 through GO 5 are further detailed in the Distributed Energy Resource Plan adopted by the Board of Supervisors. Public Works has already identified many high value sustainability projects that include electric vehicle chargers and energy reduction projects that will have an immediate impact on our GHG emissions and impact on public health. If the Board of Supervisors approves an allocation to the Sustainability Fund, Public Works can immediately begin implementation of the high value projects. In parallel, Public Works, working with the County Administrator's Office, would continue to evaluate and identify high value sustainability projects that fit the Government Operations measure in the Climate Action Plan. As high value projects are exhausted related to energy efficiency, solar, and electrifying the County vehicle fleet, including chargers, the Board of Supervisors may wish to revisit the focus of the Sustainability Fund and prioritize other Government Operations action items, such as to accelerate implementation of water conservation measures.

The following tables provide the initial list of priority projects identified by Public Works. The estimated cost of these projects totals approximately \$5.5 million. The tables will be updated as new projects are identified, prioritized, and approved in partnership with the County Administrator's Office.

Summary of Priority Projects (Government Operations)

Proposed Electric Vehicle Chargers – County Building Locations

	Address	City	Department(s)	Approx. # of County Fleet/Po of Light Vehicles	Proposed New EV Chargers	Cost Estimate	Potential MCE Rebate	Potential Net Cost	Existing Conduit In Place - Parking area to electrical room	Type of Solar System - Roof, Carport, or Both	Cumulative Total
1	50 Douglas Dr	Martinez	Health, Probation, Child Support	34	10	150,000	(30,000)	120,000	Yes	Both	\$150,000
2	30 Muir Rd	Martinez	DCD	12	8	120,000	(24,000)	96,000	No		270,000
3	255 Glacier	Martinez	Public Works	11	4	60,000	(12,000)	48,000	Yes	Carport	330,000
4	4549 Delta Fair	Antioch	Child Support, Probation	10	8	156,600	(24,000)	132,600	No	Roof	486,600
5	4545 Delta Fair	Antioch	EHSD	10	8	120,000	(24,000)	96,000	Yes	Carport	606,600
6	595597 Center	Martinez	Health	6	13	130,000	(39,000)	91,000	Yes	Both	736,600
7	2530 Arnold	Martinez	Assessor, Health, Sheriff, Tax, Risk	6	6	90,000	(18,000)	72,000	No	Ground	826,600
8	2475 Waterbird Way	Martinez	Public Works	4	2	120,000	(6,000)	114,000	No	Roof	946,600
9	1960 Muir	Martinez	Sheriff	4	6	120,000	(18,000)	102,000	Yes	Carport	1,066,600
10	202 Glacier Dr	Martinez	Probation	4	4	100,000	(12,000)	88,000	Yes	Carport	1,166,600
11	151 Linus Pauling	Hercules	Sup. Glover, EHSD	3	4	60,000	(12,000)	48,000	Yes	Carport	1,226,600
12	5555 Giant Hwy	Richmond	Sheriff	3	2	130,000	(6,000)	124,000	No	Both	1,356,600
13	4491 Ezler Rd	Byron	Probation	3	4	75,000	(12,000)	63,000	No		1,431,600
14	1305 MacDonald Ave	Richmond	EHSD	2	8	120,000	(24,000)	96,000	No	Roof	1,551,600
15	12000 Marsh Creek Rd	Clayton	Sheriff	2	2	70,000	(6,000)	64,000	No		1,621,600
16	4800 Imhoff Place	Martinez	Animal Services	1	2	120,000	(6,000)	114,000	No		1,741,600
17	1650 Cavallo Rd	Antioch	EHSD		2	120,000	(6,000)	114,000	No	Roof	1,861,600
18	Proposed Totals				93	\$1,861,600	(\$279,000)	1,582,600			
					Engineering	\$395,000					
						\$2,256,600					

No solar PV system  
 Will be deleted - Closing building

NOTE: This cost estimate does not include costs for permits, ADA, or electrical infrastructure such trenching, conduits, wiring, or electrical panel upgrades.

Existing EV Charger Locations			Existing County Only EV Chargers	Existing Public EV Chargers
255 Glacier	Martinez	Public Works	4	2
2467 Waterbird Way	Martinez	Public Works	4	
2366B Stanwell Circle	Concord	Public Works	2	
1126 Escobar (651 Pine)	Martinez	CAO, Human Resources	14	
1025 Escobar Street	Martinez	BOS	3	
2425 Bisso Lane	Concord	Health		2
501 Gateway Avenue	San Pablo	Health		2
13601 San Pablo Avenue	San Pablo	Health		6
1850 Muir Road	Martinez	Sheriff	8	2
Total			35	14

"Engineering" budget item is intended to evaluate and develop cost estimates for above items at each proposed building site.

Energy Reduction Projects – Priority List (LED conversions and automated lighting controls)

Square Feet	Facility	Retrofit \$	Cumulative \$	EUI*
115,091	2530 Arnold	\$538,614		9.30
92,024	50 Douglas	\$430,663	\$969,276	10.70
42,736	595 Center	\$200,000	\$1,169,276	38.50
51,630	597 Center	\$241,623	\$1,410,899	12.60
47,440	1305 McDonald	\$222,014	\$1,632,914	9.90
52,800	4545 Delta Fair	\$247,098	\$1,880,012	14.30
92,394	4549 Delta Fair	\$432,396	\$2,312,409	11.20
41,295	151 Linus Pauling	\$193,256	\$2,505,665	3.4**
24,534	1650 Cavallo	\$114,817	\$2,620,481	21.30
34,554	40 Douglas	\$161,709	\$2,782,191	19.10
35,305	10 Douglas	\$165,224	\$2,947,414	9.30
629,803	<b>TOTAL</b>	<b>\$2,947,414</b>	<b>TOTAL</b>	

\* Electricity Utilization Index - kWh/square feet/year  
 \*\* low EUI reflects large carport solar

## Solar Installations Completed (Phase I) and Underway (Phase II)

Site Name	Department	Rooftop kW	Carport kW	Energy Storage kW/kWh	EV CHARGER READY	TARGET COMPLETION DATE
50 DOUGLAS DR, MARTINEZ	Multiple	242	324		YES	Complete
30 MUIR RD, MARTINEZ	DCD	166			*N/A	Complete
597 CENTER, MARTINEZ	HSD	121			**YES	Complete
595 CENTER, MARTINEZ	HSD	58	376	500/950	YES	Complete
1000 WARD ST, MARTINEZ	Sheriff's Office	337		500/1800***	N/A	October, 2021
2530 ARNOLD DR, MARTINEZ CA	Multiple		526	500/950	Proposed	October, 2021
4545 DELTA FAIR, ANTIOCH	EHSD		437	****	Proposed	October, 2021
4549 DELTA FAIR, ANTIOCH	EHSD		212	****	YES	October, 2021

Phase II Projects

\* N/A because it is rooftop

\*\* shares parking lot with 595 Center

\*\*\*Battery doubled in duration w/CEC Equity SGIP grant and includes resiliency componer

\*\*\*\*CEC Equity SGIP grant award, County/SP evaluating economic feasibility

**Note:** Construction on Phase II projects will be completed within the next two months however the Commercial Operation Date needs to be the same for all four and the critical path will be the installation by PG&E of the new transformer at 2530 Arnold which is slated to occur in early September. Interconnection of the solar/storage system will be coincident with the transformer installation. This will be followed by system commissioning and performance validation resulting in the October COD.

Going forward, the County will be pursuing Phase 3 projects with SunPower. These projects have been selected in large part due to California Energy Commission Equity-Resiliency Self Generation Incentive Program (ER-SGIP) grants recently awarded to SunPower on the County's behalf for battery storage and a resiliency component. The generous grants cover the majority of the cost of the installation and the savings to the County are guaranteed. When done in conjunction with a new solar PV system, the battery storage system qualifies for the Federal Investment Tax Credit and depreciation making these PPAs very attractive in terms of savings potential to the County.

Public Works anticipates the need for a Professional Service budget (estimated at \$250k) for energy engineering services associated with developing additional prioritized distributed energy resource (DER) projects that will be needed to fulfill the goals of the Climate Action Plan.

## Plan of Evaluation

As with any strategic initiative, feedback on the success of the initiative is critical for proper management, decision making, and transparency. The following actions are recommended to keep the Board of Supervisors, Sustainability Committee, and Sustainability Commission informed on the Sustainability Fund and project implementation.

### Check-ins

Public Works will work with the Sustainability Coordinator to update the Sustainability Commission on the Sustainability Fund as major milestones are accomplished.

Staff recommends that the Public Works Department report back semi-annually to the Sustainability Committee on the Sustainability Fund and to provide status updates on project implementation.



In addition to the recommendations above, the interdepartmental Climate Action Task Force is required to report twice annually to the Board of Supervisors on implementation of the CAP. Public Works is a participant in the Task Force and will work with Task Force members and the Sustainability Coordinator to include an update on the Sustainability Fund and project implementation within the Task Force's report to the Board of Supervisors.

### *Metrics*

Metrics are an excellent way to evaluate success of the CAP and for decision making on implementation measures. Although Public Works currently has systems in place for our County buildings and fleet to measure energy cost, water cost, and fuel usage, there is room for improvement to inform decision makers on the success of our sustainability efforts. Public Works will work with the County Administrator's Office to approve using funds from the Sustainability Fund to improve tracking of usage of electricity, natural gas, vehicle fuels, and water. The goal is to provide reliable data to the Board of Supervisors and the public on our sustainability efforts.

Although ideally we would develop metrics to determine actual cost savings from reduction in energy and water use, the cost benefit ratio does not justify the effort. There are a number of variables that can impact measuring actual savings or usage of energy or water. For example, pre- and post-project energy reduction may also be impacted by the time of year the measurements are taken or the weather. Instead, if actual cost savings data is not available, staff recommends that we use theoretical measurements to determine the benefit and for reporting to the Sustainability Commission, Sustainability Committee, and the Board of Supervisors on the success of our sustainability efforts. Whenever possible, the cost/benefit/savings calculation based upon actual will be used. In addition, Public Works will continue to work on improving data collection systems to provide accurate information on actual cost savings or benefits from sustainability improvements.

## Sustainability Fund Structure

Staff from the Department of Conservation and Development consulted with several cities and counties, both within California and nationally, to identify best practices and lessons learned.<sup>1</sup> The findings from the research were summarized in the "Sustainability Fund Research Findings and Recommendation" report. The report presents best practices, implementation challenges, and recommends how Contra Costa County could structure a Sustainability Fund. The full report was presented to the Sustainability Committee in August 2021 and is attached as *Appendix A*. At the meeting, the members of the Sustainability Committee directed staff to add additional context beyond just the structure and mechanism of a Sustainability Fund to justify the establishment of a Sustainability Fund. The following summarizes some of the best practices, implementation challenges and the recommendation of the structure/mechanism of the Sustainability Fund.

### **Best Practices and Implementation Challenges:**

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<sup>1</sup> Staff interviewed the following jurisdictions to put this report together: County of San Luis Obispo (CA), County of Sonoma (CA), County of Santa Clara (CA), County of San Mateo (CA), County of Alameda (CA), City of Santa Barbara (CA), and City of Boston (MA). Additionally, staff consulted in writing with members of the Urban Sustainability Directors Network.



In structuring a Sustainability Fund, it is important to be clear about:

- Measuring savings. There is a tradeoff between level of accuracy and resources required. The County should be clear about how it will measure energy and budget savings.
- Performance metrics. It is important to consider both financial (payback period, rate of return, net present value, return on investment) and environmental (energy savings, greenhouse gas reductions) metrics and to be clear about which will be used for a County Sustainability Fund.
- Fund oversight. Most jurisdictions have an interdepartmental committee that evaluates and makes recommendations on where sustainability funds will be used.
- Fund growth. It is important to think about how the fund will grow, whether through annual allocations, whether savings will be reinvested in the fund wholly or in part, and whether departments will share in any savings.
- Accounting system. It's important to know how funds will be tracked.

In considering these best practices and implementation challenges, staff recommends that we do not establish a revolving fund because of the high cost of measuring “actual” energy savings or GHG reductions from projects, the cost associated with the accounting necessary to track savings, and the cost associated with accounting to reimburse the Sustainability Fund from cost savings.

Instead, staff recommends an annual allocation of general use funds to feed the Sustainability Fund that would be managed by the Public Works Department in close coordination with the County’s Administrator’s Office. Public Works would identify projects that meet the intent of the Sustainability Fund and work with the County Administrator’s Office to approve the projects and authorize the use of the funds.

To address accountability of the Sustainability Fund, Public Works will report the status of the fund and project implementation four times a year. Staff will present semi-annual reports to the Sustainability Committee summarizing the status of the Sustainability Fund and project implementation. Staff will present two reports to the Board of Supervisors as part of a semi-annual report prepared by the interdepartmental Climate Action Task Force on their efforts on sustainability.

## Budget Information

At the August 2021 Sustainability Committee meeting, staff recommended the Committee consider an annual Sustainability Fund allocation of \$1 million to \$5 million. The Committee recommended an initial Sustainability Fund allocation of a minimum of \$2.5 million to move forward with the first project priority to install the necessary infrastructure for electric vehicle charging at County facilities.

Based on the various discussions, staff is recommending that the Board of Supervisors allocate **\$3 million** to the Sustainability Fund for Fiscal Year 2021/2022. In subsequent fiscal years, Public Works, working with the County Administrator’s Office, will propose sustainability projects with cost estimates to consider allocating future funding to the Sustainability Fund during the annual County budget process. The Public Works Department will work with the County Administrator’s Office to develop, prioritize, and implement Sustainability Fund projects to meet the goals of the adopted CAP and other Board adopted sustainability goals and programs.

## Conclusion

In conclusion, a Sustainability Fund will help staff implement the strategies identified in the County's Climate Action Plan to reduce GHG emissions and address climate change and the impact on public health. Adding a Sustainability Fund to the implementation toolbox will also help accelerate sustainability projects related to County facilities and operations.

# Appendix A

*Original Sustainability Fund Research Findings and Recommendations report as presented to the Sustainability Committee in July 2021*

# Sustainability Fund Research Findings and Recommendation

Prepared by Contra Costa County, Department of Conservation and Development &  
Department of Public Works

Authors: Nicole Shimizu (Climate Corps Fellow), Jody London (Sustainability  
Coordinator), Steve Kowalewski (Public Works)

July 2021

# Sustainability Fund Research Findings

## Table of Contents

Executive Summary .....	1
Best Practices .....	1
Recommendations .....	1
Introduction .....	2
Sustainability Fund Research Background .....	2
Sustainability Fund Timeline .....	3
Best Practices .....	4
A.Measuring Savings .....	4
C.Fund Oversight .....	6
D.Fund Growth.....	7
E.Accounting System.....	8
Common Obstacles and Recommended Solutions .....	9
Sustainability Fund Operation in Contra Costa County .....	10
Additional Resources .....	16

## Executive Summary

The Contra Costa County Board of Supervisors directed staff in March 2021 to develop recommendations for a Sustainability Fund that could be used to support investments in County facilities that further the County's environmental sustainability and climate change goals. Staff from the Department of Conservation and Development consulted with several cities and counties, both within California and nationally, to identify best practices and lessons learned.<sup>1</sup> This report presents those best practices, implementation challenges, and recommends how Contra Costa County could structure a Sustainability Fund.

### Best Practices

In structuring a Sustainability Fund, it is important to be clear about:

- Measuring savings. There is a tradeoff between level of accuracy and resources required. The County should be clear about how it will measure energy and budget savings.
- Performance metrics. It is important to consider both financial (payback period, rate of return, net present value, return on investment) and environmental (energy savings, greenhouse gas reductions) metrics and to be clear about which will be used for a County Sustainability Fund.
- Fund oversight. Most jurisdictions have an interdepartmental committee that evaluates and makes recommendations on where sustainability funds will be used.
- Fund growth. It is important to think about how the fund will grow, whether savings will be reinvested in the fund wholly or in part, and whether departments will share in any savings.
- Accounting system. It's important to know how funds will be tracked.

### Recommendations

Staff recommends that a Sustainability Fund be established with an annual allocation of \$1-\$5 million for the next 5 years. Public Works staff will report back to the Sustainability Committee annually on progress on project implementation and progress towards improving the data quality and performance metrics through improved tracking systems. At the end of 5 years, the Public Works Department will report back to the Sustainability Committee with a recommendation to evolve the Sustainability Fund to a revolving fund based on whether Public Works was able to develop the data and metrics needed to track actual cost savings for sustainability projects.

Staff recommends the Department of Public Works have primary responsibility for the Sustainability Fund, working in consultation with an interdepartmental advisory committee and the County Administrator's Office. Public Works would identify projects, oversee projects to

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<sup>1</sup> Staff interviewed the following jurisdictions to put this report together: County of San Luis Obispo (CA), County of Sonoma (CA), County of Santa Clara (CA), County of San Mateo (CA), County of Alameda (CA), City of Santa Barbara (CA), and City of Boston (MA). Additionally, staff consulted in writing with members of the Urban Sustainability Directors Network.

completion, track savings (estimated or actual), and report annually on the fund’s impact. This conforms to best practices learned from other jurisdictions.

In our research, an interdepartmental committee was identified as a key element for a Sustainability Fund. The recently created Interdepartmental Climate Action Task Force could play this role. The Task Force consists of department heads or designated representatives of each County department. It would convene throughout the year to make ongoing recommendations about the Sustainability Fund’s management including the process of identification and selection of the projects the County should implement.

## Introduction

In September 2020, the Contra Costa County Board of Supervisors created an Interdepartmental Climate Action Task Force (“Task Force”) to focus on “urgently implementing the County’s Climate Action Plan.”<sup>2</sup> The Task Force’s first two meetings included discussion around sustainability opportunities within County operations. Several Task Force members suggested establishing a Sustainability Fund to support these opportunities. This suggestion was included in the Task Force’s first report to the Board of Supervisors on March 30, 2021 to “Establish a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund.” At the March 30th meeting, the Board directed staff to provide more information about Sustainability Fund mechanisms other jurisdictions have implemented.

Sustainability Funds are highly customizable. In conducting this research, it became apparent that existing fund structures have been built upon elements that best support the needs of particular jurisdictions. As Contra Costa County considers establishing a Sustainability Fund, decisions and trade-offs will have to be made regarding metrics, administrative processes, and fund mechanics. This report distills a series of best practices based on multiple jurisdictions’ lessons learned to inform the County’s Sustainability Fund process.<sup>3</sup>

## Sustainability Fund Research Background

To prepare this report, County Department of Conservation and Development staff interviewed multiple jurisdictions about their Sustainability Funds and conducted additional online research on several additional jurisdictions’ Sustainability Funds. A database of findings

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<sup>2</sup> Contra Costa County Board of Supervisors, Resolution No. 2020/256, *Endorsing 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*.

<sup>3</sup> Staff interviewed the following jurisdictions to put this report together: County of San Luis Obispo (CA), County of Sonoma (CA), County of Santa Clara (CA), County of San Mateo (CA), County of Alameda (CA), City of Santa Barbara (CA), and City of Boston (MA). Additionally, staff consulted in writing with members of the Urban Sustainability Directors Network.

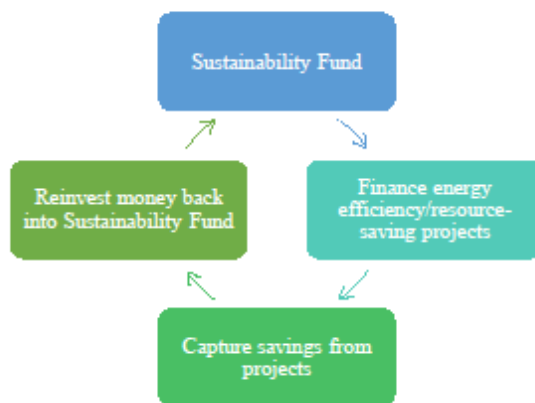
can be found in the attached document<sup>4</sup>. Below is a summary of common themes and best practices for the County to consider when developing, implementing, and operating its own Sustainability Fund.

### Sustainability Fund Timeline

Based on interviews with jurisdictions and review of guides outlining the process of launching a Sustainability Fund, this is the general process other local governments have taken to start their Sustainability Funds:

- Conduct research on similar funds run by similar organizations.
- Determine structure of fund and gather feedback from relevant stakeholders.
- Create an interdepartmental decision-making committee and set up internal accounting and administrative processes to support the fund.
- Conduct energy audits of all jurisdiction-owned properties to develop a pipeline of projects and establish baseline energy use data.
- Prioritize certain buildings/projects starting with low-hanging fruit (projects with short payback periods, low cost of implementation, and high potential for savings).
- Execute projects, measure utility use reductions, and put the realized savings back into the Sustainability Fund for the next cycle of projects.

#### Revolving Loan Basic Structure



<sup>4</sup> Much of the information provided in the attached document comes from the County of San Luis Obispo’s Energy and Water Coordinator research to inform their own sustainability revolving fund known as the Revolving Energy and Innovation Fund (REIF).



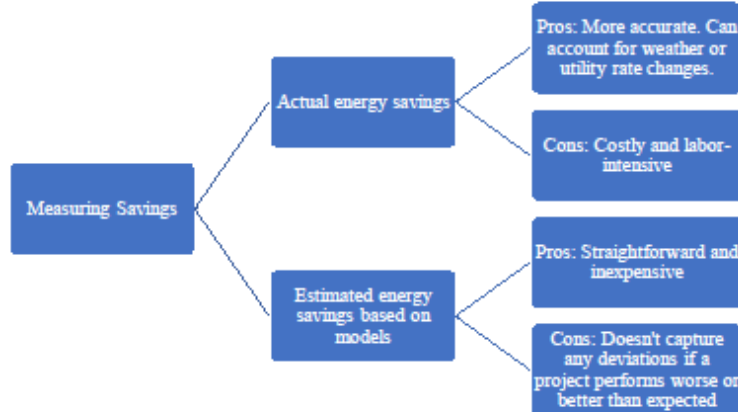
## Best Practices

Based on our research, a number of best practices contradict one another because each methodology was customized to best suit a specific jurisdiction's goals. These best practices are captured below, categorized by element to illustrate the trade-offs that are associated with each option.

### A. Measuring Savings

There is a spectrum of options regarding measuring savings that jurisdictions use. On one side of the spectrum, jurisdictions track actual energy savings which requires a significant amount of staff time. This method has been prohibitive for many jurisdictions that have implemented a Sustainability Fund specifically because of the staffing requirements. The other side of the spectrum uses energy savings models to estimate impacts which requires less staff time.

Several options fall in the middle of the spectrum as a hybrid of actual and estimated energy savings. One option assesses whether utility costs are decreasing over time. This option wouldn't affect project repayments, but could help verify that projects are generally decreasing costs. Another option bases the loan approval and repayment schedule on estimated savings and then tracks actual energy savings to verify that the project is functioning as predicted. Yet another option performs upfront and retroactive measurement and verification on larger projects and uses project specifications and engineering estimates on smaller projects.



### B. Performance Metrics

There are several common performance metrics that jurisdictions use to determine which projects to pursue: payback periods, return on investment (ROI), net present value (NPV), internal rate of return (IRR), resource savings, and/or greenhouse gas (GHG) reductions. Some

jurisdictions choose to focus on a combination of payback period, ROI, and IRR. However, depending on the goals of the specific jurisdiction’s Sustainability Fund, the relative emphasis on each of these metrics shifts.

These performance metrics are all useful to contextualize the lifecycle costs of the projects County departments could undertake. Since the payback period of most projects would span several years, this multi-year time frame should be accounted for when selecting projects to prioritize and execute rather than choosing projects solely based on initial costs.

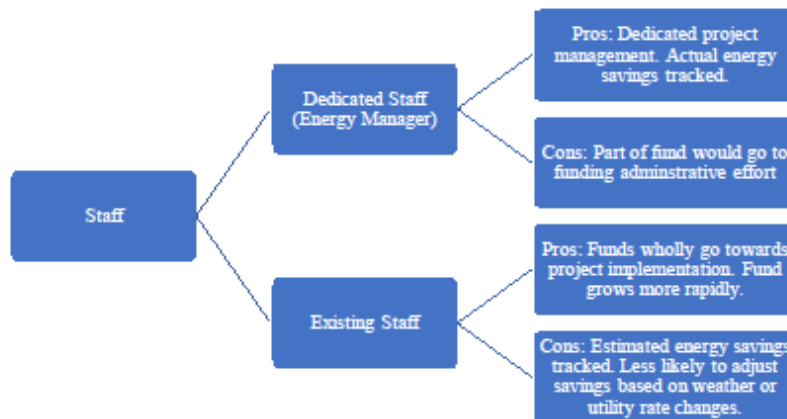
Metric Type	Definition	Pros	Cons
<b>Financial Performance Metrics</b>			
Payback Period	The amount of time required for a project to recoup its original capital and installation cost with the savings it generates.	Simple and common metric to easily compare the financial viability of different projects.	Does not account for the cost of capital and cannot be directly compared to metrics that track investment performance on an annual or monthly basis. Does not capture the total volume of savings achieved.
Return on Investment	Savings a project generates as a percentage of its upfront cost. Can be calculated for the entire lifetime of the project or on an annual basis.	Assesses the savings from a project relative to its cost.	Does not capture the total volume of savings.
Internal Rate of Return	Represents the profitability of a project in the presence of discounting. Often used to compare prospective investments.	Incorporates information missed by other metrics including the time-value of money and information about when costs and savings actually	Does not capture total volume of savings achieved. Unintuitive for non-technical audiences.

Metric Type	Definition	Pros	Cons
		occur in the project's lifetime.	
Net Present Value	Total net savings of a project and accounts for the time-value of money. Discounts costs and savings depending on how far into the future they occur.	Considers the total number of years the project will be active. Captures relevant factors such as project lifetime, the time-value of money, and total volume of net savings that are omitted by other metrics.	Unintuitive for non-technical audiences and relies on often arbitrary discount rates.
<b>Environmental Performance Metrics</b>			
Resource Savings	Total amount of electricity, fuel, water, waste, or other materials that are conserved or produced by the project.	Straightforward metric	Difficult to compare different project types.
Greenhouse gas (GHG) Reductions	Project's reduction of greenhouse gas emissions.	Accounts for the amount of resources saved, the GHG emissions intensity of those resources, and the global warming potential of GHGs.	Can be difficult for groups to conceptualize the scale of reductions.

### C. Fund Oversight

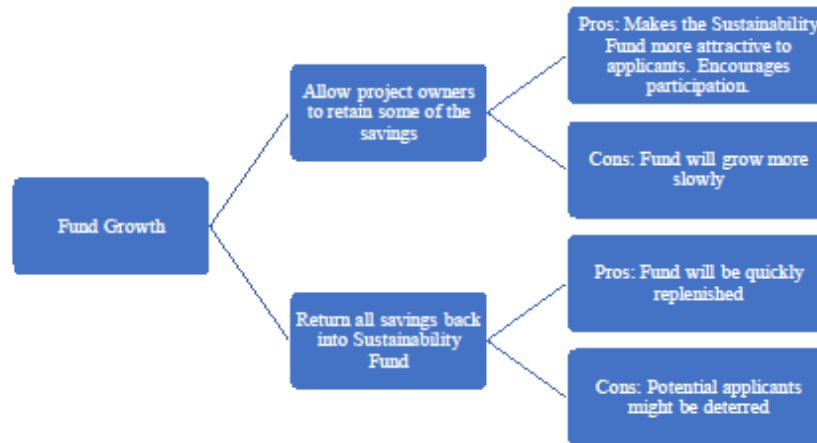
The majority of jurisdictions surveyed have an interdepartmental committee that provides oversight and guidance to the fund ranging from defining project criteria to verifying annual project energy savings. Common committee membership includes facility operation managers and managers from finance and sustainability departments. This provides jurisdictions cross-departmental buy-in and ensures that all relevant stakeholders are involved in the Sustainability Fund's operation.

Fund management varies across jurisdiction depending on staffing capacity and funding. Some jurisdictions have a dedicated energy manager tasked with day-to-day fund operation, dedicated project management, and tracking actual energy savings. The position could be paid for by tacking on an administrative fee of around 2% as part of the loan terms. A 2% fee was identified as the ideal surcharge as it ensures there is enough funding for administrative personnel without deterring project applications. However, several resource-constrained jurisdictions noted that having existing staff administer the fund is also a viable option as long as savings are based on modeled estimates rather than actual savings.



#### D. Fund Growth

There is a tradeoff between making the Sustainability Fund financially attractive to applicants and growing the fund over time. If the jurisdiction's goal was to grow its fund as fast as possible, it would create 0% interest loans and target all of the low-hanging fruit projects in their jurisdiction. If it needed to incentivize departments to take advantage of the loans, the jurisdiction would allow project owners to collect project savings for three years and afterwards redirect the savings back to the Sustainability Fund.



### E. Accounting System

There are two main accounting systems that Sustainability Funds use depending primarily on whether or not the County department has control over its budget.

	<b>Loan Model</b>	<b>Accounting Model</b>
<b>Overview</b>	County department borrows money from the fund via a budget transfer. The department is responsible for repaying the loan using project savings.	Funds are transferred to County department or facilities department. Repayment is made via a transfer of funds back into the Sustainability Fund from a centrally managed operating budget.
<b>Best Fit</b>	County departments have control over distinct operating budgets, discrete ownership of projects, and facilities staff or building technicians to assess potential improvements.	County department does not have discrete ownership of project and/or draws from the same pool of money for building-related expenses as the Sustainability Fund (ex: A General Fund).

Some best practices that have worked for jurisdictions across the board include:

- Making the Sustainability Fund its own budget item to create a dedicated sustainability-oriented pool rather than risk losing dedicated funding if the Fund was part of the General Fund.

- Creating buy-in and ensuring the longevity of the program within the organization using the business case for the fund,
- Selecting projects based on two main factors: alignment with the fund’s mission and compatibility with the actual portfolio of projects that are available for investment, and
- Prioritizing projects in a way that best allocates limited resources while accounting for the feasibility and timing of projects given other constraints.

### Common Obstacles and Recommended Solutions

Obstacle	Solution
Staff not encouraged to improve building efficiency because, if they cut costs, their operating budget will be reduced accordingly the next fiscal year.	<ul style="list-style-type: none"> <li>• Freeze utilities or operating budgets during the repayment period of the project to ensure facility managers see the benefit of achieving savings through efficiency projects.</li> <li>• Facilitate the careful tracking and management of savings resulting from projects, so stakeholders can negotiate when and by how much operating budgets will be cut in response to those savings.</li> <li>• Require only a certain portion of savings to be repaid into the fund, allowing the project funder to immediately receive some of the financial benefit even while the full project cost is more slowly being repaid. A revolving fund helps to restore the incentive to conserve by formalizing project savings and revolving them back into the fund, which can then be tapped by the same stakeholders for future projects.</li> </ul>
Paying for staff time and management	<ul style="list-style-type: none"> <li>• Ensure loan repayment terms capture enough revenue each year to sustainably administer the fund. For example, a 2% interest for administrative costs ensures there is enough funding for administrative personnel without deterring project applications</li> <li>• Include a fee that would be bundled into the repayment terms (i.e., asking loan recipients to pay back more than 100 percent of the loan value from generated savings, such as through an additional payment at the end of the repayment term).</li> </ul>
Concerns about accurately measuring savings	<ul style="list-style-type: none"> <li>• Conduct an upfront audit or engineering assessment to forecast savings potential over the project’s lifetime,</li> </ul>



Obstacle	Solution
	<p>demonstrating the short- and long-term value of the loan to the recipient.</p> <ul style="list-style-type: none"> <li>• Conduct the measurement and verification of project savings using an agreed upon process, providing data which verifies that the level of achieved savings is consistent with repayment terms. Then, create a repayment structure that adjusts to changes in savings beyond the original estimates.</li> <li>• Consult resources to confirm the typical savings generated by similar projects at other institutions, increasing buy-in by demonstrating past success.</li> </ul>
<p>Concern about exhausting high-payback low-hanging fruit projects</p>	<ul style="list-style-type: none"> <li>• Learn from the experiences of jurisdictions' already established fund structures.</li> <li>• Bundle projects of various payback lengths.</li> <li>• Examine the value of higher-hanging fruit such as deep retrofits and renewable energy installations.</li> </ul>

### Sustainability Fund Operation in Contra Costa County

Why a Sustainability Fund? As mentioned at the beginning of this report, the Inter-departmental Climate Action Task Force discussed implementation challenges and recommended a Sustainability Fund be set up to help implement sustainability projects and programs. The Task Force identified project implementation funding as the top implementation challenge.

Why do we need a Sustainability Fund if we are currently implementing sustainability projects such as solar, Electric Vehicles (EV), Electric Vehicle chargers, and Light Emitting Diodes (LED) retrofits? It is true that the County has implemented many sustainability projects without the use of a Sustainability Fund. However, the County financed the projects through a variety of methods that did not require a local match investment. For example, PG&E's on-bill financing was a tool used to fund the capital improvements without having to front the funding. Unfortunately, some of these tools, such as the on-bill financing, are no longer allowed to be used. We have also used Power Purchase Agreements and third-party energy reduction firms that evaluated, designed, and constructed energy reduction projects in exchange for a portion of the cost saving due to the project. These delivery tools also come with issues and constraints.

In order to move the County forward towards implementing sustainability projects and avoid some of the challenges and constraints with using various tools to finance the projects, the

Board of Supervisors requested that staff investigate the use of a Sustainability Fund or Revolving Fund as recommended by the Inter-departmental Climate Action Task Force Committee. The research conducted by Conservation and Development identifies pros and cons to various Sustainability Funds used by other agencies. The information is useful to identify lessons learned and best practices in trying to develop a Sustainability Fund structure that meets Contra Costa’s complex infrastructure financing system.

In developing a recommendation on a Sustainability Fund for Contra Costa, staff first identified an “ideal” structure for funding sustainability improvements. Based on the ideal situation, staff evaluated the challenges associated with creating this structure, and has developed the recommendation below for a structure that addresses the implementation challenges.

The following table describes an ideal Sustainability Fund/Revolving Fund structure and challenges related to implementation to fit the County financing and project delivery structure.

Ideal Sustainability Fund Structure (Revolving Fund)	County Implementation Challenges
1. One-time investment of unconstrained funding (ok to use on General Fund and non-General Fund funded County buildings)	A defined source of funding has not been identified. The funding should be unconstrained to be able to improve the highest impact projects and not just focused on General Fund funded building, such as is done with Facilities Lifecycle Improvement Program (FLIP) projects.
2. Sustainability Fund managed by Public Works with direction from CAO and Board of Supervisors	Fund does not currently exist. Fund oversight expectations and project approval process need to be developed.
3. Project identification and prioritization based on various Board adopted documents (Distributed Energy Resources (DER), Climate Action Plan (CAP), Energy Reduction Plan (ERP), Building Codes, Administrative Bulletins)	Although Public Works has used industry accepted selection criteria, such as energy use, occupancy frequency, etc. to identify a preliminary list of projects, these have not been reviewed and approved by the CAO.
4. Agreed-upon project selection criteria used to prioritize improvements	Project selection criteria and prioritization needs to be finalized. Ideal selection and prioritization criteria may be difficult to apply due to limitations in our existing tracking systems. Ideal metrics are not easily available to base selection decisions.



Ideal Sustainability Fund Structure (Revolving Fund)	County Implementation Challenges
5. Project approval by a Project Review Committee (CAO, Public Works, Task Force, etc.)	The Board directed that the Inter-departmental Climate Action Task Force be formed to address sustainability issues. Need to determine if this Committee is the appropriate make-up to evaluate projects. The Committee may be more suitable to review overall process challenges rather than review the merits of individual sustainability projects.
6. Commit funding towards approved projects	Need to agree how funding is committed to a prioritized project. Will the CAO approve or will Board action be necessary? Will the Sustainability Fund be a separate line item of the General Fund and subject to annual allocation decisions? This could make it difficult to plan larger multi-year projects.
7. Pre-project evaluation (data/metrics)	Public Works currently does not have the resources to conduct a pre-project evaluation of many sustainability projects, such as energy reduction or solar installations. This effort would need better utility tracking software and possibly the installation of sub-meters to collect the appropriate data/metrics to evaluate project impact. This effort would also require additional staff time to conduct the evaluations and analyze the data/metrics.
8. Design and Construct Sustainability Project	Public Works is able to successfully deliver sustainability projects. The Department has partnered with the CAO's Office and County Departments to deliver many solar installations, energy reduction projects, water reduction projects, and new LEED certified buildings. The challenge of implementing sustainability projects is not with staff's ability to deliver projects, but rather with the lack of dedicated funding and clear authority on project authorization.
9. Post-project evaluation (data/metrics)	Same issues as described above under pre-project evaluation.

Ideal Sustainability Fund Structure (Revolving Fund)	County Implementation Challenges
<p>10. Identify “Actual Cost Savings” from project implementation. Staff support and data extraction tools are funded and available. Cost savings are purely based on constructed improvements and other variables, such as weather, occupancy, etc., did not impact cost savings calculation. Improvement can be monetized.</p>	<p>Actual cost savings are typically dependent on a number of variables that may skew benefits realized from a sustainability project. Calculating actual cost savings requires a significant amount of staff and other resources to be useful. Some sustainability improvement benefits cannot be monetized (clean water bio-swales). Without accurate cost savings information, difficult to create a revolving that is supported by data/metrics.</p>
<p>11. Annual cost savings are used to replenish the Sustainability Fund (making it a revolving fund). To add incentive to Departments, cost savings can be shared with the Department so they receive an immediate benefit from implementing project. Cost savings are deposited into the Sustainability Fund until the capital investment is repaid including an additional amount to cover administrative costs for the program (finance staff, software tools, reporting requirements, etc.). There are no constraints from Department specific funding that would prohibit the replenishment of cost savings into the Sustainability Fund to be used by all departments.</p>	<p>Some County Departments are funded with State and/or Federal funding that gets audited routinely. There may be an issue if the Department’s utility costs go down, yet they are paying a higher amount to fund the Sustainability Fund until the revolving fund is repaid. Departments funded with restricted funds may have an issue of paying for proactive sustainability improvements that are not “required” with any building upgrades or improvements. A revolving fund is a type of “loan” or debt financing. Some fund sources may require a voter approval for debt financing. Would this debt financing count against the County’s cap, or since it is internal, would it not count against the cap? As mentioned above, if we are unable to monetize project impacts, then the desire for the Sustainability Fund to be a revolving fund will be challenging to maintain.</p>
<p>12. Implement next project or bundle of projects using replenished Sustainability Fund.</p>	<p>No issue</p>

As shown in the table above, staff identified many “challenges” that need to be further developed to reach an “ideal” Sustainability Fund structure. However, with the Board of Supervisors declaring a Climate Emergency, staff is recommending a modified structure to begin implementing sustainability projects immediately.

Staff recommends the following modified financing and process structure to begin implementing sustainability projects for County Departments.

- Staff recommends the Board of Supervisors establish a Sustainability Fund with the mission to fund sustainability projects that benefit the environment and fulfill the mission of the Climate Action Plan for all County building infrastructure. The use of the funding would not be restricted to General Fund funded infrastructure, but could also be used by Departments that are funded with restricted funding. This condition allows staff to focus on the highest impact projects without being constrained to General Fund funded buildings as is the case with Facility Lifecycle Improvement Projects (FLIP program). Having unrestricted funds allows staff to better bundle projects and coordinate improvements across all County infrastructure.
- Staff recommends the Board of Supervisors allocate \$1-\$5 million annually to the Sustainability Fund for the next 5 years. A portion of the allocation each year would be used to improve the Public Works Department's ability to track utility costs, energy usage, and greenhouse gas reduction with the majority of the annual allocation going to project implementation. At the end of 5 years, the Public Works Department will report back to the Sustainability Committee on the progress made on tracking utility costs, energy usage, and greenhouse gas reduction. Based on the results and the ability to track "actual" cost savings, Public Works will make a recommendation to convert the Sustainability Fund to a Revolving Fund that will be funded with actual cost savings by the various Departments or to continue with the original Sustainability Fund structure where annual allocations are made to the fund from the General Fund or other appropriate fund source. If the County prefers to pursue a revolving fund, another option is to fund the Sustainability Fund with "estimated" cost savings rather than "actual" cost saving that would require far less financial and staff resources to implement. Estimated savings would be used for Departments to deposit back into the revolving fund.
- Because the Public Works Department is primarily responsible for facilities management, it would be most effective for the Sustainability Fund to be managed by the Public Works Department. Public Works would identify projects, oversee projects to completion, track savings (actual or estimated), and report annually on the fund's impact. This is in line with the research for this report, in which seven out of the thirty jurisdictions researched had their Public Works department or equivalent alone in charge of the fund's management.
- Across the board, the most common element between jurisdictions' Sustainability Funds was an interdepartmental committee. Twenty-one out of the thirty jurisdictions identified an interdepartmental committee as a key element in their Sustainability Fund office. Because the Interdepartmental Climate Action Task Force was created to implement actions identified in the Climate Action Plan, the group is well positioned to act as the interdepartmental advisory committee to the Sustainability Fund. This committee, consisting of department heads or designated representatives of each County department, would convene to make ongoing

recommendations about the Sustainability Fund's management, including the procedure of identifying and selecting projects the County would implement.

- The County's Energy Manager (Public Works staff) would work with the Facilities, Capital Project Management, and Fleet Divisions within Public Works to identify sustainability projects using technical and practical knowledge of the County's building infrastructure and fleet operations. Project selection would be based on County adopted documents and bulletins, such as the Distributed Energy Plan, Climate Action Plan, Energy Reduction Plan, Administrative Bulletins, and building codes. The projects would be prioritized and submitted to the County Administrator's Office for approval of the projects and authorizing the use of funding from the Sustainability Fund prior beginning work on any project.
- The Energy Manager and staff from Facilities Services, Capital Projects, and Fleet Services have identified several projects that could be implemented immediately if the Board of Supervisors approves the Sustainability Fund concept and allocates funding. Depending on the amount of funding allocated, Public Works would submit the initial list of projects to the CAO for approval to implement. The initial focus of the Sustainability Fund would be on energy reduction projects, installation of electric vehicle charging stations, and electrification of the County's fleet vehicles.
- Public Works will provide annual reports to the Sustainability Committee on progress toward project implementation funded by the Sustainability Fund.

## Additional Resources

- [Local Government Energy Financing Primer](#) | Better Building Solutions Center
- [Climate Financing Decision Making Tree](#) | ICLEI
  - Breakdown of advantages, disadvantages, and case studies
  - T8: Energy Performance Contract
  - T11: Revolving Fund
- [City of El Cerrito Revolving Fund Administrative Manual](#) (2009)
  - Step-by-step guidance about establishing/implementing revolving fund, eligible projects, goals of revolving fund, allocation of funds and management, accounting, project guidelines, payback period etc.
- [Green Revolving Fund: A Guide to Implementation and Management](#) | Sustainable Endowments Institute and the Association for the Advancement of Sustainability in Higher Education
- [Revolving Loan Fund \(Internal vs External\)](#) | DOE
- [State Revolving Fund Recommendations for Clean Water Infrastructure Investments](#) | NRDC Water and Climate Team

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
Alameda County (CA)	Revolving Energy Fund (aka Designated Energy Fund) & Municipal Utility Surcharge	Emily Sadigh	1995	\$3 million	Energy savings from PG&E retrofit project (PG&E's 1st demand side bidding program called Power Saving Partners)	<ul style="list-style-type: none"> <li>Lighting, solar, fuel cells</li> <li>Augment maintenance/replacement projects for which maintenance budget only pays for standard energy efficiency upgrade. Fund pays to increase energy efficiency to a higher level</li> </ul>	\$1k-1 million
City of Ann Arbor (MI)	Municipal Energy Fund		1998	\$500,000 (\$100,000 annual contributions for 5 years)		Municipal programs aimed at improving energy efficiency in municipal facilities	
Arizona State University (AZ)	Sustainability Initiatives Revolving Fund (SIRF)		2010				3 tiers of project sizes from small (<\$5,000) to large (10 year payback or less)

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of Boston (MA)	Renew Boston Trust	Bradford Swing	2019 (1st performance contract executed)	\$20 million from government operations green bond	ARRA (for dedicated energy staff), Energy Block Grant (to fund an energy manager and an energy finance manager), Green bonds	Efficient lighting and water fixtures, HVAC equipment replacements, building management systems, solar panels	
City of Cupertino (CA)	Sustainability Committed Reserves Fund	Andre Duurvoort					
Douglas County (KS)	Sustainability & Energy Savings Reinvestment Fund		2011	\$300,000	Douglas County Commission	Projects that save energy and reduce maintenance costs or promote the implementation of innovative sustainability solutions	



Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of El Cerrito (CA)	<ul style="list-style-type: none"> <li>• Environmental Improvement Revolving Fund</li> <li>• Energy and Water Efficiency Program (EWEP)</li> <li>• El Cerrito Revolving Fund (ECRF)</li> </ul>		2008	\$25,000	From FY08/09 Capital Improvement Project overage and General Fund allocation based on estimated savings from Energy Watch Lighting retrofit projects	Range of projects that deliver environmental benefits to city operations. Environmental Services will have wide discretion to pursue individual projects with varied environmental benefits as long as sum of project activities in a given year meet "portfolio" criteria	
Kane County (IL)	Energy Efficiency Revolving Loan fund		2009	\$2,469,100	Energy Efficiency and Conservation Block Grant (EECBG) as part of American Recovery and Reinvestment Act (ARRA)	Projects resulting in reduced fossil fuel emissions, reduced total energy use, or improved energy efficiency. Project must also generate energy savings to be used to repay the loan	
Inyo County (CA)	Southern California Edison (SCE) Energy Efficiency Revolving Loan Fund (EERLF)					Energy efficiency projects (modify existing facilities and fund improved infrastructure in new construction projects)	



Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of Long Beach (CA)	Innovation and Efficiency Initiatives Revolving Fund			\$2 million	FY14 year-end General Fund department surplus	Energy efficiency systems, solar panels, street lighting improvements, HVAC systems, machinery/equipment that reduce staffing or other operational costs, energy efficient vehicles, innovative solutions that improve service delivery and grow the City's tax base through improved economic opportunity for residents and businesses	
City of Montpelier (VT)	Net Zero Revolving Loan Fund		2016	\$30,000	<ul style="list-style-type: none"> <li>• \$20,000 from Council approval from city's Reserve Fund</li> <li>• \$10,000 from Efficiency Vermont</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal energy efficiency and renewable energy investments in the City</li> <li>• Projects that directly address one or more of the City's Net Zero goals through energy efficiency, renewable energy production, or reduction of energy-related costs</li> <li>• Feasibility studies that support energy projects can be funded if either paid back within 2 years or rolled into the repayment schedule of a funded project that results from the feasibility assessment</li> </ul>	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of Moreno Valley (CA)	Energy Efficiency Fund (EEF)		2013	\$60k from EECBG projects and \$32k from Moreno Valley Utility rebates	<ul style="list-style-type: none"> <li>• EECBG grant through ARRA (scope: energy efficiency assessment, HVAC retrofits)</li> <li>• SCE Grant (scope: develop energy efficiency codes, staff training and development, GHG inventory, climate action plan strategy development, develop municipal energy plan and municipal revolving fund for EE projects)</li> </ul>	Energy efficiency (include any construction or retrofit project that involves energy efficiency)	
City of Nashville (TN)	Energy Savings Revolving Fund	Laurel Creech		\$2 million		Energy savings projects (energy conservation measures, energy audits, energy infrastructure retrofits, building automation systems, utility expense management, building retro-commissioning)	
Portland State University (OR)	Green Revolving Fund		2013	\$500,000	State of Oregon funding for capital improvements	Energy and water efficiency projects	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
Riverside County (CA)	Energy Conservation Fund		2010	\$168,190	<ul style="list-style-type: none"> <li>• New construction design incentives</li> <li>• Solar rebates</li> <li>• Strategic Plan element incentives from SCE and the Gas Company</li> </ul>	<ul style="list-style-type: none"> <li>• Energy and water efficiency projects</li> <li>• EV charging stations</li> <li>• Heat exchanger upgrades</li> <li>• Persistence-based retrocommissioning</li> <li>• Insulation</li> <li>• HVAC retrofits</li> </ul>	
City of Sacramento (CA)	Green Facilities Program (GFP), now Energy Reinvestment Program		2009	\$1.9 million for revolving loan fund	Portion of the \$2.6 million DOE Energy Efficiency and Conservation Block Grant (EECBG)	Energy efficiency projects (ex: water boiler replacement, hot water pump motor replacement, HVAC repairs, lighting retrofit)	
City of San Antonio (TX)	Energy Efficiency Fund		2011	\$4.6 million	American Recovery and Reinvestment Act (ARRA)	Energy efficiency retrofits (interior/exterior lighting retrofit, HVAC equipment and controls replacement/upgrade, solar window film, retro-commissioning/HVAC tune-up, pool pump upgrade)	\$1,000-250,000; average of \$20,000
City of San Jose (CA)	City Buildings Energy Projects Program (C-BEPP) Energy Fund program		2005	\$200,000	PG&E rebate from street light upgrade	Lighting, smart street lights, HVAC, control systems	\$5k-20k

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
San Luis Obispo County (CA)	Revolving Energy and Innovation Fund (REIF)	Annie Secret			Portion of realized funds from installing solar	Energy-saving projects and programs	
San Mateo County (CA)	GOCAP (Government Operations CAP)	Susan Wright	Start early 2021				
City of Santa Barbara (CA)	Energy Efficiency Fund	Aleia Parenteau	2017		General Fund budget allocation	Mechanical/plumbing/electrical systems and controls; building envelop systems; energy management and control systems; renewable energy systems; design and planning of the EE project; labor necessary for construction/installation of EE project; energy audits; submeters and installation costs; training of operations and maintenance staff; commissioning, inspections, or certifications; construction/renovation costs directly related to or required by EE or renewable energy improvement; water conservation and wastewater reduction improvements; other improvements resulting in proven and predictable energy savings	<ul style="list-style-type: none"> <li>• No minimum or maximum limit</li> <li>• If other funding is available, City prefers to reserve EE Fund for energy cost-saving projects that otherwise wouldn't move forward. Large projects in particular may be funded best through other financing as it would take time for EE Fund to grow sufficiently large to pay for a big project</li> </ul>

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
Santa Clara County (CA)		Susana Mercado		\$5 million per year allocated, but not appropriated	General Fund; part of 10 year Capital Improvement Plan; funds directly tied to Board policies		
City of Santa Cruz (CA)	Carbon Reduction Fund		2017	No seed money	All fund money came from energy efficiency and solar rebates from eligible projects that various city departments undertook. Performance-based rebate checks that used to go to the General Fund were instead directed to Carbon Fund	<ul style="list-style-type: none"> <li>+ Purchase high efficiency equipment, construct and/or install new energy efficient infrastructure, and implement actions described in the CAP</li> <li>+ Reduce project costs to meet State or utility requirements for low-interest financing</li> <li>Augment maintenance or replacement costs of new technology</li> </ul>	
Sonoma County (CA)	Climate Resiliency Fund	Jane Elias	Delayed until FY 22/23	\$10 million	PG&E settlement money Sonoma got from 2017 wildfires	Direct spending or to leverage grants, incentives, and other sources for climate work	
					General fund dollars, utility savings and rebates from Comprehensive Energy Project from 2008-2010. During this time also received CEC grants that leveraged dollars set aside.		
Union County (NC)	Revolving Energy Fund		2009		ARRA, DOE, EECBG funding	Solar thermal on jail, lighting retrofits, HVAC upgrades	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
University of Vermont (VT)	Energy Revolving Fund		2012	\$13 million	University's cash reserve fund which is normally invested for short periods in low risk financial instruments	Efficiency projects on campus	
US General Services Administration	Facility Efficiency Investments		2010				
State of Utah	State Facility Energy Efficiency Fund (SFEFF)		2008			Energy efficiency improvement projects	
City of Visalia (CA)	Revolving Conservation Fund		2009	\$200,000	EECBG Grant (Savings from ARRA-funded projects put back into fund)	Any conservation project resulting in utility cost savings (electricity, gas, water) or feasibility analysis/grant proposal	\$1k-25k
City of Watsonville (CA)	Carbon Fund Program		2015		Carbon Impact Fee to all new development as a percentage of the building permit fee.	Any greenhouse gas reducing projects in the City	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
Alameda County (CA)	10% IRR	Ad hoc, some had no repayment, some had modest interest	Incentives from projects with short lifecycles and less than 5 year paybacks without incentives and from incentive refunds from local utility companies and 100% of savings from energy projects	Estimated	Varies from less than 5 year payback to projects with a lifecycle of over 20 years	0.25 FTE - tacking funding out and in
City of Ann Arbor (MI)	<ul style="list-style-type: none"> <li>• Prioritization based on energy saving potential, improvement of the facility environment, and educational/demonstrational value of project.</li> </ul>		<ul style="list-style-type: none"> <li>• Annual payments are made from 80% of the resultant energy savings, allowing facility budgets to be reduced or to apply the remaining 20% of savings to further improve the facility or services. Repayment starts the 1st year after the energy saving measures are installed.</li> <li>• Money is transferred from the budgets of the facilities that receive the energy improvements to the Energy Fund at the end of the fiscal year and be available to finance further energy improvements in future fiscal years.</li> </ul>	Estimated energy savings	<ul style="list-style-type: none"> <li>• 3-5 year payback</li> <li>• Used to do a payback of 80% of savings for 5 years, even if project has 3 year payback; this is proving to be too expensive for projects with long payback periods. Now considering extending repayment period to 10 years with little to no interest.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 FTE paid 1/3 out of street lights, 1/3 water, 1/3 maintenance</li> <li>• Internal office estimates energy and cost savings, measuring savings somewhat afterwards</li> </ul>
Arizona State University (AZ)	<ul style="list-style-type: none"> <li>• Tier 1 projects: no specific financial criteria; has to be consistent with fund goals</li> <li>• Tier 2 and 3: 6% IRR with a preference for projects 8% IRR or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 1: No payback required. \$5,000 maximum grant.</li> <li>• Tier 2: Loans match funding from the department receiving the loan. Maximum of \$500,000 per year. Savings are split 50/50 between SIRF and loan recipient.</li> <li>• Tier 3: All savings directed to the fund as repayment for the loan</li> </ul>	Savings		<ul style="list-style-type: none"> <li>• Tier 1: No repayment required</li> <li>• Tier 2: 6 years or less</li> <li>• Tier 3: 10 years or less</li> </ul>	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of Boston (MA)	<ul style="list-style-type: none"> <li>• Guaranteed energy and cost savings</li> <li>• City-owned buildings</li> <li>• Statute requires investment grade audit, contractually promised savings, MBV, requirement for Honeywell to cut the City a check if savings don't appear</li> </ul>		<ul style="list-style-type: none"> <li>• Self-funded financing model guaranteed by Honeywell contractor</li> <li>• Savings within City's operating budget from more energy efficient buildings pay for the financing of the work</li> </ul>		<ul style="list-style-type: none"> <li>• 16 years</li> <li>• Can cross-subsidize longer payback projects with shorter ones and blend them for a full-blown performance contract</li> </ul>	<ul style="list-style-type: none"> <li>• 1 FTE to oversee the work, energy manager, program manager, technical director to run the program</li> <li>• 1 project manager in Public Facilities is full-time overseeing the ESCOs</li> </ul>
City of Cupertino (CA)				Calculation or Measured savings		
Douglas County (KS)			Cost savings that result from these projects are re-invested into the Fund which provides a predictable and ongoing reserve of money for sustainability and energy improvement projects, eliminating the up-front budget impact to departments			



Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of El Cerrito (CA)			Fund design: allocate 75% of projects savings in 1st fiscal year to EWEF, 50% in 2nd fiscal year, 25% in 3rd fiscal year, with the remaining portion of the savings in the first 3 years and 100% of the savings in subsequent years accruing back to the individual source departments or General Fund after that (depending on where the energy bill is being paid from)	Estimated energy savings (based on actual hours of operation by facilities and energy saved based on new equipment or systems changes)	5 years (eligible projects for a given year will have combined weighted average simple payback of 5 years)	
Kane County (IL)	Project must generate energy savings to be used to repay the loan.	No annual interest on loan; 3% loan fee was due at closing		Projected energy savings	3-7 years	
Inyo County (CA)	Only County-owned buildings, not leased buildings			Actual energy savings (measured in kWh and therms) from the baseline year and dollars saved	10 years	Management and oversight of EERLF absorbed by existing Public Works staff

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of Long Beach (CA)						
City of Montpelier (VT)	<ul style="list-style-type: none"> <li>• Must be on City-owned/leased/operated property and reduce overall operating costs</li> <li>• Funding should primarily cover equipment, materials, and other "hard" costs that have a high impact</li> </ul>		<ul style="list-style-type: none"> <li>• Until the project's cost is recovered, all savings will accrue to the Fund</li> <li>• After the initial "payback" has been achieved, 50% of the savings will accrue to the Fund for an additional 2 years</li> <li>• After this period, all further avoided cost savings will accrue to the city</li> </ul>	<ul style="list-style-type: none"> <li>• Depends on the project</li> <li>• Actual savings if metered or easy to track</li> <li>• Estimates provided by engineers or Efficiency Vermont</li> </ul>	4 years	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of Moreno Valley (CA)	<ul style="list-style-type: none"> <li>• Energy efficient projects only</li> <li>• Project must qualify for rebates</li> </ul>		50% of energy savings from energy efficiency projects for 2 years following completed installation of each project	<ul style="list-style-type: none"> <li>• Calculated (difference between baseline year kWh and the after installation year kWh)</li> <li>• Using meter savings</li> </ul>	10 years or less	No FTE dedicated to fund, but recommend minimum of 2 employees
City of Nashville (TN)						
Portland State University (OR)			<ul style="list-style-type: none"> <li>• Savings from University utility budget</li> <li>• Energy Incentive rebates from the Energy Trust of Oregon</li> <li>• Voluntary travel offset program funds</li> </ul>		10-15 years	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
Riverside County (CA)						
City of Sacramento (CA)	City-owned facilities	3% interest rate (to cover administrative costs)	Estimated energy savings from the projects	Estimated energy savings (based on actual hours of operation by facilities and energy saved based on new equipment or systems changes)	12 years	
City of San Antonio (TX)			<ul style="list-style-type: none"> <li>• Rebate revenue: Revenue is projected for each fiscal year, then appropriated directly to the energy fund budget. Rebate dollars are deposited directly into the fund</li> <li>• Energy Savings: Utility budgets for each department are set at the pre-energy retrofit level to capture avoided energy costs. Each month, 1/12th is transferred from the affected departments' utility funds to the Energy Efficiency Fund</li> </ul>		Average of 4 years	
City of San Jose (CA)	<ul style="list-style-type: none"> <li>• Payback only</li> <li>• City-owned facilities</li> </ul>	<ul style="list-style-type: none"> <li>• 0% interest and no fees</li> <li>• Project costs only; no staff costs</li> </ul>	100% of savings (return 1st & 2nd year energy cost savings and associated rebates/incentives from Energy projects to Energy Fund; after 2 years the savings revert to the General Fund)	Calculated		<ul style="list-style-type: none"> <li>• 0.25 FTE maximum to administer fund</li> <li>• Energy Officer in Environmental Services Department to facilitate implementation of Energy Projects, reduce operation and maintenance costs, and reduce environmental impacts</li> </ul>

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
San Luis Obispo County (CA)			<ul style="list-style-type: none"> <li>• Rebates, incentives, energy savings, rate savings (modeled after City of Visalia)</li> <li>• 2 years of 100% of savings going back to REIF</li> </ul>	Estimated through energy audits	Maximum payback of 5 years for lighting projects and 10 years for mechanical projects (based on wanting payback period to be less than equipment's expected useful life (EUL) to generate additional cash flow opportunities into the REIF)	0.25 FTE at least
San Mateo County (CA)						
City of Santa Barbara (CA)	Facility must be reasonably expected to remain in operation and under City ownership for full length of payback period		Rebates, incentives, energy savings, rate savings, annual departmental service charges	Actual energy savings	10 years or less	Currently administered with existing staff.

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
Santa Clara County (CA)						
City of Santa Cruz (CA)	Project must be consistent with CAP					
Sonoma County (CA)						
Union County (NC)						

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
University of Vermont (VT)		Pay back 5% interest on outstanding loan amount each year in addition to principal repayments		Depends on project	7 years	
US General Services Administration		<ul style="list-style-type: none"> <li>• Budget-neutral</li> <li>• Require no up-front expenditures where possible</li> </ul>	Utility cost savings	Actual savings		
State of Utah			<ul style="list-style-type: none"> <li>• Cost savings from reduced energy use and demand</li> <li>• Utility incentives</li> </ul>	Actual		
City of Visalia (CA)	Only financial considered	<ul style="list-style-type: none"> <li>• 0% interest and no fees</li> <li>• Looking to add fee for admin time</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of savings until payback</li> <li>• Any rebate incentives received from utilities for energy efficiency retrofits and half of the annual utility cost savings for the first 3 years put into the Conservation Fund</li> </ul>	Calculated savings based on SCE methodology	Cannot exceed 10 years. Payback period must be less than or equal to the lifecycle of the project efficiency measures.	Less than 0.25 FTE; takes about 8 hours to set up and 2 hours to invoice - no more than 40 hours/year
City of Watsonville (CA)						

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
Alameda County (CA)	<ul style="list-style-type: none"> <li>General Services Agency pays all utility bills - collects surcharge on all County utility bills that then fund the County's Energy Program (salaries, benefits, misc. expenses)</li> <li>Fund controlled by Auditor Controller office</li> </ul>	<ul style="list-style-type: none"> <li>BOS approval required for any fund disbursements</li> <li>No formal policy or guidelines in place</li> <li>Very ad hoc</li> </ul>	<ul style="list-style-type: none"> <li>Fund started by getting buy-in from County Administrator.</li> <li>Fund is no longer in use.</li> <li>Program found that, in terms of accounting, a utility surcharge is easier than trying to track and share savings over life of a project.</li> <li>It's easier to get projects done when there's no cost for project management services or reliance on budgeted Capital Fund dollars.</li> <li>Uses CEC's low interest Energy Efficiency Finance program.</li> <li>Utility surcharge on the utility bills for County departments used to cover the cost to staff the program.</li> </ul>
City of Ann Arbor (MI)	<ul style="list-style-type: none"> <li>Fund administered by the City's Energy Office under supervision of a 3 person board</li> <li>Energy Office often serves as project manager</li> </ul>	<ul style="list-style-type: none"> <li>3 person board approves funding, implements the project, and often serves as project manager</li> <li>The Office provides the 3-person board with info from energy audits and applications from facility managers for projects requesting energy funds</li> <li>Board reviews all applications and makes final decisions on what projects to fund each year</li> </ul>	<ul style="list-style-type: none"> <li>Proceeded by \$1.4 million Energy Bond project. After bond was paid off in 1998, reduced the money to \$100,000 to establish the Municipal Energy Fund.</li> <li>Once low hanging fruit is picked and payback period is longer than 5 years, look to minimum IRR. The future is going to be funding projects with 20 year payback.</li> <li>Initial 80%/20% energy savings payment scheme is too high</li> <li>Minimum growth should be inflation + interest</li> <li>\$100,000 annual budget was discontinued FY03/04 and now the Fund relies on payments from past projects to finance new projects</li> <li>Fund financed solely by re-investing funds saved through energy efficiency measures into new energy savings projects.</li> <li>2 critical components of establishing the fund: seed money and a manager assigned to support and coordinate the fund and its projects</li> </ul>
Arizona State University (AZ)	<ul style="list-style-type: none"> <li>SIRF Committee: senior administrators from Facilities Development and Management; Financial Services; Office of Planning and Budget; University Sustainability Operations; W.P. Carrey School of Business Department, Economics Chair</li> <li>Chief Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>SIRF committee meets monthly if projects are being considered. Committee comprised of 7 people from the facilities group, budget group, financial services, economics department, university business services, and the sustainability group</li> <li>SIRF committee uses strictly financial metrics to evaluate Tier 2 and 3 projects. Once project has met 6%+ IRR, other financial performance metrics including simple payback, ROI, net-present value, and annual planned repayments are considered</li> <li>Before a project is discussed, a staff member vets the</li> </ul>	<ul style="list-style-type: none"> <li>Recognizing that impactful sustainability projects vary in size, type, and payback, ASU developed a 3 tiered system with different requirements for each tier</li> <li>Using strictly financial metrics to evaluate projects helps build the case that sustainability is a good investment</li> <li>Any applicable rebates aren't incorporated into these calculations to be conservative</li> </ul>



Jurisdiction	Dept in Charge of Program	Process	Further Considerations
City of Boston (MA)	<ul style="list-style-type: none"> <li>• Environment Department</li> <li>• Public Facilities Department</li> <li>• Budget Office</li> <li>• 3 department heads: CFO (alternative finance), Operations (facilities dept), Outdoor.</li> </ul>	<ul style="list-style-type: none"> <li>• Investment grade assessment of buildings to identify energy, water savings opportunities</li> <li>• Evaluate which buildings to do a full assessment and audit on</li> <li>• Potential energy conservation measures will be identified for each building</li> <li>• City will select the next portfolio of measures to implement consistent with the available budget</li> </ul>	<ul style="list-style-type: none"> <li>• Guaranteed energy savings, not utility on-bill</li> <li>• Private contract with ESCO</li> <li>• Started Energy Unit once found billing errors in utility usage</li> <li>• Set up program first before trying to pass green bond. Need internal comfort first with the mechanism.</li> <li>• Green bond was 3 basis points different than the rest of the bonds in the portfolio. Signals interest from investors in more sustainable bonds</li> </ul>
City of Cupertino (CA)		<ul style="list-style-type: none"> <li>• Each budget cycle, city can make contributions to the Fund based on a staff proposal each budget cycle</li> <li>• Staff develops a calculation or a measured savings report for the amount of utility costs that were saved in a given time period and propose an equivalent amount to be booked as revenue in the Fund.</li> <li>• In theory, the city could contribute to the fund each year for a single project as long as staff can demonstrate the savings are recurring against some reasonable baseline. In practice, staff captures one year's worth of savings.</li> <li>• City Council decides during budget proposals each year if they want to make the transfer or not into the Fund.</li> <li>• If staff proposes a sustainability-related capital project, they can propose to utilize these funds to make it more attractive for City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• City has never tapped into this fund.</li> </ul>
Douglas County (KS)	Sustainability Office		<ul style="list-style-type: none"> <li>• Revolving loan program that investment created allows county department heads to fund energy and other sustainability projects without dipping into their own annual capital budgets</li> <li>• Many program projects stemmed from the recommendations from the 2008 energy audit</li> <li>• Cultural shift in the county since the program started as department heads have bought into energy-saving goals. Department heads now go to the sustainability coordinator with ideas.</li> <li>• Fund initiated because of the sustainability plan's energy use reduction goal of 20%</li> </ul>

Jurisdiction	Dept In Charge of Program	Process	Further Considerations
City of El Cerrito (CA)	<ul style="list-style-type: none"> <li>• Environmental Services Division (staff climate protection capacity)</li> <li>• Environmental Services designate one of their analysts as the "Fund Manager" who has primary responsibility for fund administration (administration, bill monitoring, reporting, budgeting)</li> </ul>	<ul style="list-style-type: none"> <li>• EWEF provides mechanism for identifying, evaluating, and planning projects, and for finding matching funds</li> <li>• Once projects are identified they still need to go through standard City approval process</li> </ul>	<ul style="list-style-type: none"> <li>• EWEF included as a line item in City's Capital Improvement Program and approved each year as part of annual budget process</li> <li>• Cost benefit analysis of projects calculated in terms of net present value (NPV) which provides City's financial managers with confidence that project investments are fiscally sound</li> <li>• On calculating the costs and savings from efficiency projects that are added to larger projects is to agree on and document the incremental costs of the efficiency projects. On the monitoring and verification side, determine what cost savings are attributable to the EWEF is important component of managing the fund.</li> <li>• Key stakeholders: budget office, finance director, controller's office, legal department, facility-operating departments.</li> </ul>
Kane County (IL)			<p>Program was shuttered in 2009 due to lack of interested applicants due to the economic recession. Case study indicates that a large amount of seed funding is less critical to successful implementation than program persistence and effective program management.</p>
Inyo County (CA)	<ul style="list-style-type: none"> <li>• Public Works staff (responsible for identifying potential projects, establishing baseline energy use to benchmark potential energy savings, project implementation, and tracking the energy and cost savings)</li> <li>• Auditor's staff assist with tracking fund usage and replenishment</li> <li>• Planning Department</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works department will identify energy efficiency projects</li> <li>• County Administrator and Board of Supervisors will approve large projects</li> <li>• Smaller projects could be approved through regular budgeting process</li> <li>• Energy and cost savings will be documented by Public Works department</li> <li>• Public Works will designate a staff person as the "Fund Manager" who will engage relevant stakeholders (Board of Supervisors, County Administrative Office, Auditor's office, Public Works department; other relevant County departments should be consulted with to identify project opportunities and priority needs) to support EERLF's successful implementation.</li> <li>• Fund Manager will use matrix to analyze and compare project criteria (estimated cost savings, NPV, IRR, estimated project payback - only consider analyzing projects that can demonstrate payback thresholds).</li> <li>• County Auditor will periodically review savings reports</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Cost, Energy and Service Efficiencies, Action Plan (CESEAP) analyzed the energy efficiency of County facilities and identified potential projects for decreasing energy use resulting in cost savings</li> <li>• Cost savings identified through utility bill tracking and analysis will be reallocated to the EERLF.</li> <li>• Higher cost-benefit ratio is preferable for sustaining EERLF. Portfolio for low-cost, high-return projects will be necessary to establish repayment revenue early on since more costly projects will have longer payback periods and require more funding.</li> <li>• Projects with quickest payback will be prioritized. Intangible project benefits (community education, replicability, and facility improvements) will be considered.</li> <li>• Funding should be placed in a separate trust apart from other department budgets to ensure efficient accounting and protect the EERLF.</li> <li>• Key findings during fund research: interdepartmental buy-in is important (particularly in light of limited internal resources); dedicated fund so that fund didn't draw upon General Fund and so that funding for energy efficiency projects wouldn't be allocated to other programs; it's easy to leverage fund to obtain additional grant money</li> </ul>

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
City of Long Beach (CA)		<ul style="list-style-type: none"> <li>• Departments along with the "I-team" (Bloomberg grant-funded innovation team) submit project proposals evaluated by an interdepartmental committee</li> <li>• Proposals will be ranked according to their potential for ongoing savings, estimated payback period, likelihood of success, and innovative approach</li> <li>• Recommended projects will be presented to full City Council for final review and approval</li> <li>• Departments with a selected project will be required to repay revolving loan through their year-end surplus if available. If department's operating surplus is greater than annual savings resulting from project, department will be permitted to pay back more of the loan from the surplus. If department's operating surplus isn't sufficient to pay back loan, loan repayment will be extended and/or other budget surpluses will be used to replenish the Fund.</li> <li>• As Fund is replenished, more projects can be funded. After department has repaid its loan, there will be continued savings that accrue</li> </ul>	
City of Montpelier (VT)	<ul style="list-style-type: none"> <li>• Revolving Loan Committee: 3 members of City staff (Management, Finance, and Engineering) and 3 volunteers from Montpelier Energy Advisory Committee (MEAC)</li> </ul>	<ul style="list-style-type: none"> <li>• MEAC went to City Council to request funding for energy audits of the 6 main municipal buildings and then put out an RFP for Level 2 audits of these buildings. After audits were complete, MEAC met with each building operator to review audit recommendations and identify projects with short payback periods.</li> <li>• Committee meets quarterly to review proposals</li> <li>• At the end of each fiscal year, the committee will verify each project's savings for tracking in GRITS and the fund balance will be adjusted accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Montpelier Energy Advisory Committee (MEAC) focuses on helping Montpelier identify energy-related projects that help the municipality reduce fossil fuel and electricity use while also saving money. After successful completion of several major initiatives, MEAC wanted to find out how to reinvest savings from municipal projects into additional energy-related initiatives.</li> <li>• Partnered with Sustainable Endowments Institute for sustainability fund best practices</li> <li>• Fund can also be used to pay marginal costs of energy improvements within larger capital projects</li> <li>• Loan creates flexibility and allows the City to develop and implement projects quickly; reduces the need to incur debt and maintains positive cash flow for each energy efficiency project; works through and reduces deferred maintenance projects, lowering overall operating costs; leverages capital improvement project funds to significantly improve the efficiency of equipment</li> <li>• All projects tracked through GRITS (provided by Sustainable Endowments Institute)</li> <li>• Project Selection Criteria: simple payback period; total project funding needed and fund availability; life cycle cost benefit to the city; annual GHG emissions reduction; annual energy usage reduction; project schedule and start date; project cost; resources conserved (water, waste)</li> <li>• Projects with a faster payback period will be prioritized. Projects can be bundled together to help reduce the overall payback period.</li> </ul>

Jurisdiction	Dept In Charge of Program	Process	Further Considerations
City of Moreno Valley (CA)	<ul style="list-style-type: none"> <li>• Planning has primary control over fund.</li> <li>• Planning Division's Community Economic Development Department: coordinate with affected departments on energy/solar audits, projects, rebate applications and implementation; facilitate and track fund transfers and deposits to the Fund</li> <li>• Finance and Management Services Department: deposit rebates and incentives; track and report on rebate/incentive deposits and fund transfers to the Fund</li> <li>• Facilities Maintenance, Administrative Services Department: coordinate with Planning Division staff regarding energy/solar audits, rebate applications, and energy project implementation for their projects</li> <li>• City Electric Utility, Public Works: City Utility provides access to monitoring info for electricity use for City-owned facilities</li> <li>• Capital Projects Division, Public Works: coordinate with Planning Division staff</li> </ul>	<ul style="list-style-type: none"> <li>• In-house committee of department heads (Energy Efficiency Fund Review Committee (5 members)) to review and approve use of the fund. Committee meets biannually if there are funds to be allocated.</li> <li>• Projects are brought to the Committee rather than the Committee selecting them.</li> </ul>	<ul style="list-style-type: none"> <li>• City manager, finance director, and division managers supported EE fund policy. Had initial buy-in to pursue creation of fund.</li> <li>• Centralized billing; only Facilities reviews the bills.</li> <li>• Projects with highest payback are given priority.</li> <li>• Future funding for energy efficiency efforts from 100% of energy efficiency rebates and incentives received from utilities and 50% of the actual energy savings recorded for first 2 operational years for completed energy efficiency projects)</li> </ul>
City of Nashville (TN)	Department of General Services' sustainability	<ul style="list-style-type: none"> <li>• \$2 million seed money will pay for energy audits then take recommendations to prioritize them then conduct building retrofits in the most energy consuming facilities.</li> <li>• Utility savings balance will go into a new Business Unit to be reinvested in additional capital investments</li> </ul>	<ul style="list-style-type: none"> <li>• General Services' sustainability team will install a new energy management system to track and manage the projects and energy savings software will be able to organize, track, visualize, benchmark, and effectively communicate trends of all commodities related to energy consumed by buildings managed by Department of General Services</li> <li>• Department of General Services has Center of Responsible Energy staffed with experienced team knowledgeable in energy management that monitors building automation systems in nearly half of its buildings, a seasoned energy manager, and in-depth expertise in reporting on energy utilization through the DOE's ENERGY STAR Portfolio Manager</li> <li>• Sustainability Advisory Board review actual sustainability initiatives advanced by the Mayor's Office and by the Metro Council</li> </ul>
Portland State University (OR)	<ul style="list-style-type: none"> <li>• Campus Sustainability office manages the Fund in collaboration with Facilities &amp; Property Management, Capital Projects &amp; Construction, Engineering faculty, and the Planning, Construction, and Real Estate finance team</li> </ul>	<ul style="list-style-type: none"> <li>• Project Selection Committee (made up of representatives from each of the departments involved with the fund) select projects based on the criteria each project meets</li> </ul>	<ul style="list-style-type: none"> <li>• Project selection based on return on investment - providing a tangible, measurable, fiscally responsible benefit to PSU measured by savings in utilities budget</li> <li>• Project payback is tiered based on project criteria: project must meet 10 year payback period if project only incorporates required criteria; project must meet 15 year payback period if project incorporates required criteria and at least 2 preferred criteria</li> <li>• Required project selection criteria: deferred maintenance projects that result in conservation of resources; sustainability benefit that demonstrates the greatest reduction in environmental and economic impact and promotes equity</li> <li>• Preferred project selection criteria: racial equity, impact, encourages education, information and innovation, promotes PSU's institutional vision,</li> </ul>

Jurisdiction	Dept In Charge of Program	Process	Further Considerations
Riverside County (CA)	Economic Development Agency responsible for identifying and selecting projects to be performed with the Fund	• Deposited rebates and incentives into Efficiency Project Fund funds additional energy or water efficiency projects	<ul style="list-style-type: none"> <li>• All rebate and incentive checks deposited into Energy Conservation Fund</li> <li>• Not a loan program</li> <li>• Referenced in Board of Supervisors Policy H-4</li> <li>• Use EnergyCAP for utility bill management. EnergyCAP ranks buildings by performance (cost/SF, use/SF) which feeds energy efficiency project decisions</li> </ul>
City of Sacramento (CA)	<ul style="list-style-type: none"> <li>• Previously, Department of General Services (DGS): provide energy audit, design, implementation, and measurement/verification for the projects.</li> <li>• Currently, Department of Public Works manages Program</li> </ul>	City Manager establishes revenue and expenditure budgets in the Energy Reinvestment Program in ongoing capital improvement project.	<ul style="list-style-type: none"> <li>• As a result of Resolution 2009-736 which established the Green Facilities Program, now in 2011 established the next iteration of funding for City facilities called the Energy Reinvestment Program CIP</li> <li>• Former Department of General Services (DGS) conducted initial energy audit and modeling for all agency facilities which helped identify and illustrate the savings that can be realized by changing to more efficient systems</li> <li>• DGS presented energy efficiency project options to various city departments and 5 entered agreements to upgrade systems.</li> <li>• Payback designed to be cost neutral for each department and to reduce the department's budget after the loan is repaid in full</li> </ul>
City of San Antonio (TX)	<ul style="list-style-type: none"> <li>• Sustainability Office develops, implements, and monitors a project</li> <li>• Office of Management and Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability Office uses EPA's ENERGY STAR Portfolio Manager to establish baselines, identify and prioritize projects and measure and track avoided costs.</li> <li>• For higher capital-cost projects, the Sustainability Office references the CIP and works directly with the Building Equipment and Services Department to identify its priorities.</li> <li>• As the Sustainability Office develops a project, it bundles services across multiple facilities based on type of retrofit. Office doesn't combine lighting and mechanical retrofits to lower project payback, but it does bundle multiple lighting projects across buildings to achieve economies of scale in bulk pricing and in level of effort for project administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Revolving fund created because the city needed a flexible funding mechanism for low-cost, high-impact projects. City also uses fund to significantly upgrade the efficiency of its high capital-cost mechanical systems by leveraging the fund to pay the marginal costs to improve efficiency of equipment due for replacement under its Capital Improvement Plan (CIP).</li> <li>• City also uses Fund to pay the marginal costs of efficiency improvements within larger capital projects.</li> <li>• Sustainability Office presented the business case for the Fund to the city manager, chief financial officer, budget director, and the Finance and Building and Equipment Services departments.</li> <li>• Fund pays both for the actual projects and the personnel costs of administering the program and staff professional development</li> <li>• Portion of the avoided energy costs goes to the General Fund each year, the remainder stays in the Energy Efficiency Fund</li> <li>• Using revolving fund, able to work through and reduce deferred</li> </ul>
City of San Jose (CA)	<ul style="list-style-type: none"> <li>• Public Works administered, but fund is a General Fund account</li> <li>• Coordination between Departments of Environmental Services, General Services, City Manager's Budget Office, and Attorney's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works completes approval form which details the project, cost, savings, and payback</li> <li>• Affected department signs approval</li> <li>• Budget office update to transfer funds</li> <li>• General Services' Senior Engineering Technician coordinates with Energy Officer on energy/solar audits, rebate applications, and Energy Project Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Fund closed in 2009 with money reapportioned during fiscal crisis</li> <li>• Set up to fail: <ul style="list-style-type: none"> <li>- Only 2 years of savings were repaid which is less than went out (new so politically conservative in structure)</li> <li>- Fund paid for a full time energy manager</li> <li>- Repayment only included project costs, not staff costs.</li> </ul> </li> <li>- Annual funding programmed as part of 2006-2010 Proposed Capital Improvement Program. Not established as a revolving loan fund. Savings go back into General Fund.</li> <li>• Set up Energy Fund Transfers and Deposit Standard Operating Procedures to standardize process.</li> <li>• Extend revolving fund from 1 year to 2 years. Planned to use EECBG funds to install more smart street lights and apply the dollar savings from those</li> </ul>

Jurisdiction	Dept In Charge of Program	Process	Further Considerations
San Luis Obispo County (CA)	Public Works Finance division and County's Energy and Water Coordinator	<ul style="list-style-type: none"> <li>• Department identify and submit projects they want done.</li> <li>• Finalize energy savings and payback period with Finance.</li> <li>• Withdraw upfront project cost from REIF.</li> <li>• Transfer incentives, rebates, and energy savings annually for payback period.</li> <li>• Transfer energy savings for duration of pay-it-forward period.</li> <li>• Capital Investment Steering Committee (administrative analyst, assistant CAO) and Energy Executive Steering Committee (assistant CAO, department heads) have to approve big projects before projects go to the Board for funding.</li> <li>• REIF Steering Committee (representatives of various departments and the accounting department) throughout the year. Members would help identify and select energy saving opportunities and finalize repayment plan for each project.</li> <li>• Quarterly look at how much is being spent on utilities per site and earmark savings.</li> </ul>	<ul style="list-style-type: none"> <li>• Departments aren't in charge of paying their own utility bills, so there's no incentive to change behavior. Public Works pays for everyone's utilities.</li> <li>• Fund is its own budget line item separate from General Fund.</li> <li>• Sustainability liaisons within each County department.</li> <li>• Fund doesn't incorporate operation and maintenance savings in annual estimated savings due to difficulties in estimating O&amp;M savings and accounting for them.</li> </ul>
San Mateo County (CA)	Key Departments (GOCAP Implementation team)	<ul style="list-style-type: none"> <li>• Departments will identify priority actions over next 2 years and budget GOCAP-related costs for FY21-22 and FY22-23</li> <li>• Funding requests to cover the cost of priority actions identified by the implementation team may be presented to Board for consideration in upcoming budget cycle</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate and consistent long-term program funding to realize many of the actions still needs to be identified</li> <li>• Considering revolving loan fund to capture money from energy bill, fuel and/or maintenance savings to fund future projects.</li> </ul>
City of Santa Barbara (CA)	Public Works Energy Team	<ul style="list-style-type: none"> <li>• Energy Team will identify potential projects with the assistance of energy champions in each General Fund Department. Energy Team will model proposed projects to estimate project costs, energy savings, payback periods, rebates and incentives, and the useful life of the improvements. Projects prioritized primarily by internal rate of return. Energy Team responsible for all appropriate project phases. Energy Team in charge of paying energy bills.</li> <li>• Energy Team and General Fund Departments collaborate to prepare annual energy budget proposals for each department. General Fund Departments will transfer their energy budgets as an allocated cost charge to the Energy Team, which the Energy Team will use to pay energy bills.</li> <li>• Energy Team will administer EE Fund under direction of Oversight Committee (representatives from Energy Team, Finance Dept, Public Works).</li> </ul>	<ul style="list-style-type: none"> <li>• Started with 3 year payback period to grow Fund as fast as possible. Not that many 3 year projects left, so had to start choosing projects with longer payback periods. Mostly prioritize projects based on payback period.</li> <li>• All energy-related rebates, incentives, grants, and similar project-related inflows (except those applied by an Enterprise Dept) will be treated as capital contributions to the EE Fund.</li> <li>• Energy Team's direct time and material costs for managing a project will be included in project cost and paid for by EE Fund. Reimbursement depends on project's complexity, but not exceed 10% of project's installed costs.</li> <li>• Once benefit period ends, cost savings for remaining life of improvements will accrue 100% to the benefit of the General Fund. Over time, host departments will realize reduced utility, operating, and maintenance costs. Departments may experience no net impacts to their energy budgets, savings to General Fund will be significant and can be eventually passed back to General Fund departments in the form of bigger budgets.</li> <li>• 3 years benefit period after variable payback period (vary depending on project; will have to be extended once all low-hanging fruit projects completed).</li> <li>• Energy Team submits annual report to Oversight Committee, City Manager, City Council, and Finance Department.</li> </ul>



Jurisdiction	Dept in Charge of Program	Process	Further Considerations
Santa Clara County (CA)	<ul style="list-style-type: none"> <li>Facilities and Fleet Department</li> <li>Office of Sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Office of Sustainability works with group of directors (Stewardship Team) that make up smaller working groups.</li> <li>Have to go to Administrative Capital Committee every time you want to touch the fund.</li> </ul>	<ul style="list-style-type: none"> <li>\$5 million allocation came into existence in FY18/19 when multiple sustainability items came to the board. Lumped into one amount to leave room for more flexibility.</li> <li>Measure of success is if the project was completed or not. Do performance tracking, but haven't put together measurements and verification plan for projects.</li> </ul>
City of Santa Cruz (CA)	City Manager's Office Sustainability Team	<ul style="list-style-type: none"> <li>Sustainability Team Members who intend to sponsor a project will draft a narrative description of proposed project and prioritize projects based on preset criteria</li> <li>Staff will confirm project eligibility when using revenues deposited into Fund which are identified for special purposes (energy rebates, enterprise funds, etc.)</li> <li>Projects are recommended by Sustainability Team and approved by City Manager during annual budget process</li> <li>Climate Action Staff drafts annual report to City Council on projects implemented through Fund</li> </ul>	<ul style="list-style-type: none"> <li>Fund established to receive funds paid to City from State and Federal environmental incentives and rebates, energy efficiency rebates, and an annual fleet fuel surcharge</li> <li>Program designed so City spends 2/3 of the accrual in a given year, allowing the remaining 1/2 to roll into the next budget cycle</li> <li>Sustainability team comprised of employees from all departments</li> </ul>
Sonoma County (CA)			<ul style="list-style-type: none"> <li>Board created a Climate Ad Hoc in 2020 and they're looking at a short list of projects to move forward FY21/22 while discussing the creation of Climate Resiliency Fund</li> <li>Hosting Climate Town Hall and Board Climate Workshop to get a better idea of what, when, and how they want to fund</li> </ul>
Union County (NC)	Working Group (included County Manager's representative, General Services, Finance Department, Consultant)	<ul style="list-style-type: none"> <li>Put seed money into revolving energy fund</li> <li>Do energy efficiency assessment of building portfolio to identify high return energy efficiency projects, costs, and ROI</li> <li>Monitor energy savings results</li> <li>Identify energy savings</li> <li>Percentage of savings used for other projects and a percentage of savings reinvested into revolving energy fund</li> </ul>	

Jurisdiction	Dept In Charge of Program	Process	Further Considerations
University of Vermont (VT)	<ul style="list-style-type: none"> <li>Vice President for Finance and Administration and the Director for Sustainability</li> <li>Advised by Energy Initiatives Committee</li> </ul>	<ul style="list-style-type: none"> <li>When a project is approved, disbursements are made from the cash reserve fund to the campus operating budget responsible for implementation</li> <li>When savings are produced from these projects, usually within the general fund utilities budget, they're then split. Interest (5% of outstanding principal) is sent to operating budget account where investment returns from the cash reserve fund normally go. The remainder is transferred as a principal payment to revolving fund account, replenishing the cash reserve with capital used for future projects.</li> <li>Once loan is repaid in full, the general fund utilities budget is adjusted accordingly and afterwards savings accrue to the university instead of revolving fund account.</li> </ul>	<ul style="list-style-type: none"> <li>Fund was approved by Board of Trustees and consults with statewide efficiency groups on project identification and planning</li> <li>Any increases in utility rates aren't factored into the calculations of project savings to be conservative regarding savings</li> <li>Example of an accounting model Green Revolving Fund</li> </ul>
US General Services Administration		<ul style="list-style-type: none"> <li>Research and compare energy efficiency of GSA high-performance buildings to GSA legacy stock buildings</li> <li>Investigate improvements to accounts and project tracking systems to better understand the actual cost savings associated with specific types of buildings and incorporating proven tactics and technologies into existing buildings to improve performance</li> </ul>	<ul style="list-style-type: none"> <li>GSA uses performance contracts to reduce energy and water use via building upgrades that are cost-effective over their service life, but are beyond currently limited capital budgets</li> <li>Contracts leverage private-sector financing for immediate upgrades and repay investment over time using funds which are freed up by the reductions in utility cost achieved by the project</li> <li>GSA pays for performance contracts from existing utilities budget and structures new contracts to be budget-neutral and require no upfront expenditures</li> <li>Utilizes Energy Savings Performance Contracts (ESPCs), ENABLE ESPCs,</li> </ul>
State of Utah	Utah Division of Facilities Construction and Management	<ul style="list-style-type: none"> <li>Project applications and funding requests are submitted by the State Building Energy Efficiency Program (SBEEP) Manager and Utah State Building Board</li> </ul>	<ul style="list-style-type: none"> <li>Borrowed funds are paid back into SBEFF so it can be lent out again</li> <li>Energy Program Manager oversees funding and project specifics</li> </ul>
City of Visalia (CA)	Natural Resources Conservation part of Administration Dept	<ul style="list-style-type: none"> <li>Department submits request</li> <li>"Contract" is developed detailing project (estimated energy savings, payback period) and signed by department head and city manager</li> <li>Finance pays for everything and departments get a copy of their bill to look at their energy usage.</li> </ul>	<ul style="list-style-type: none"> <li>City Council bought in easily because it was simple to understand and was framed as a business case rather than as resource conservation effort. Other departments bought in because they could use funds without having to spend staff time.</li> <li>Preference given to projects that leverage grant funding and/or utility incentives.</li> <li>Current lack of acceptable projects since low hanging fruit is done</li> <li>Increased payback period to 10 years because all of low-hanging fruit gone</li> <li>City council has discretion over fund and risk may mean budget shortfall</li> </ul>
City of Watsonville (CA)			<ul style="list-style-type: none"> <li>Project applicant can be refunded a portion/all of their Carbon Impact Fee if they reduce their development's average annual electricity demand by 40-80% or more through on-site renewable energy and/or energy efficiency.</li> <li>Applicants use a simple form to complete the calculations as part of the permit process.</li> <li>Carbon fees collected are automatically routed to Carbon Fund</li> <li>No criteria for prioritizing or selecting projects because criteria already laid out in CAP</li> <li>Fund does not pay for staff time, only for projects</li> </ul>





Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 19, 2021

Subject: Interdepartmental Climate Action Task Force Report

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**RECOMMENDATION(S):**

ACCEPT report of the Interdepartmental Climate Action Task Force, as recommended by the Directors of the Departments of Conservation and Development and Public Works.

**FISCAL IMPACT:**

Staff costs to consider and potentially implement best practices from the County Green Business Program as well as minor operational changes to implement the selected practices will be covered by existing departmental budgets. Any implementation measures that cannot be covered within existing budgets would need to identify funding and require separate Board action.

**BACKGROUND:**

The Board of Supervisors adopted a Climate Emergency Resolution (Resolution) on September 22, 2020. Among other things, the Resolution established an interdepartmental task force consisting of all Department heads, or their senior deputies, to coordinate their efforts focusing on the urgent implementation of the County's Climate Action Plan. The Task Force was directed to report back to the Board twice a year as a discussion item on the Board agenda. In late 2020, the Department of Conservation and Development (DCD) in partnership with the Department of Public Works (Public Works) convened the Task Force.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jody London,  
925-655-2815

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Task Force raised several ideas to the Board in its first report in March 2021, which were favorably received. The second report, attached, outlines the work that has occurred since March to: (1) establish a Sustainability Fund that can support investments in County infrastructure and (2) encourage County departments to adopt best practices from the County's Green Business Program. Over the next 12 to 18 months, the Task Force anticipates it will focus on these two bodies of work. These activities will be the basis of the Task Force's semiannual reports to the Board.

CONSEQUENCE OF NEGATIVE ACTION:

N/A

ATTACHMENTS

Climate Action Task Force Report



# Interdepartmental Climate Action Task Force Report #2

OCTOBER 19, 2021

JOHN KOPCHIK, DIRECTOR, DEPARTMENT OF CONSERVATION AND  
DEVELOPMENT AND BRIAN BALBAS, DIRECTOR, PUBLIC WORKS

CONTRA COSTA COUNTY

## Executive Summary

This report provides an update on the work of the Interdepartmental Climate Action Task Force (Task Force) established by the Board of Supervisors in September 2020, via the Climate Emergency Resolution.<sup>1</sup> Since its first report in March 2020, the Task Force has been focused on establishing the Sustainability Fund and continuing to augment the new virtual services described in the first report, and developing strategies for engaging County departments in the best practices of the County's Green Business Program. There is significant overlap between these best practices and the ideas for further action by County departments identified by the Task Force in its first report.

## History

The Contra Costa County Board of Supervisors adopted a Climate Emergency Resolution (Resolution) on September 22<sup>nd</sup>, 2020 which declared a climate emergency in the County. This resolution outlined the threat to economic and social-well-being, health, safety, and security of the county, and stated that action is needed by all levels of government. The Resolution established an interdepartmental task force consisting of all Department heads, or their senior deputies, to coordinate their efforts focusing on the implementation of the County's Climate Action Plan. The Task Force was convened by the Department of Conservation and Development (DCD) in partnership with the Department of Public Works (Public Works).

The Task Force raised several ideas to the Board in its first report in March 2021. The Board welcomed the report, and expressed support for continuing to provide County services and meetings online where possible after COVID-19 restrictions are lifted, establishing a Sustainability Fund through annual investment (or structured as a revolving fund), as well as advocating with the State for online advisory body meetings to be permitted to continue even after shelter-in-place orders are lifted. The Board encouraged the Task Force to focus on establishing the Sustainability Fund and finding opportunities to achieve climate goals in County operations.

## Sustainability Fund

Since the March report was presented, Public Works and DCD have collaborated to develop a report on how other jurisdictions have established and implemented similar funds and develop recommendations on how a Sustainability Fund could be implemented in Contra Costa County. Public Works presented these findings to the Sustainability Committee at its July 26, 2020, meeting. The Sustainability Committee agreed with staff recommendations on the Fund's structure, as well as governance. The Committee concurred that the Department of Public Works should manage the Fund, including the identification and implementation of projects, as well as tracking savings. This information should be reported annually. Additionally, the Committee agreed that the Task Force can serve as an advisory committee to the Fund. The Committee recommended that the amount requested be revised to \$2.5-\$5 million, with the initial focus on installing the first tranche of electric vehicle charging stations, an ongoing priority.

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<sup>1</sup> Documents and presentations related to the Task Force can be found at this site: <https://www.contracosta.ca.gov/8333/Interdepartmental-Climate-Action-Task-Fo>

## Green Business Program Best Practices

Over the spring and summer, staff from Public Works, DCD, the County's Green Business Program (which is housed in the Health Services Department), and Human Resources identified areas where best practices from the Green Business Program overlapped with ideas the Task Force had generated in its first report. These best practices also align with the County's Climate Action Plan. Staff presented these opportunities to the Task Force on September 9, 2021.

The Green Business Program best practices can serve as a guide for County departments. Susan Psara from the Health Services Department outlined this in a presentation on what the Best Practices are and how departments can adopt them.<sup>2</sup> These practices include:

- Employee participation;
- Energy conservation;
- Waste reduction;
- Environmentally preferable purchasing;
- Pollution prevention;
- Reducing the use of toxics;
- Smart transportation;
- Water conservation; and
- E-waste recycling.

Public Works has developed a guide to services it provides, with contact information for staff who can help departments make improvements to their facilities.<sup>3</sup> This is accessible for the Task Force members to use and implement within their respective departments.

At the September 9 meeting, the Task Force spent time brainstorming on additional things the County can do to address the changing climate and its impact on County employees and County residents.<sup>4</sup> Task Force members discussed specific challenges their departments face in pursuing the Green Business Program best practices, as well as ideas on how to assess each department's status. Key themes that were raised included:

- Importance of reminders on how to properly participate in programs;
- Prioritizing public health issues in light of the pandemic;
- Logistical issues with green products such as recycled paper;
- Departmental resistance to change, and
- Funding.

Some ideas for moving forward included developing universal metrics and implementing them before the changes happens so that progress can more accurately be tracked, as well as increasing funding to support this transition. The Task Force members brought many perspectives to the table and made it obvious that the Green Business Program is not a one-size fits all model. There needs to be flexibility, assistance, and support across sectors in order for the overall effort to be successful.

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<sup>2</sup> See Attachment 1 for presentation.

<sup>3</sup> See Attachment 2 for Public Works services guide.

<sup>4</sup> See Attachment 3 for brainstorming ideas.

## Next Steps

The final question raised during the September 9 Task Force meeting was “should we hold ourselves to the Green Business Standards?” The consensus was overwhelmingly “yes.” Moving forward, the Task Force will look internally for how each department can adopt the Green Business Program Best Practices.<sup>5</sup> Task force members agreed that each department will identify staff who are interested in serving as sustainability champions. Departments can receive assistance from Public Works for this implementation, and they are now aware of how to do so.

Over the next 12 to 18 months, the Task Force anticipates that it will focus on helping department adopt best practices from the Green Business Program and establishing and implementing the Sustainability Fund. Health Services will work to increasingly shed a light on the human and population level health impacts of climate change and to do so with a lens towards equity. These activities will be the basis of the Task Force’s semiannual reports to the Board.

## Attachments

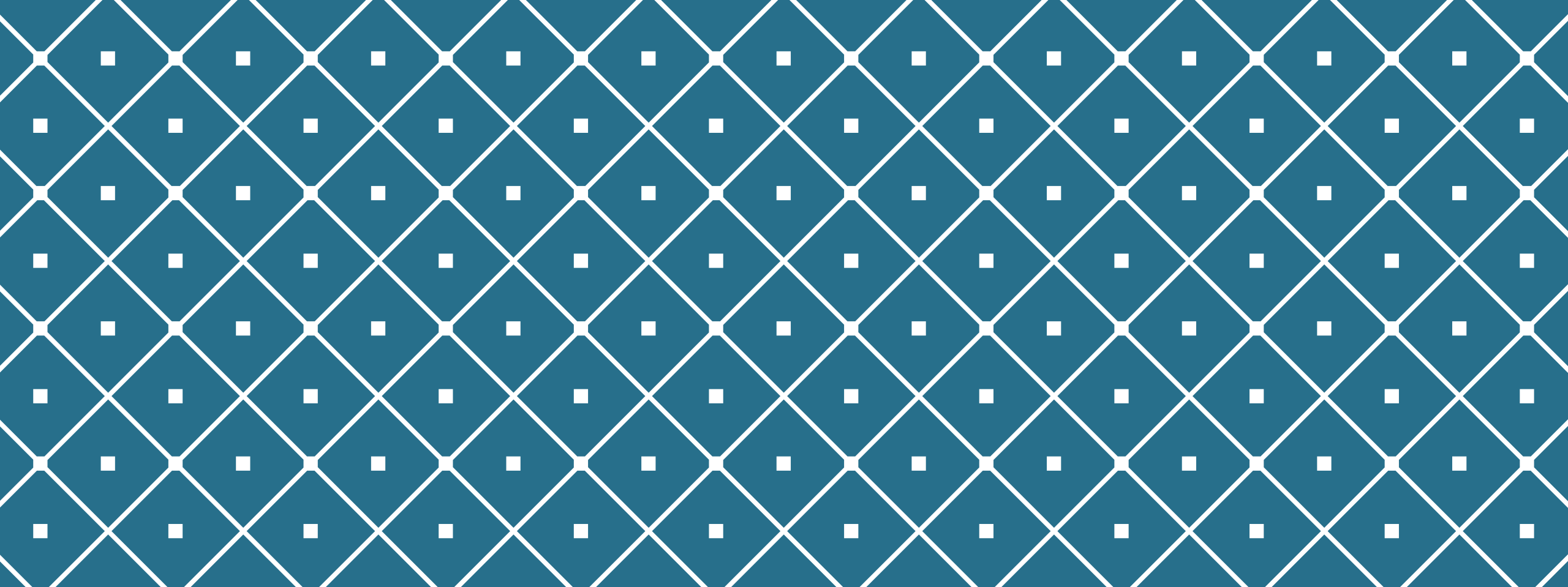
Attachment 1: Green Business Program Best Practices Presentation

Attachment 2: Public Works Sustainability Best Practices fact sheet

Attachment 3: Task Force Brainstorming Ideas from September 9, 2021 meeting

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<sup>5</sup> The Task Force is recommending that departments adopt the Green Business Program best practices, not that departments be certified by the Green Business Program. Certification requires a level of detail and resources not available at this time. Additionally, the County funds the Green Business Program using fees collected through the hazardous mitigation program; these fees are intended to support business programs in the community, not necessarily government services.



# CONTRA COSTA COUNTY GREEN BUSINESS PROGRAM

Best Practices & Alignment With  
Interdepartmental Climate Action  
Task Force Goals



# COUNTY STAKEHOLDERS

## Department of Conservation and Development

- Facilitate department participation

## Public Works

- Assess current procedures and policies
- Identify implementation gatekeepers and barriers (authorization, budget)
- Implement measures once authorized
- Administer Sustainability Fund

## Green Business Program

- Identify highest value climate impact actions
- Provide technical language from vetted program checklists
- Support in technical capacity

## Department Participation

- Prioritize sustainability action within departments
- Identify sustainability leaders
- Identify implementation barriers within department
- Assess completed and outstanding actions



# CONTRA COSTA GREEN BUSINESS PROGRAM: PROGRAM HISTORY

- Contra Costa Green Business Program was established in 1998 in the Contra Costa Health Services Hazardous Materials Programs (CCHSHMP)
- Integrated into the Pollution Prevention Program for CCHSHMP's unified inspection and enforcement program (CA Health & Safety Code)
- Member of the [California Green Business Network](#) (non-profit, statewide network of 40+ Cities and Counties)
- Supported by 23 [Program Partners](#): municipalities, regulatory agencies and utility agencies
- Recertification required every 4 years



CAGBN Map



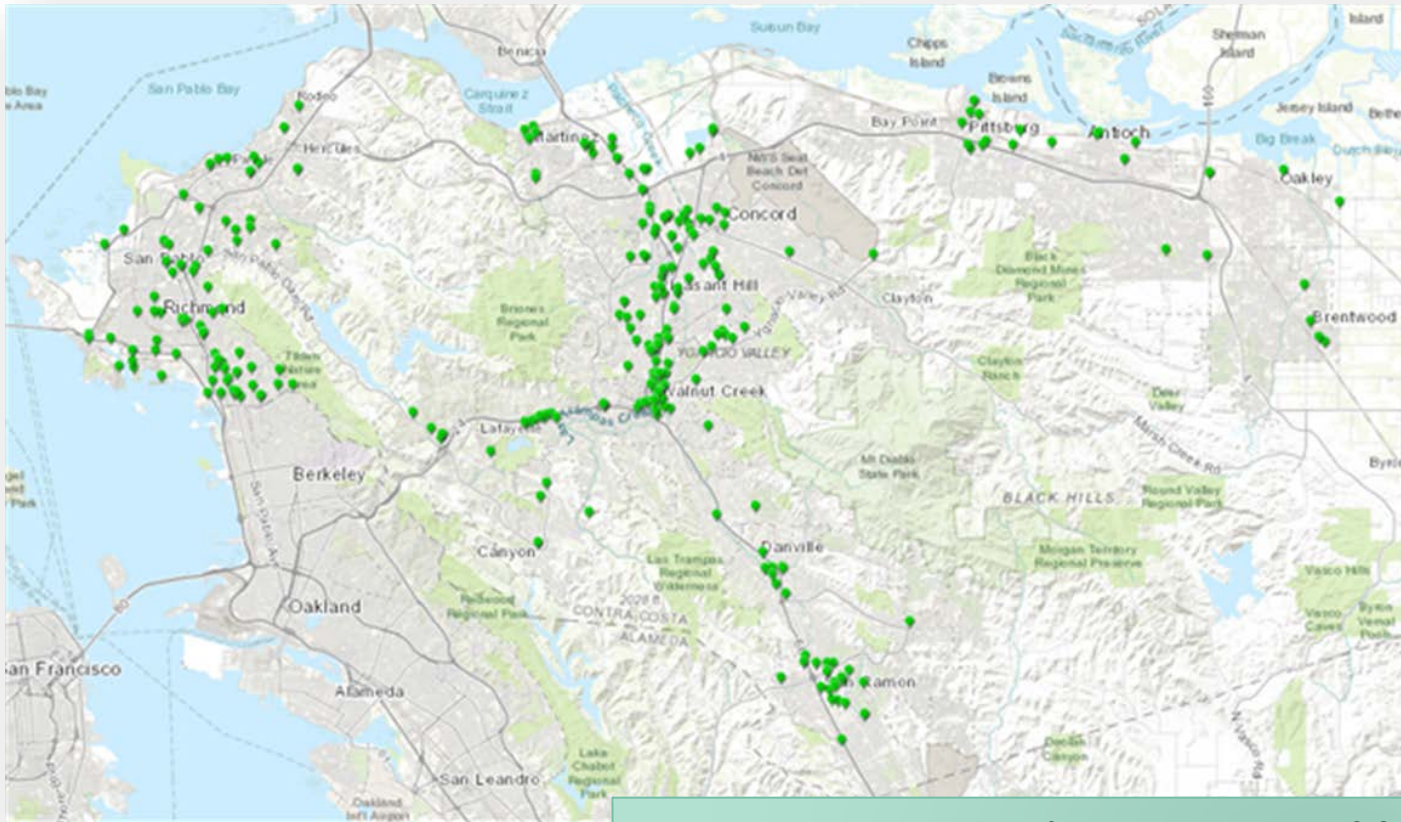
Original Logo



Current Logo

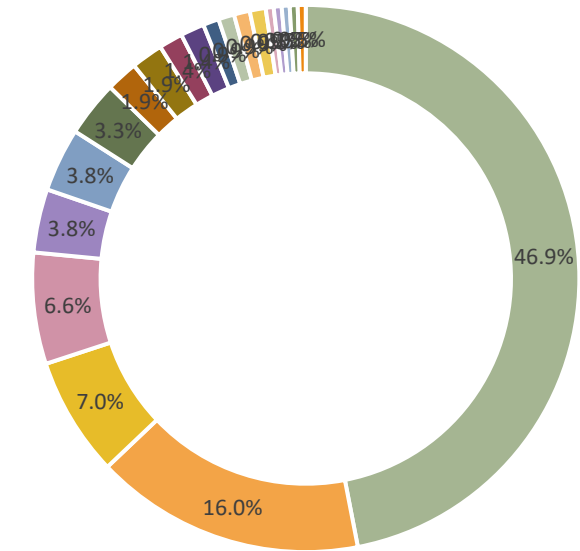


# CONTRA COSTA GREEN BUSINESS PROGRAM: CERTIFIED BUSINESSES



Active Certified Businesses: 223  
 Total Businesses Certified (all-time): 640

Active Green Businesses by Sector



- Office / Retail
- Auto Repair
- Small Manufacturer
- Construction / Remodel
- Landscape Services
- Restaurant
- Janitorial Services
- Garment Cleaning
- Printing Services
- Grocery
- Lodging
- Dental Services
- Efficiency
- Medical Services
- Schools
- Car Wash
- Food Manufacturer
- Municipal Operations
- Painting Services
- Winery

# CONTRA COSTA GREEN BUSINESS PROGRAM: TECHNICAL EXPERTISE

- Certification checklist comprised of required and elective sustainability measures
- Checklists standardized through CAGBN's Performance & Standard Committee
- 27 sector-specific full checklists
- Entry level 'Efficiency' checklist guidance for prioritizing County climate action goals

The infographic consists of eight green circular icons arranged in a 2x4 grid, each with a corresponding title and description below it.

- Reduced Water Use**  
Low flow toilets and auto-off faucets
- Conserve Energy**  
Upgrade lighting and equipment to save energy
- Commute Sustainably**  
Promote and incentivize alternative transportation for employees
- Prevent Pollution**  
Eliminate and/or properly dispose of harmful chemicals
- Use Non-Toxic Cleaners**  
Use safer, environmentally preferable cleaning chemicals
- Avoid Waste**  
Eliminate unnecessary packaging, printing, and purchasing
- Recycle Materials**  
Divert waste from the landfill through reuse, recycling and composting
- Hire Local Vendors**  
Working locally means less vehicle use

# PRIORITY ACTION ITEMS

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13 Highest-Value Actions Recommended by the  
Green Business Program

Ideas from the Climate Action Task Force's March  
2021 Report





# EMPLOYEE PARTICIPATION

## Employee Engagement

Encourage employee participation in sustainability efforts by adopting at least 2 of the following practices:

- Incorporate sustainability best practices into employee on-boarding processes, documents, training and development.
- Establish a "Green Team" that meets regularly to co-create and integrate sustainability practices across the organization.
- Measure and communicate progress on sustainability initiatives to keep visibility high and reinforce the idea that achievements in sustainability are meaningful for the company
- Reward sustainability champions with financial and/or non-monetary incentives



## Task Force Ideas

- Set up a suggestion box on County intranet site
- Identify sustainability leaders in each departments
- Each department should create its own sustainability plan
- Interdepartmental sustainability competitions
- Employee survey regarding sustainability effort awareness

# ENERGY CONSERVATION

## Install Energy Efficient Lighting (LEDs)

Use energy-efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs.



### Public Works

- Advises departments on opportunities to change lights
- Currently updating County building standards

### Task Force Ideas

- More efficient technology to heat and cool County buildings
- Install lighting and motion detection in all County buildings



# ENERGY CONSERVATION

## Computers on Sleep Setting

Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into a sleep mode after 15 minutes of inactivity.



# ENERGY CONSERVATION

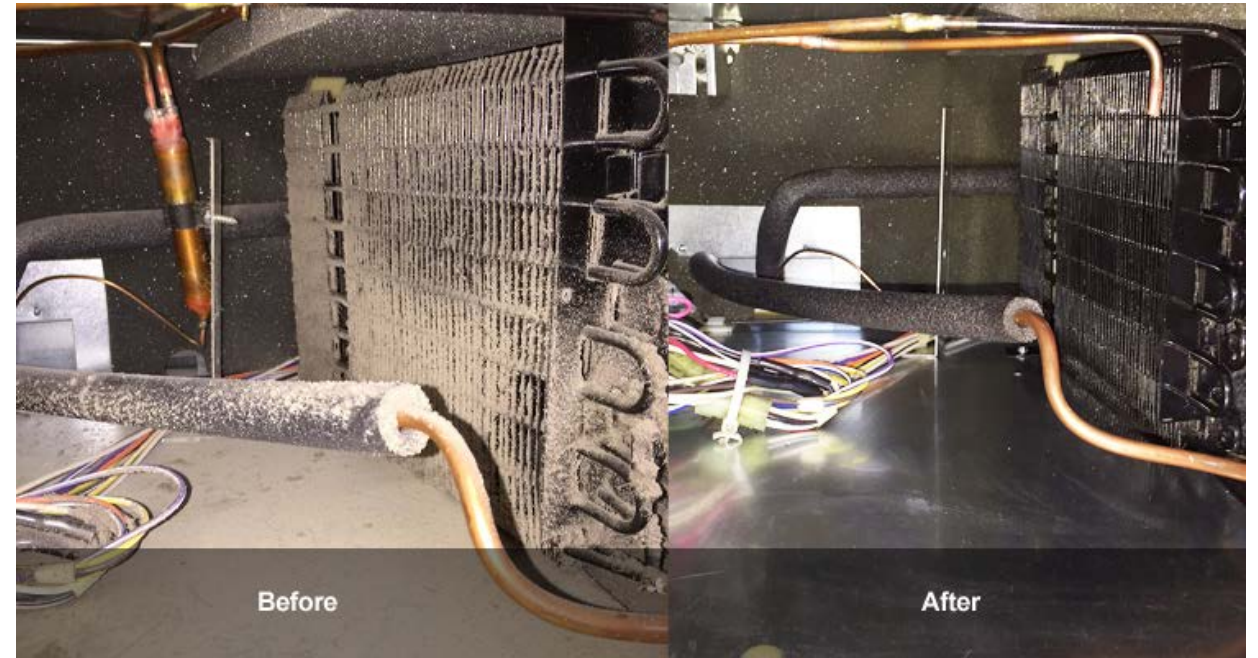
## HVAC Maintenance

Complete regularly scheduled maintenance on your HVAC (heating, ventilation, and air conditioning) and refrigeration systems at least twice a year. This includes: cleaning or replacing filters, inspecting damaged suction lines, addressing leaks, checking condenser and evaporator coils for proper airflow and ice build-up, and maintaining the proper function of economizers (found in AC/package units).



### Public Works

- Follows manufacturers recommended maintenance schedule



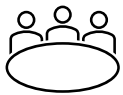


# ENVIRONMENTALLY PREFERABLE PURCHASING

## Environmental Policy Statement

Have an environmental policy statement that outlines the organization's commitment to sustainability. Have the owner(s) or management sign and distribute the environmental policy to all employees.

The policy must address the following sections: waste reduction, toxins elimination, environmentally preferable purchasing, water/energy conservation, and education of employees.



Purchasing Division preparing to update County's EPP Policy.

## Task Force Ideas

- Public Works should develop a menu of options that are available to departments
- Employee survey regarding sustainability effort awareness
- Educate County employees and community about County's ongoing sustainability efforts



# POLLUTION PREVENTION

## Universal Waste Management

Properly store and dispose of hazardous and "universal waste" as required by law. Label a storage area and notify employees.

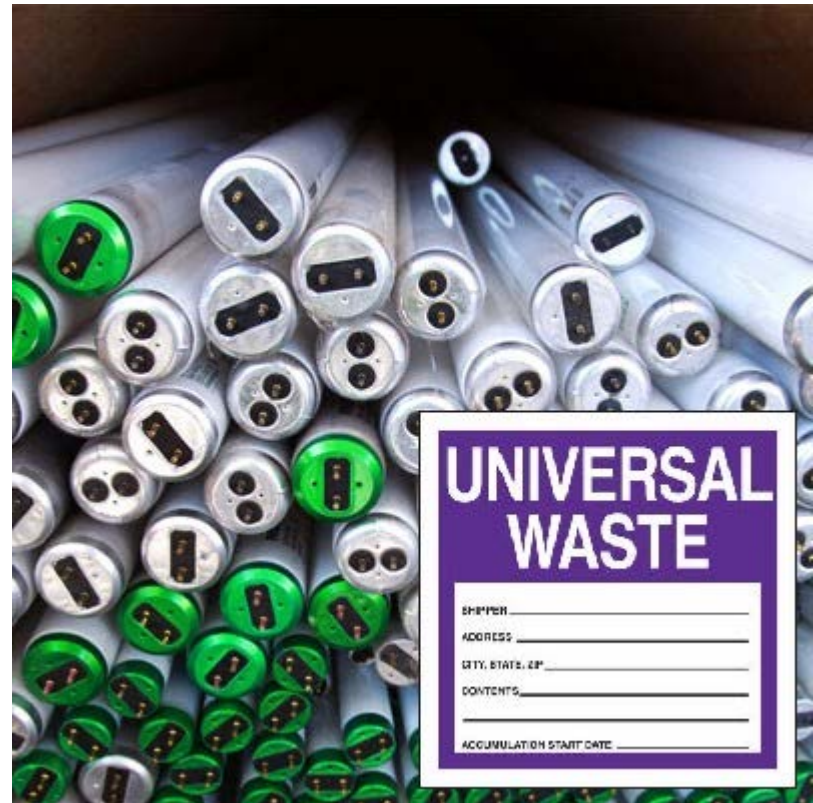
These types of waste include: fluorescent bulbs/tubes, aerosol cans, paint, electronic equipment (e-waste), and batteries. Ensure ink/laser toner cartridges are recycled.

### \*Compliance Measure\*



#### Public Works

- Collects batteries and used toner cartridges
- Recycles computer equipment, e-waste & metals
- Fleet recycles used oil



# TOXICS REDUCTION



## Low-toxicity Janitorial Products

Use certified non-toxic laundry, cleaning and building maintenance products in non-aerosol containers such as Green Seal certified, Environmental Working Group, with an 'A' or 'B' rating, Safer Choice, SF Approved, EcoLogo.



### Public Works

- County is a Green Cleaning Agency





# WASTE REDUCTION

## Recycling & Composting Container Labels

Set up easily accessible waste stations with landfill, compost, and recycle bins co-located. Add clearly marked educational signage.



### Public Works

- Collects bottles and cans at some central County Offices
- Recycles and shreds office paper

### Task Force Ideas

- Ensure departments are implementing existing programs such as composting and recycling.
- Modify default printing (margins, double-side)
- Refillable ink cartridges
- Paperless systems (cloud-based, DocuSign)



Photo: Contra Costa Water District, Concord

# WASTE REDUCTION

## Eliminate Styrofoam

Eliminate the use of polystyrene, such as Styrofoam in breakrooms, food/beverage to-go ware, packaging materials, and during any company events.

**\*Compliance Measure\***

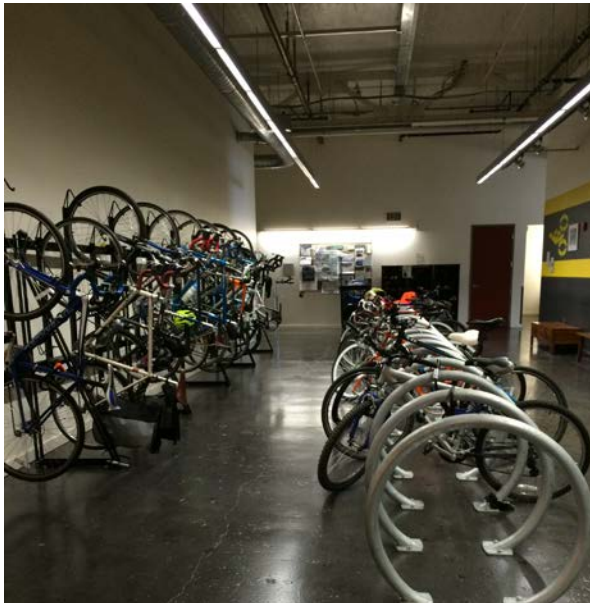
**2019 County Styrofoam Ban**



# SMART TRANSPORTATION

## Employee Commute

Offer employees (3+) commuting options:



### Task Force Ideas

- Electric bus operation during peak work times
- Satellite offices in East and West County

- Offer a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs.
- Offer a guaranteed ride home program which provides a free or low-cost ride home in cases of emergency for employees that bike to work.
- **Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.**
- Encourage bicycling to work by offering rebates on bicycles bought for commuting or provide employees a stipend or subsidy for bicycle maintenance.
- Provide secure bicycle storage for staff and customers.**
  - Set aside carpool/vanpool/rideshare parking spaces.
  - **Offer a shuttle service to and from bus, train, and/or light rail stops.**
  - Have a bike kit for employees who may have bicycle emergencies.
  - Offer electric vehicle recharge ports for visitors and employees.
- Offer lockers and showers for staff who walk, jog or bike to work.
  - Provide one or more company bicycles for employee use.
  - Ensure that at least 20% of staff walk, bike, or carpool to get to work.
  - Subsidize a shared bike membership for employees.



# SMART TRANSPORTATION

## Electrify County Fleet

Convert company vehicles to low emission vehicles such as electric, hybrid, natural gas or alternative fuels.



Admin bulletins regarding fleet currently being updated to designate EVs as default new or replacement fleet vehicles.

### Task Force Ideas

- Department Electric Vehicle Adoption
- Use County purchasing power to help employees buy EVs for personal use
- Install more public-facing EV charging stations
- Hybrid vehicle adoption for long routes or trips

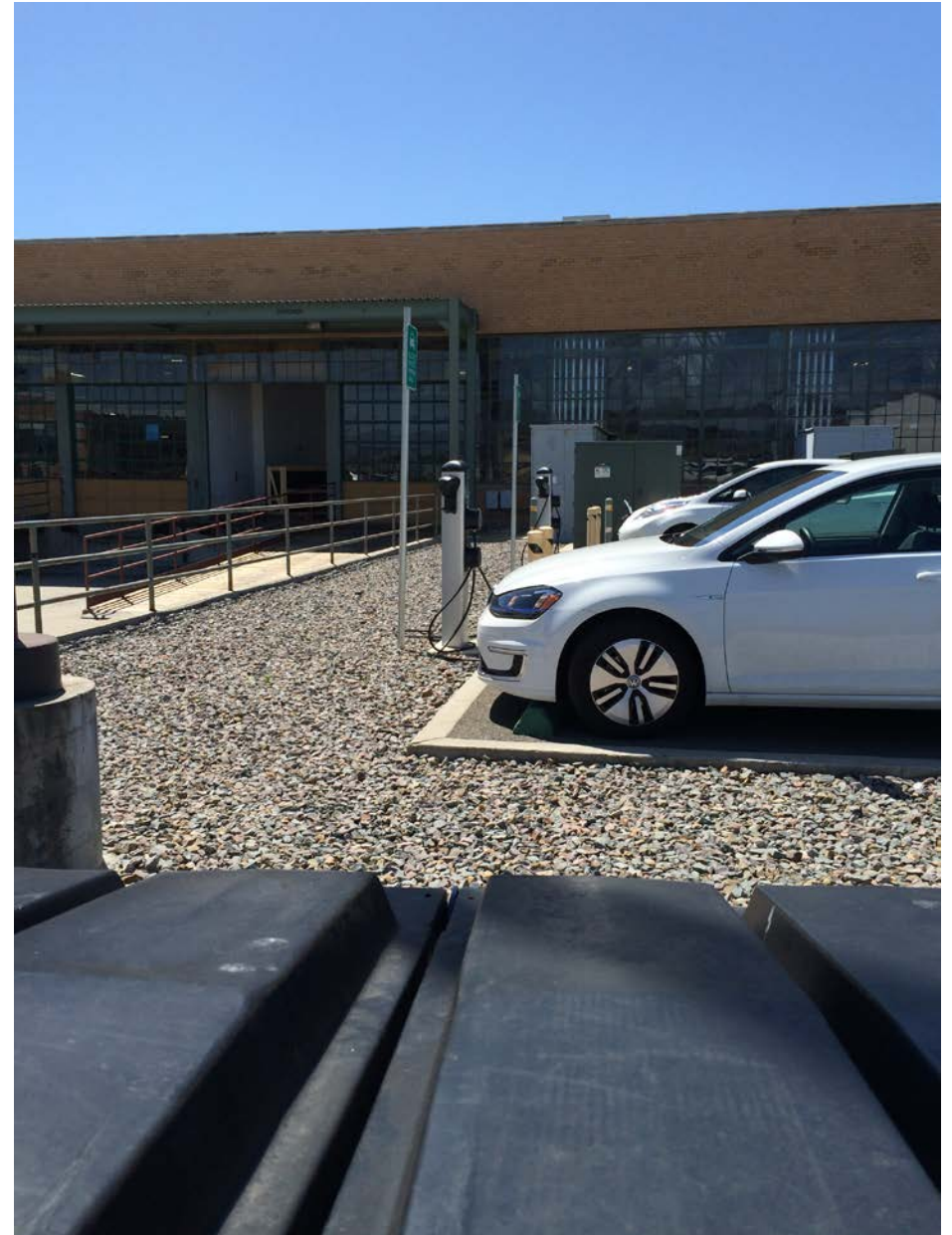


Photo: Sun Power, Richmond

# WATER CONSERVATION

## Drought Tolerant Landscaping

Use plant material that is California native or drought-tolerant for 75% of landscaping.



### Public Works

- Drought tolerant landscaping installed at Pittsburg Health Center
- Recycled water is used when able to water landscaping by truck

### Task Force Ideas

- Drought resistant landscaping
- Low-flow water fixtures in all County facilities



Photo: Walnut Creek Ford



# WATER CONSERVATION

## Efficient Indoor Water Fixtures

**Replace all existing faucet aerators and showerheads with low flow fixtures.**

- Bathroom aerators should not exceed 0.5 GPM
- Kitchen sinks should not exceed 1.5 GPM
- Showerheads with flow rates higher than 1.8 GPM should be replaced with high-efficiency showerheads with rates of 1.5 GPM or less.
- Retrofit toilets flushing at higher than 1.6 gallons

**OR targeted overall water reduction**

- ex. Reduce overall water consumption 20%



## Public Works

- Water efficient fixtures installed as toilets and faucets are replaced



**Susan Psara**

[Susan.Psara@cchealth.org](mailto:Susan.Psara@cchealth.org)

**Hazardous Waste Reduction Manager**

*Contra Costa Health Services Hazardous  
Materials Programs*

*Contra Costa Green Business Program*

[www.GreenBusinessCA.org/ContraCostaCounty](http://www.GreenBusinessCA.org/ContraCostaCounty)

**QUESTIONS?**

# Public Works Departmental Services

*Your Partner on Sustainability Best Practices*



## Energy Efficiency

Need help with your building's energy efficiency? The County's Energy Manager can help you evaluate your energy use and discuss opportunities to reduce energy consumption and reduce your operating costs. Energy efficiency opportunities include renewable energy (solar), energy storage systems, LED lighting retrofits, heating and air conditioning (HVAC) equipment replacement, and building control system adjustments. Our Energy Manager also has knowledge of grant funding and rebates to help implementation.

For more information on energy efficiency improvements for your Department, **call the County's Energy Manager at (925) 957-2473.**

## Recycling and Composting

### BATTERY RECYCLING

In response to legislation banning the disposal of household batteries in landfills, the County has expanded the Office Recycling Program to collect batteries generated in the workplace. This program is exclusively for recycling of batteries used in County equipment. For more information on how to implement battery recycling in your Department, click on the link provided below.

<http://insidecontracosta.org/632/Battery-Recycling-Program>

If you have any specific questions about the Battery Recycling Program, please **call the County's Recycling Center at (925) 335-3665.** If you would like to receive additional battery

recycling posters for your office, you can either **print online or call the County's Recycle Center at (925) 335-3665.**

### PAPER AND CARDBOARD RECYCLING

Public Works (PW) Recycle crews have regular routes in County buildings to pick up paper and cardboard only. Please **call County Recycling Center at (925) 335-3665** for additional stands, require a special pick up, or wish to make any changes to your recycling pick up.

### BOTTLES, CANS, AND METALS RECYCLING

PW Recycle crews will also pick-up bottles, cans, and metals at some central county offices. Bottles and Cans recycling is funded through the Department of Conservation & Development. Please **call County Recycling Center at (925) 335-3665** for more information about Bottle & Can Recycling.

### CONFIDENTIAL SHRED AND RECYCLING SHREDDED MATERIALS

PW Recycling crews will pick up confidential documents at your office and take them to the Recycle Center to be shredded. All of the employees who shred documents go through a background check. We can furnish you with Certificates of Destruction as needed. Confidential shred needs to be placed in the green or orange-colored bags with tags that identify the org number; we can also provide you with carts for special jobs. Staples and paper clips are fine but there is an additional charge for removal of larger metal or plastic fasteners, such as binder clips.

If your unit shreds its own documents, place any strip-cut paper in a plastic bag inside the regular white recycling bag. For more information on confidential shreds and recycling shredded materials, **please call County Recycling Center at (925) 335-3665.**

### SURPLUS FURNITURE/FURNITURE RE-USE

Moving crews will pick-up your surplus furniture; this will require a [Corrigo](#) work request. All items accepted by PW Surplus must be accompanied by a [Surplus Property form](#). This form is required by the Auditor/Controller. If you need a desk, printer, filing cabinet, or other furniture or supplies for your County office, stop by and see what is available at the **Recycle/Surplus Center at 4785 Blum Road**, Monday through Thursday from 8AM-2PM, closed 11:45AM-12:30PM. We will be happy to deliver any furniture that you select.

### RECYCLING COMPUTER EQUIPMENT

Due to issues of security, the procedure for recycling computer equipment has been revised. According to [Administrative Bulletin 517.3](#), all information must be removed from any storage devices before sending to the County Recycling Center. In the case of hard drives, they must be physically destroyed or have been "scrubbed" with County approved software. (Check with DoIT for software)

In addition, a sticker should be placed in plain site on the device to visibly display that information removal has been performed.

# Public Works Departmental Services

*Your Partner on Sustainability Best Practices*



Departments can print their own stickers, however they must be uniform in appearance. The label should be 1 inch by 2-5/8 inch in size (Avery label # 5160 or similar)

Labels should be white with black print and read: ***This device is certified to have all County information and/or proprietary software removed.***

## COMPOSTING/RECYCLING ORGANIC WASTE

AB1383 requires that the County divert organic waste from the landfill. Special collection bins (green liner) have been placed in County buildings. Custodial Services collects the organic waste and disposes of it to an organic waste handler. For more information on composting and recycling organic waste, **please contact Department of Conservation & Development at (925) 655-2912 or Custodial Services at (925) 313-7096.**

## Water Conservation

### DROUGHT-TOLERANT LANDSCAPING

With our current climate conditions of increasing warmth and less moisture, more County Departments may be interested in replacing high-maintenance lawns, which require a lot of water and fertilizers, with drought-tolerant plants. These can be anything from ground covers to a field of meadow flowers to stately oak trees – they all provide the benefits of lower water needs, reduced maintenance requirements, restored soil health, increased diversity that attracts birds and butterflies, as well as the aesthetic beauty of blending in with the natural landscapes.

If you are interested in doing a turf conversion project or other landscape conversion to drought-tolerant landscaping, **please contact Facilities Services/Grounds at (925) 313-7082.**

### LOW-FLOW PLUMBING FIXTURES

Facilities Services replaces plumbing fixtures when broken and need replacing with low-flow plumbing fixtures. Any new buildings are fitted with low-flow plumbing fixtures to help conserve water and meet current building codes. If you are interested in changing plumbing fixtures to low-flow to do your part in water conservation, please **contact Facilities Services at (925) 313-7082.**

## Electrifying the County Fleet

### ELECTRIC VEHICLES AND CHARGING STATIONS

Ready to switch your Department vehicle fleet to electric? Transportation accounts for the majority of greenhouse gas emitted by County operations. Let's work together to get your fleet electrified. **Contact our Fleet Services Division at (925) 313-7072.** We have many zero and low emission vehicle options with excellent range capacity.

If you need charging infrastructure to convert to electric vehicles, **contact our Energy Manager at (925) 957-2473.** We will work with you to provide the necessary infrastructure to electrify your fleet.

## Procurement

### PURCHASING

The County's Purchasing Division is updating its Environmentally Preferable Purchasing Policy. If

you need assistance in procuring or guidance on sustainable products or services, **contact the Purchasing Division at (925) 957-2499.**

## Green Cleaning

### TOXINS IN THE WORKPLACE

The County is considered a Green Cleaning Agency. Green Cleaning refers to using cleaning methods and products with environmentally friendly ingredients and procedures which are designed to preserve health and environment quality. Green Cleaning techniques and products avoid the use of products which contain toxic chemicals and other conditions. Green Cleaning can also describe the way industrial cleaning products are manufactured, packaged, and distributed. If the manufacturing process is environmentally friendly and the products are biodegradable, then the term "Green" or "Eco-Friendly" may apply.

If you have any questions regarding cleaning products used by Custodial Services, **please call (925) 313-7096.** Please do not purchase or bring your own cleaning products to the workplace. All chemicals brought into County buildings must be tracked and have a Safety Data Sheet.

## No more Polystyrene

### POLYSTYRENE FOOD WARE

Did you know that Contra Costa adopted policies that ban the use of polystyrene food ware at County facilities? If you need ideas on alternative food ware to polystyrene, **please contact the County's Watershed Group at (925) 313-2236.**



# ATTACHMENT 3: IDEAS GENERATED AT SEPTEMBER 9, 2021, CLIMATE ACTION TASK FORCE MEETING

Meeting participants brainstormed using an online whiteboard regarding things the County can do to address climate change and its impacts on County employees and County residents. Meeting participants also broke into small groups to talk about potential implementation barriers and how to assess progress. These ideas are presented below.

## Things The County Can Do to Address the Changing Climate and Its Impacts on COUNTY EMPLOYEES

### Employee Commute

Support programs that help to support staff who use alternative commute options - incentives for car pooling, etc.

Continue to support "telecommuting" and remote meetings, both staff meetings and committee meetings. (*many people offered support for telecommuting.*)

County-supplied shuttles from BART to downtown Martinez to encourage carless commutes.

### Employee Education

Have community recycling awareness week (bulbs, batteries, paints and aerosols).

For the web site include what the County is already doing. A graphical checklist for Contra Costa County the organization.

Continue to raise awareness with staff, the public and agencies we work with.

### Electric Vehicles

Grants for employees to buy electric cars.

Increase charging stations.

Add charging stations to County building parking lots.

More prolific Charging Station distribution.

Install more car charging sites.

Open the charging stations at County facilities to public use.

### Employee Retirement Fund

Ensure that CCCERA isn't invested in any fossil fuel companies, and they have a green investment strategy.

### Employee Participation

Have drives by department to increase awareness for recycling bottles, batteries, etc.

Hold Department competitions annually on progress.

Create friendly competition with other counties about being more green. This would be similar to the County departmental competition for the holidays.

Visibly benchmark Contra Costa organization to other Bay Area Counties.

Dedicate Earth Day for County staff, on a volunteer basis, to go out and educate the community and importance of going green.

## Reduce Solid Waste

Single-use plastic ban for County operations.

Incorporate County employee recycling/waste reduction best practices into onboarding training.

Include more types of paper in recycling program.

Continue to decrease paper use.

Let's go paperless! Eliminate paper driven workflows. Use electronic options.

Reduce storage space utilization to a greater degree.

## Leadership

Support from senior management.

Fund the Sustainability Fund.

## Communication

Use dept PIO's to be a group working on messaging, flyers, et.al.

Use the all-employee email system to send out green reminders (proper recycling, green purchasing, etc.).

## County Facilities

Convert gas water heaters in County buildings to electric.

Increase solar panels/farms at other county locations ie parking lots etc when retrofitting buildings, install heat pumps to replace heating, air conditioning, and heating water.

Don't forget about strategies that help sequester carbon out of the atmosphere. We need to both decrease greenhouse gas emissions as well as enhance removal of those gases from the atmosphere. (The half-life of some of those gases in the atmosphere is over 100 years)

# Things The County Can Do to Address the Changing Climate and Its Impacts On RESIDENTS

## Land Use

Increase tree replacement and tree planting requirements in all residential development projects.

Keep open space growth at a minimum so it is not fueling fires.

Incentives to plant CA native and drought-tolerant plants for commercial and residential.

## Education

Hold regular community fairs with lots of tables and displays from other residents with their innovative ideas in their homes.

Educate residents about existing programs.  
Better messaging on the importance to conserve water and recycle waste.  
infographic demonstrating the County's energy source breakdown and the average resident's energy source breakdown.  
Solar panel testimonials from residents for residents.  
Mandates to be more sustainable...otherwise people will think it is a choice.

## County Services and Leadership

Be a model agency related to sustainability.  
Add recycle receptacles throughout the County.  
Consider green building projects as new facilities are built  
Crack down on polluting companies and reward more sustainable ones.  
Offer paperless systems for County Services.

## Active Transportation

Add more bike lanes.  
Start a public bike/scooter program,

## Potential Barriers, Assessing Progress

The participants broke into small groups to discuss barriers that might prevent their own departments from moving to adopt the Best Practices from the Green Business Program, as well as ideas on how to assess progress. Key points are provided below.

- Waste Reduction (paper/plastic/electronic/electricity)
- Feasibility of implementation based on monetary constraints (just don't have the resources)
- Enthusiasm from staff within departments
- Concerns with practicality and effectiveness of "green" products (e.g. sanitation during COVID)
- Targeting electric vehicles, more charging as well as more electric fleet vehicles
- The challenge of "where to start?"
- Utilizing custodial staff, both for their knowledge, but also for implementation
- Identify metrics before the change happens; that way it can be accurately tracked
- Internal misalignments and lack of employee cooperation
- Require departmental report out
- Limited infrastructure (sprayer for sink to rinse containers, etc.)



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: EMERGENCY RENTAL ASSISTANCE PROGRAM 2 - UPDATE AND SUPPLEMENTAL SERVICE ALLOCATION RECOMMENDATIONS

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**RECOMMENDATION(S):**

1. ALLOCATE Emergency Rental Assistance Program 2 (ERAP 2) funding to support legal, housing stability and mediation services; and
2. APPROVE and AUTHORIZE the County Administrator, or designee, to execute contracts with organizations in denominations determined by the Board of Supervisors in Recommendation No. 1 above.

**FISCAL IMPACT:**

\$230,000 related to recommendations included in today's action. Up to \$1,168,258.51 in ERAP 2 sub-recipient allocation from the State of California will be available for programming. These funds are 100% Federal.

The County will be allocated \$467,303.40 initially, which is 40% of the the figure stated above. This is because the American Rescue Plan authorizes the U.S. Treasury to advance 40% of the total allocation to jurisdictions, with the remainder to be distributed once 75% of the initial amount (i.e. the 40%) is obligated. Since Contra Costa County is an Option A entity under the State's ERAP program, the State will make application to the U.S. Treasury for the remaining 60% of fundind and forward the County the balalnce of the \$1,168,258.51 ERAP 2 sub-recipient allocation.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Timothy Ewell, (925) 655-2043

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

By: , Deputy

cc:



**BACKGROUND:**

**Emergency Rental Assistance Program History**

The Emergency Rental Assistance Program (ERAP) makes funding available to assist households that are unable to pay rent or utilities. Two separate programs have been funded by the federal government to support this endeavor: ERAP 1 provides up to \$25 billion under the Consolidated Appropriations Act of 2021, which was enacted on December 27, 2020; and ERAP 2 provides up to \$21.55 billion under the American Rescue Plan Act of 2021, which was enacted on March 11, 2021. The funds are provided directly to states, U.S. territories, local governments, and (in the case of ERAP 1) Tribes. Grantees use the funds to provide assistance to eligible households through existing or newly created rental assistance programs.

In Contra Costa County, the combined share of ERAP 1 and ERAP 2 allocations is \$147,427,324 (\$75,822,312 from ERAP 1 and \$71,605,012 from ERAP 2). Note that both figures include a state allocation to the County in addition to the federal direct allocation. ERAP 1 funds must be spent by September 30, 2022 and ERAP 2 funding must be spent by September 30, 2025.

On February 9, 2021, the Board of Supervisors selected Option A pursuant to SB 91, allowing the State to implement the Emergency Rental Assistance Program (ERAP) 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 program opened to the public, including a multilingual website (housingiskey.com) and toll-free hotline (1-833-430-2122). 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.

On March 23, 2021, the Board authorized additional funding in the amount of \$514,000 to further supplement outreach to residents throughout the County and to establish a Housing Stability Service program, as follows:

- \$313,320 - Community Outreach & Engagement (Administered by Richmond Community Foundation)
- \$75,000 - Local Housing Stability Services (Bay Area Legal Aid administered by Richmond Community Foundation)
- \$50,000 - 211 for Rental Assistance Navigation (Contra Costa Crisis Center)
- \$20,000 - Emergent Needs (Administered by Richmond Community Foundation)
- \$55,680 - Fiscal/Administrative Fee Allowance (Richmond Community Foundation)

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\$514,000 Total

The above services are funded through December 31, 2021, with the exception of the allocation to the Contra Costa Crisis Center for 211 services, which extends through September 30, 2021.

## **Contra Costa County ERAP 2 Allocation**

The U.S. Treasury notified eligible jurisdictions that the grant awards portal would open on Tuesday, May 4, 2021 with a due date on Monday, May 10, 2021 and concurrently released updated Frequently Asked Questions (FAQs) integrating the unique eligibility requirements contained in ERAP 2 with those already in place for ERAP 1. The County Administrator timely filed the grant application on Friday, May 7, 2021 as requested by the U.S. Treasury to qualify for funding. On May 18, 2021, the Board ratified action taken by the County Administrator to apply for the ERAP 2 allocation and the County received a 40% advance of its federal direct allocation in the amount of \$15,576,780 on May 27, 2021. The remainder of funds are to be allocated to jurisdictions once each jurisdiction has obligated 75% of the initial allocation.

On July 13, 2021, following the passage of AB 832, the California Department of Housing and Community Development issued a letter to local government agencies outlining options for participation in the State ERAP program using the ERAP 2 allocations issued by the U.S. Treasury. The state requested a of intention no later than July 27, 2021. On July 27, 2021, the County Administrator's Office responded to the State communicating an intention to continue participating as an Option A partner contingent on approval by the Board of Supervisors. Based on the responses to the State, several jurisdictions that had initially decided to run local programs with ERAP 1 funding have now decided to migrate to the State program for ERAP 2. Most notably, the counties of San Francisco, San Joaquin, Orange, Placer, Merced, Stanislaus and the cities of Los Angeles, Irvine, Modesto and Santa Clarita.

On September 21, 2021, the Board selected to again opt-in to participation in the statewide rental assistance program for the ERAP 2 allocation and transfer the County ERAP 2 federal direct allocation back to the U.S. Treasury for reallocation to the State for the benefit of County residents. Staff subsequently returned the County direct allocation back to the U.S. Treasury on September 27, 2021. In addition, staff provided an update on eviction protections that took effect beginning on October 1, 2021 through March 31, 2022, pursuant to AB 832. Much of the protections in place during this time period require active action by a tenant to maintain tenancy, including application for the ERAP program. As part of this discussion, the Board directed staff to return in October 2021 with options for funding additional services from the ERAP 2 sub-recipient allocation from the State to the County.

Today's action is providing an update to the Board on the status of the ERAP program and providing options for funding additional supplemental services to assist tenants and landlords during the temporary AB 832 eviction protection period and when the temporary period has terminated on March 31, 2021.

### **ATTACHMENTS**

PowerPoint Presentation



# **EMERGENCY RENTAL ASSISTANCE PROGRAM UPDATE**

**October 19, 2021**



# Agenda

## ▶ **Emergency Rental Assistance Program Update**

- Contra Costa County Performance
- Urban Footprint At Risk Analysis

## ▶ **Supplemental Funding Considerations**

- Inventory of Existing Services
- Additional Funding Considerations

**A local organization  
can help you  
apply for rent  
and utility relief!**

- ✔ Don't have a computer or internet access?
- ✔ Need help filling out an application?
- ✔ Need assistance in another language?

Call 833-687-0967 to schedule an appointment or visit [HousingIsKey.com](https://HousingIsKey.com).

 CA COVID-19 RENT RELIEF | Local Partner Network



# Rental Assistance Update

➤ **\$147,427,324 for Contra Costa**

- ERAP 1: \$75,822,311
- ERAP 2: \$71,605,012

➤ **as of October 14, 2021**

- 16,559 active cases
- \$238,206,018 in relief requested
- \$112,022,448 in relief approved
- \$65,418,894 in relief paid
- 5,617 cases paid

Urban Footprint: Application Gap Count		<i>as of October 5, 2021</i>				
County Benchmarks, October 2021		<u>Contra Costa</u>	<u>Los Angeles</u>	<u>Ventura</u>	<u>Santa Cruz</u>	<u>San Mateo</u>
<b>Housholds At Risk</b>		17,000	134,000	12,799	5,015	13,065
ERAP Applications to Date		14,000	75,000	9,530	2,335	6,679
Households At Risk w/o Applications		2,345	60,000	3,269	2,680	6,386
<b>% ERAP Applications/Households At Risk</b>		82%	56%	74%	47%	51%
<b>% Unemployment</b>		7%	11%	6%	8%	5%

Get 100% of your rent and utilities paid.

The CA COVID-19 Rent Relief program is an official State of California sponsored program.

Apply Now: [HousingIsKey.com](https://HousingIsKey.com) or call 833-430-2122

\$

Previous applicants will be further compensated to reach 100%. No need to reapply!





# ERAP 2 Local Allocation

## ➤ Total Contra Costa ERAP 2 Allocation

- \$71,605,012 Total
  - \$38,941,950 Federal
  - \$32,663,062 State

## ➤ ERAP 2 Local Allocation

- \$1,168,258 3% of Federal Allocation
  - \$467,303 40% of Local Allocation immediately available
  - \$700,955 60% of Local Allocation available once 75% of initial funds obligated

## ➤ Local Allocation Eligible Uses:

- "...case management and other services intended to help keep household stably housed."
- "...administrative costs attributable to providing financial assistance, housing stability services and other affordable rental housing and eviction prevention activities..."



# Current Program Inventory

## Key Takeaways:

1. Board has provided significant funding for eviction protection activities over the last year
2. Legal Assistance, Mediation and Counseling services are currently available
3. Aggressive state and local outreach campaigns are funded and will continue

### Contra Costa County

#### Rental/Eviction Protection Activities, thru June 30, 2022

		<u>Amount</u>	<u>Source</u>	<u>End Date</u>
<b>Legal Assistance</b>	Centro Legal De La Raza	\$ 540,000	CDBG	6/30/2022
	Contra Costa Senior Legal Services	\$ 149,160	OAA	6/30/2022
<b>Housing Stability/ Counseling</b>	Bay Area Legal Aid	\$ 75,000	ERAP 1	12/31/2021
	ECHO Housing	\$ 60,000	CDBG	6/30/2022
<b>Outreach</b>	Richmond Community Foundation	\$ 389,000	ERAP 1	12/31/2021
	Contra Costa Crisis Center (211)	\$ 50,000	ERAP 1	9/30/2021
<b>Mediation</b>	Congress of Neutrals	\$ 115,000	DRPA	6/30/2022
<b>Rental Assistance</b>	Shelter Inc.	\$ 3,200,000	CDBG	On Hold
<b>Total</b>		<b>\$ 4,578,160</b>		



# Proposed Supplemental Services

- ▶ Courthouse Legal Clinics – Shelter, Inc (\$70,000) -12 months
  - Legal Clinics will be staffed daily for 2 hours each day, in each of the three Superior Courts (Pittsburg, Martinez, and Richmond) to help litigants sign up for ERAP and provide referrals to community housing organizations and attorneys.
  - Once ERAP is complete, clinics can continue to make referrals to housing organizations and attorneys as well as the CDBG funded rental assistance programs in the County
  
- ▶ Pro-Bono Attorney of the Day – Congress of Neutrals (\$30,000) – 12 months
  - Facilitate recruitment of volunteer attorneys during each Unlawful Detainer calendar:
    - Pittsburg (Dept. 57): Tuesday, Thursday 9:00 a.m.-11:30 a.m.
    - Martinez (Dept. 57): Wednesday, Friday 1:30 p.m.-3:30 p.m.
    - Richmond (Dept. 54): Tuesday, Thursday 1:15 p.m.-3:30 p.m.
  - Volunteer attorneys can provide legal counsel to litigant, but will not be representing parties during court proceedings





# Proposed Supplemental Services

- ▶ **In-Person Mediation – Congress of Neutrals (\$50,000) – 6 months**
  - Dedicated in-person mediator available for unlawful detainer calendars
  - Assists landlords and tenants in reaching binding settlement prior to court proceedings on day of Court
  
- ▶ **211 Outreach – Contra Costa Crisis Center (\$80,000) – 12 months**
  - Continued 24/7 access to 211 Call Specialists making referrals to ERAP, or other rental assistance and eviction protection resources
  - Assess non-housing needs of callers initiating contact due to a housing issue and make appropriate referrals



# Additional Interventions

- ▶ County is still working with community-based organizations and the Superior Court to assess additional interventions and will return to Board with recommendations
- ▶ AB 832 eviction protections play out in the Court system, so any program interventions need to be coordinated with the Superior Court
- ▶ This includes potentially adding additional unlawful detainer calendars, legal assistance to review noticing by litigants for sufficiency or other Court based interventions



# Recommendations

1. ACCEPT update on the status of the Emergency Rental Assistance Program; and
2. CONSIDER authorizing the County Administrator, or designee, to enter into the following contracts in the aggregate amount of \$230,000:
  - Courthouse Legal Clinics – Shelter, Inc (\$70,000) -12 months
  - Pro-Bono Attorney of the Day – Congress of Neutrals (\$30,000) – 12 months
  - In-Person Mediation – Congress of Neutrals (\$50,000) – 6 months
  - 211 Outreach – Contra Costa Crisis Center (\$80,000) – 12 months



# Questions

Get 100% of  
your rent and  
utilities paid.

The CA COVID-19 Rent Relief program is an official State of California sponsored program.

**Apply Now:** [HousingIsKey.com](https://www.HousingIsKey.com)  
or call 833-430-2122



Previous applicants will  
be further compensated  
to reach 100%.  
No need to reapply!

 CA COVID-19  
RENT RELIEF



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: Side Letter to amend MOU with Contra Costa County Defenders Association, Section 25 and Section 42.2

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/341 approving the Side Letter between Contra Costa County and the Contra Costa County Defenders' Association, revising Section 25 "Training and Professional Expense Reimbursement" and adding subsection 42.2.G "Additional Contribution to Deferred Compensation Plan" to the current Memorandum of Understanding (July 1, 2018 - June 30, 2022).

**FISCAL IMPACT:**

Pursuant to Memorandum of Understanding (MOU) Section 43 - Non-Healthcare/Non-General Wage Re-Opener, the total annual cost is approximately \$33,000. The cost will be absorbed by the Department.

**BACKGROUND:**

This side letter amends the Memorandum of Understanding (MOU) between the County and the Association (July 1, 2018 - June 30, 2022) under Section 25 - Training and Professional Expense Reimbursement to increase the reimbursement amount for Public Defender Investigators and to provide all reimbursements on a biennial basis effective January 1, 2022. The side letter also amends MOU Section

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Alvan Mangalindan,  
(925) 655-2072

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

By: , Deputy

cc: Ann Elliot, Director of Human Resources, Haj Nahal, Assistant Auditor-Controller, Ellen McDonnell, Interim Public Defender

BACKGROUND: (CONT'D)

42.2 - Deferred Compensation to include an additional subsection (42.2.G) providing for a County contribution towards active Deputy Public Defender-Fixed Term and Public Defender Investigator employees' deferred compensation accounts. Both MOU amendments are pursuant to the funds referenced in Section 43 - Non-Healthcare/Non-General Wage Re-Opener.

Pursuant to this side letter, the County shall reimburse each Deputy Public Defender and Public Defender Investigator up to a maximum of one thousand and two hundred dollars (\$1,200) for each two (2) year period beginning on January 1, 2022. In addition, pursuant to this side letter, the County shall provide a monthly deferred compensation contribution to eligible employees in the Contra Costa County Defenders Association who are enrolled in the County's deferred compensation program. Only permanent full-time or permanent part-time employees in a position designated at a minimum of twenty (20) hours per week who have been employed by the County for at least ninety (90) calendar days, will be eligible for the contribution. An employee will be considered enrolled in the County's deferred compensation program as long as they maintain a balance in such an account. Any newly hired employee who satisfies these requirements will also be eligible to receive this contribution on a go-forward monthly basis provided they open a deferred compensation account during the applicable year.

For the 2021 contribution only, the additional contribution will be limited to eligible Public Defender Investigators Unit employees. The pro-rata amount for each Public Defender Investigators Unit employee will be determined by dividing \$33,000 by the number of eligible Public Defender Investigators Unit employees enrolled in the County's deferred compensation program on October 10, 2021. This contribution amount will be distributed proportionately on a monthly basis, starting November 10, 2021, for the remainder of the 2021 calendar year.

For all subsequent years, the additional contribution will be available to eligible employees in the Public Defender Investigators Unit and Deputy Public Defender-Fixed Term (Job Code – 25WB) classification. After funding the increased reimbursement amount effective January 1, 2022, under Section 25.2 - Public Defender Investigator Professional Expenses, any remaining funds pursuant to Section 43 - Non-Healthcare/Non-General Wage Re-Opener, are to be applied to this contribution. The pro-rata amount for each employee is determined for the applicable year by dividing these remaining funds by the number of eligible employees in these positions who are enrolled in the County's deferred compensation program on January 1. Individual contributions are to be distributed on a monthly basis among all eligible employees starting with the following February 10 pay date through the following January 10 pay date. The parties acknowledge that the amount of each employee's pro-rata share is subject to change from year to year as the amount will be wholly dependent on the amount of remaining funds under Section 43 and the number of employees in these positions who are enrolled in the deferred compensation program at the time.

The terms of this Side Letter are effective in the calendar year in which the Side Letter is executed and will be incorporated into the next MOU between the County and the Association. The Parties agree that this Side Letter resolves all re-opener negotiations related to Section 43 – Non-Healthcare/Non-General Wage Re-opener for the Association. The Parties further acknowledge and agree that Section 5.15.C. of the MOU was satisfied with the addition of Section 43 to the MOU and that no new or modified benefits negotiated during the Non-Healthcare/Non-General Wage Re-opener negotiations by the Deputy District Attorneys Association apply to the classifications covered by Section 5.15.C. of the MOU. Except as specifically amended or excluded by this Side Letter, all other terms and conditions

of the MOU between Contra Costa County and the Contra Costa County Defenders Association (July 1, 2018 -June 30, 2022) remain unchanged by this Side Letter.

CONSEQUENCE OF NEGATIVE ACTION:

Section 43 of the MOU will remain open.

ATTACHMENTS

Resolution 2021/341

County and CCCDA Side Letter

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

Adopted this Resolution on 10/19/2021 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2021/341**

**In the Matter of:** The Side Letter Agreement between the County of Contra Costa and the Contra Costa County Defenders Association, revising Section 25 "Training and Professional Expense Reimbursement" and adding subsection 42.2.G "Additional Contribution to Deferred Compensation Plan" pursuant to funds referenced in Section 43 "Non-Healthcare/Non-General Wage Re-Opener."

The Contra Costa County Board of Supervisors acting solely in its capacity as the governing board of the County of Contra Costa **RESOLVES THAT:**

The attached Side Letter of Agreement dated October 6, 2021, between Contra Costa County and the Contra Costa County Defenders' Association, be **ADOPTED**.

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

**Contact: Alvan Mangalindan, (925)  
655-2072**

**ATTESTED: October 19, 2021**  
Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:** Ann Elliot, Director of Human Resources, Haj Nahal, Assistant Auditor-Controller, Ellen McDonnell, Interim Public Defender



**SIDE LETTER  
BETWEEN CONTRA COSTA COUNTY AND  
CONTRA COSTA COUNTY DEFENDERS ASSOCIATION**

This Side Letter is by and between the Contra Costa County Defenders Association ("Association") and the County of Contra Costa ("County") and is effective on \_\_\_\_\_ following approval of the Board of Supervisors. Nov. 1, 2021

This side letter amends the Memorandum of Understanding between the County and the Association (July 1, 2018 - June 30, 2022) under 25.2 - Public Defender Investigator Professional Expenses to increase the Public Defender Investigators' amount of reimbursement for professional expenses, and Section 42.2 - Deferred Compensation to include an additional sub-section (42.2 (G)) providing for a County contribution towards active employees' deferred compensation accounts pursuant to the funds referenced in Section 43 - Non-Healthcare/Non-General Wage Re-Opener.

**25.1 Deputy Public Defender Professional Expenses.** The County shall reimburse each Deputy Public Defender up to a maximum of ~~six hundred dollars (\$600)~~ one thousand and two hundred dollars (\$1,200) for each fiscal year two (2) year period beginning on January 1, 2022, for the following types of expenses: membership dues in legal, professional associations; purchase of legal publications; legal on-line computer services; and training and travel costs for educational courses related to the duties of a Deputy Public Defender; and software and hardware from a standardized County approved list or with Department Head approval, provided each Deputy Public Defender complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors.

~~Any unused accrual may be carried forward to the next fiscal year up to eight hundred dollars (\$800).~~

The County will pay, on behalf of Deputy Public Defenders, California State Bar membership dues (but not penalty fees) and for criminal specialization fees. To be eligible, an employee must be employed as a permanent Deputy Public Defender with the Contra Costa County Public Defenders' Office as of January 1 of each calendar year.

The Office of the Public Defender will notify the Auditor-Controller by January 10th of each year the count of eligible attorneys and the amount to be paid to the State Bar.

The Auditor-Controller will prepare one check to the State Bar of California for annual membership dues by January 20th.

The Office of the Public Defender will process payment and any required documentation to the State Bar of California by January 30, of each year.

**25.2 Public Defender Investigator Professional Expenses.** The County shall reimburse each Public Defender Investigator up to a maximum of two hundred fifty dollars (\$250) each fiscal year for the following types of expenses: membership dues in investigation/legal/professional associations; purchase of investigation/legal publications; and training travel costs for educational courses related to the duties of a Public Defender Investigator; and software and hardware from a standardized County approved list or with Department Head approval, provided each Public Defender Investigator complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors. Effective January 1, 2022, the maximum reimbursement amount will be increased to one

thousand and two hundred dollars (\$1,200) for each two (2) year period. This increase will be funded from the Association's portion of funds under Section 43 - Non-Healthcare/Non-General Wage Re-Opener. ~~Any unused accrual may be carried forward to the next fiscal year up to three hundred seventy five dollars (\$375).~~

**42.2 Deferred Compensation.**

A. Employees represented by the Association will be eligible to participate in the County's Deferred Compensation Plan. The County will contribute eighty-five dollars (\$85) per month to the deferred compensation accounts of all employees in the Public Defenders' Unit who participate in the County's Deferred Compensation Plan. To be eligible for this contribution, qualifying employees must:

1. Complete a County interest form and return it to the Benefits Service Unit,
2. Deposit the Qualifying Base Contribution Amount indicated below in his/her deferred compensation account, and
3. Maintain a minimum monthly contribution to the deferred compensation plan in the amount indicated below:

Current Monthly	Qualifying Base Contribution Amount Current	Monthly Base Contribution Amount For Maintaining Incentive Eligibility
\$2,500 and below	\$250	\$50
\$2,501 - 3,334	\$500	\$50
\$3,335 - 4,167	\$750	\$50
\$4,168 - 5,000	\$1000	\$50
\$5,001 - 5,834	\$1500	\$100
\$5,835 - 6,667	\$2000	\$100
\$6,668 & Above	\$2500	\$100

B. Only those contributions made to the Deferred Compensation Program as of the date the employee signs the County interest form qualify under the program as the "Qualifying Base Contribution Amount". If for any reason an employee's monthly contribution falls below the minimum amount required, the employee is no longer eligible for the County's eighty-five dollar (\$85) per month contribution and he/she must re-qualify for the contribution by again satisfying the above listed criteria.

C. **Special Benefit for Permanent Employees Hired on and after March 1, 2011:**

1. Beginning on June 1, 2011, and for the term of this MOU, the County will contribute one hundred and fifty dollars (\$150) per month to an employee's account in the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County, for employees who meet all of the following conditions:
  - a. The employee must be hired by Contra Costa County on or after March 1, 2011.

- b. The employee must be appointed to a permanent position. The position may be either full time or part time, but if it is part time, it must be designated, at a minimum, as 20 hours per week.
  - c. The employee must have been employed by Contra Costa County for at least 90 calendar days.
  - d. The employee must contribute a minimum of twenty-five dollars (\$25) per month to the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County.
  - e. The employee must complete and sign the required enrollment form(s) for his/her deferred compensation account and submit those forms to the Human Resources Department, Employee Benefits Services Unit.
  - f. The employee may not exceed the annual maximum contribution amount allowable by the United States Internal Revenue Code.
- D. **No Cross Crediting:** The amounts contributed by the employee and the County pursuant to Subsection C do not count towards the "Qualifying Base Contribution Amount" or the "Monthly Base Contribution Amount for Maintaining Incentive Eligibility" in Subsection A. Similarly, the amounts contributed by the employee and the County pursuant to Subsection A do not count towards the employee's \$25 per month minimum contribution required by Subsection C.
- E. **Maximum Annual Contribution:** All of the employee and County contributions set forth in Subsections A and C will be added together to ensure that the annual maximum contribution to the employee's deferred compensation account does not exceed the annual maximum contribution rates set forth in the United States Internal Revenue Code.
- F. **Deferred Compensation Plan – Loan Provision:** On June 26, 2012, the Board of Supervisors adopted Resolution 2012/298 approving an amendment to the Deferred Compensation Plan Loan Program. The Contra Costa County Public Defenders Association (CCCPDA) became eligible to apply for loans through the Contra Costa County Deferred Compensation Program effective June 26, 2012. The following is a summary of the provisions of the loan program:
- 1. The minimum amount of the loan is \$1,000.
  - 2. The maximum amount of the loan is the lesser of 50% of the employee's balance or \$50,000, or as otherwise provided by law.
  - 3. The maximum amortization period of the loan is five (5) years.
  - 4. The loan interest is fixed at the time the loan is originated and for the duration of the loan. The loan interest rate is the prime rate plus one percent (1%).
  - 5. There is no prepayment penalty if an employee pays the balance of the loan plus any accrued interest before the original amortization period for the loan.
  - 6. The terms of the loan may not be modified after the employee enters into the loan agreement, except as provided by law.



7. An employee may have only one loan at a time.
8. Payment for the loan is made by monthly payroll deduction.
9. An employee with a loan who is not in paid status (e.g. unpaid leave of absence) may make his/her monthly payments directly to the Plan Administrator by some means other than payroll deduction each month the employee is in an unpaid status (e.g. by a personal check or money order).
10. The Loan Administrator (MassMutual Life Insurance Company or its successor) charges a one-time \$50 loan initiation fee. This fee is deducted from the employee's Deferred Compensation account.
11. The County charges a one-time \$25 loan initiation fee and a monthly maintenance fee of \$1.50. These fees are paid by payroll deduction.

**G. Additional Contribution to Deferred Compensation Plan (pursuant to the funds referenced in Section 43 – Non-Healthcare/Non-General Wage Re-Opener):**

The County shall provide a monthly deferred compensation contribution to eligible employees in the Contra Costa County Defenders Association who are enrolled in the County's deferred compensation program. Only permanent full-time or permanent part-time employees in a position designated at a minimum of twenty (20) hours per week who have been employed by the County for at least ninety (90) calendar days, will be eligible for the contribution. An employee will be considered enrolled in the County's deferred compensation program as long as they maintain a balance in such an account. Any newly hired employee who satisfies these requirements will also be eligible to receive this contribution on a go-forward monthly basis provided they open a deferred compensation account during the applicable year.

For the 2021 contribution only, the additional contribution will be limited to eligible Public Defender Investigators Unit employees. The pro-rata amount for each Public Defender Investigators Unit employee will be determined by dividing \$33,000 by the number of eligible Public Defender Investigators Unit employees enrolled in the County's deferred compensation program on October 10, 2021. This contribution amount will be distributed proportionately on a monthly basis, starting November 10, 2021, for the remainder of the 2021 calendar year.

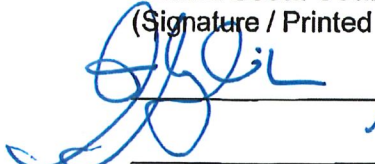
For all subsequent years, the additional contribution will be available to eligible employees in the Public Defender Investigators Unit and Deputy Public Defender-Fixed Term (Job Code – 25WB) classification. After funding the increased reimbursement amount effective January 1, 2022, under Section 25.2 - Public Defender Investigator Professional Expenses, any remaining funds pursuant to Section 43 - Non-Healthcare/Non-General Wage Re-Opener, are to be applied to this contribution. The pro-rata amount for each employee is determined for the applicable year by dividing these remaining funds by the number of eligible employees in these positions who are enrolled in the County's deferred compensation program on January 1. Individual contributions are to be distributed on a monthly basis among all eligible employees starting with the following February 10 pay date through the following January 10 pay date. The parties acknowledge that the amount of each employee's pro-rata share is subject to change from year to year as the amount will be wholly dependent on the amount of remaining funds under Section 43 and the number of employees in these positions who are enrolled in the deferred compensation program at the time.

The contribution under this subsection will be added to any existing amounts already deferred or contributed to the Contra Costa County Deferred Compensation Plan for the purpose of ensuring that the annual Plan maximum contributions as defined under IRS Code Section 457(b), or other tax qualified designated saving vehicle, are not exceeded.


The terms of this Side Letter are effective in the calendar year in which the Side Letter is executed and will be incorporated into the next MOU between the County and the Association. The Parties agree that this Side Letter resolves all re-opener negotiations related to Section 43 – Non-Healthcare/Non-General Wage Re-opener for the Association. The Parties further acknowledge and agree that Section 5.15.C. of the MOU was satisfied with the addition of Section 43 to the MOU and that no new or modified benefits negotiated during the Non-Healthcare/Non-General Wage Re-opener negotiations by the Deputy District Attorneys Association apply to the classifications covered by Section 5.15.C. of the MOU. Except as specifically amended or excluded by this Side Letter, all other terms and conditions of the MOU between Contra Costa County and the Contra Costa County Defenders Association (July 1, 2018 -June 30, 2022) remain unchanged by this Side Letter.

Date: 10/6/21

**Contra Costa County:**  
(Signature / Printed Name)

 / Alvan Mangalindan  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CCC Defenders Association:**  
(Signature / Printed Name)

 / Sarah Eisenhart  
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\_\_\_\_\_  
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\_\_\_\_\_





Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: Resolution No. 2021/345 - California Nurses Association Side Letter Extending Duration of Agreement

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/345 approving the Side Letter between Contra Costa County and the California Nurses Association (CNA) modifying Section 64 Duration of Agreement of the Memorandum of Understanding (MOU) to extend the contract from September 30, 2021 until such date as a successor MOU is ratified and approved, or this Agreement is terminated, whichever occurs first.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

This Side Letter extends the current memorandum of understanding from September 30, 2021 until such date as a successor MOU is ratified and approved, or this Agreement is terminated, whichever occurs first, to allow both parties to work together to negotiate an agreement. Section 64 - Duration of Agreement is modified. The effect of this Side Letter is that all other terms and conditions of the MOU are extended accordingly for the new term of the MOU between the County and CNA (October 1, 2018 – September 30, 2021).

**CONSEQUENCE OF NEGATIVE ACTION:**

Members will continue working under an expired contract.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: David Sanford,  
925-655-2070

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Ann Elliott, Director of Human Resources, Robert Campbell, Auditor-Controller, Anna M. Roth, Director, CCC Health Services

ATTACHMENTS

Resolution 2021/345

CNA Side Letter dated  
10-14-2021



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

Adopted this Resolution on 10/19/2021 by the following vote:

**AYE:**   
**NO:**   
**ABSENT:**   
**ABSTAIN:**   
**RECUSE:**



**Resolution No. 2021/345**

**In the Matter of:** The Side Letter Agreement between the County of Contra Costa and the California Nurses Association, extending the Duration of Agreement

The Contra Costa County Board of Supervisors acting solely in its capacity as the governing board of the County of Contra Costa **RESOLVES THAT:**

Effective October 1, 2021, the attached Side Letter of Agreement dated October 14, 2021, between the County of Contra Costa and the California Nurses Association, be **ADOPTED**.

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

**ATTESTED: October 19, 2021**

, County Administrator and Clerk of the Board of Supervisors

**Contact: David Sanford, 925-655-2070**

By: , Deputy

**cc:** Ann Elliott, Director of Human Resources, Robert Campbell, Auditor-Controller, Anna M. Roth, Director, CCC Health Services

**SIDE LETTER AGREEMENT**  
**Duration of Agreement**

This Side Letter is by and between the County of Contra Costa ("County") and the California Nurses Association ("CNA") and is effective October 1, 2021, subject to approval by the Board of Supervisors.

This Side Letter modifies the term in Section 64- Duration of Agreement of the Current Memorandum of Understanding ("MOU") to extend the term until such date as a successor MOU is ratified and approved, or this agreement is terminated, whichever occurs first. Either party may terminate this agreement at any time for any reason, by providing the other party with written notice no less that fifteen (15) calendar days prior to the desired termination date.

The effect of this Side Letter is that all other terms and conditions of the MOU are extended accordingly for the new term of the MOU between the County and CNA (October 1, 2018 – September 30, 2021).


Date: 10/14/21

**Contra Costa County:**

**California Nurses Association (CNA):**

*(Signature / Printed Name)*

*(Signature / Printed Name)*

 / Lisa Driscoll

 / Puneet Maharaj

/

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Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: Public Hearing and Report on Contra Costa County Board of Supervisors 2021 Redistricting Process

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**RECOMMENDATION(S):**

See attached PDF Board Order.

**FISCAL IMPACT:**

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**BACKGROUND:**

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: David Twa,  
925-383-7493

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

By: , Deputy

cc:

## ATTACHMENTS

Board Order

Attachment A

Attachment B

Attachment C

Attachment D



Contra  
Costa  
County

To: Board of Supervisors

From: Monica Nino, County Administrator

Date: October 19, 2021

Subject: PUBLIC HEARING and report on Contra Costa County Board of Supervisors Redistricting Process

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**Recommendations:**

1. OPEN Public Hearing on the Contra Costa County Board of Supervisors 2021 redistricting process; RECEIVE report on the 2021 redistricting process; RECEIVE testimony; and CLOSE the Public Hearing; and
2. ACCEPT the report from David Twa, representing the County Administrator's Office and from staff of the Department of Conservation and Development (DCD) GIS division, on redistricting efforts to date; provide summary of Community of Interests proposals submitted to date by the public; review supervisorial district map proposals submitted to date by the public; review the criteria for adopting redistricting maps; present five (5) concept drafts of possible supervisorial maps; obtain public input on Community of Interest suggestions and on possible supervisorial district maps; and
3. DIRECT David Twa, representing the County Administrator's Office and the DCD GIS mapping staff to: continue outreach to the public on the redistricting process; to provide training to staff and the public on the DistrictR modules and the public submission portal that allows members of the public to submit their Community of Interest suggestions and to submit their proposed supervisorial redistricting maps; to publish notices and prepare for public workshops hosted by the individual supervisors, to provide background on the redistricting process, present potential boundary changes (map alternatives), answer questions and receive input from the public; and
4. DIRECT David Twa, representing the County Administrator's Office and the DCD GIS mapping staff to return to the Board on November 9, 2021 at 9:00 AM for the next Redistricting Public Hearing to update the Board on public input received to date on Community of Interest suggestions and on suggested supervisorial district maps; present publicly drawn maps received to date; review the criteria for adopting redistricting maps; update the Board and the public on supervisorial district workshops held October 23, 2021 through October 28, 2021; and receive direction from the Board of Supervisors on version(s) of possible final map(s) for consideration at the November 23, 2021 9:00 AM Public Hearing.

**Fiscal Impact:**

The County Administrator's Office, Department of Conservation and Development (DCD), County Counsel and Clerk Recorder's offices will incur staffing and other costs to facilitate the 2021 Board redistricting process, including preparing map alternatives, arranging, and conducting Public Hearings/Workshops/training sessions, preparing public notices and other public outreach materials, and to maintain a webpage dedicated to the 2021 redistricting process. Total costs are estimated to be \$300,000.

## **Background:**

**On August 10, 2021, the Board of Supervisors conducted the first Public Hearing** on adjustment of supervisorial district boundaries for 2021. The Board accepted reports from David Twa, representing the County Administrator's Office, Kristine Solseng, Department of Conservation and Development GIS Mapping staff, and Debi Cooper, County Clerk Recorder, on the 2021 Board of Supervisors redistricting efforts to date, including development of the Redistricting Website, the DistrictR Mapping program, the Community of Interests forms, and public outreach.

California law (Elections Code section 21500 et. seq.) requires the Board of Supervisors to approve supervisorial district boundaries following each federal decennial census so that district boundaries are “substantially equal in population.” (Elec. Code, § 21500(a)). The state block-level redistricting database, which is based on official 2020 U.S. Census data, must be used to determine supervisorial district boundaries. The boundaries will remain in effect until redistricting following the next decennial census. The Board must adopt the new district boundaries no later than **December 15, 2021**.

The United States Census Bureau normally would have released the official data necessary for the County to begin the redistricting process by April 1, 2021 (the year following completion of the census). However, the official data was not released until August 12, 2021, in ‘Legacy’ data format. Legacy data provides a breakdown of population changes in a summary format that often requires either a third party or a data expert to download and analyze the data sets. Legacy data may provide an approximate breakdown of population changes for the County and the supervisorial districts.

On September 20, 2021 the Official California State Adjusted Redistricting data that is required to be used for redistricting was released. It showed Contra Costa County population increased from 1,049,025 in 2010 to 1,168,064 in 2020. This increase in population of 119,039 represented a 11.1% increase in population.

While the goal is to create districts that are substantially equal in population, the law recognizes that there are many reasons why some deviation in population between districts will occur in order to meet all Federal and State legal requirements including the requirements of the California Fair Maps Act, such as respecting the geographic integrity of a city, or of a census designated place, or of a local Community of Interest to the extent practicable. Because of this a deviation of plus or minus 5% is generally acceptable as long as other legal requirements are met. The current deviation range in Contra Costa County between the greatest plus district deviation (+4.35%) to the greatest minus district deviation (-3.56%) is within the legal requirements.

## **POPULATION BREAKDOWN BY RACE AND ETHNICITY**

All five supervisorial districts have become more diverse over the past decade. The Fair Maps Act requires counties to provide the Citizen Voting Age population (CVAP) and racial and ethnic breakdown by district on any proposed draft map. Given that citizenship status was not asked during the 2020 census, the Statewide Database publishes a census block level allocation of the CVAP population based on the American Community Survey 2015-2019 five-year block groups. The Concept maps that will be considered by the Board of Supervisors at the October 19, 2021 Public Hearing include the information on CVAP and racial and ethnic breakdown by district.



**On October 5, 2021 the Board conducted the Second Public Hearing** on adjustments of supervisorial district boundaries for 2021. The Board accepted reports from David Twa, representing the County Administrator's Office, and Kristine Solseng from the Department of Conservation and Development GIS Mapping staff on public input received to date on Community of Interest suggestions and on suggested supervisorial district maps; reviewed over/under population numbers; presented publicly drawn maps received to date; and reviewed the criteria for adopting redistricting maps. Comments were received from four (4) members of the public on keeping communities whole, not dividing cities, and keeping Community of Interests within individual supervisorial districts. Following public comment, the Board discussed areas that might require adjustment of the current supervisorial boundaries due to changes in population and to better align Community of Interests. Based on the discussion, staff created five (5) concept drafts of possible supervisorial maps for the Board's consideration. The concept drafts are posted on the County's Dedicated Redistricting Website [www.cocoredistricting.org](http://www.cocoredistricting.org) and are included as **Attachment C**.

## **COMMUNITY ONLINE WORKSHOPS**

The Board directed staff to provide training to members of the public on the dedicated redistricting website and how they could use the DistrictR modules to submit Community of Interest suggestions and draw potential supervisorial district maps for consideration by the Board of Supervisors.

The County hosted three online technical workshops for the public to learn how the online mapping application works. Two Community Workshop were conducted in English, one on September 15, 2021, and the second on October 14, 2021. A third workshop was conducted in Spanish on October 13, 2021. These workshops were presented online. After a welcoming introduction by Chair Diane Burgis, DistrictR trainers explained how the DistrictR Mapping system worked and gave examples of how to draft suggested Community of Interests and supervisorial district maps. The complete videos of these sessions are available on our dedicated redistricting website ([www.cocoredistricting.org](http://www.cocoredistricting.org))

As of October 11, 2021, members of the public have used the DistrictR Mapping program to create two Community of Interests maps and six proposed supervisorial maps, one of which is a partial map, along with public comment on the Community of Interests or district maps. All submissions as of October 11, 2021 are posted on the County's dedicated redistricting website ([www.cocoredistricting.org](http://www.cocoredistricting.org)) and are included as **Attachment A**.

As directed by the Board of Supervisors, staff established locations for six public supervisorial workshops scheduled for the following dates and locations:

Saturday, October 23, 2021 - 9:00 AM at the San Ramon City Hall, 7000 Bollinger Canyon Road, San Ramon, hosted by Supervisor Candace Andersen.

Sunday, October 24, 2021 - 12:00 PM at the County Board chambers, 1025 Escobar Street, Martinez by Zoom only, hosted by Supervisor Diane Burgis.

Monday, October 25, 2021 - 7:00 PM at the Pleasant Hill Community Center – Perera Pavilion, 320 Civic Drive, Pleasant Hill, hosted by Supervisor Karen Mitchoff.

Tuesday, October 26, 2021 - 7:00 PM at the County Board chambers, 1025 Escobar Street, Martinez by Zoom only, hosted by Supervisors Diane Burgis and Federal Glover.

Wednesday, October 27, 2021 - 6:30 PM at the San Pablo City Hall, 1000 Gateway Avenue, San Pablo, hosted by Supervisor John Gioia.

Thursday, October 28, 2021 - 7:00 PM at the County Board chambers, 1025 Escobar Street, Martinez, by Zoom only, hosted by Supervisor Federal Glover.

Each workshop will provide background on the redistricting process, present potential boundary changes (map alternatives), answer questions, and receive input. Depending on COVID-19 restrictions, the workshops may be in-person, or by Zoom, call-in, or some combination of those alternatives.

## **INTERDEPARTMENTAL LEADERSHIP GROUP**

The County Administrator's Office has established an interdepartmental leadership group to provide oversight and management of the redistricting process. The leadership group is comprised of the Department head, or designee of the following Departments; County Administrator, Department of Conservation & Development, County Counsel, Department of Information and Technology, and the Clerk-Recorder.

## **PUBLIC OUTREACH**

A redistricting webpage on the County's website in multiple languages was established August 04, 2021, and is the primary portal for public information and access. The public may use the website to provide feedback and comments. The website will remain on the County's homepage for ten years and can be accessed at [www.cocoredistricting.org](http://www.cocoredistricting.org).

The interactive features on the website enable the public and all interested parties to draw and submit their own supervisorial district map proposals and Community of Interest suggestions. Our public outreach method uses electronic or web-based communication to the greatest extent possible, including the new dedicated website with areas for comments, public access to maps, census data tabulations, record of comments, and regular bi-weekly updates.

The current public outreach includes press releases to local newspapers, public notices on the County website, CCTV, contact with City Managers, the Mayor's Conference, and community groups. These outreach efforts provide multiple avenues for the public to provide comments, including, but not limited to, letters, email, and website comments. This direct outreach to targeted groups/communities is designed to ensure their awareness and participation in the process.

The Office of Communications and Media has been very active as part of the redistricting public outreach, including media coverage and news releases to major news outlets and numerous email communications to the redistricting subscribers list. Currently there are 260 subscribers, including online signups, Census grantees, City Managers and others. Our dedicated redistricting website ([www.cocoredistricting.org](http://www.cocoredistricting.org)) has received 4,291 views to date. While social media outreach has included 96,276 overall views on Twitter and Nextdoor, the complete redistricting communications report is included as **Attachment B**.

## **PUBLIC HEARINGS AND ORDINANCE OR RESOLUTION ADOPTION**

Supervisorial districts are currently established by an ordinance. However, SB 594 signed by the Governor on September 27, 2021 allows Counties to adopt supervisorial districts by either ordinance or resolution, and further provides that adoption occurs on the date the ordinance or resolution is passed. At the October 19, 2021 Board of Supervisors meeting, the Board will consider introduction of an ordinance to repeal the existing district boundaries ordinance and direction to allow the Board to use the resolution process.

State law requires at least four (4) public hearings, and at least one public hearing or public workshop must be held on a Saturday, on a Sunday, or after 6 PM on a weekday. The Board's schedule meets these requirements.

The late release of the Official California State Adjusted Redistricting Data has required the County to establish a condensed timeline and expedited outreach strategy to meet the December 15, 2021 Deadline for adoption of the supervisorial districts. The following are the remaining Public Hearings scheduled for the Contra Costa County redistricting.

**THE REMAINING SCHEDULE OF PUBLIC HEARINGS AND WORKSHOPS IS AS FOLLOWS:**

**Between October 23 – 28, 2021 there will be six individual Supervisor's workshops** hosted by the individual District Supervisor(s), to provide background on the redistricting process, present potential boundary changes (map alternatives), answer questions and receive input from the public. Depending on COVID-19 restrictions, these workshops may be in-person, by Zoom, by call-in, or some combination of those alternatives (see schedule above).

**November 9, 2021, the Board will conduct the Fourth Public Hearing at 9:00 AM** to update the Board on public input received to date on Community of Interest suggestions and on suggested supervisorial district maps; review over/under population numbers; present publicly drawn maps received to date; review the criteria for adopting redistricting maps; update the Board and the public on supervisorial district workshops held October 23, 2021 through October 28, 2021; and receive direction from the Board of Supervisors to prepare version(s) of possible final map(s) for consideration at the November 23, 2021, 9:00 AM Public Hearing.

**November 23, 2021, the Board will conduct the Fifth Public Hearing at 9:00 AM** to receive updates on additional public input of Community of Interest suggestions, and on publicly drawn supervisorial district maps received; review the criteria for adopting redistricting maps; review a proposed Final supervisorial district map; receive public input; and Board of Supervisors to consider selection of the final map.

**December 15, 2021** - Statutory deadline to complete redistricting (CA Elections Code section 21501(a)(2))

**Consequence of Negative Action:**

The County is required to hold a minimum of four Public Hearings before adoption of the required redistricting of supervisorial districts. The current schedule meets those requirements. Failure to schedule at least four Public Hearings may result in the County not being in compliance with the legal requirements for approving supervisorial district boundaries.



# Contra Costa County Redistricting Community Input Summary September 28 – October 12, 2021

Redistricting is the once-a-decade process of redrawing the boundaries for Supervisorial districts after the U.S. Census.

The County is committed to a robust public outreach process. The following public comments have been submitted through September 27, 2021.

## **Key Takeaways September 28, 2021 through October 12, 2021:**

1. Only one new commentator on the Districtr Comment Portal, with two different options. The commenter focused on communities of interest, especially social-economic interests.

## **Key Takeaways through September 27, 2021**

1. Much of the public comment received through the Districtr portal centers on communities of interest in District 2. The following outlines key issues related to District 2:
  - Diablo and Blackhawk should be part of District 2 as they are part of the San Ramon Valley
  - Lamorinda should be kept together and in District 2
  - Portions of unincorporated Contra Costa County in Lafayette Schools should be with Lafayette and in District 2.
2. The remainder of the comments centered on keeping all cities or specific portions of a city together
  - a. The Democratic Party of Contra Costa County asked that all cities be kept intact
  - b. One COI submission (Kate) indicated Downtown Walnut Creek and adjacent neighborhoods should be in the same district.

## **Districtr Redistricting Comment Portal: Community of Interest Maps**

- No new Community of Interest Maps

## **Community of Interest Maps Submitted through September 27, 2021**

- C2632: Northern Waterfront
- C2635: Downtown Walnut Creek
- Note: Ag Core was submitted by staff as an example

## **Districtr Redistricting Comment Portal: District Maps**

- P5142: Why grouping commonalities is important
- P5147: Encouraging like minded advancement

## **District Maps Submitted through September 27, 2021**

- P4715: Ron's District Map
- P4717: Ron's #2 Map
- P4925: Ron's #3
- P4926: Add Blackhawk and Diablo to District 2

## **Districtr Redistricting Comment Portal: Written Testimony**

- No new written testimony

## **Written Testimony Submitted through September 27, 2021**

- W4783 - District 2

## Attachment A

### Online Forms

- No Submissions

### Emails and Letter

- No New Emails or Letters received

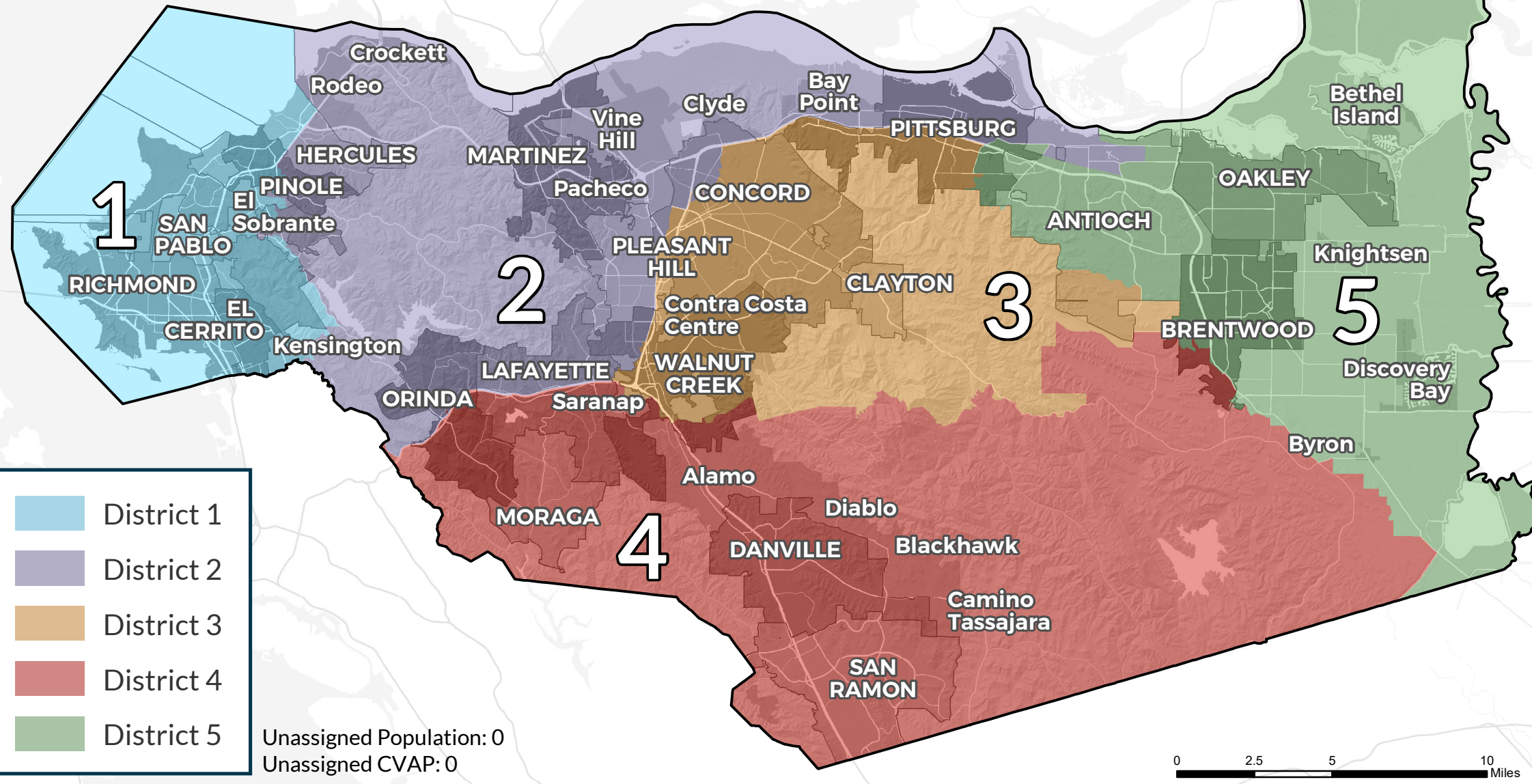
#### **Emails and Letters Received through September 27, 2021**

- Letter from the Democratic Party of Contra Costa County via Supervisor Gioia
- Email to Roger Chelemedos via Supervisor Andersen.



# CONTRA COSTA COUNTY

NOTE: Data is presented as it is submitted in DistrictR online mapping tool.  
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 Not all blocks may be assigned a district. Calculations are based on assigned blocks only, except County CVAP



## Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	233,799	93,714 40.1%	48,231 20.6%	33,784 14.5%	42,826 18.3%	15,244 6.5%
District 2	233,881	67,538 28.9%	96,990 41.5%	18,174 7.8%	34,019 14.5%	17,160 7.3%
District 3	233,851	59,854 25.6%	104,249 44.6%	12,436 5.3%	39,866 17.0%	17,446 7.5%
District 4	233,379	19,491 8.4%	124,835 53.5%	4,000 1.7%	69,740 29.9%	15,313 6.6%
District 5	233,154	74,826 32.1%	81,574 35.0%	30,606 13.1%	28,097 12.1%	18,051 7.7%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	138,049	34,168 24.8%	42,401 30.7%	27,882 20.2%	27,249 19.7%	6,349 4.6%
District 2	160,322	30,588 19.1%	87,643 54.7%	13,148 8.2%	21,352 13.3%	7,591 4.7%
District 3	160,771	27,238 16.9%	93,639 58.2%	8,110 5.0%	21,607 13.4%	7,262 4.5%
District 4	152,577	9,872 6.5%	105,007 68.8%	2,813 1.8%	30,185 19.8%	4,700 3.1%
District 5	153,770	35,938 23.4%	72,393 47.1%	21,764 14.2%	15,204 9.9%	8,471 5.5%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

Prepared by the Department of Conservation and Development - GIS Group for the October 19th, 2021 Board of Supervisors Public Hearing.  
 Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP), DistrictR online mapping submissions

### Concept Total Variation

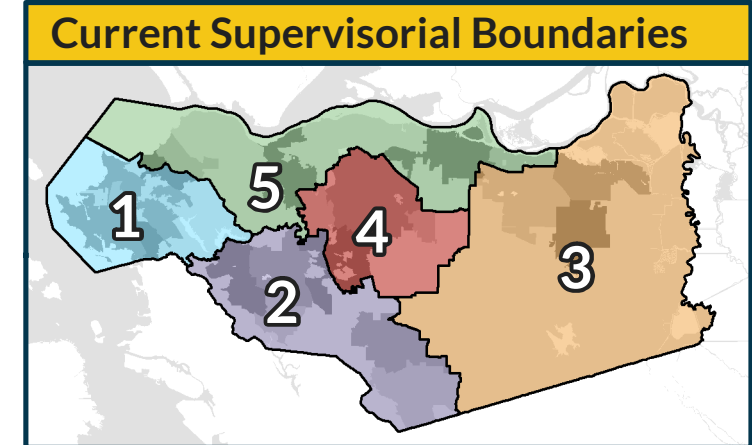
**0.31%**

**2021 Population**  
 Population: 1,168,064  
 Equal Distribution: 233,613  
 Citizen Voting Age Population (CVAP): 762,574

Population by District			
District	Population	Variance	Percent
District 1	233,799	186	0.08%
District 2	233,881	268	0.11%
District 3	233,851	238	0.10%
District 4	233,379	(234)	-0.10%
District 5	233,154	(459)	-0.20%

### Written Description from Submission

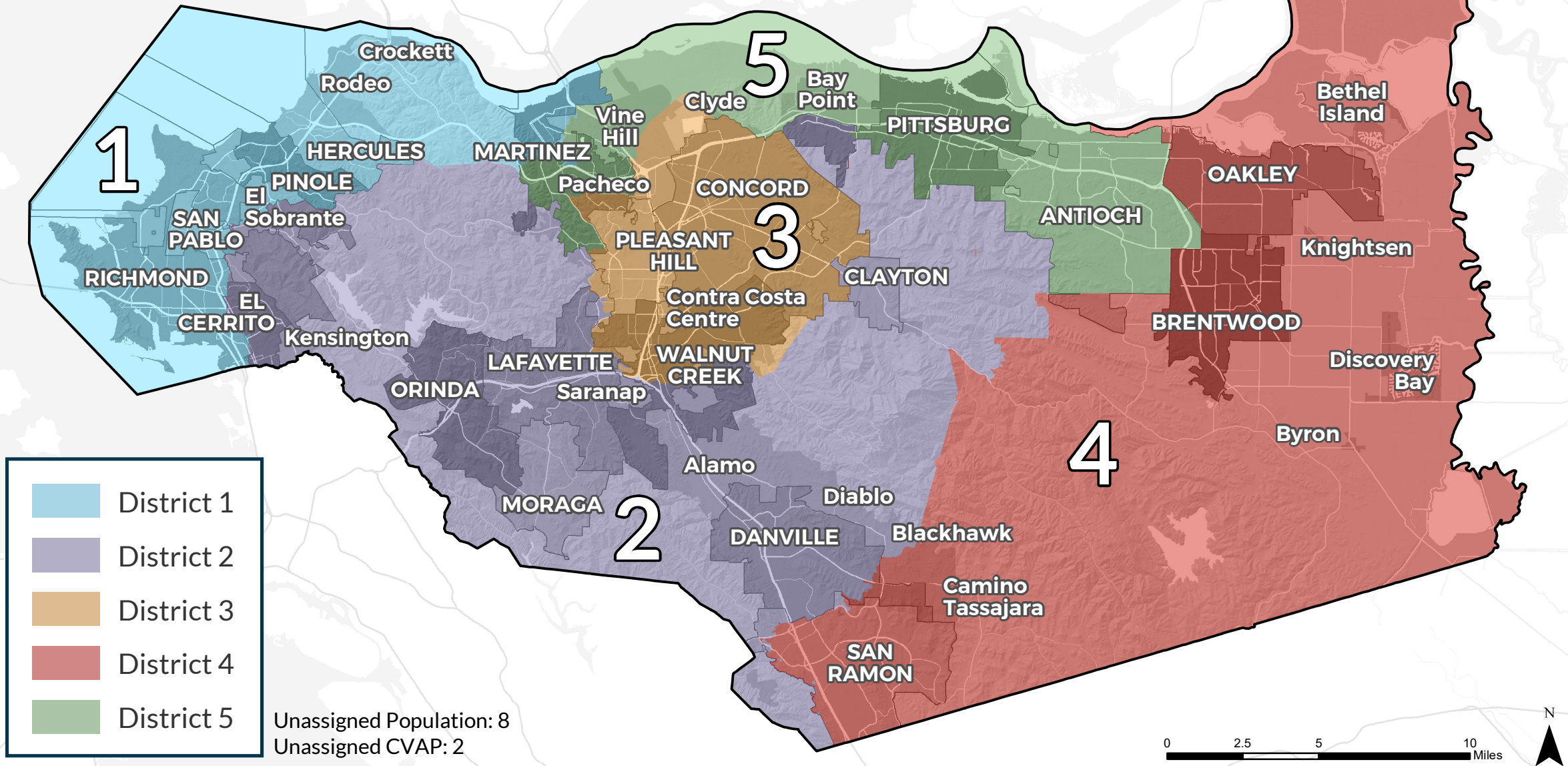
When drawing out this new map I took into consideration the ideal population, but ultimately it came down to centralizing concerns and issues between locations. As a long time resident of West Contra Costa, I found it very uniquely odd that I lived in Richmond and we were represented by John Gioia and my cousins who lived in Hercules who (in the same school district) were represented by another representative. I think by grouping commonalities like school districts, income level based off city population, wetland and shoreline, etc. is the best plan for redistricting. It levels the playing field and creates more equality of responsibility by stretching the districts out across other areas versus making them so compact.





# CONTRA COSTA COUNTY

NOTE: Data is presented as it is submitted in DistrictR online mapping tool.  
District names may differ from current district names.  
Not all blocks may be assigned a district. Calculations are based on assigned blocks only, except County CVAP



## Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	233,633	97,153 41.6%	43,399 18.6%	35,692 15.3%	42,887 18.4%	14,502 6.2%
District 2	233,582	24,790 10.6%	140,315 60.1%	7,352 3.1%	43,321 18.5%	17,804 7.6%
District 3	233,683	53,507 22.9%	118,894 50.9%	7,195 3.1%	36,178 15.5%	17,909 7.7%
District 4	233,306	47,348 20.3%	95,833 41.1%	11,113 4.8%	62,797 26.9%	16,215 7.0%
District 5	233,852	92,624 39.6%	57,438 24.6%	37,648 16.1%	29,362 12.6%	16,780 7.2%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,320	36,579 26.1%	40,153 28.6%	28,994 20.7%	27,886 19.9%	6,708 4.8%
District 2	169,380	13,553 8.0%	120,283 71.0%	5,440 3.2%	24,705 14.6%	5,399 3.2%
District 3	160,771	25,078 15.6%	105,705 65.7%	5,219 3.2%	20,523 12.8%	7,300 4.5%
District 4	143,448	22,640 15.8%	80,355 56.0%	7,947 5.5%	25,895 18.1%	6,611 4.6%
District 5	145,599	39,954 27.4%	54,587 37.5%	26,117 17.9%	16,588 11.4%	8,353 5.7%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

Prepared by the Department of Conservation and Development - GIS Group for the October 19th, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP), DistrictR online mapping submissions

### Concept Total Variation

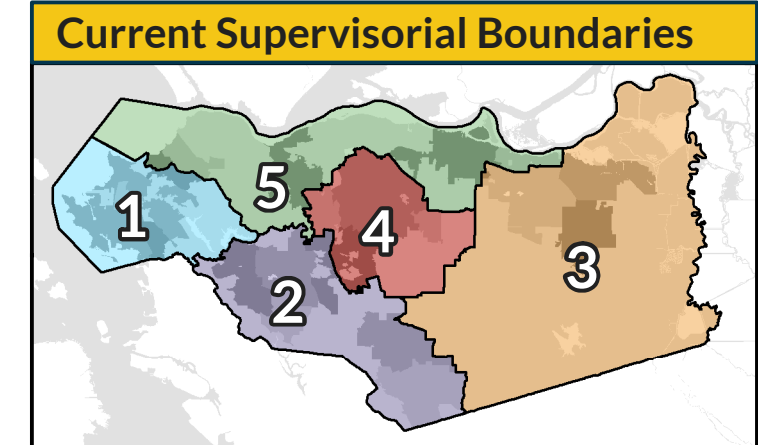
**0.23%**

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

Population by District			
District	Population	Variance	Percent
District 1	233,633	20	0.01%
District 2	233,582	(31)	-0.01%
District 3	233,683	70	0.03%
District 4	233,306	(307)	-0.13%
District 5	233,852	239	0.10%

### Written Description from Submission

I previously wrote another plan that was slightly similar to this one. I rewrote a plan because I wanted this new plan to be more geographically friendly to the communities they serve. I have been a longtime lover of politics and involved in community engagement for a while, it is important for me to have leaders who represent communities based off of income/wealth level, employment and type of work, crime statistics, etc. This new map more closely relates the communities together that have all of the same or similar socio-economic statistics. My new district map is very much of an "out of the box" approach.



Attachment A



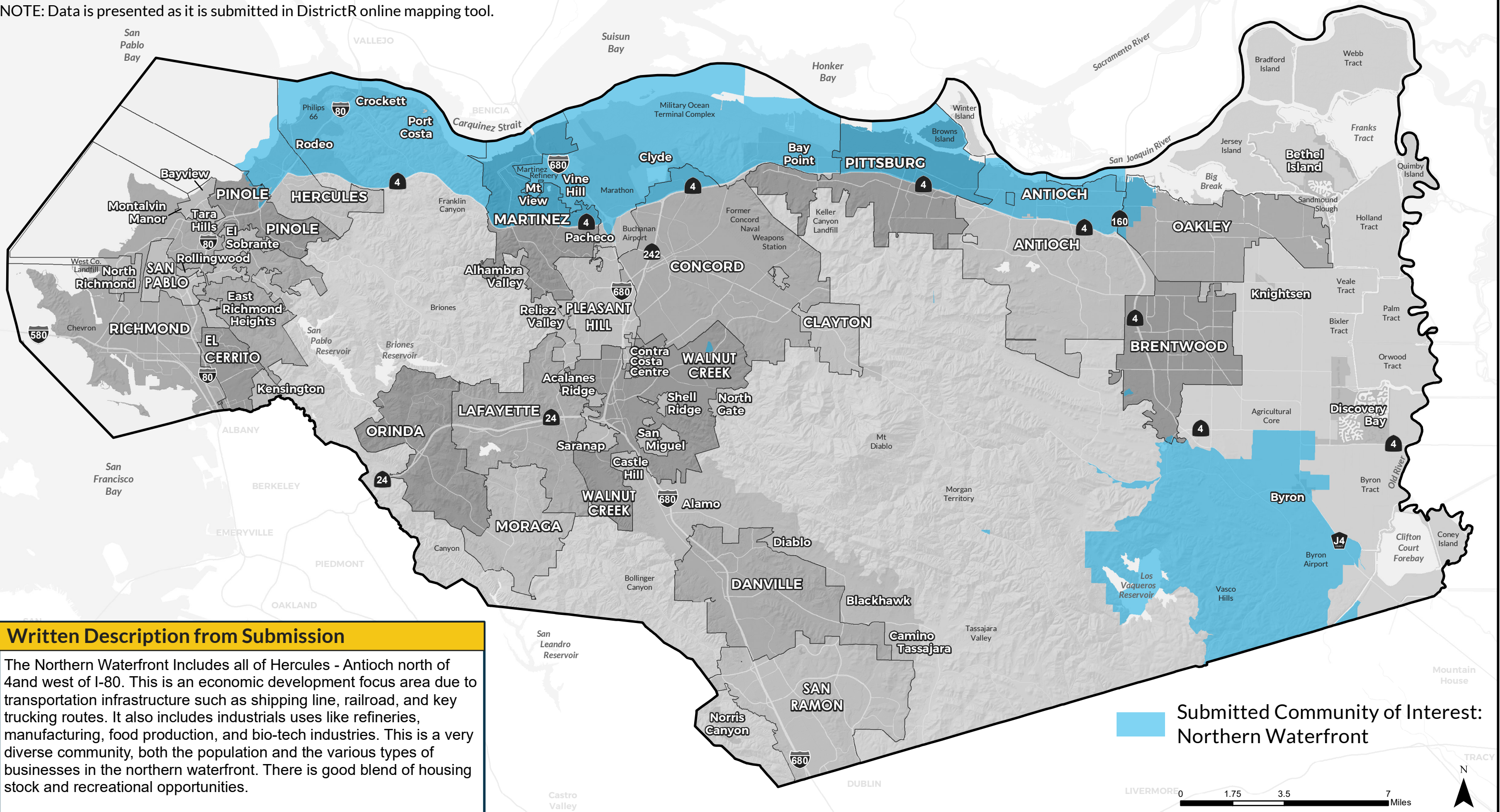
# **Contra Costa County Redistricting Community Input Received Through September 27, 2021**



# CONTRA COSTA COUNTY

## Community of Interest Submission c2632 Northern Waterfront

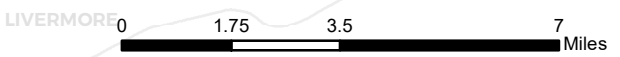
NOTE: Data is presented as it is submitted in DistrictR online mapping tool.



### Written Description from Submission

The Northern Waterfront Includes all of Hercules - Antioch north of 4 and west of I-80. This is an economic development focus area due to transportation infrastructure such as shipping line, railroad, and key trucking routes. It also includes industrial uses like refineries, manufacturing, food production, and bio-tech industries. This is a very diverse community, both the population and the various types of businesses in the northern waterfront. There is a good blend of housing stock and recreational opportunities.

Submitted Community of Interest:  
Northern Waterfront

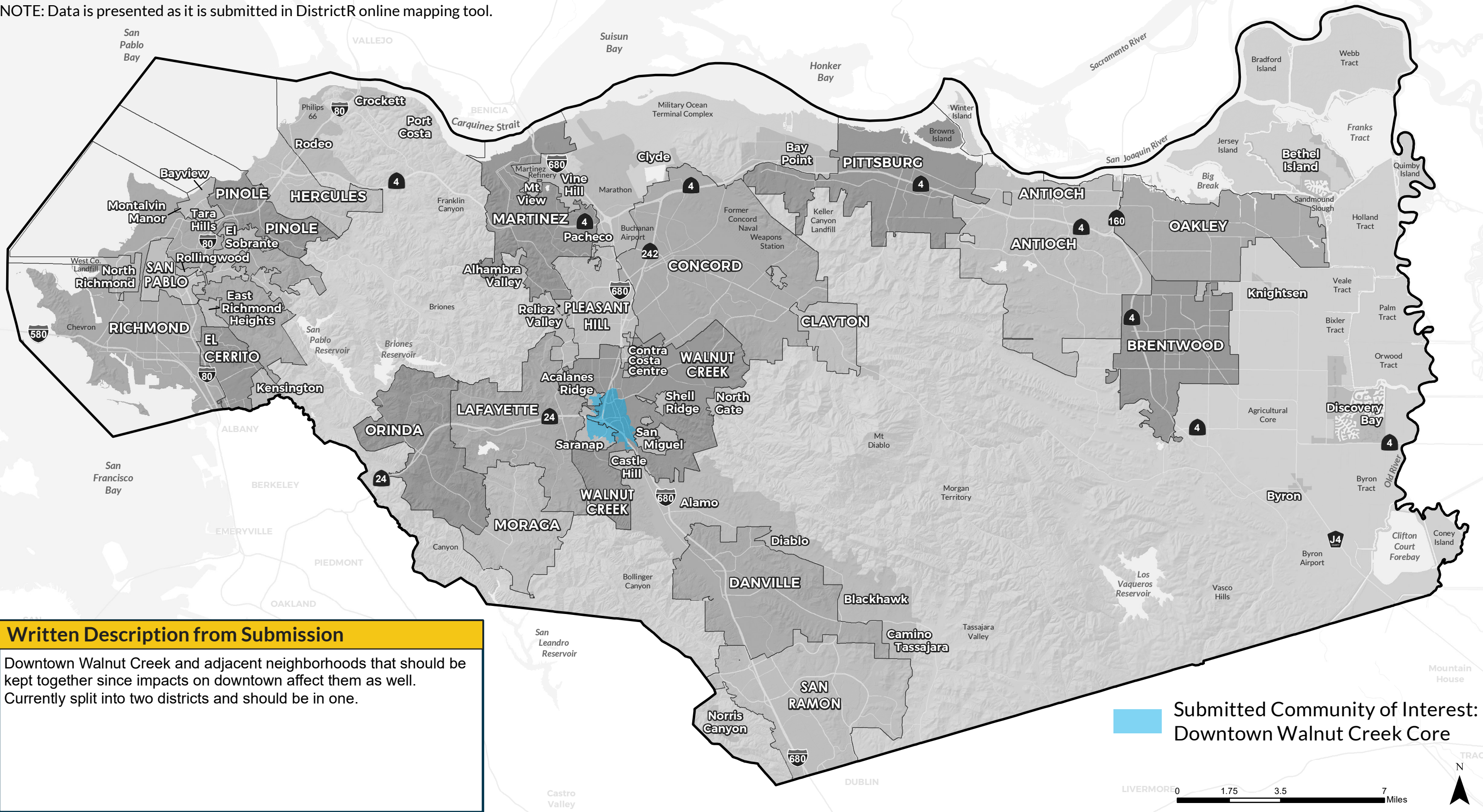




# CONTRA COSTA COUNTY

## Community of Interest Submission c2635 Downtown Walnut Creek Core

NOTE: Data is presented as it is submitted in DistrictR online mapping tool.



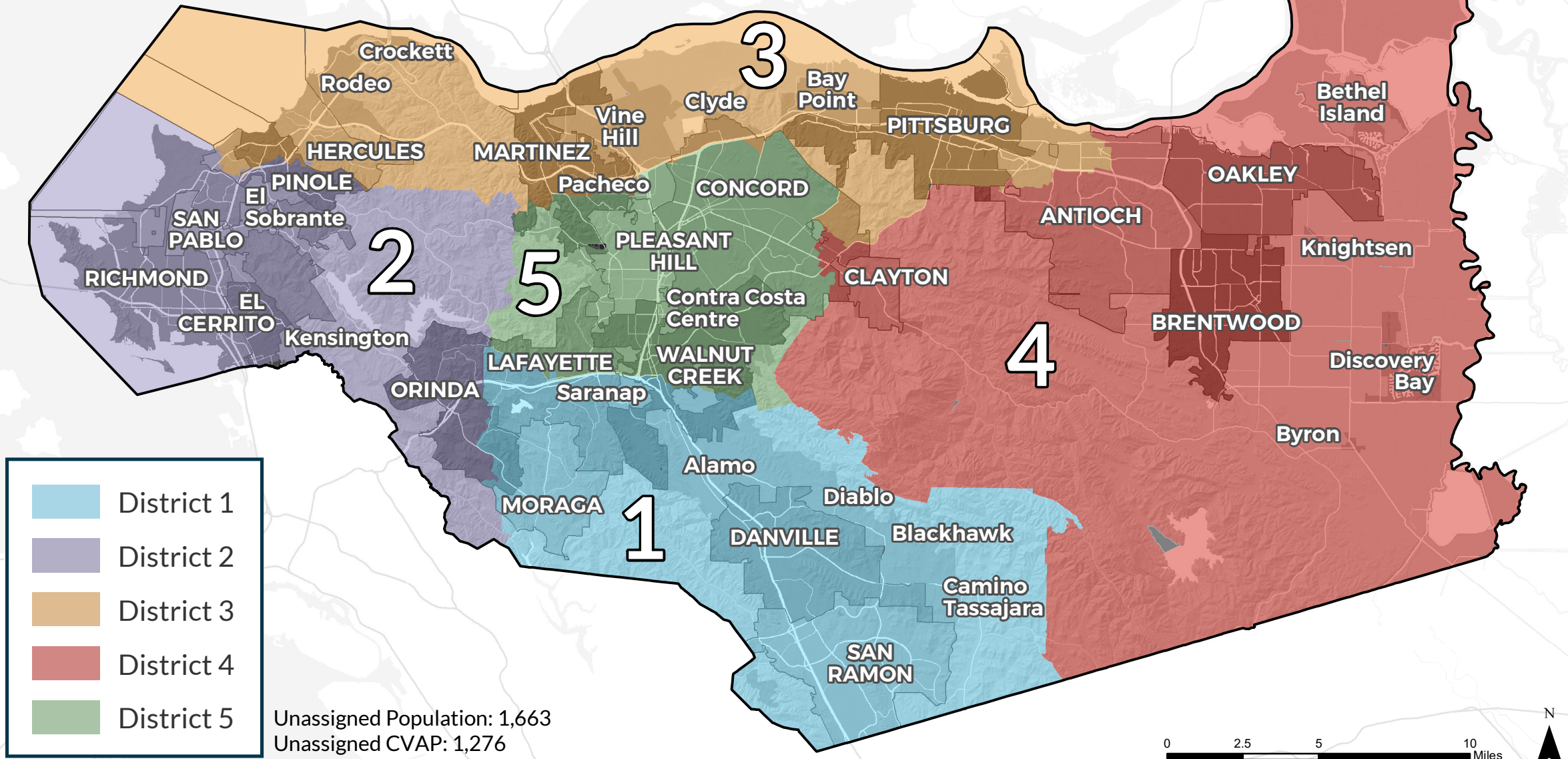
### Written Description from Submission

Downtown Walnut Creek and adjacent neighborhoods that should be kept together since impacts on downtown affect them as well. Currently split into two districts and should be in one.



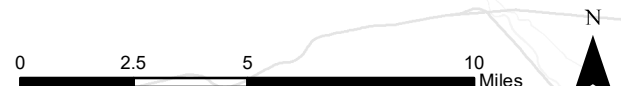
# CONTRA COSTA COUNTY

NOTE: Data is presented as it is submitted in DistrictR online mapping tool.  
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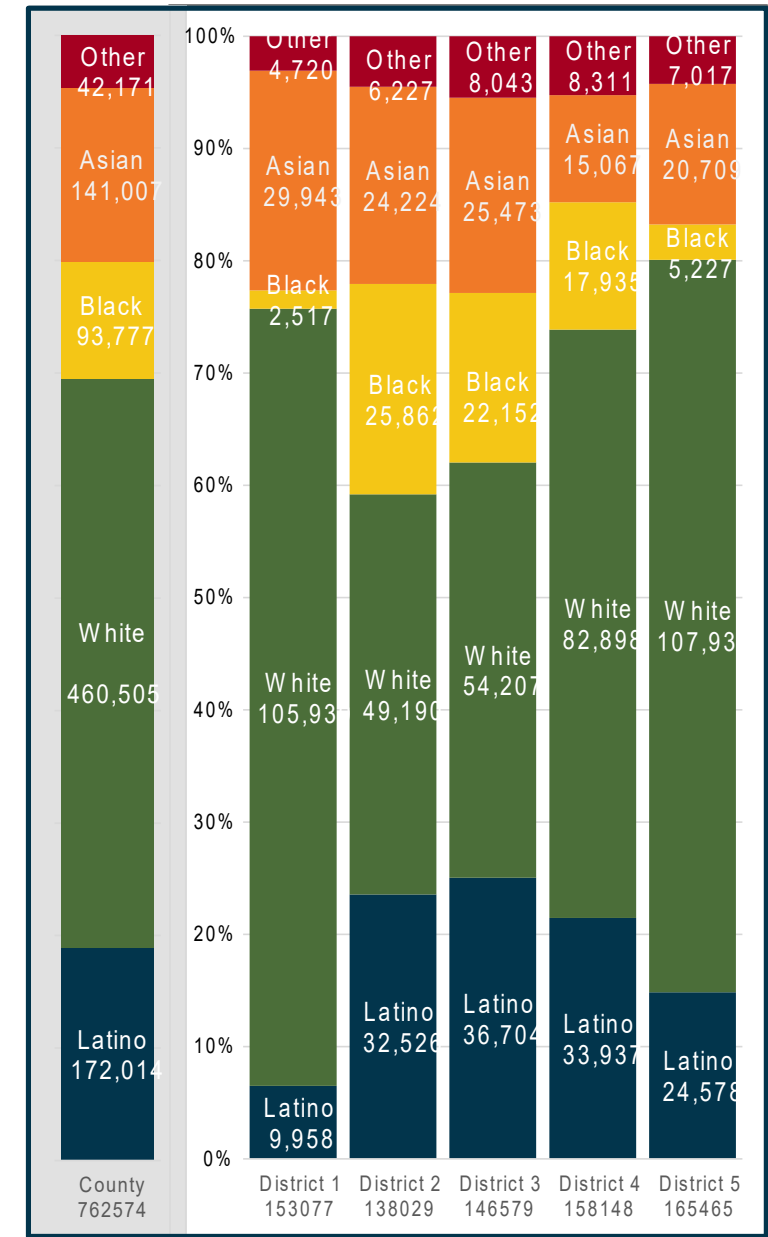


- District 1
- District 2
- District 3
- District 4
- District 5

Unassigned Population: 1,663  
Unassigned CVAP: 1,276



## Citizen Voting Age Population (CVAP) by Race and Ethnicity



Prepared by the Department of Conservation and Development - GIS Group for the October, 5, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP), DistrictR Online Mapping tool submissions

### Concept Total Variation

# 2.09%

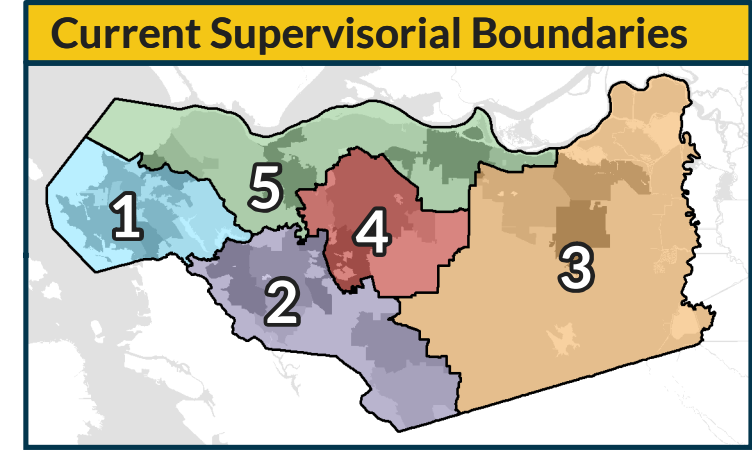
**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

### Population by District

District	Population	Variance	Percent
District 1	234,713	1,100	0.47%
District 2	232,974	(639)	-0.27%
District 3	231,071	(2,542)	-1.09%
District 4	231,689	(1,924)	-0.82%
District 5	235,954	2,341	1.00%

### Written Description from Submission

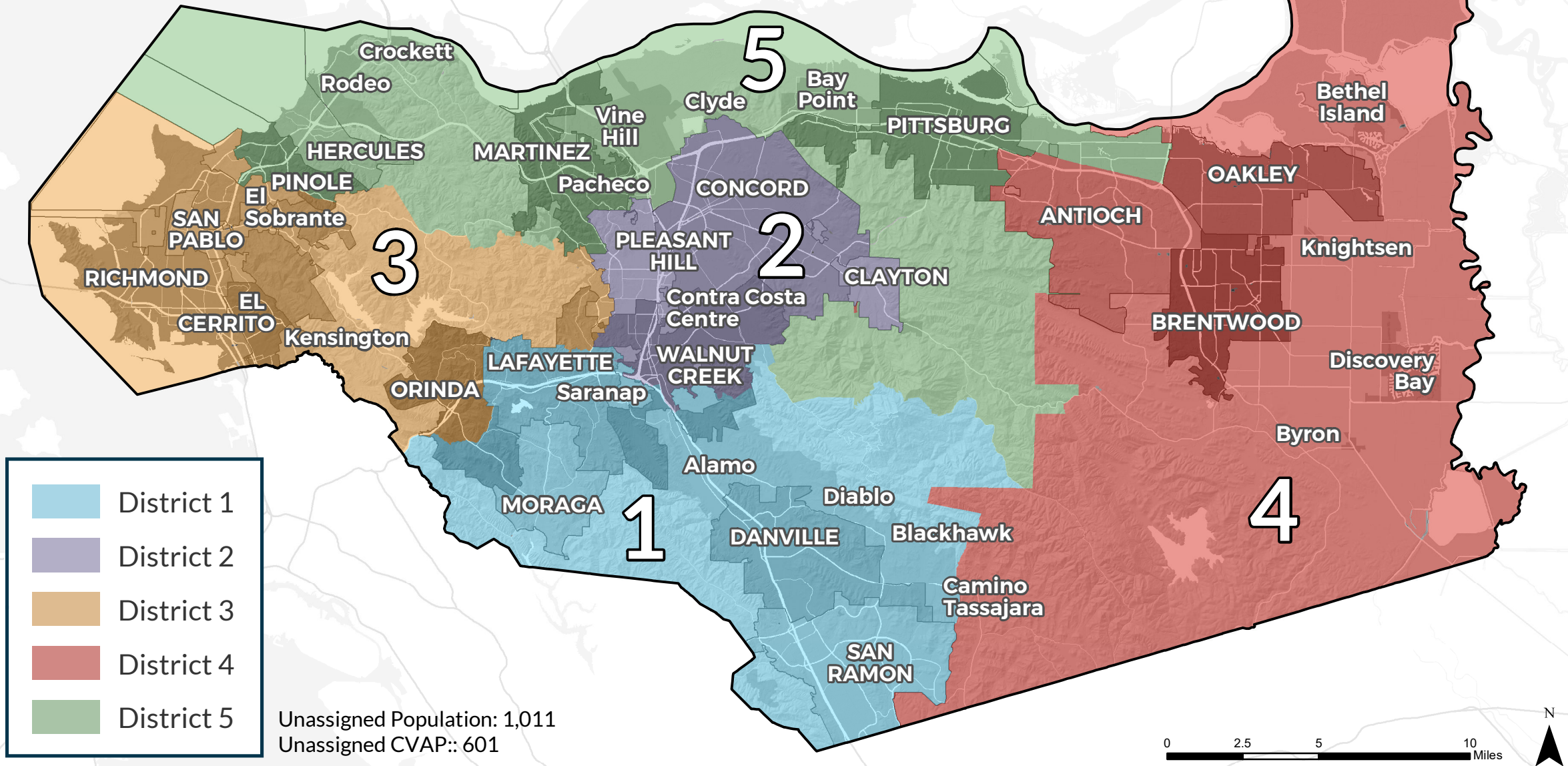
This plan keeps communities of interest within a single supervisorial district. Very importantly, the plan places the Blackhawk/Alamo/Diablo area in the same district with the cities of Danville and San Ramon. Blackhawk/Alamo/Diablo are contiguous with Danville and/or San Ramon and residents of those three areas shop and dine in Danville and San Ramon. This entire district is upper-middle class from an economic standpoint and is populated by a large percentage of college-educated residents who have professional occupations.





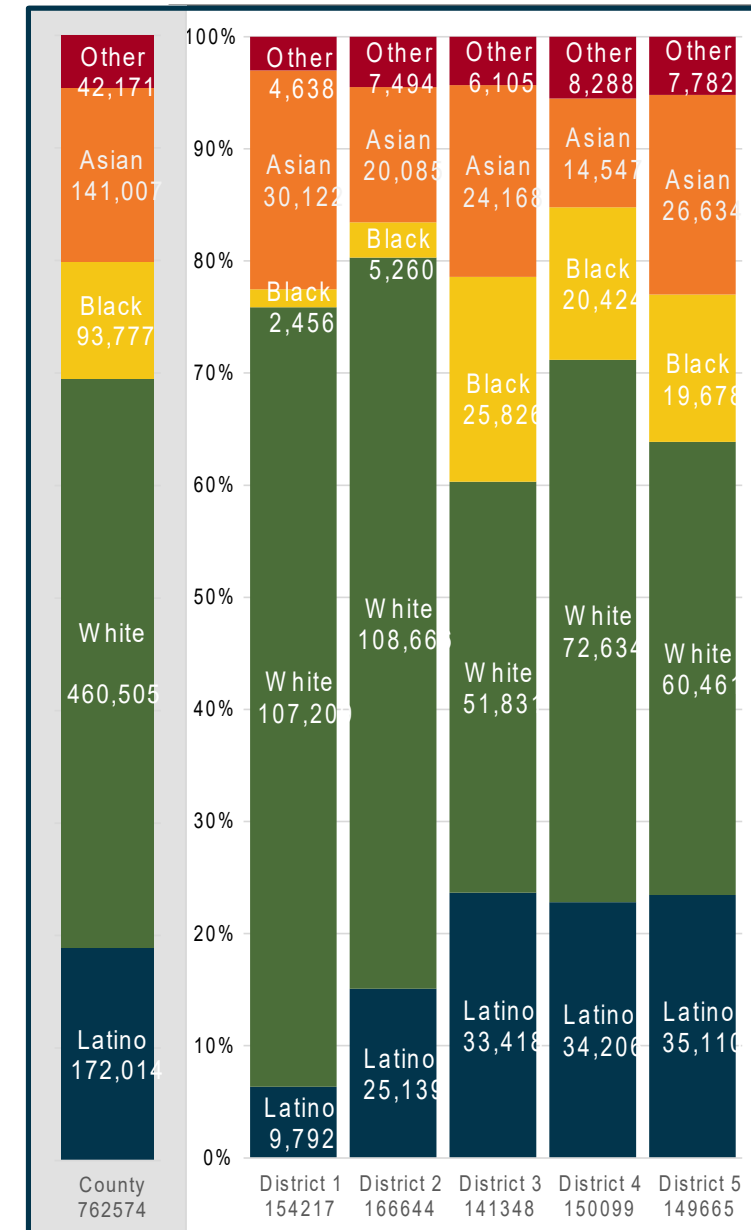
# CONTRA COSTA COUNTY

NOTE: Data is presented as it is submitted in Districtr online mapping tool.  
District names may differ from current district names.  
Not all blocks may be assigned a district. Calculations are based on assigned blocks only, except County CVAP



Unassigned Population: 1,011  
Unassigned CVAP:: 601

## Citizen Voting Age Population (CVAP) by Race and Ethnicity



Prepared by the Department of Conservation and Development - GIS Group for the October 5, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP), Districtr online mapping submission

### Concept Total Variation

# 4.27%

### 2021 Population

Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

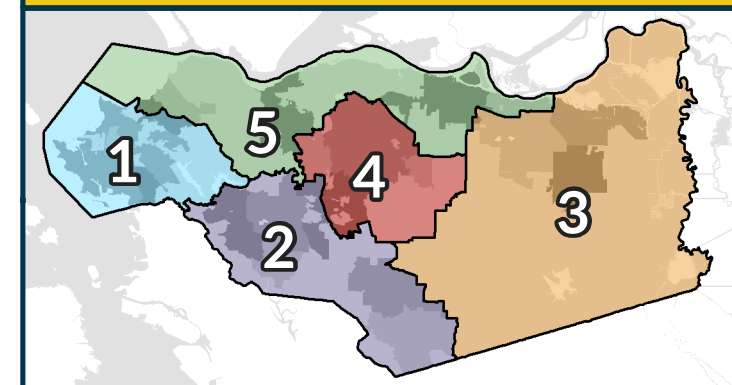
### Population by District

District	Population	Variance	Percent
District 1	235,865	2,252	0.96%
District 2	236,831	3,218	1.38%
District 3	236,870	3,257	1.39%
District 4	226,887	(6,726)	-2.88%
District 5	230,600	(3,013)	-1.29%

### Written Description from Submission

This plan largely maintains each city jurisdiction completely within one supervisorial district. It also brings Blackhawk/Alamo/Diablo into the same district as Danville and San Ramon, which is an imperative. These three areas are contiguous with the cities of Danville and/or San Ramon and completely identify with the two cities. Shopping, dining, and leisure time is primarily spent in Danville and San Ramon.

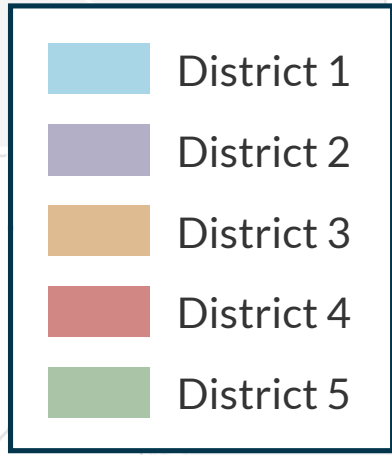
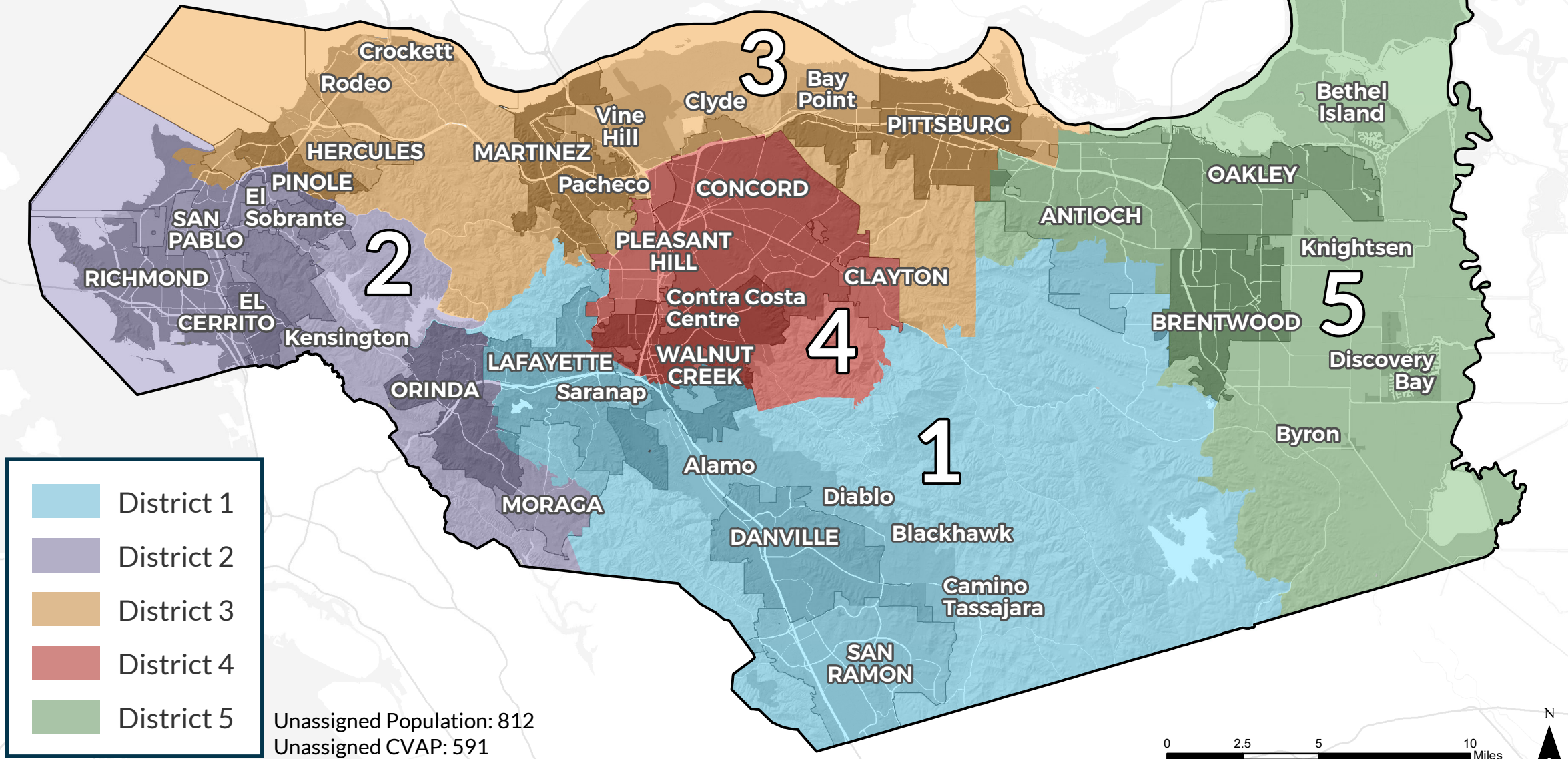
### Current Supervisorial Boundaries





# CONTRA COSTA COUNTY

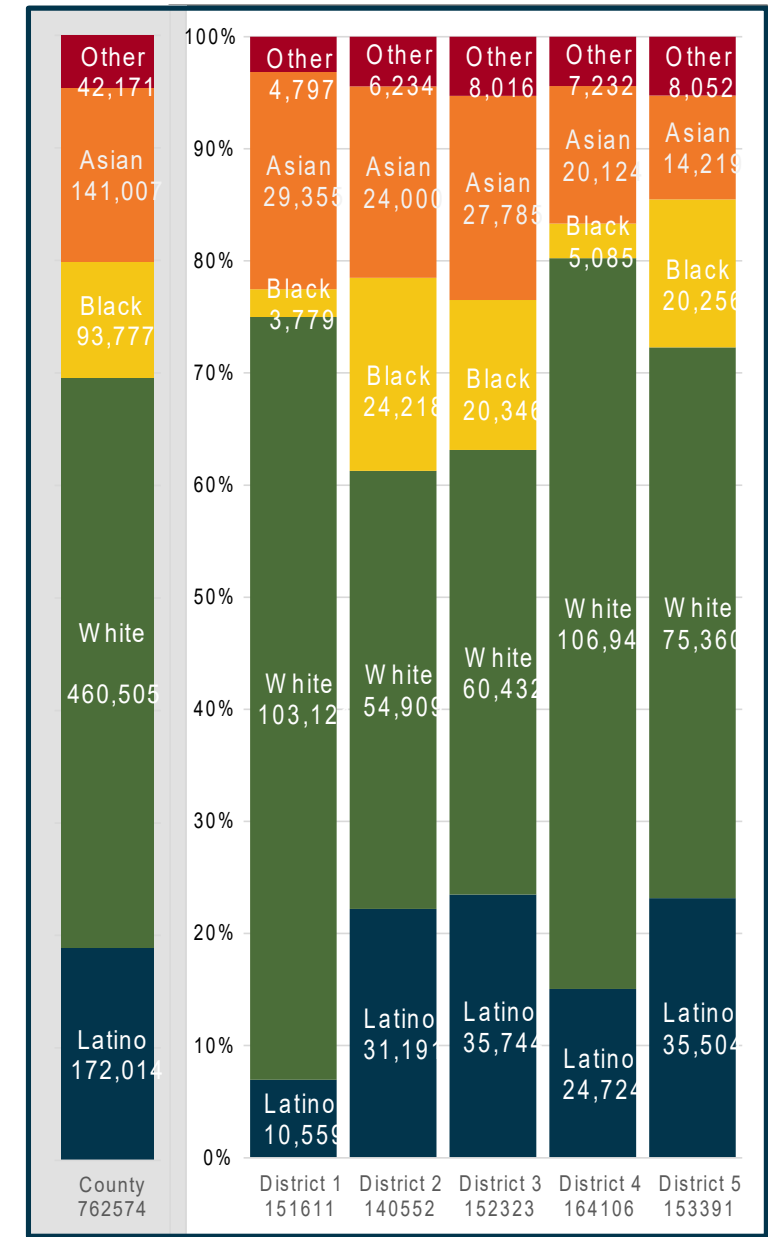
NOTE: Data is presented as it is submitted in DistrictR online mapping tool.  
District names may differ from current district names.  
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Unassigned Population: 812  
Unassigned CVAP: 591



## Citizen Voting Age Population (CVAP) by Race and Ethnicity



### Concept Total Variation

**0.38%**

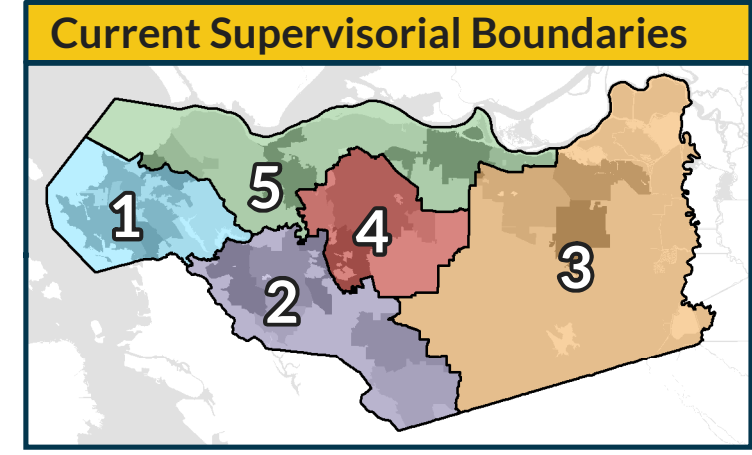
**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

### Population by District

District	Population	Variance	Percent
District 1	233,070	(543)	-0.23%
District 2	233,494	(119)	-0.05%
District 3	233,349	(264)	-0.11%
District 4	233,374	(239)	-0.10%
District 5	233,965	352	0.15%

### Written Description from Submission

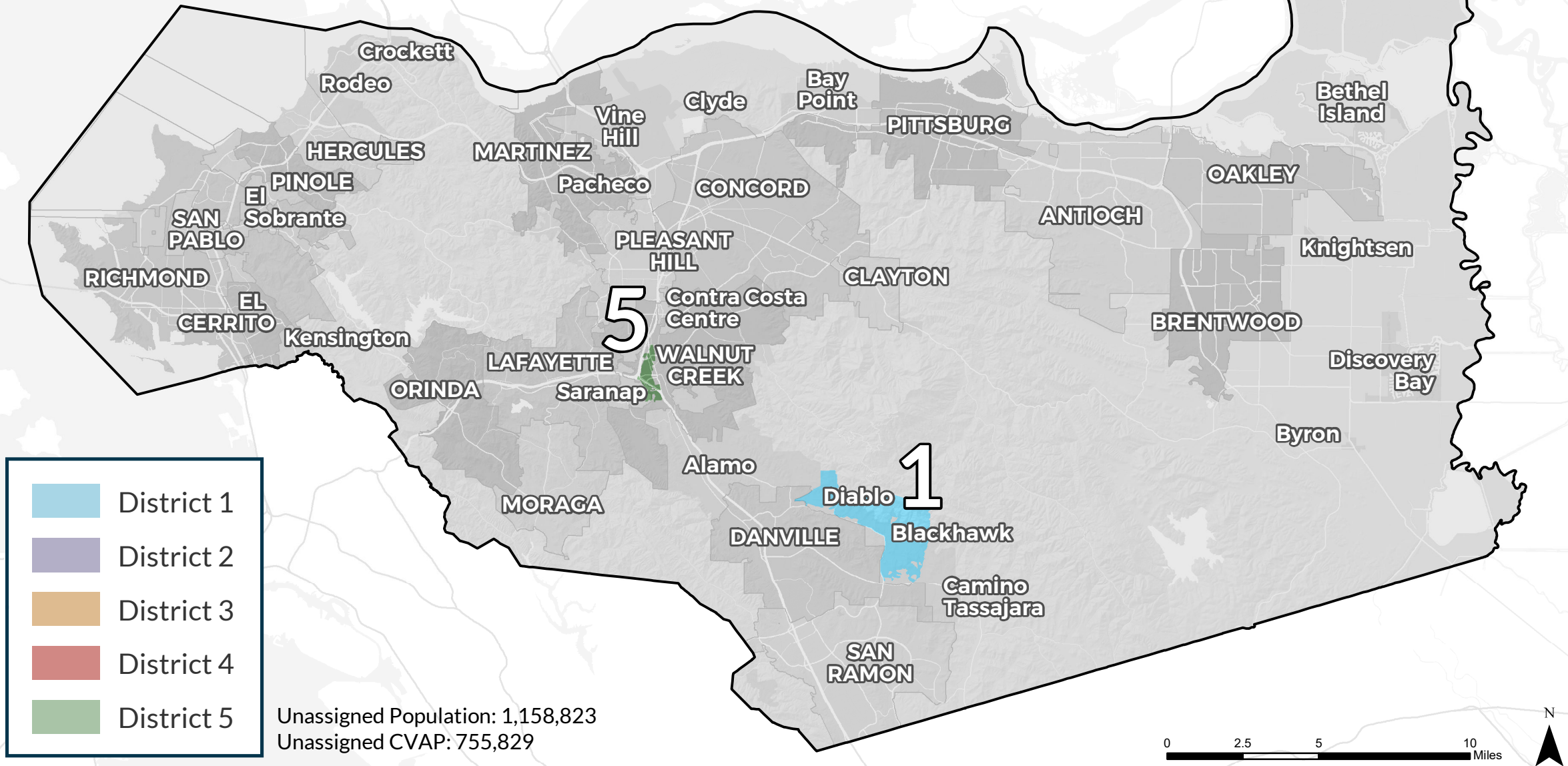
This plan places Blackhawk, Diablo, Alamo, Round Hill into the same district as Danville and San Ramon, which are communities of common interests. Any redistricting plan MUST place these communities in the same district.





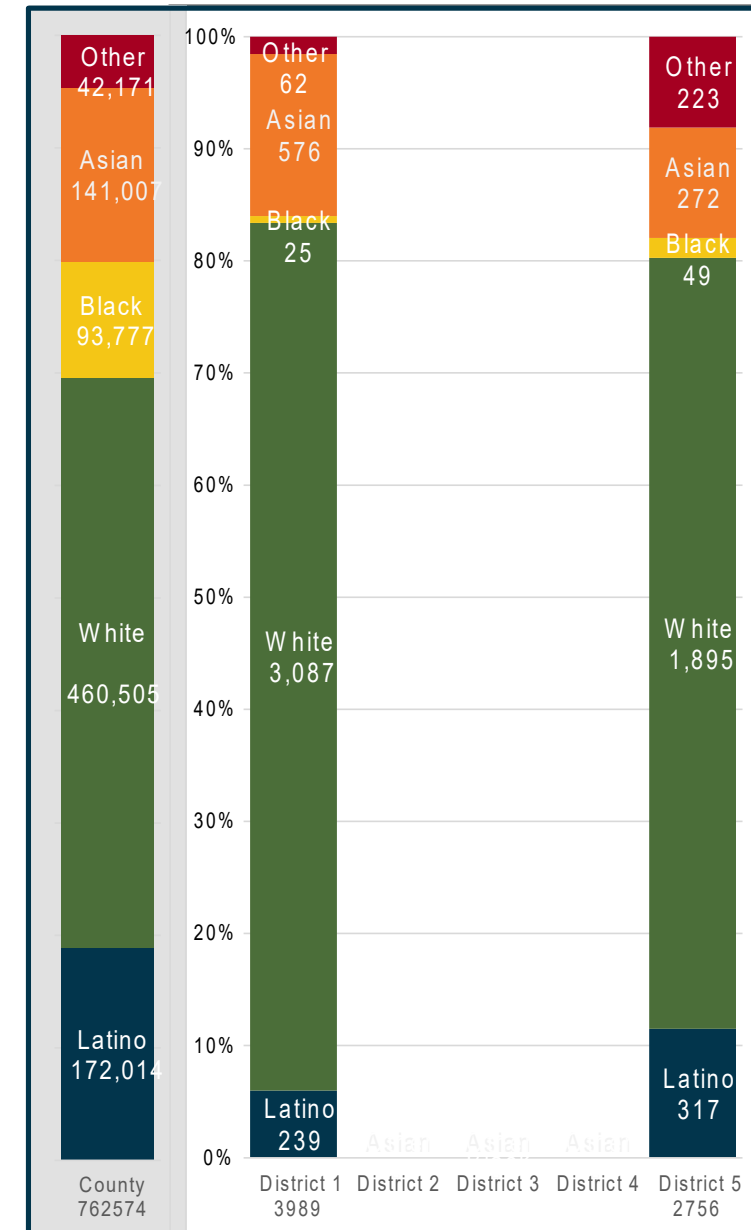
# CONTRA COSTA COUNTY

NOTE: Data is presented as it is submitted in DistrictR online mapping tool.  
District names may differ from current district names.  
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Unassigned Population: 1,158,823  
Unassigned CVAP: 755,829

## Citizen Voting Age Population (CVAP) by Race and Ethnicity



Prepared by the Department of Conservation and Development - GIS Group for the October 5, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP), DistrictR online mapping submission

### Concept Total Variation

**NA**

### 2021 Population

Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

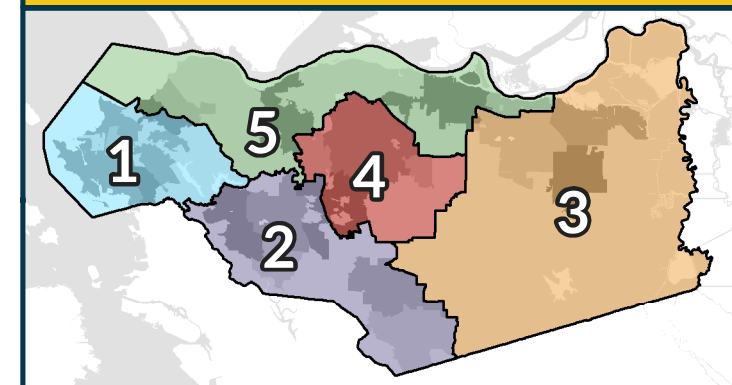
### Population by District

District	Population	Variance	Percent
District 1	5,019	(228,594)	-97.85%
District 2	0	(233,613)	-100.00%
District 3	0	(233,613)	-100.00%
District 4	0	(233,613)	-100.00%
District 5	4,222	(229,391)	-98.19%

### Written Description from Submission

Add Blackhawk & Diablo to District 2 and shift a piece of Walnut Creek to District 4

### Current Supervisorial Boundaries



# District 2

## Basic Info

Submitter: DON TATZIN  
Location: Lafayette  
Submitted on: 9/17/2021  
Type: written  
ID: w4783

## Written Testimony

Having lived here for more than forty years, I think the current District 2 boundaries make the most sense of any I have seen. I would like to ensure that Lamorinda remains together.

## Tags

---

[Proceed to Submit a Comment](#)

## Comments & Feedback

No comments have been submitted.



We are the Party for and by the People

August 4, 2021

Honorable John M. Gioia  
Contra Costa County Board of Supervisors  
1025 Escobar St.  
Martinez, CA 94553

Dear Supervisor Gioia,

You will shortly be reviewing the required redistricting of the Supervisorial Electoral Districts. The overwhelming principle we hope you will consider is to take into consideration the Communities of Interest to provide a proper reflection of the people. In this regard, the Democratic Party of Contra Costa County has discussed this matter and, by a unanimous vote, advises you that the fundamental basis of a Community of Interest starts with the maintenance of boundaries of the incorporated cities of the county, all of which have come together historically to present to the state a genuine community of interest by its very formation. We have attached the resolution for your information.

Therefore, we request, in consideration of the district lines to be established, that no incorporated city be divided such as is currently done with Pinole, Antioch and Walnut Creek.

As no city is larger than the average projected size of 230,000 residents and whereas you have the flexibility to arrange districts with up to net 10 per cent variation in total, the goal of not dividing any city is within reasonable achievement. We look forward to your accomplishment of this consideration in reflecting the above Communities of Interest.

Thank you,

Katie Ricklefs  
Chair, Democratic Party of Contra Costa County

**Redistricting: Cities in Contra Costa County are to be undivided**

**Whereas** the unity of cities is a major contributor to the development of political and social communities of interest in accordance with Democratic values;

**Therefore, be it resolved** that the Democratic Party of Contra Costa County requests and encourages the Board of Supervisors of Contra Costa County to direct staff and abide by a policy that, in the redistricting of Supervisorial Districts, no city shall be divided, unless there is a prior vote of the City's Council to accept a division; and

**Be it further resolved** that the Democratic Party of Contra Costa County will communicate this resolution to elected officials on the Board of Supervisors of Contra Costa County.

Submitted by Honorable Edi Birsan, District 4

Approved by DPCCC Membership, July 15, 2021

**From:** Roger Chelemedos (Email address deleted)

**Date:** Saturday, September 4, 2021 at 5:46 AM

**To:** Supervisor Candace Andersen <[SupervisorAndersen@bos.cccounty.us](mailto:SupervisorAndersen@bos.cccounty.us)>

**Subject:** Redistricting

Dear Supervisor Andersen,

I live in Lafayette on Reliez Valley Road and our area is in Federal Glover's district #5. As a part of the redistricting discussions, I think it is widely accepted that this area (extending your supervisorial territory through Grayson Rd) should be in your district. No offense to district 5, but this area has much more in common with your constituents than we do in more eastern Contra Costa County. Seems to be a holdover from 20+ years ago when this area was aligned more closely with Pleasant Hill.

While this county area may never annex into the City of Lafayette, we are in Lafayette school districts and participate in Lafayette Parks and Recreation

Thank you,  
Roger Chelemedos



# Redistricting Public Outreach Communications Report



## Media Coverage as of October 11, 2021

- **East County Today**, 8/5/2021: [Contra Costa County Launches Redistricting Process First Public Hearing](#)
- **Patch**, 8/6/2021: [Once-In-A-Decade Redistricting Process Kicks Off Tuesday In CoCo](#)
- **KALW**, 8/8/2021: [Contra Costa County Invites Public To Help With Redistricting Process](#)
- **Claycord**, 8/8/2021: [Contra Costa County To Host First Hearing For Supervisorial Redistricting Process](#)
- **Danville San Ramon**, 8/11/2021: [County Supervisors Hold First Public Hearing in Local Redistricting Process](#)
- **Lamorinda Weekly**, 9/29/2021: [Will Lamorinda be Broken up? Redistricting Process Underway](#)
- **East County Today**, 9/29/2021: [Contra Costa County Redistricting Process Holds Second Public Hearing on October 5](#)
- **The Pioneer**, 9/29/2021: [Contra Costa Redistricting Process Holds Second Public Hearing Oct. 5](#)
- **Pioneer Publishers**, 10/3/2021: [So This Happened... Week of Sept. 27 to Oct. 3](#)

## Redistricting News Releases

August 5, 2021: [Contra Costa County Launches Redistricting Process First Public Hearing on August 10, 2021 \(PDF\)](#)

August 13, 2021: [Census Bureau Releases First Local Data that Forms the Basis for the County's Redistricting Process \(PDF\)](#)

September 28, 2021: [Contra Costa County Will Hold Second Public Hearing for Redistricting Process \(PDF\)](#)

## Email Messaging to Redistricting Subscriber List

### Total 260 Subscribers:

- Redistricting Subscribers (online sign ups): 66
- Census Grantees and Interested Parties: 175
- City Manager List: 25
- Redistricting Key Staff: 11

\*Note: Total of all subgroups is 277 because some people are in more than one subgroup.

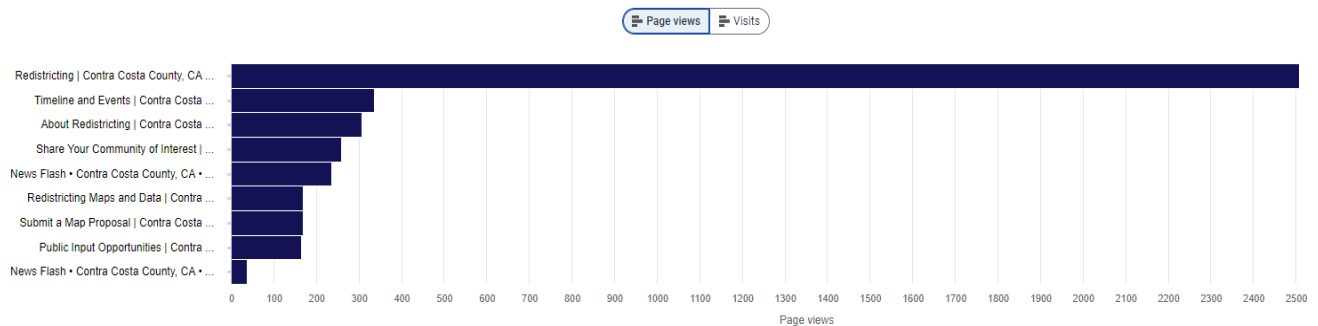
The average **Open Rate** (the percentage of contacts who opened an email compared to how many contacts were sent the email) is **42.7%**.

The average **Click-through Rate** (measures the proportion of the unique contacts who opened an email and then clicked on any link in the email) is **16.6%**.

## CoCoRedistricting.org and County Website

### Overall Website Outreach & Engagement

- Overall Total of Website Page Views since site launched: **4,291**
- CoCoRedistricting.org Homepage received the most views, followed by Timeline and Events, About Redistricting, and Share Your Community of Interest.



## Social Media Outreach

Overall Total of Twitter and Nextdoor Views and Engagements/Reactions to date: **96,276**

### Twitter Postings to Date

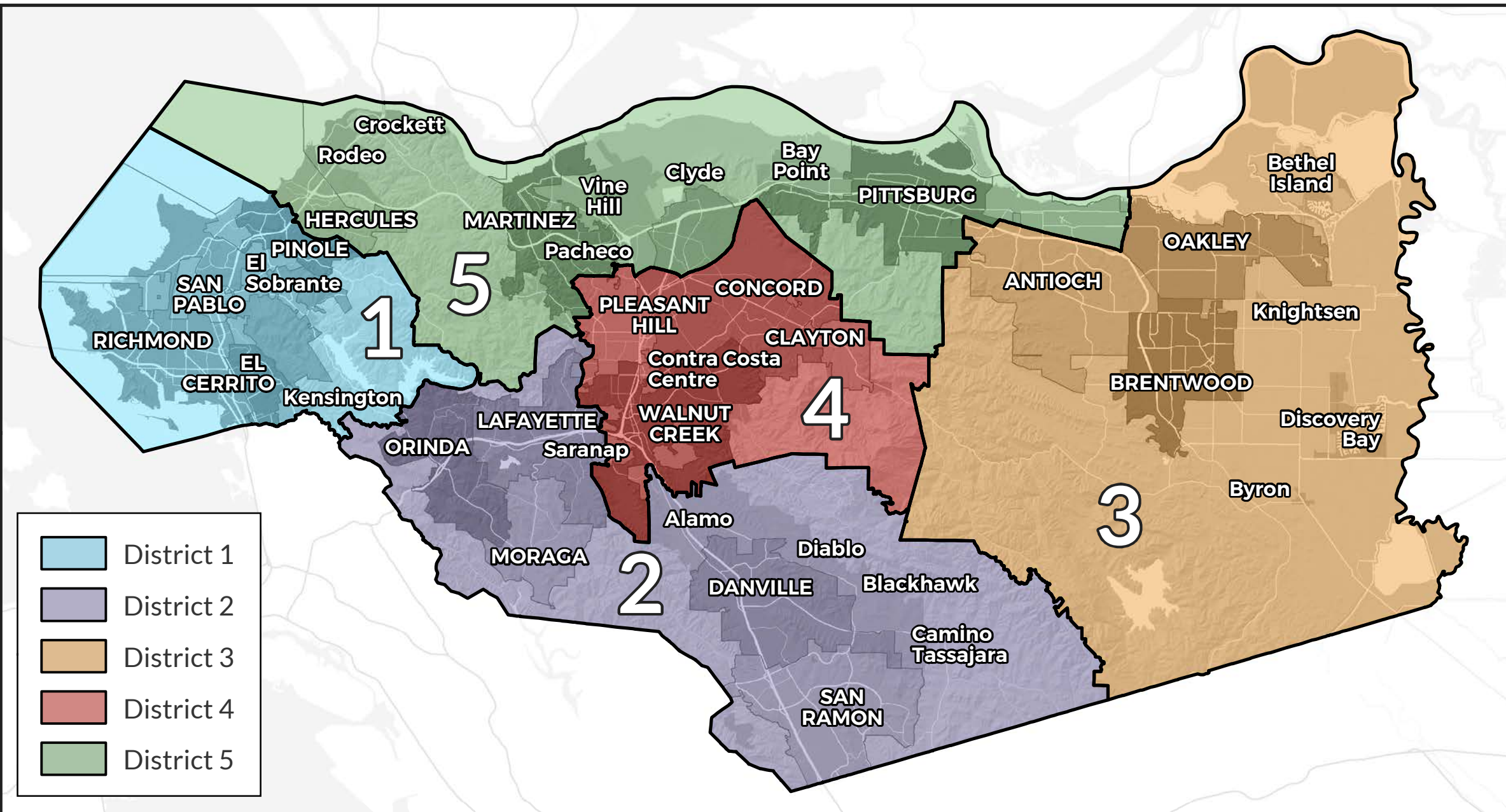
<b>Twitter Posts</b>	<b>Total</b>
Impressions (times people saw tweets on twitter)	22,468
Engagements (times people interacted with tweets)	583
<b>Total</b>	<b>23,051</b>

### Nextdoor Postings to Date

<b>Nextdoor Posts</b>	<b>Total</b>
<b>Impressions</b> (number of residents who viewed and opened a post in their Nextdoor newsfeed or email)	73,174
<b>Reactions</b> (times people interacted with post)	51
<b>Total</b>	<b>73,225</b>

# CONTRA COSTA COUNTY

## DRAFT - 2021 Supervisorial Districts Concept Map 1 - Overview Map and Data



### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	228,504	18,777 8.2%	121,228 53.1%	3,655 1.6%	69,326 30.3%	15,518 6.8%
District 3	227,658	71,717 31.5%	82,447 36.2%	28,809 12.7%	27,092 11.9%	17,593 7.7%
District 4	245,062	48,119 19.6%	134,256 54.8%	7,043 2.9%	37,438 15.3%	18,206 7.4%
District 5	230,818	81,804 35.4%	66,577 28.8%	26,186 11.3%	39,932 17.3%	16,319 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	146,430	9,421 6.4%	100,331 68.5%	2,306 1.6%	29,777 20.3%	4,595 3.1%
District 3	160,771	34,332 21.4%	72,887 45.3%	20,543 12.8%	14,497 9.0%	8,361 5.2%
District 4	175,985	22,909 13.0%	119,518 67.9%	5,297 3.0%	20,936 11.9%	7,325 4.2%
District 5	149,000	35,986 24.2%	62,936 42.2%	18,299 12.3%	24,348 16.3%	7,431 5.0%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

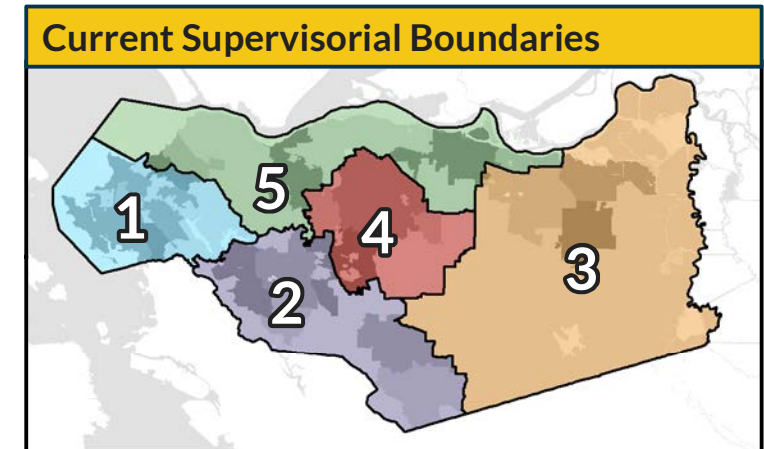
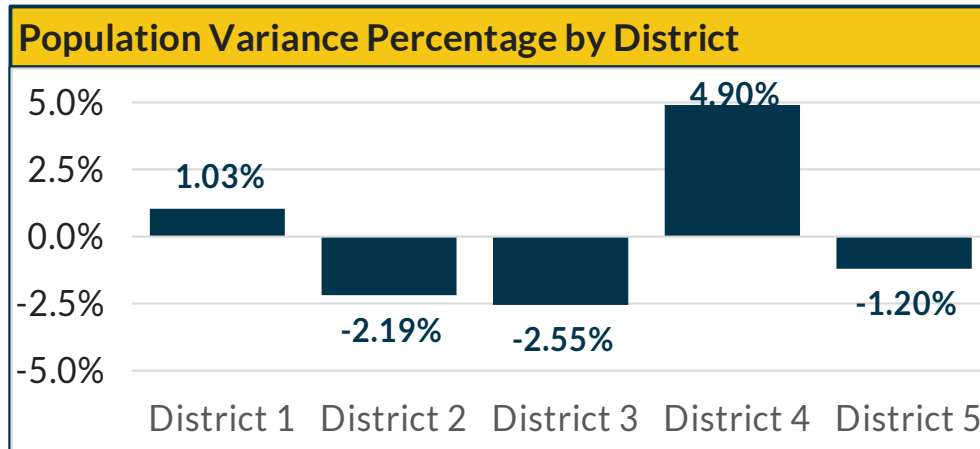
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

# 7.45%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

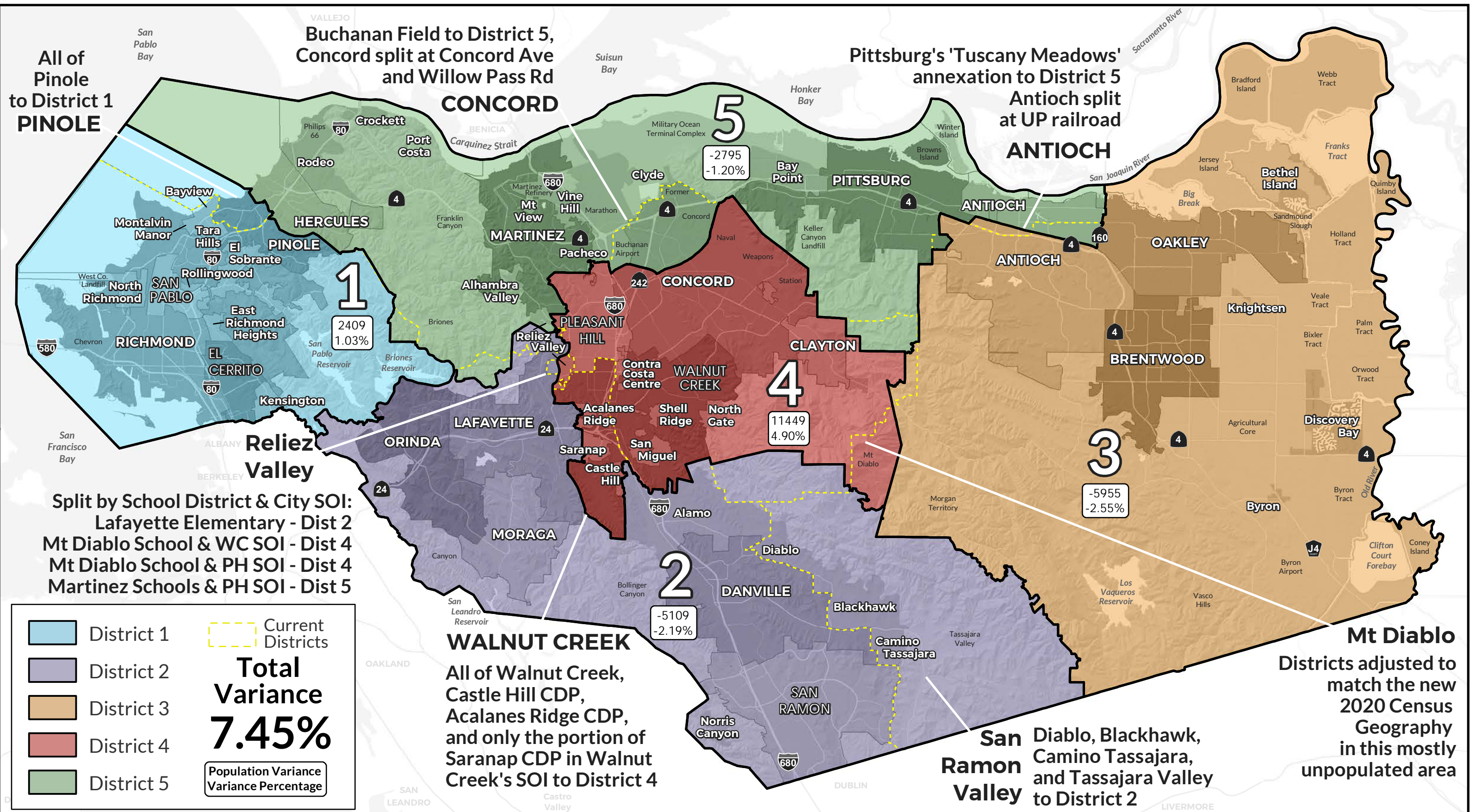
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	228,504	(5,109)	-2.19%
District 3	227,658	(5,955)	-2.55%
District 4	245,062	11,449	4.90%
District 5	230,818	(2,795)	-1.20%





# CONTRA COSTA COUNTY

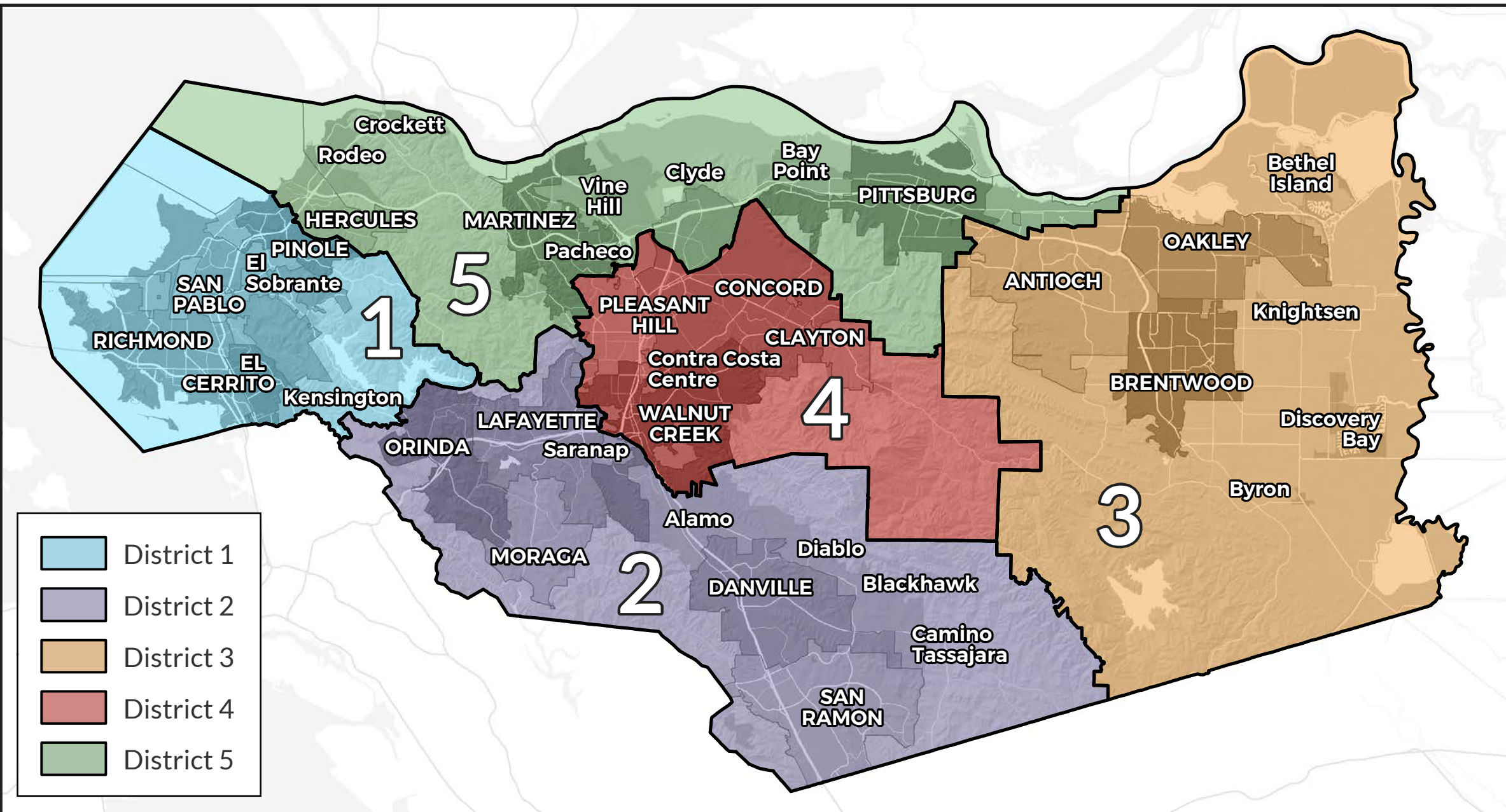
DRAFT - 2021 Supervisorial District  
Concept Map 1 - Detailed Map





# CONTRA COSTA COUNTY

## DRAFT - 2021 Supervisorial Districts Concept Map 2 - Overview Map and Data



### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,868	19,795 8.1%	133,526 54.5%	3,879 1.6%	71,376 29.1%	16,292 6.7%
District 3	227,356	72,114 31.7%	83,011 36.5%	27,556 12.1%	27,176 12.0%	17,499 7.7%
District 4	232,851	48,506 20.8%	123,794 53.2%	7,014 3.0%	35,837 15.4%	17,700 7.6%
District 5	226,967	80,002 35.2%	64,177 28.3%	27,244 12.0%	39,399 17.4%	16,145 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,797	9,982 6.2%	112,496 70.0%	2,557 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	35,332 22.0%	73,258 45.6%	19,846 12.3%	14,585 9.1%	8,200 5.1%
District 4	165,112	23,471 14.2%	109,357 66.2%	5,168 3.1%	19,853 12.0%	7,263 4.4%
District 5	144,905	33,863 23.4%	60,561 41.8%	18,874 13.0%	24,103 16.6%	7,504 5.2%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

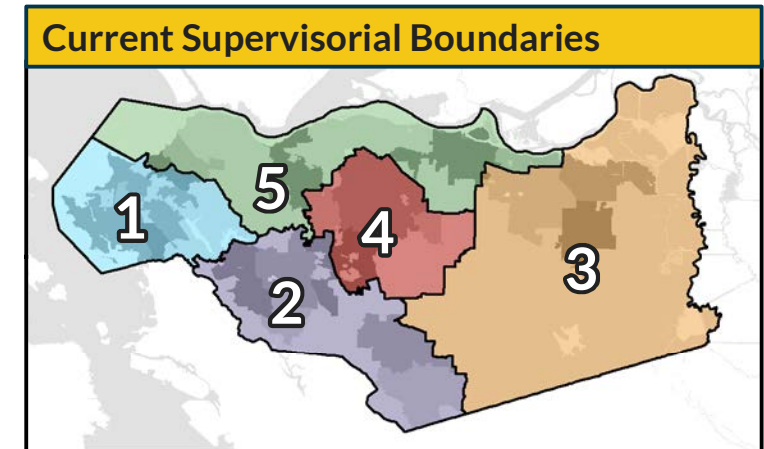
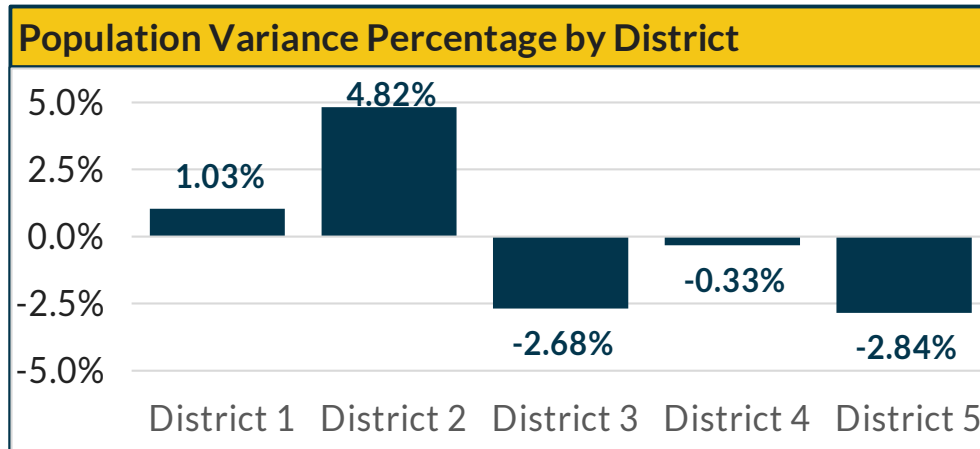
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

# 7.66%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

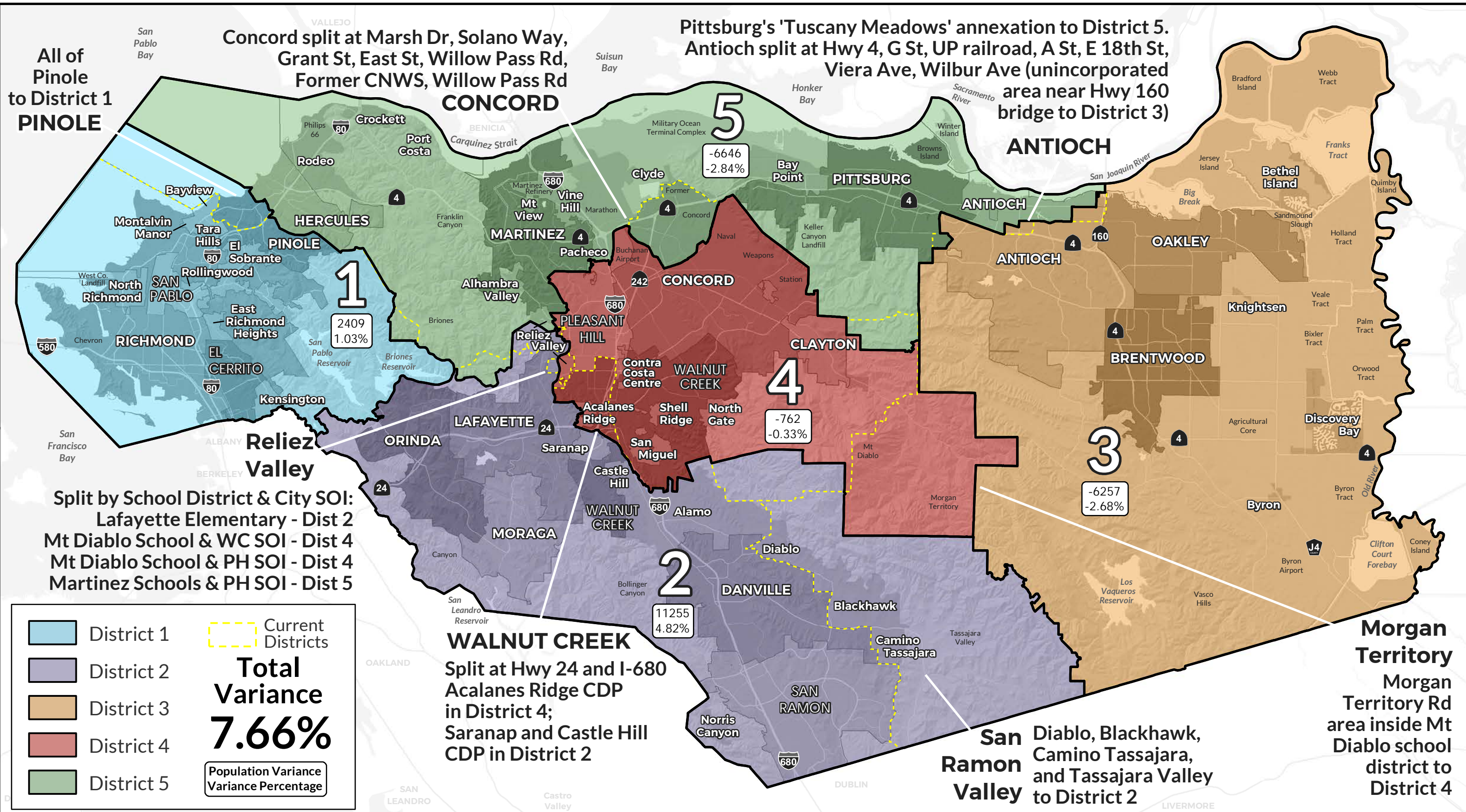
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,868	11,255	4.82%
District 3	227,356	(6,257)	-2.68%
District 4	232,851	(762)	-0.33%
District 5	226,967	(6,646)	-2.84%





# CONTRA COSTA COUNTY

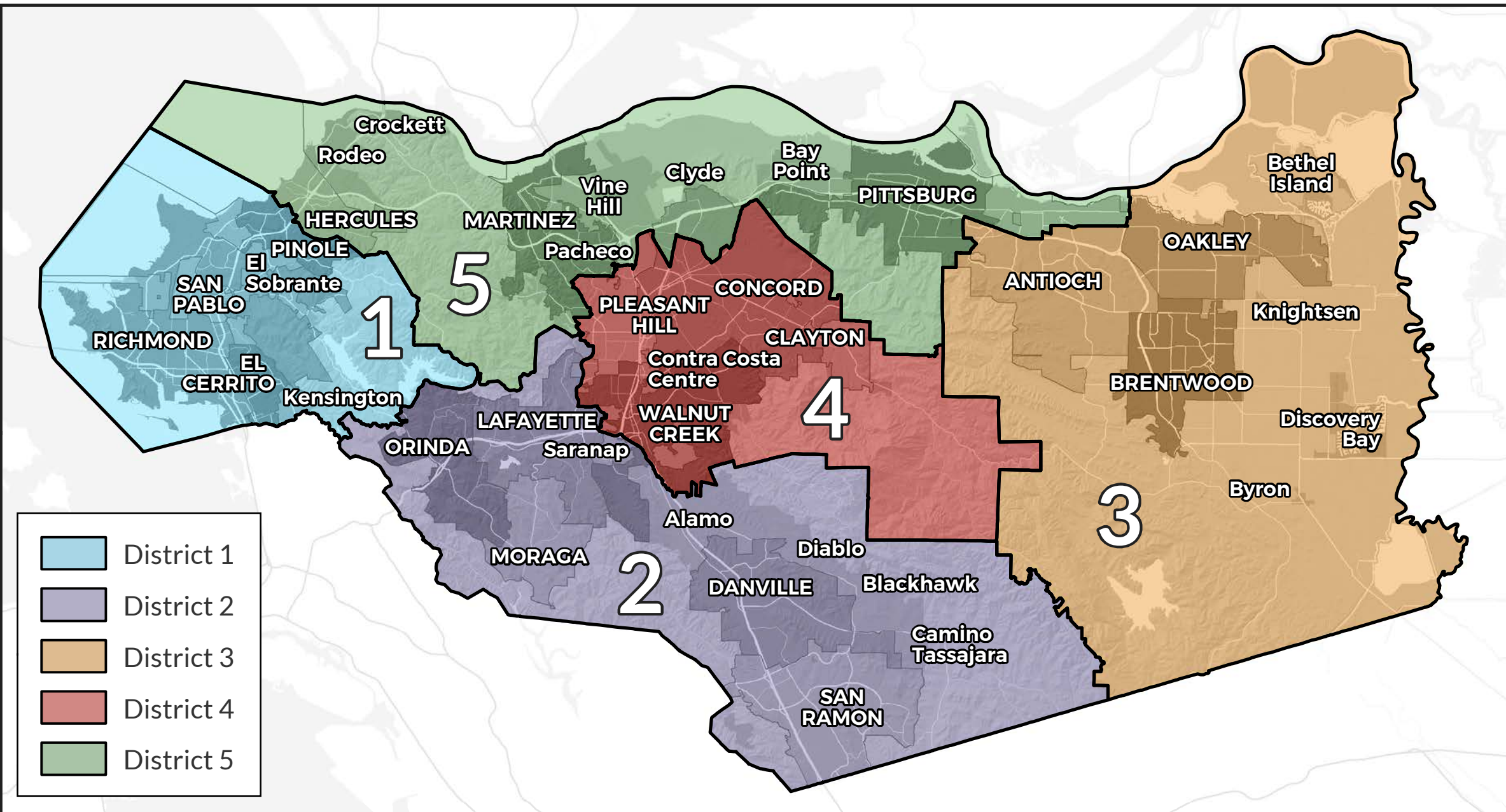
DRAFT - 2021 Supervisorial District  
Concept Map 2 - Detailed Map





# CONTRA COSTA COUNTY

## DRAFT - 2021 Supervisorial Districts Concept Map 3 - Overview Map and Data



### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,868	19,795 8.1%	133,526 54.5%	3,879 1.6%	71,376 29.1%	16,292 6.7%
District 3	224,275	70,274 31.3%	82,340 36.7%	27,292 12.2%	27,085 12.1%	17,284 7.7%
District 4	238,177	50,135 21.0%	126,361 53.1%	7,114 3.0%	36,399 15.3%	18,168 7.6%
District 5	224,722	80,213 35.7%	62,281 27.7%	27,408 12.2%	38,928 17.3%	15,892 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,797	9,982 6.2%	112,496 70.0%	2,557 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	34,552 21.5%	72,756 45.3%	19,692 12.2%	14,570 9.1%	8,019 5.0%
District 4	168,039	23,549 14.0%	111,531 66.4%	5,324 3.2%	20,244 12.0%	7,391 4.4%
District 5	143,610	34,565 24.1%	58,889 41.0%	18,872 13.1%	23,727 16.5%	7,557 5.3%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

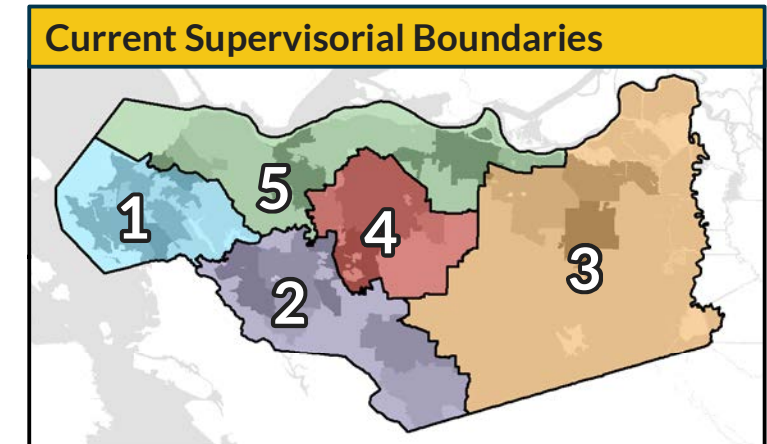
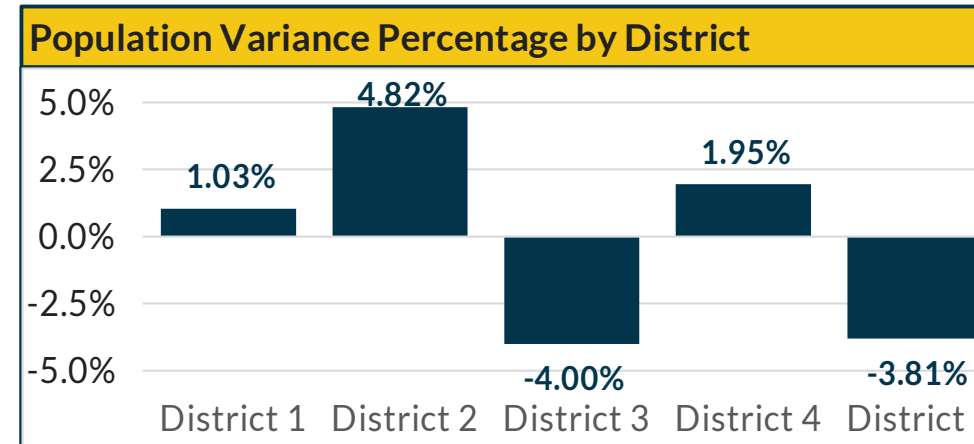
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

# 8.82%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

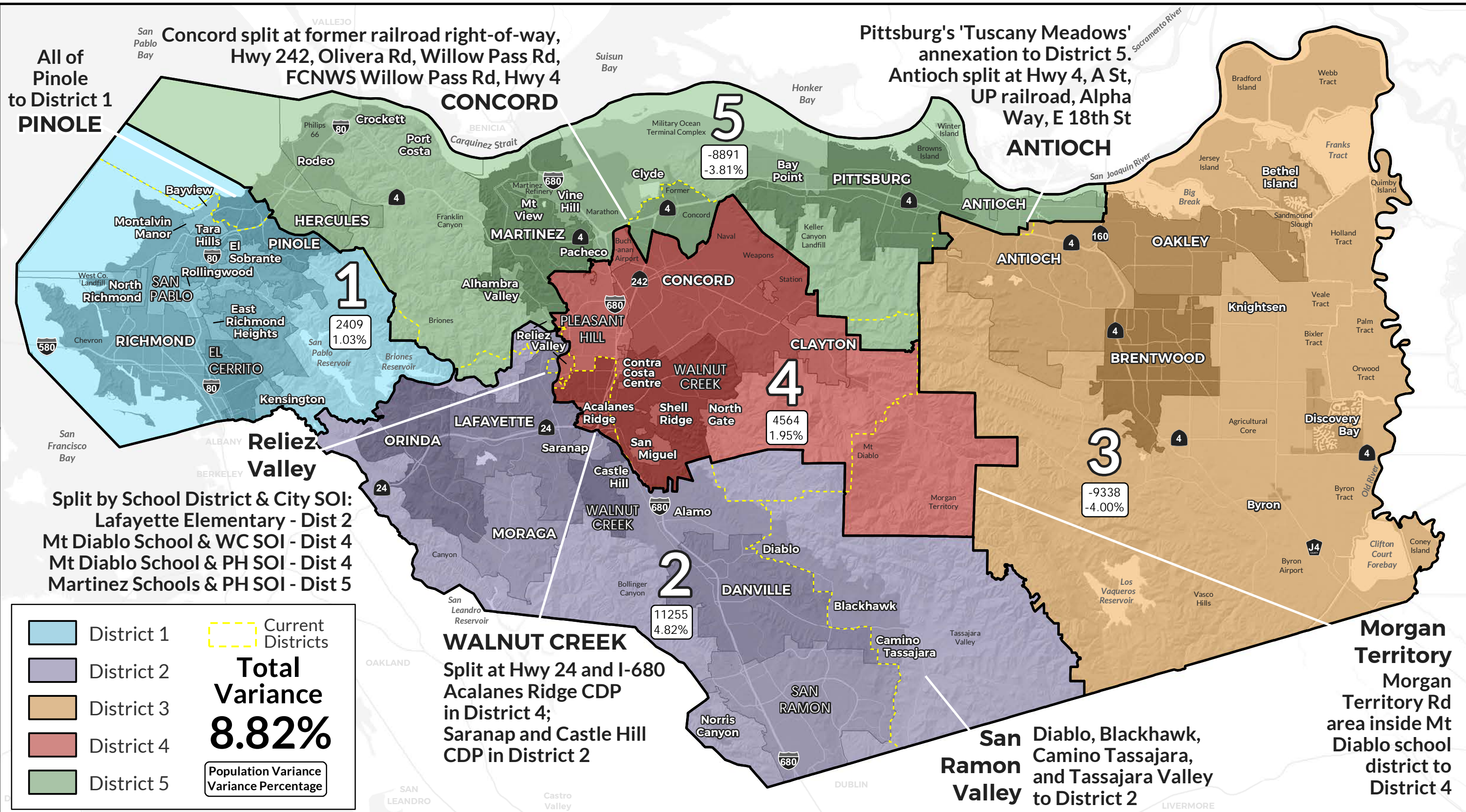
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,868	11,255	4.82%
District 3	224,275	(9,338)	-4.00%
District 4	238,177	4,564	1.95%
District 5	224,722	(8,891)	-3.81%





# CONTRA COSTA COUNTY

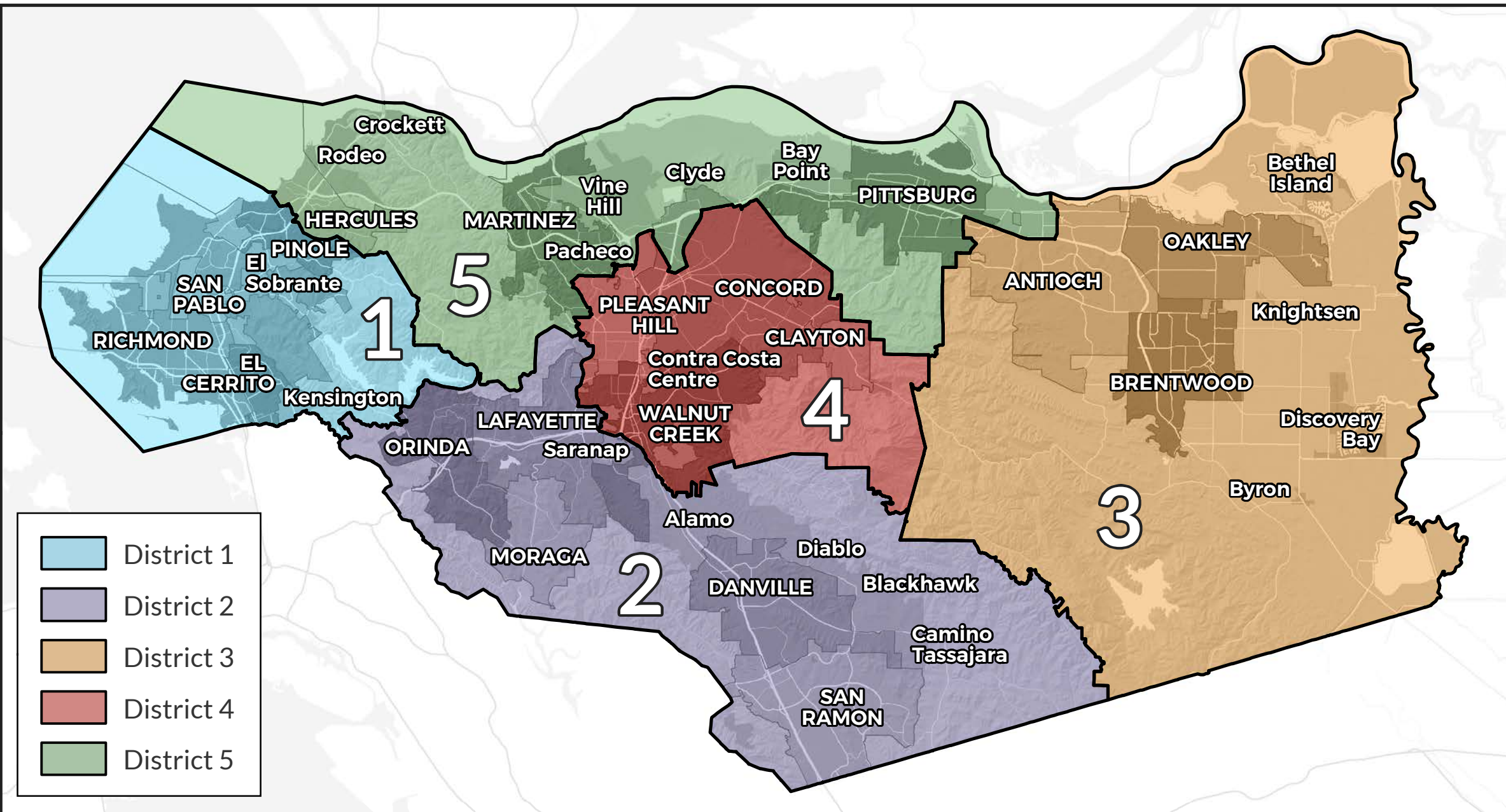
DRAFT - 2021 Supervisorial District  
Concept Map 3 - Detailed Map





# CONTRA COSTA COUNTY

## DRAFT - 2021 Supervisorial Districts Concept Map 4 - Overview Map and Data



### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,846	19,791 8.1%	133,512 54.5%	3,878 1.6%	71,376 29.2%	16,289 6.7%
District 3	227,622	71,221 31.3%	83,676 36.8%	27,994 12.3%	27,208 12.0%	17,523 7.7%
District 4	235,564	49,277 20.9%	125,110 53.1%	6,970 3.0%	36,208 15.4%	17,999 7.6%
District 5	224,010	80,128 35.8%	62,210 27.8%	26,851 12.0%	38,996 17.4%	15,825 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,786	9,982 6.2%	112,487 70.0%	2,555 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	34,756 21.6%	74,352 46.2%	20,371 12.7%	14,609 9.1%	8,105 5.0%
District 4	166,852	23,427 14.0%	110,517 66.2%	5,103 3.1%	20,410 12.2%	7,395 4.4%
District 5	142,204	34,483 24.2%	58,316 41.0%	18,416 13.0%	23,522 16.5%	7,467 5.3%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

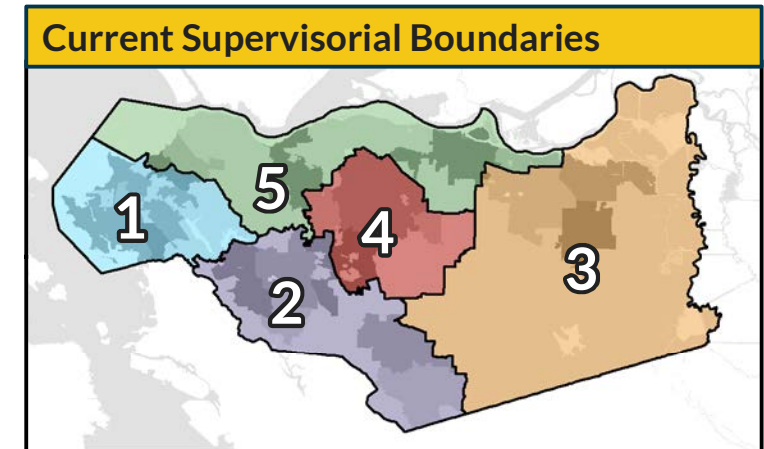
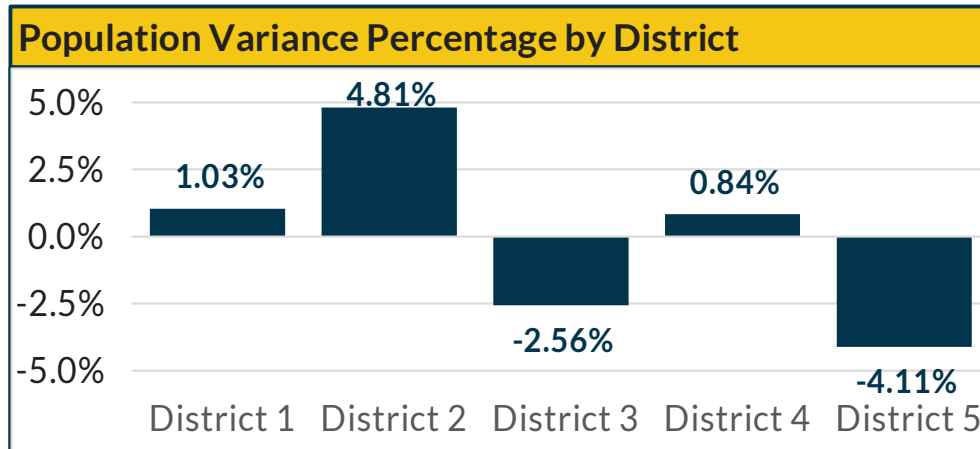
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

# 8.92%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

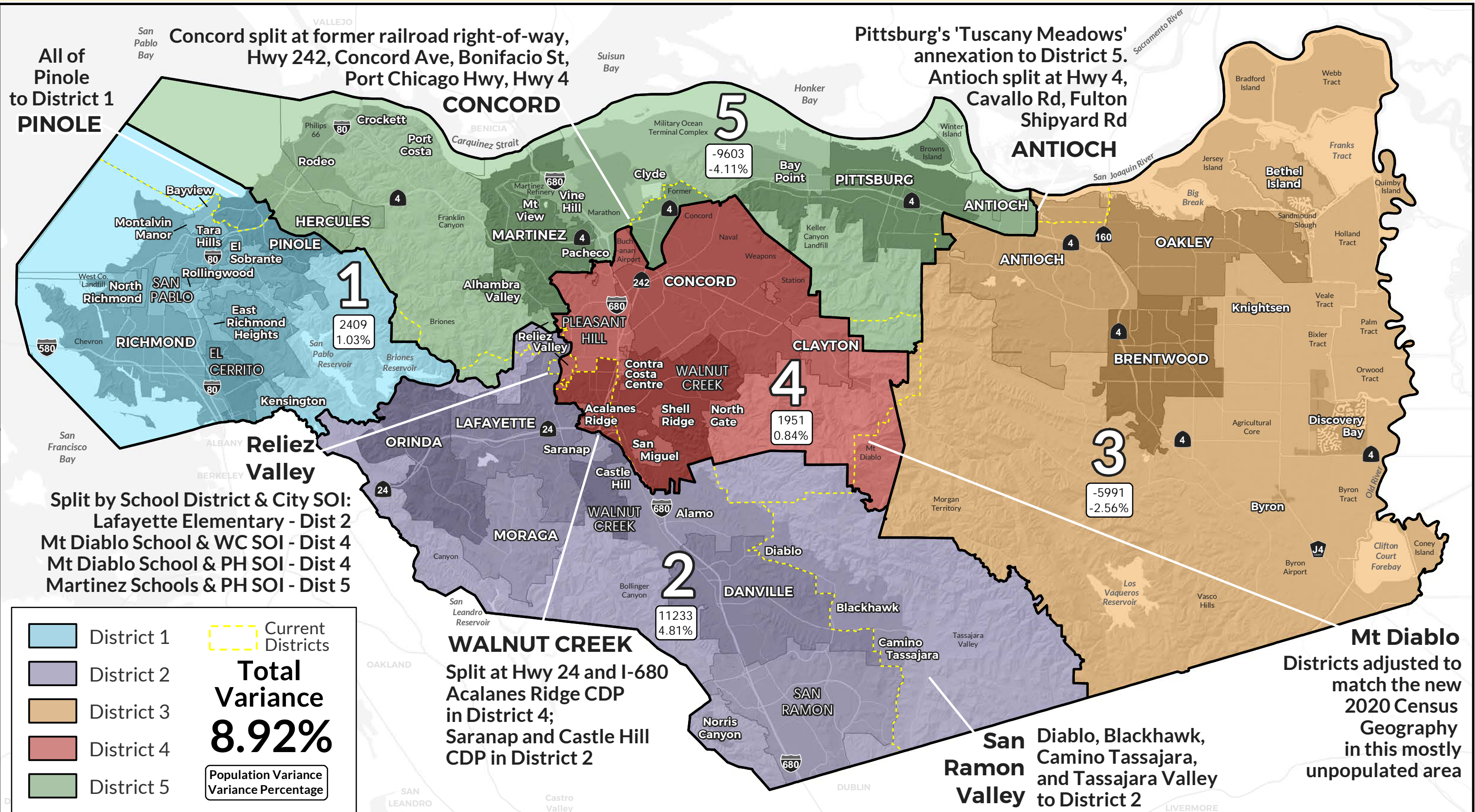
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,846	11,233	4.81%
District 3	227,622	(5,991)	-2.56%
District 4	235,564	1,951	0.84%
District 5	224,010	(9,603)	-4.11%





# CONTRA COSTA COUNTY

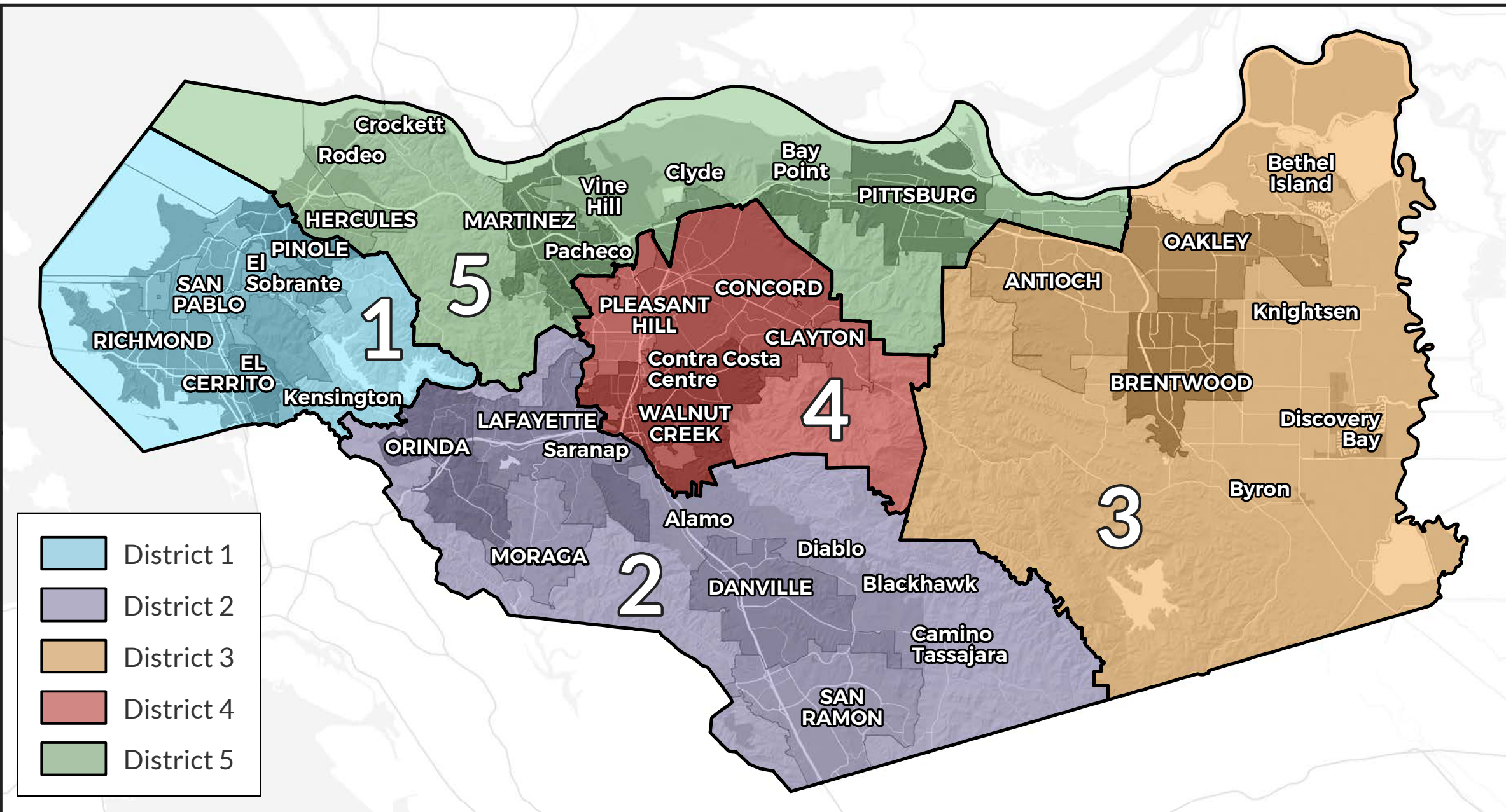
DRAFT - 2021 Supervisorial District  
Concept Map 4 - Detailed Map





# CONTRA COSTA COUNTY

## DRAFT - 2021 Supervisorial Districts Concept Map 5 - Overview Map and Data



### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,846	19,791 8.1%	133,512 54.5%	3,878 1.6%	71,376 29.2%	16,289 6.7%
District 3	222,816	69,647 31.3%	81,584 36.6%	27,937 12.5%	26,368 11.8%	17,280 7.8%
District 4	242,155	51,628 21.3%	127,819 52.8%	7,212 3.0%	36,957 15.3%	18,539 7.7%
District 5	222,225	79,351 35.7%	61,593 27.7%	26,666 12.0%	39,087 17.6%	15,528 7.0%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,786	9,982 6.2%	112,487 70.0%	2,555 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	33,463 20.8%	71,906 44.7%	20,213 12.6%	14,292 8.9%	8,128 5.1%
District 4	171,032	24,261 14.2%	113,067 66.1%	5,329 3.1%	20,814 12.2%	7,561 4.4%
District 5	142,215	34,942 24.6%	58,212 40.9%	18,348 12.9%	23,435 16.5%	7,278 5.1%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

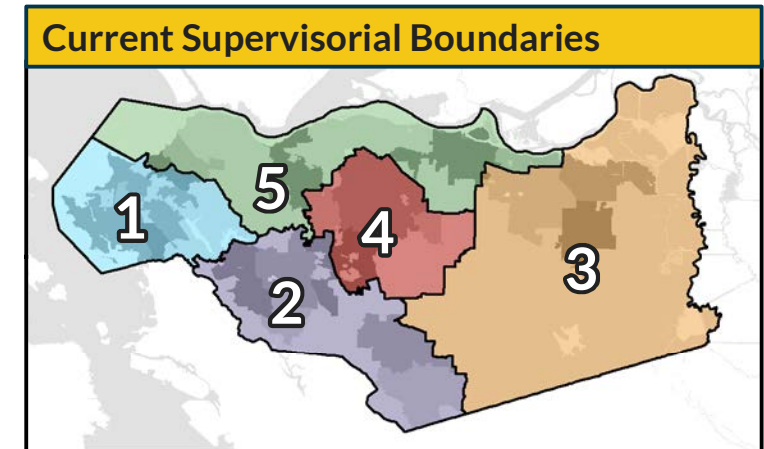
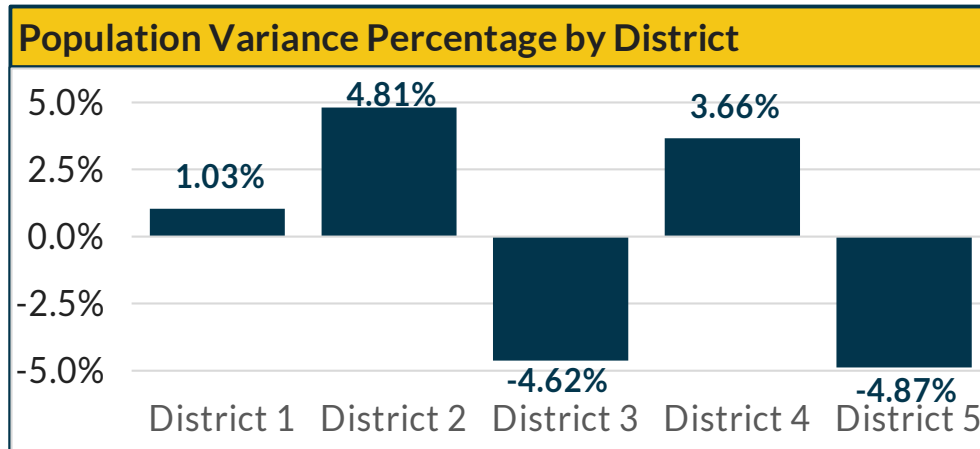
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

# 9.68%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

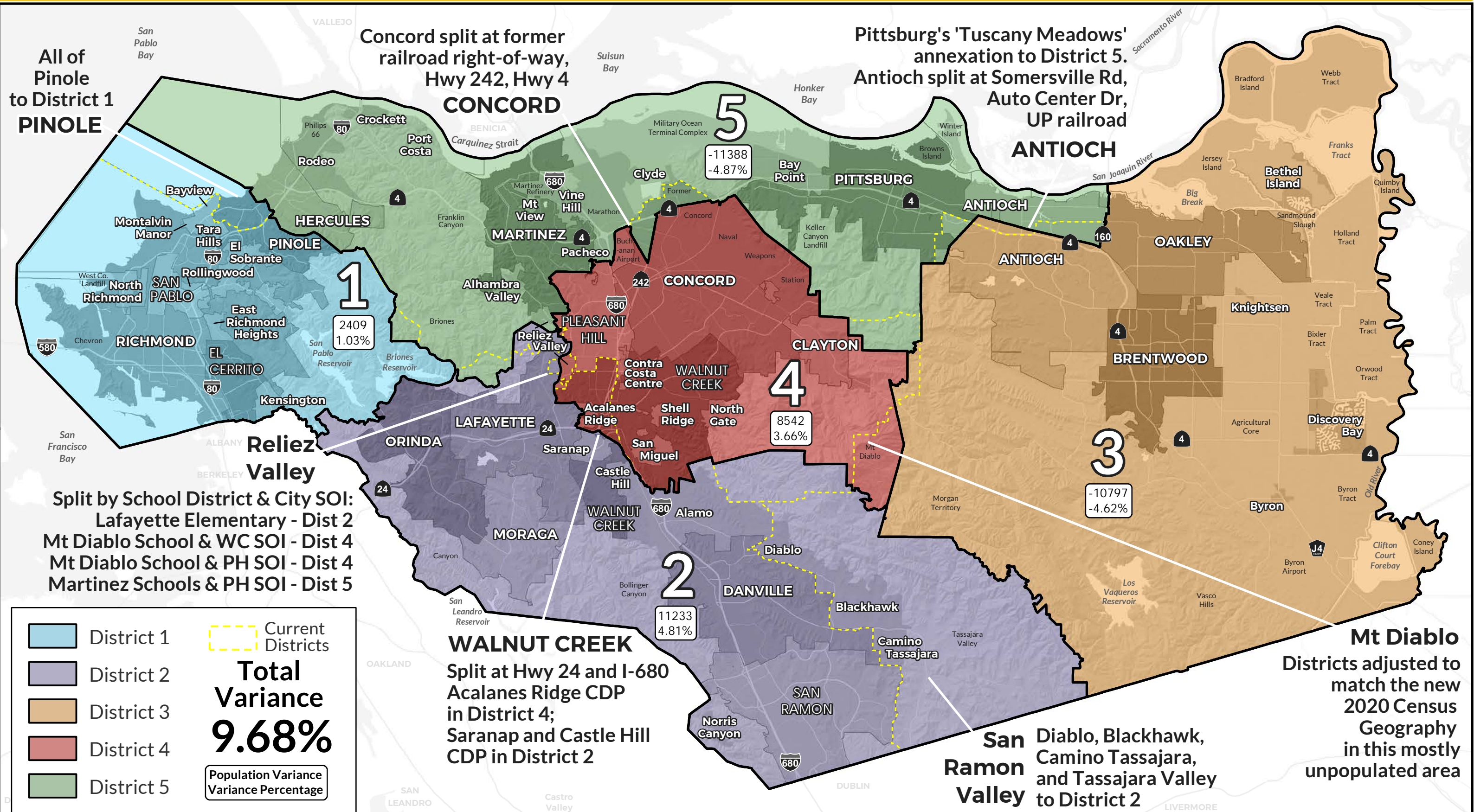
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,846	11,233	4.81%
District 3	222,816	(10,797)	-4.62%
District 4	242,155	8,542	3.66%
District 5	222,225	(11,388)	-4.87%





# CONTRA COSTA COUNTY

DRAFT - 2021 Supervisorial District  
Concept Map 5 - Detailed Map



# **CONTRA COSTA COUNTY**

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## **BOARD OF SUPERVISORS REDISTRICTING**

**PUBLIC HEARING # 3**

**6:15 PM**

**October 19, 2021**

# Contra Costa County Redistricting

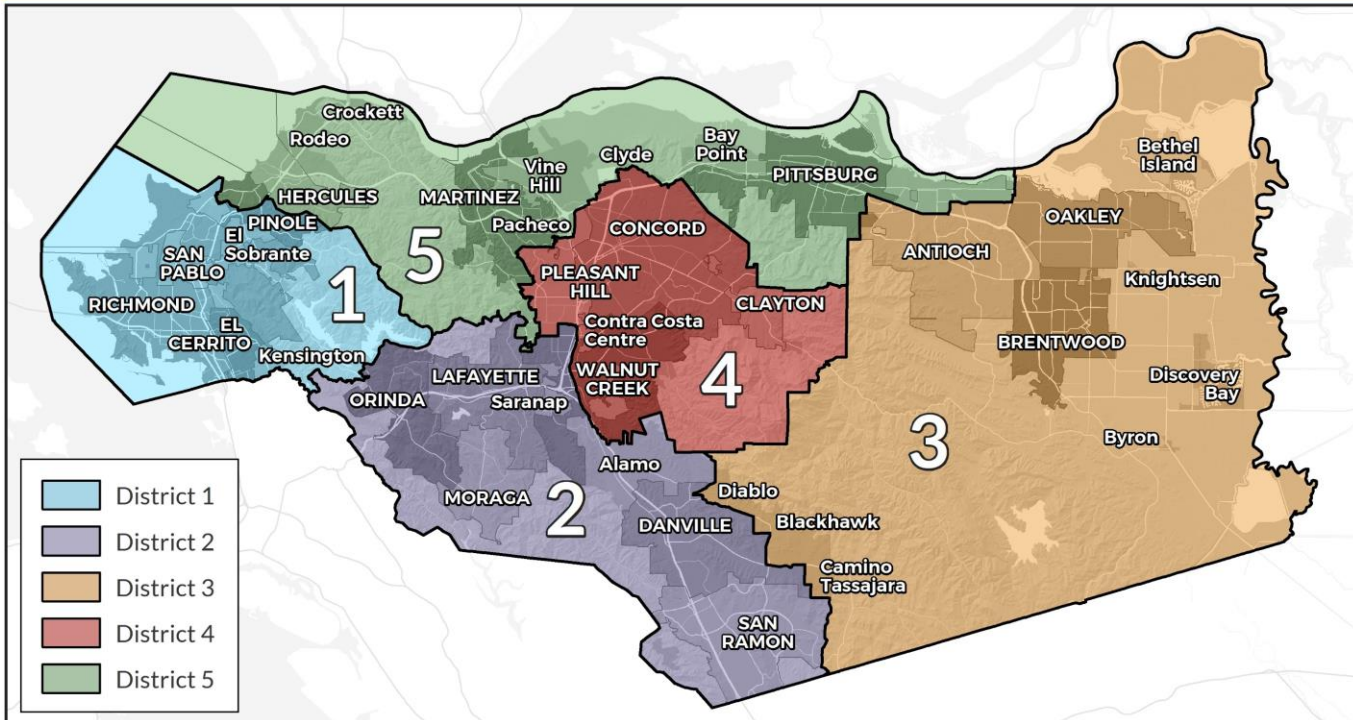
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- ❑ **Redistricting is necessary to comply with Equal Protection Clause, 14<sup>th</sup> Amendment, U.S. Constitution, “one person, one vote”**
- ❑ **Board redistricting last occurred in 2011 (Ord. 2011-15)**
- ❑ **In Contra Costa County, the Board of Supervisors is responsible for drawing supervisorial districts. This must be done using Official U.S. Census data, that was released on September 20, 2021.**



# CONTRA COSTA COUNTY

## DRAFT - 2021 Supervisorial Districts Current (2011) Supervisorial Districts - Overview Map and Data



Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L. 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	225,298	92,077 40.9%	48,831 21.7%	31,815 14.1%	37,800 16.8%	14,775 6.6%
District 2	243,779	20,824 8.5%	134,309 55.1%	4,099 1.7%	68,117 27.9%	16,430 6.7%
District 3	240,271	70,833 29.5%	91,032 37.9%	27,441 11.4%	32,717 13.6%	18,248 7.6%
District 4	229,658	51,545 22.4%	118,648 51.7%	6,940 3.0%	34,937 15.2%	17,588 7.7%
District 5	229,058	80,144 35.0%	63,059 27.5%	28,705 12.5%	40,977 17.9%	16,173 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

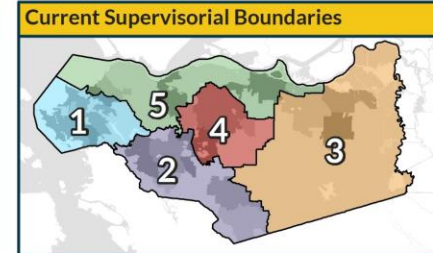
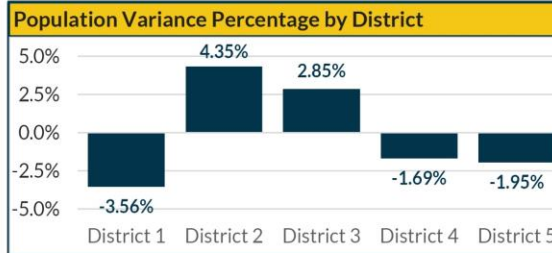
Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	132,510	33,822 25.5%	42,660 32.2%	26,101 19.7%	23,726 17.9%	6,201 4.7%
District 2	160,304	10,447 6.5%	112,725 70.3%	2,649 1.7%	29,333 18.3%	5,150 3.2%
District 3	160,771	34,824 21.7%	80,402 50.0%	19,781 12.3%	17,438 10.8%	8,326 5.2%
District 4	162,089	24,501 15.1%	105,874 65.3%	5,126 3.2%	19,690 12.1%	6,898 4.3%
District 5	146,900	34,210 23.3%	59,422 40.5%	20,060 13.7%	25,410 17.3%	7,798 5.3%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

**Total Variance**

# 7.91%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

Population by District				
District	Population	Variance	Percent	
District 1	225,298	(8,315)	-3.56%	
District 2	243,779	10,166	4.35%	
District 3	240,271	6,658	2.85%	
District 4	229,658	(3,955)	-1.69%	
District 5	229,058	(4,555)	-1.95%	





# PUBLIC OUTREACH

*“ensure transparent process, providing exceptional public access to information”*

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## □ Redistricting Communications Report

■ Email Messaging subscribers	260
■ Dedicated Redistricting Website Reviews	4,168
■ Twitter & Nextdoor Posts	95,799

- The Complete Redistricting Communications Report is available (Attachment B to the October 19 Public Hearing Board Order)

# Redistricting Public Hearing Schedule

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<b>AUGUST 10, 2021 @ 9:00 AM</b>	<b><u>Redistricting Public Hearing #1</u></b>
<b>September 20, 2021</b>	<b>Release of California State Adjusted 2020 Census Redistricting Data</b>
<b>October 5, 2021 @ 9:00 AM</b>	<b><u>Public Hearing #2</u></b>
<b>October 19, 2021 @ 6:15 PM</b>	<b><u>Public Hearing #3</u></b>
<b>October 23 – 28, 2021</b>	<b><u>District Workshops</u></b>
<b>November 9, 2021 @ 9:00 AM</b>	<b><u>Public Hearing #4</u></b>
<b>November 23, 2021 @ 9:00 AM</b>	<b><u>Public Hearing #5</u></b>
<b>December 15, 2021</b>	<b>Statutory Deadline to complete Redistricting</b>

# Redistricting Individual Supervisorial workshop Schedule

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- Saturday, October 23, 2021 @ 9:00 AM at the San Ramon City Hall, 7000 Bollinger Canyon Road, San Ramon 94583 Hosted by Supervisor Candace Andersen
  
- Sunday, October 24, 2021 @ 12:00 NOON County Board chambers, 1025 Escobar Street, Martinez 94553 by zoom only Hosted by Supervisor Diane Burgis
  
- Monday, October 25, 2021 @ 7:00 PM at the Pleasant Hill Community Center – Perera Pavilion, 320 Civic Drive, Pleasant Hill 94523 Hosted by Supervisor Karen Mitchoff
  
- Tuesday, October 26, 2021 @ 7:00 PM County Board chambers, 1025 Escobar Street, Martinez 94553 by zoom only Hosted by Supervisors Diane Burgis & Federal Glover
  
- Wednesday, October 27, 2021 @ 6:30 PM at the San Pablo City Hall, 1000 Gateway Avenue, San Pablo 94806 Hosted by Supervisor John Gioia
  
- Thursday, October 28, 2021 @ 7:00 PM County Board chambers, 1025 Escobar Street, Martinez 94553 zoom only Hosted by Supervisor Federal Glover

# Three Community Online Workshops

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- ❑ These were Technical Workshops intended for the public to learn how the online mapping application works and how to submit Suggestions for Community of Interests or suggestions for Supervisorial District maps
- ❑ First Community Workshop was conducted by Districtr on September 15, 2021
- ❑ Second Community Workshop was conducted in Spanish & Hosted by Districtr on October 13, 2021
- ❑ Third Community Workshop was conducted by Districtr October 14, 2021
- ❑ More information is available at [www.CoCoRedistricting.org](http://www.CoCoRedistricting.org)

# CALIFORNIA LAW

## MANDATORY REQUIREMENTS

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- **Strict Time Limits** – Elections Code section 21501 requires that the boundaries of the supervisorial districts shall be adopted by the board no later than **December 15, 2021**
- Before adopting a final map, the board shall hold at least **four** (4) Public Hearings
- One before draft maps are drawn
- At least two (2) after the maps are drawn
- At least one on a Saturday, Sunday or after 6:00 PM Monday through Friday
- Public Hearings at a fixed time regardless of other agenda items, but Board may first conclude any item being discussed



# CALIFORNIA FAIR MAPS ACT

## RANKED PRIORITIES

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- ❑ To the extent practicable, supervisorial districts shall be geographically contiguous. Areas that meet only at the points of adjoining corners, are separated by water and not connected by a bridge, tunnel or regular ferry service are not contiguous.
- ❑ Geographic integrity of any local neighborhood or local Community of Interest (COI) shall be respected in a manner that minimizes its division.
- ❑ To the extent practicable, geographic integrity of a city or census designated place shall be respected in a manner that minimizes its division.
- ❑ Supervisorial district boundaries should be easily identifiable and understandable by residents. To the extent practicable, supervisorial districts shall be bounded by natural and artificial barriers, by streets, or by the boundaries of the county.
- ❑ To the extent practicable, and where it does not conflict with the preceding criteria in this subdivision, supervisorial districts shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.
- ❑ The Board of Supervisors shall not adopt supervisorial district boundaries for the purpose of favoring or discriminating against a political party.

# Community of Interest

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- A “community of interest” is a population that shares common social or economic interests that should be included within a single supervisorial district for purposes of effective and fair representation.
- A “Community of interest” can be almost anything, but must be identifiable by a specific geographic area

# GUIDING PRINCIPLES / CRITERIA

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**When possible maintain communities of interest together in a single district and avoid splitting communities.**

## **Examples of Community of Interests:**

- ❑ Urban and rural interests
- ❑ Housing patterns and living conditions (urban, suburban, rural)
- ❑ Social interests
- ❑ Community centers
- ❑ Cultural, religious, and language characteristics
- ❑ School districts / attendance areas
- ❑ City Boundaries
- ❑ Policy issues (concerns about crime, education, etc.)
- ❑ Employment and economic patterns (How are community residents employed? What is the economic base of the community?)
- ❑ Health and environmental conditions
- ❑ **More Examples of Community of interests are shown on our Dedicated Redistricting Website at [www.CoCoRedistricting.org](http://www.CoCoRedistricting.org)**

# POPULATION GROWTH

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- ❑ Official 2020 U.S. Census data must be used as basis for the Board's redistricting
- ❑ Census 2020 redistricting data was scheduled to be released by April 1, 2021 – however, the data was not released until August 12, 2021 in "Legacy" format.
- ❑ The California Official Redistricting Database is responsible for redistricting data and was released on September 20, 2021 and included incarcerated population reallocation numbers

# DATA ANALYSIS & MAPPING

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- ❑ Existing Department of Conservation and Development (DCD) staff and resources, including GIS mapping program, are used to map district boundaries
- ❑ On September 20, 2021 the California Official Census Data was available, & DCD began mapping district boundary alternatives
- ❑ However, the Fair Maps Act prohibited the County from releasing any County Draft Proposals of district boundary alternatives until Sept 27, 2021 (7 days after the Official Data was available)




# Contra Costa County Dedicated Redistricting Website Submission Gallery

View Type


Card View List View Icon View




**Encouraging like minded advancement**  
Joseph Jackson - Richmond  
10/5/2021  
Type: plan | ID: p5147  
Supervisory Districts  
[#diversity](#)  
[#spreadthewealth](#)  
Comments: 0




**Why grouping commonalities is important**  
Joseph Jackson - Richmond  
10/5/2021  
Type: plan | ID: p5142  
Supervisory Districts  
[#inclusive](#)  
Comments: 0




**Alon's Vision For The 16th AD**  
Alon Gottlieb Chernov - Pleasanton  
10/4/2021  
Type: plan | ID: p5109  
State Assembly Districts  
[#danville](#)  
[#hispanic](#)  
Comments: 0




**Add Blackhawk & Diablo to District 2**  
Michael Young - Contra Costa  
9/24/2021  
Type: plan | ID: p4926  
Supervisory Districts  
Comments: 0




**Ron's #3**  
Ronald Banducci - Danville  
9/24/2021  
Type: plan | ID: p4925  
Supervisory Districts  
Comments: 0




**District 2**  
DON TATZIN - Lafayette  
9/17/2021  
Type: written | ID: w4783  
Comments: 0



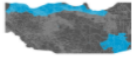
**Ron's #2 Map**  
Ronald Banducci - Danville/Contra Costa County  
9/15/2021  
Type: plan | ID: p4717  
Supervisory Districts  
Comments: 0




**Ron's District Map**  
Ronald Banducci - Danville/Contra Costa County  
9/15/2021  
Type: plan | ID: p4715  
Supervisory Districts  
Comments: 0



**Downtown Walnut Creek Core**  
Kate  
8/9/2021  
Type: col | ID: c2635  
Comments: 0



**Northern Waterfront Economic Development**  
Federal Glover - Pittsburg  
8/9/2021  
Type: col | ID: c2632  
[#northernwaterfront](#)  
[#economicdevelopment](#)  
[#diversity](#)  
Comments: 0

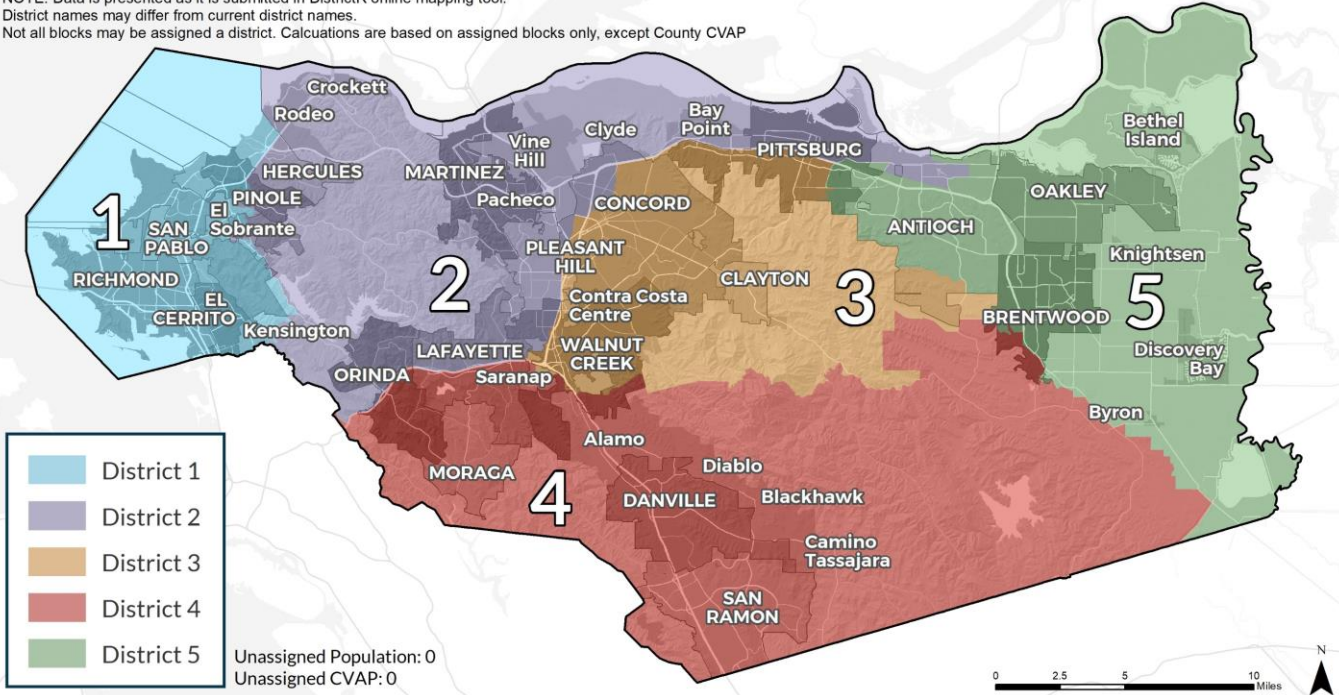


**Ag Core**  
Example Farmer - Ag Core Area  
8/4/2021  
Type: col | ID: c2535  
Comments: 0

# CONTRA COSTA COUNTY

Community Submission p5142  
Why grouping commonalities is important - Overview Map and Data

NOTE: Data is presented as it is submitted in DistrictR online mapping tool.  
District names may differ from current district names.  
Not all blocks may be assigned a district. Calculations are based on assigned blocks only, except County CVAP



## Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	233,799	93,714 40.1%	48,231 20.6%	33,784 14.5%	42,826 18.3%	15,244 6.5%
District 2	233,881	67,538 28.9%	96,990 41.5%	18,174 7.8%	34,019 14.5%	17,160 7.3%
District 3	233,851	59,854 25.6%	104,249 44.6%	12,436 5.3%	39,866 17.0%	17,446 7.5%
District 4	233,379	19,491 8.4%	124,835 53.5%	4,000 1.7%	69,740 29.9%	15,313 6.6%
District 5	233,154	74,826 32.1%	81,574 35.0%	30,606 13.1%	28,097 12.1%	18,051 7.7%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	138,049	34,168 24.8%	42,401 30.7%	27,882 20.2%	27,249 19.7%	6,349 4.6%
District 2	160,322	30,588 19.1%	87,643 54.7%	13,148 8.2%	21,352 13.3%	7,591 4.7%
District 3	160,771	27,238 16.9%	93,639 58.2%	8,110 5.0%	21,607 13.4%	7,262 4.5%
District 4	152,577	9,872 6.5%	105,007 68.8%	2,813 1.8%	30,185 19.8%	4,700 3.1%
District 5	153,770	35,938 23.4%	72,393 47.1%	21,764 14.2%	15,204 9.9%	8,471 5.5%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

Prepared by the Department of Conservation and Development - GIS Group for the October 19th, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L. 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP), DistrictR online mapping submissions

**Concept Total Variation**

# 0.31%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

Population by District			
District	Population	Variance	Percent
District 1	233,799	186	0.08%
District 2	233,881	268	0.11%
District 3	233,851	238	0.10%
District 4	233,379	(234)	-0.10%
District 5	233,154	(459)	-0.20%

**Written Description from Submission**

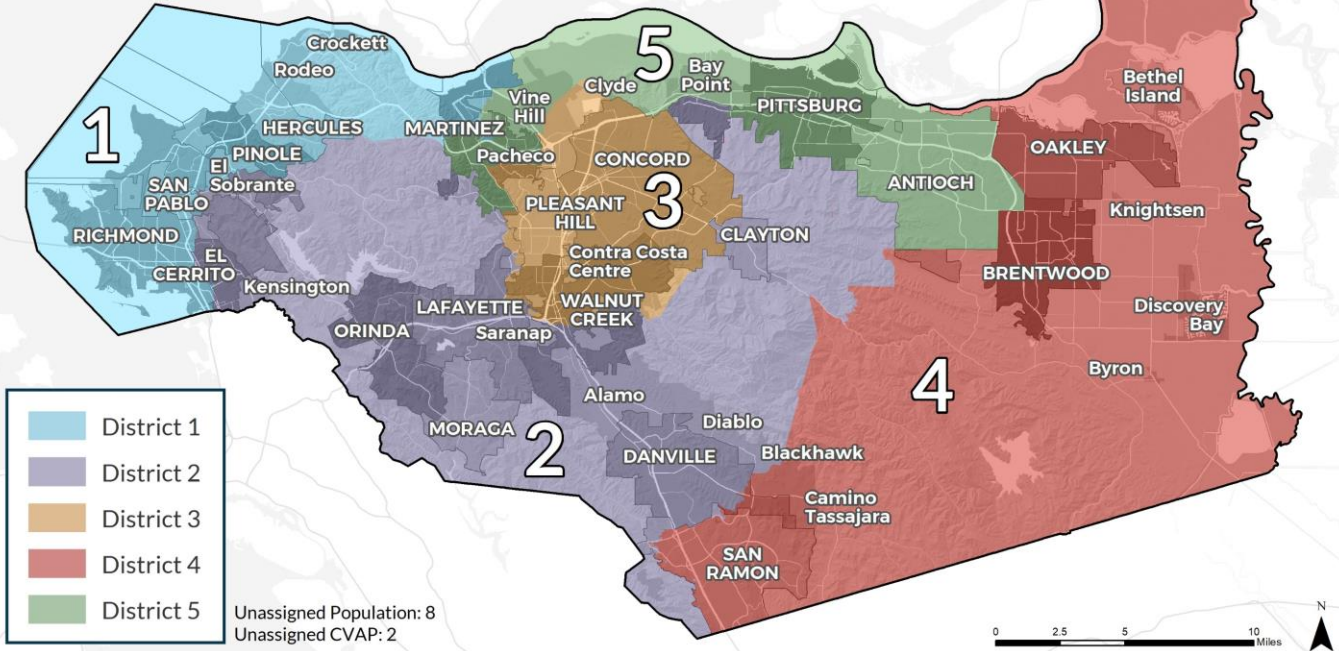
When drawing out this new map I took into consideration the ideal population, but ultimately it came down to centralizing concerns and issues between locations. As a long time resident of West Contra Costa, I found it very uniquely odd that I lived in Richmond and we were represented by John Gioia and my cousins who lived in Hercules who (in the same school district) were represented by another representative. I think by grouping commonalities like school districts, income level based off city population, wetland and shoreline, etc. is the best plan for redistricting. It levels the playing field and creates more equality of responsibility by stretching the districts out across other areas versus making them so compact.





# CONTRA COSTA COUNTY

NOTE: Data is presented as it is submitted in DistrictR online mapping tool.  
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Not all blocks may be assigned a district. Calculations are based on assigned blocks only, except County CVAP



## Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	233,633	97,153 41.6%	43,399 18.6%	35,692 15.3%	42,887 18.4%	14,502 6.2%
District 2	233,582	24,790 10.6%	140,315 60.1%	7,352 3.1%	43,321 18.5%	17,804 7.6%
District 3	233,683	53,507 22.9%	118,894 50.9%	7,195 3.1%	36,178 15.5%	17,909 7.7%
District 4	233,306	47,348 20.3%	95,833 41.1%	11,113 4.8%	62,797 26.9%	16,215 7.0%
District 5	233,852	92,624 39.6%	57,438 24.6%	37,648 16.1%	29,362 12.6%	16,780 7.2%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,320	36,579 26.1%	40,153 28.6%	28,994 20.7%	27,886 19.9%	6,708 4.8%
District 2	169,380	13,553 8.0%	120,283 71.0%	5,440 3.2%	24,705 14.6%	5,399 3.2%
District 3	160,771	25,078 15.6%	105,705 65.7%	5,219 3.2%	20,523 12.8%	7,300 4.5%
District 4	143,448	22,640 15.8%	80,355 56.0%	7,947 5.5%	25,895 18.1%	6,611 4.6%
District 5	145,599	39,954 27.4%	54,587 37.5%	26,117 17.9%	16,588 11.4%	8,353 5.7%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

Prepared by the Department of Conservation and Development - GIS Group for the October 19th, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L. 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP), DistrictR online mapping submissions

### Concept Total Variation

**0.23%**

#### 2021 Population

Population: 1,168,064

Equal Distribution: 233,613

Citizen Voting Age Population (CVAP): 762,574

### Population by District

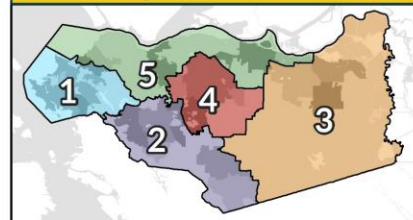
District	Population	Variance	Percent
District 1	233,633	20	0.01%
District 2	233,582	(31)	-0.01%
District 3	233,683	70	0.03%
District 4	233,306	(307)	-0.13%
District 5	233,852	239	0.10%

### Written Description from Submission

I previously wrote another plan that was slightly similar to this one. I rewrote a plan because I wanted this new plan to be more geographically friendly to the communities they serve. I have been a longtime lover of politics and involved in community engagement for a while, it is important for me to have leaders who represent communities based off of income/wealth level, employment and type of work, crime statistics, etc.

This new map more closely relates the communities together that have all of the same or similar socio-economic statistics. My new district map is very much of an "out of the box" approach.

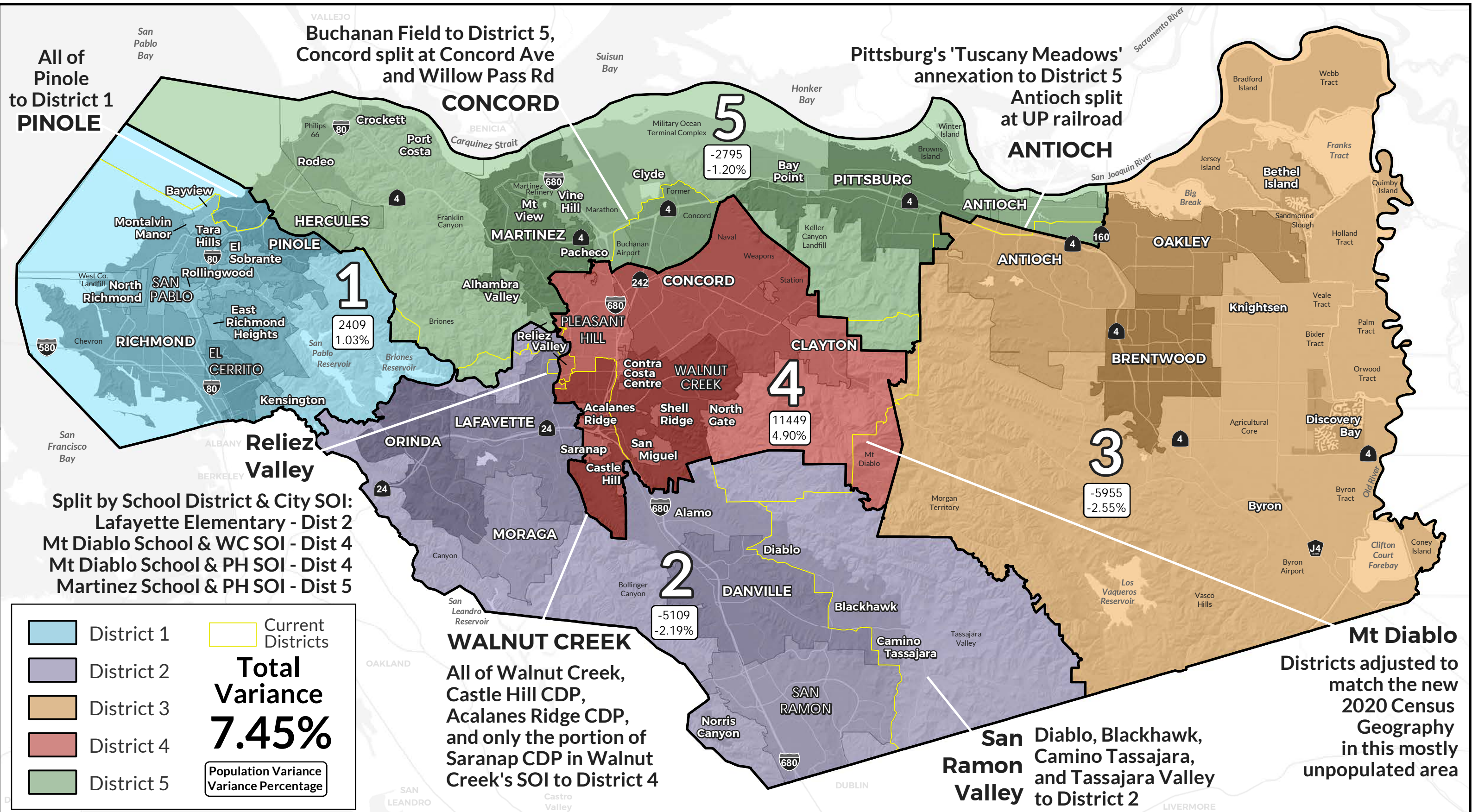
### Current Supervisorial Boundaries



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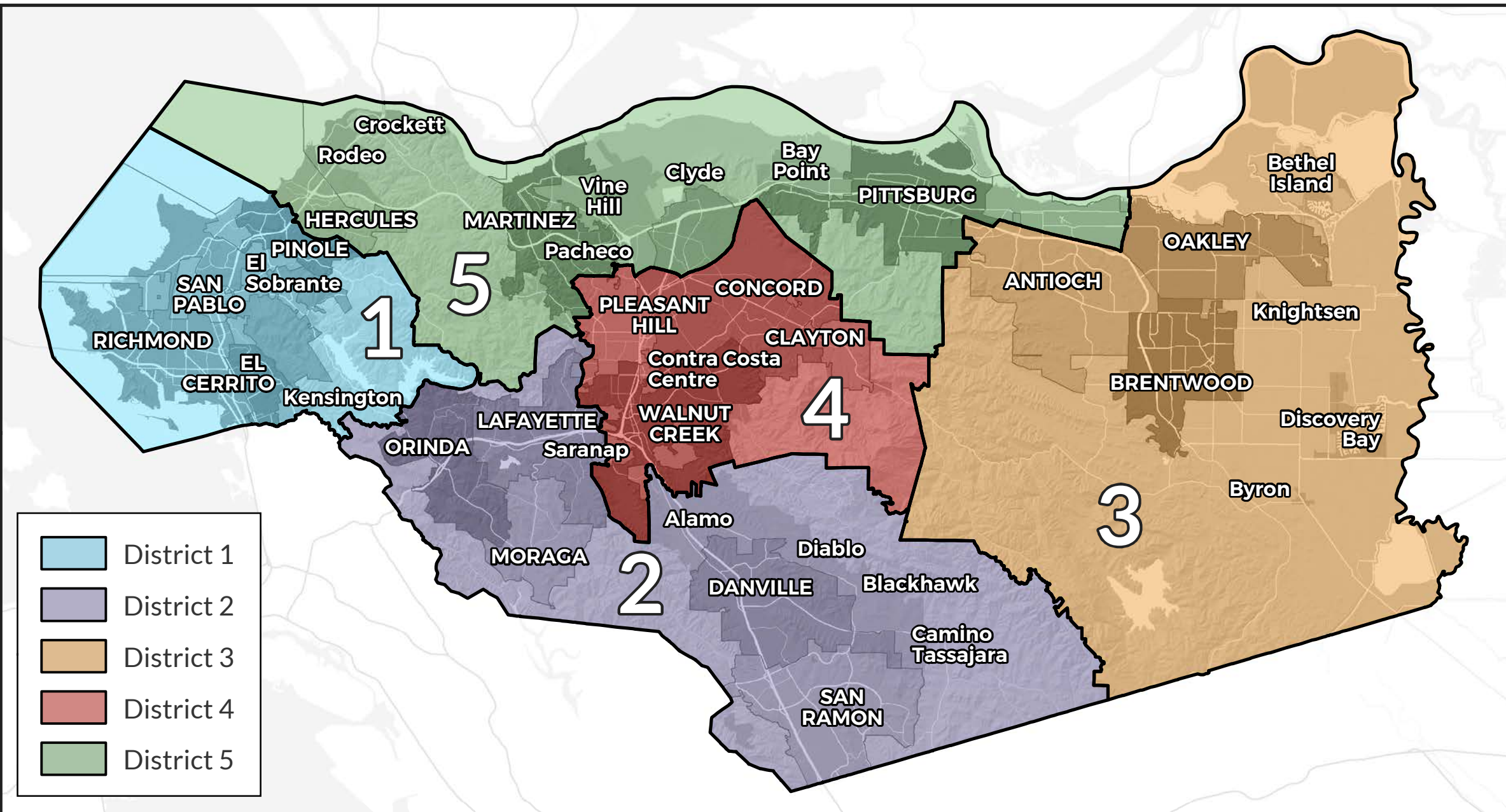
# **CONCEPTUAL SUPERVISORIAL DISTRICT MAPS**







# CONTRA COSTA COUNTY



## Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	228,504	18,777 8.2%	121,228 53.1%	3,655 1.6%	69,326 30.3%	15,518 6.8%
District 3	227,658	71,717 31.5%	82,447 36.2%	28,809 12.7%	27,092 11.9%	17,593 7.7%
District 4	245,062	48,119 19.6%	134,256 54.8%	7,043 2.9%	37,438 15.3%	18,206 7.4%
District 5	230,818	81,804 35.4%	66,577 28.8%	26,186 11.3%	39,932 17.3%	16,319 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	146,430	9,421 6.4%	100,331 68.5%	2,306 1.6%	29,777 20.3%	4,595 3.1%
District 3	160,771	34,332 21.4%	72,887 45.3%	20,543 12.8%	14,497 9.0%	8,361 5.2%
District 4	175,985	22,909 13.0%	119,518 67.9%	5,297 3.0%	20,936 11.9%	7,325 4.2%
District 5	149,000	35,986 24.2%	62,936 42.2%	18,299 12.3%	24,348 16.3%	7,431 5.0%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

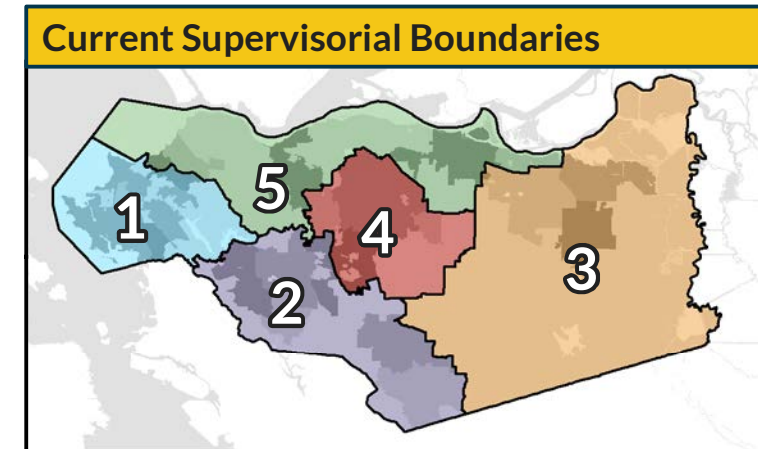
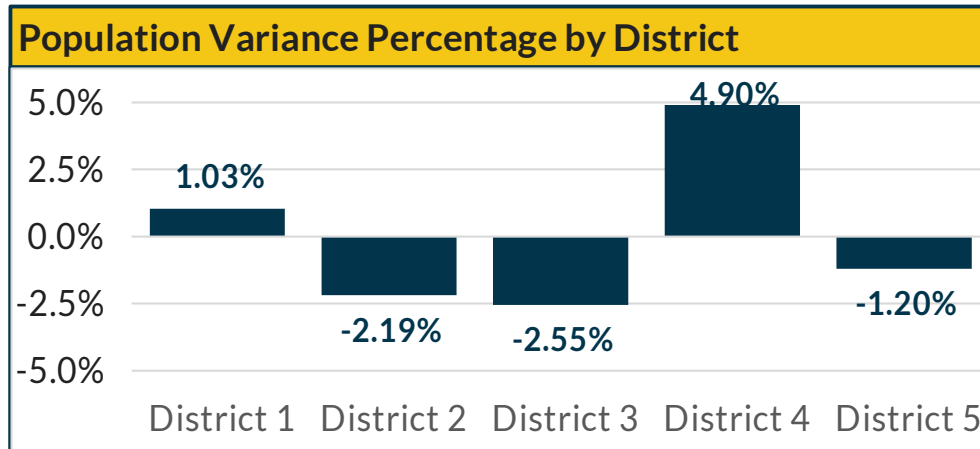
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

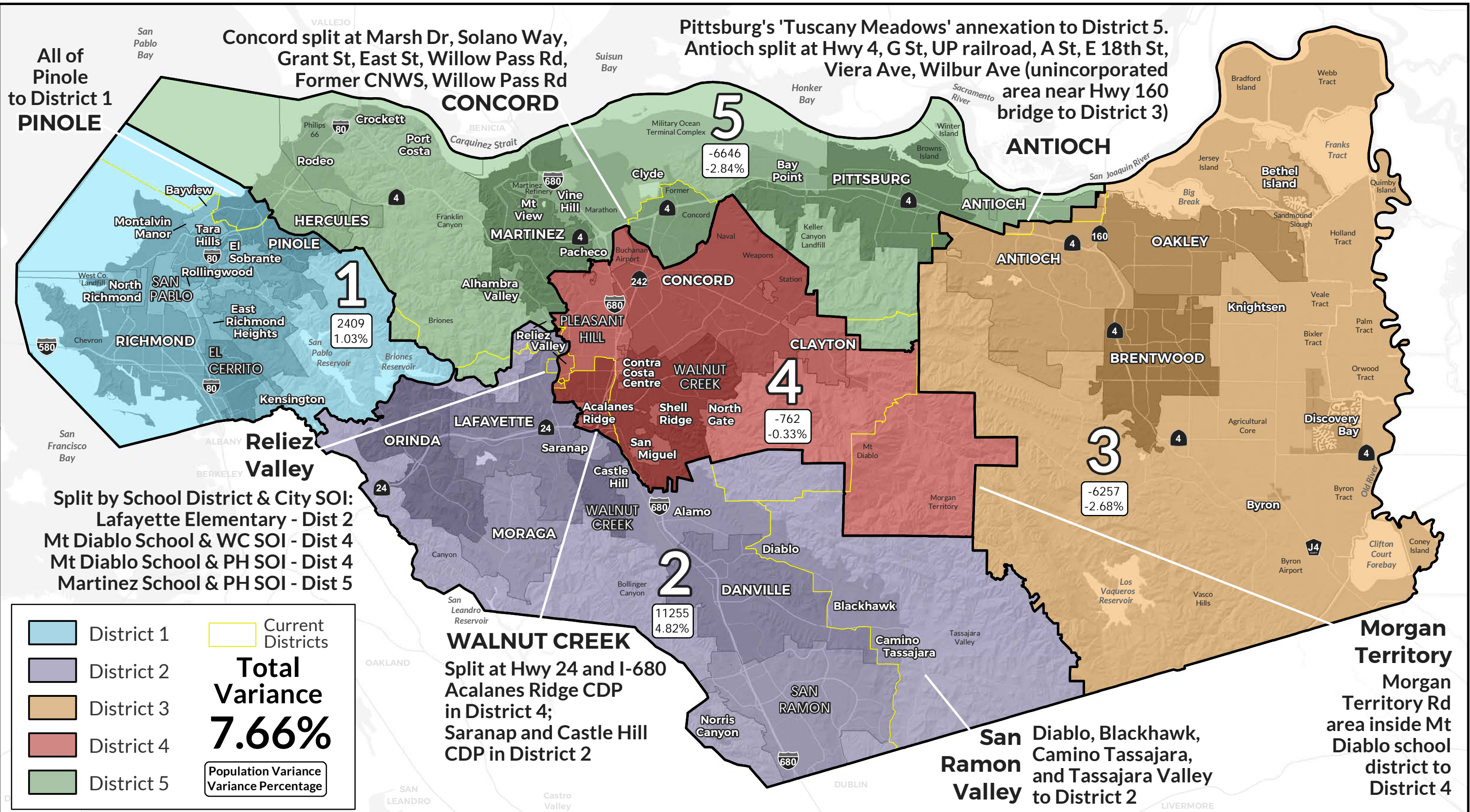
# 7.45%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

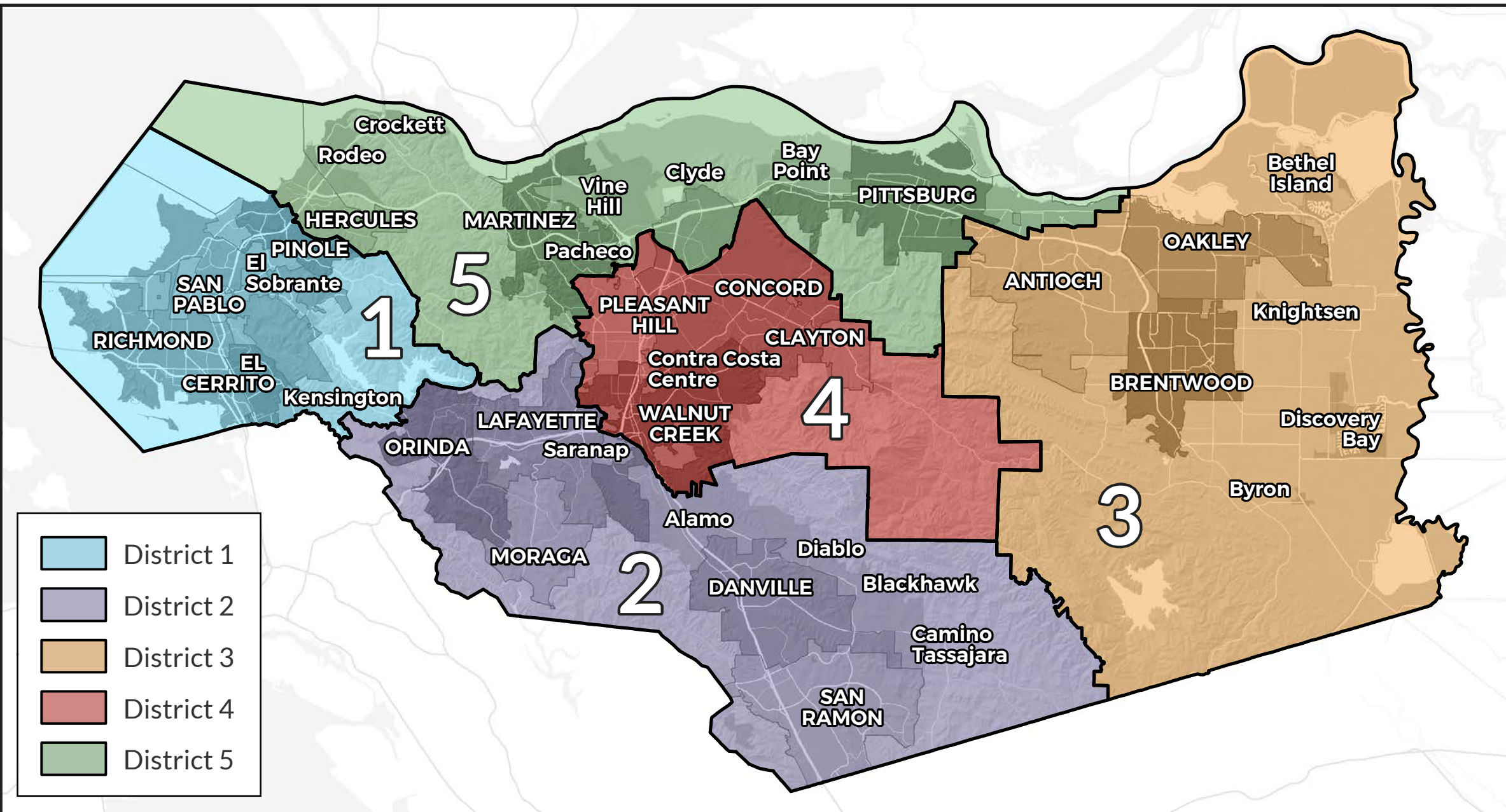
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	228,504	(5,109)	-2.19%
District 3	227,658	(5,955)	-2.55%
District 4	245,062	11,449	4.90%
District 5	230,818	(2,795)	-1.20%











### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,868	19,795 8.1%	133,526 54.5%	3,879 1.6%	71,376 29.1%	16,292 6.7%
District 3	227,356	72,114 31.7%	83,011 36.5%	27,556 12.1%	27,176 12.0%	17,499 7.7%
District 4	232,851	48,506 20.8%	123,794 53.2%	7,014 3.0%	35,837 15.4%	17,700 7.6%
District 5	226,967	80,002 35.2%	64,177 28.3%	27,244 12.0%	39,399 17.4%	16,145 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,797	9,982 6.2%	112,496 70.0%	2,557 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	35,332 22.0%	73,258 45.6%	19,846 12.3%	14,585 9.1%	8,200 5.1%
District 4	165,112	23,471 14.2%	109,357 66.2%	5,168 3.1%	19,853 12.0%	7,263 4.4%
District 5	144,905	33,863 23.4%	60,561 41.8%	18,874 13.0%	24,103 16.6%	7,504 5.2%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

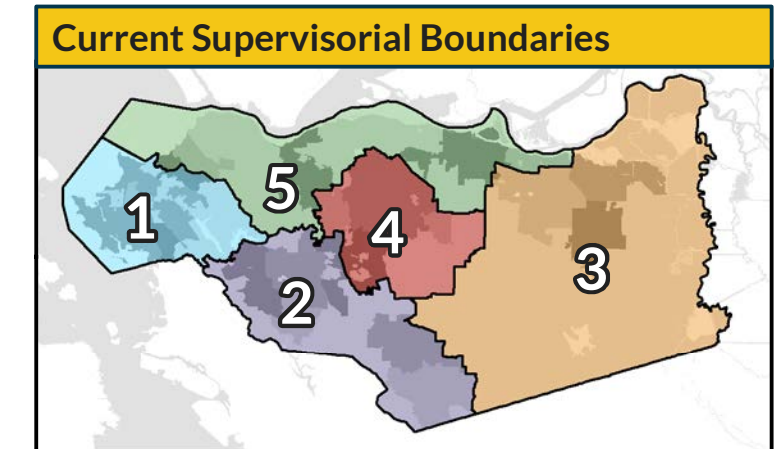
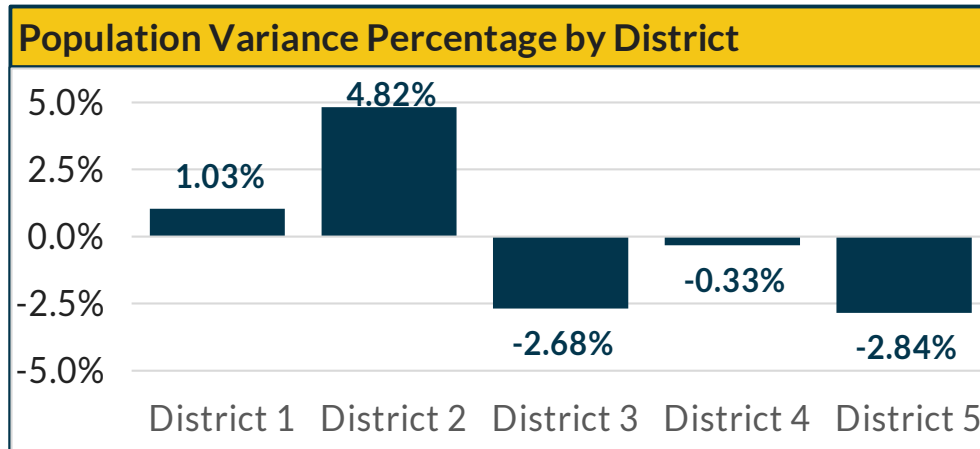
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

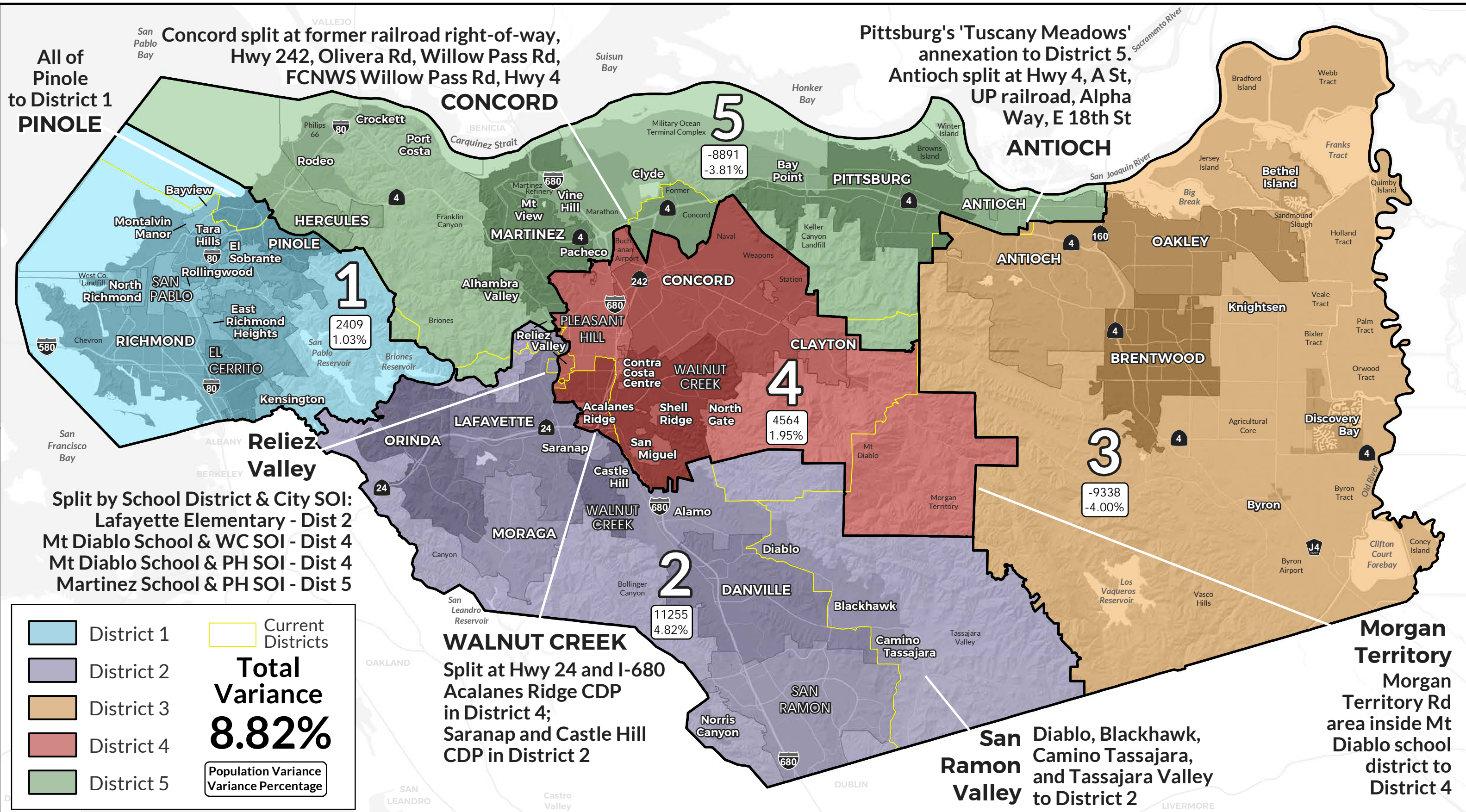
# 7.66%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

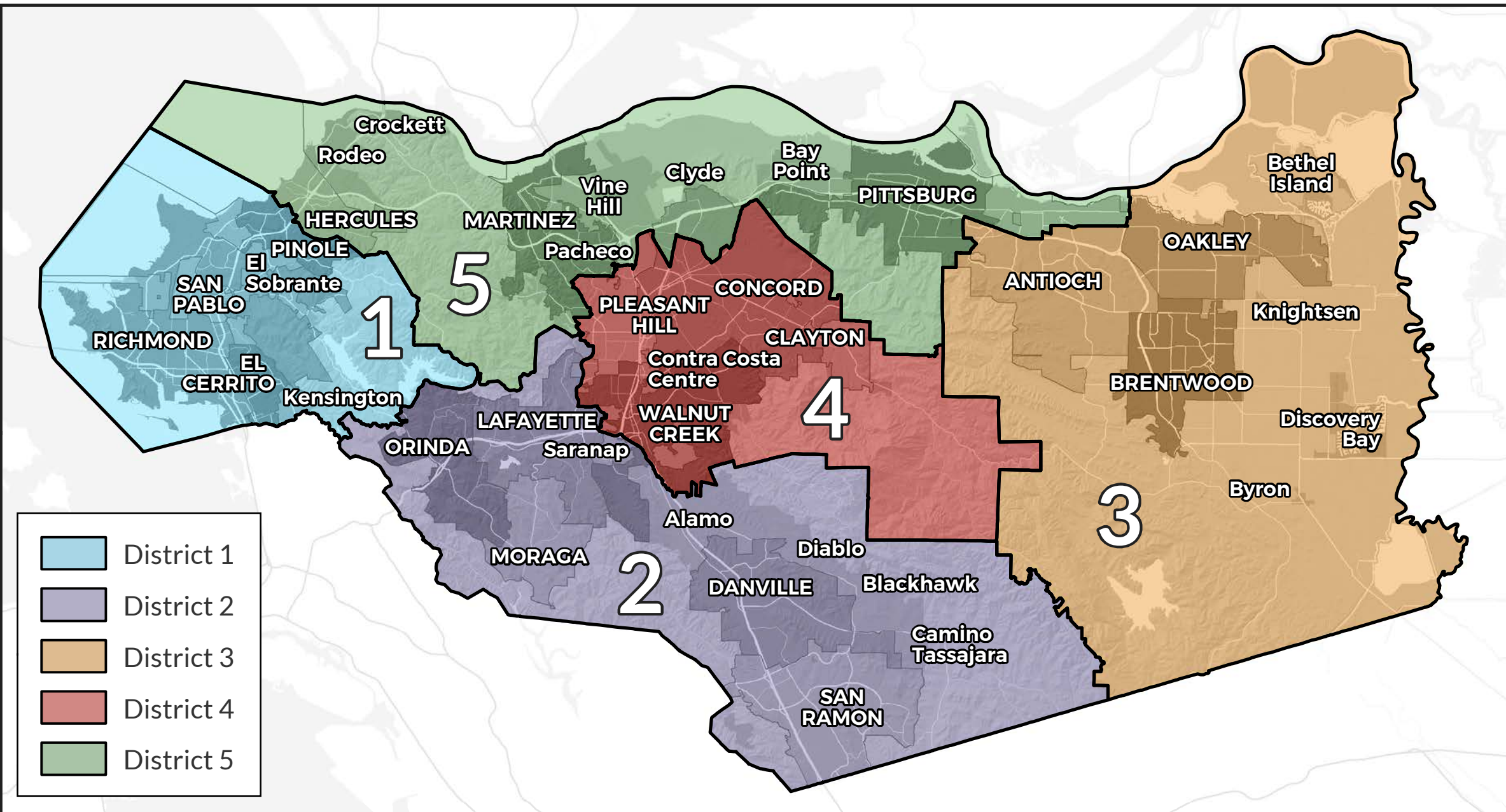
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,868	11,255	4.82%
District 3	227,356	(6,257)	-2.68%
District 4	232,851	(762)	-0.33%
District 5	226,967	(6,646)	-2.84%











### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,868	19,795 8.1%	133,526 54.5%	3,879 1.6%	71,376 29.1%	16,292 6.7%
District 3	224,275	70,274 31.3%	82,340 36.7%	27,292 12.2%	27,085 12.1%	17,284 7.7%
District 4	238,177	50,135 21.0%	126,361 53.1%	7,114 3.0%	36,399 15.3%	18,168 7.6%
District 5	224,722	80,213 35.7%	62,281 27.7%	27,408 12.2%	38,928 17.3%	15,892 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

Citizen Voting Age Population (CVAP) Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,797	9,982 6.2%	112,496 70.0%	2,557 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	34,552 21.5%	72,756 45.3%	19,692 12.2%	14,570 9.1%	8,019 5.0%
District 4	168,039	23,549 14.0%	111,531 66.4%	5,324 3.2%	20,244 12.0%	7,391 4.4%
District 5	143,610	34,565 24.1%	58,889 41.0%	18,872 13.1%	23,727 16.5%	7,557 5.3%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

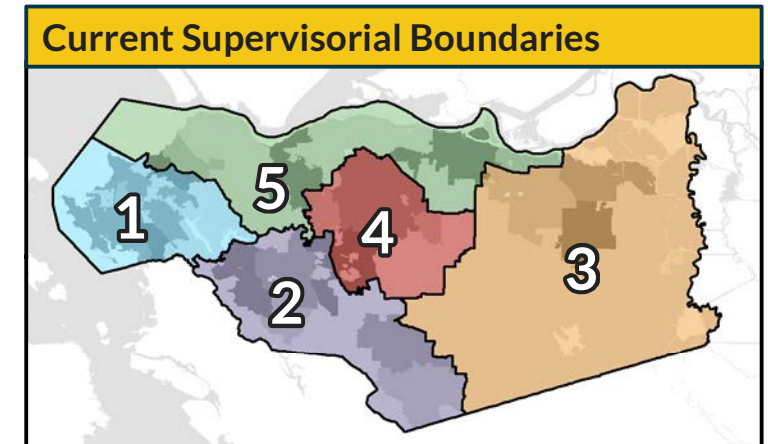
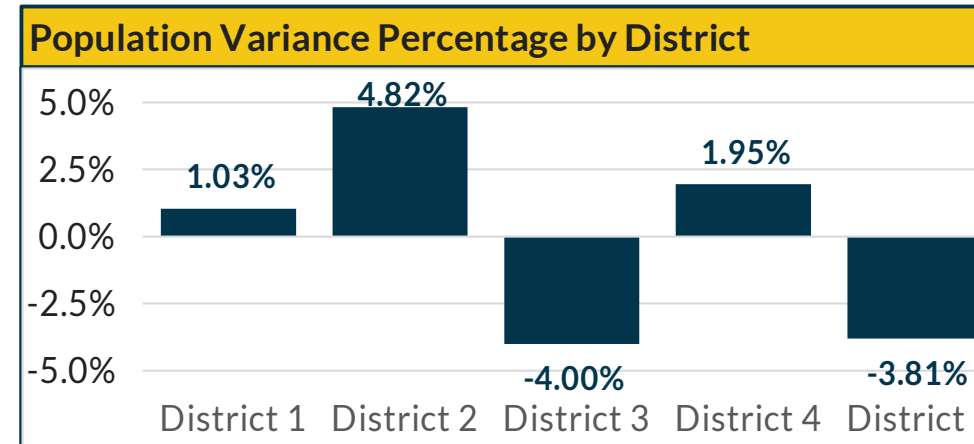
Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

**Total Variance**

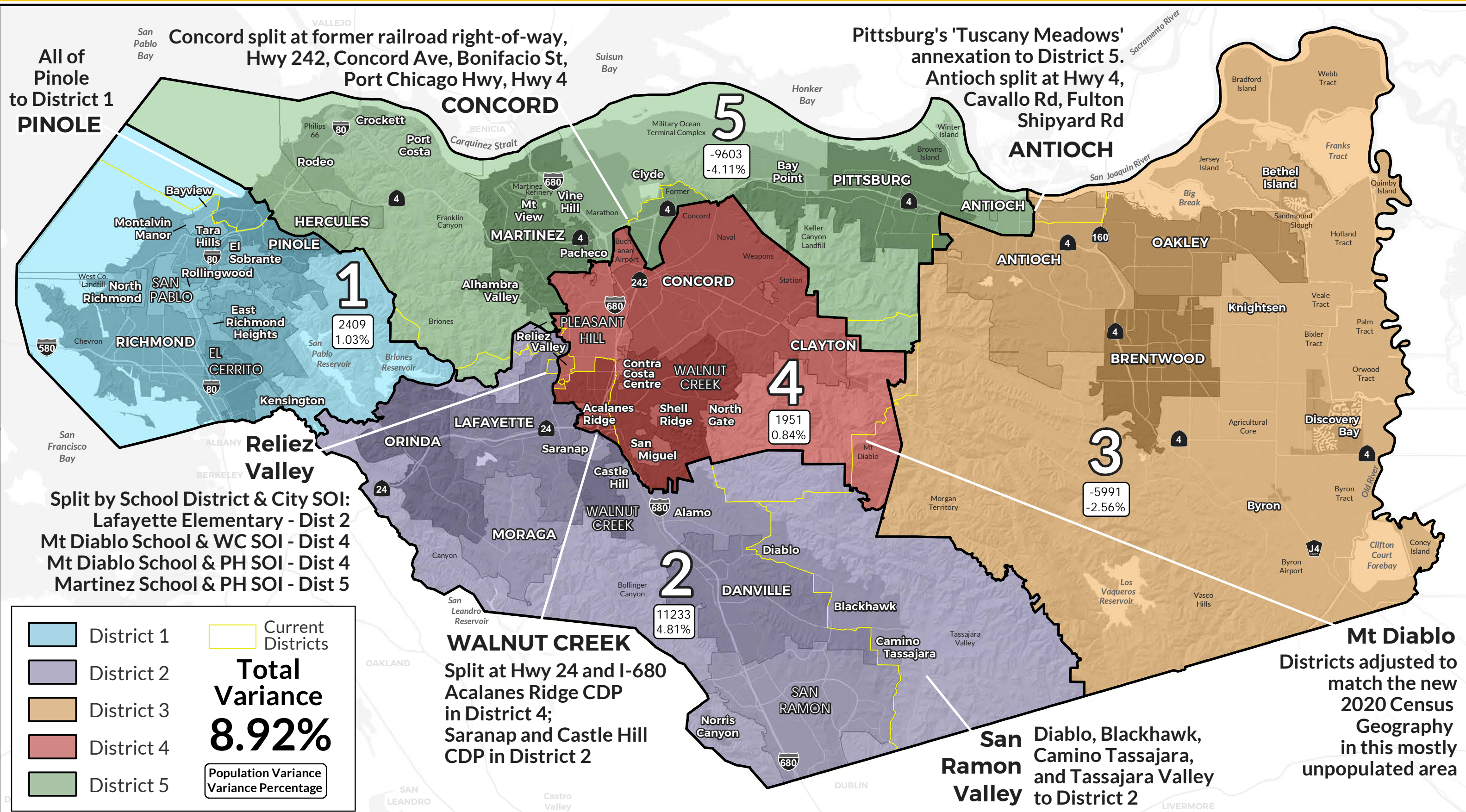
# 8.82%

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

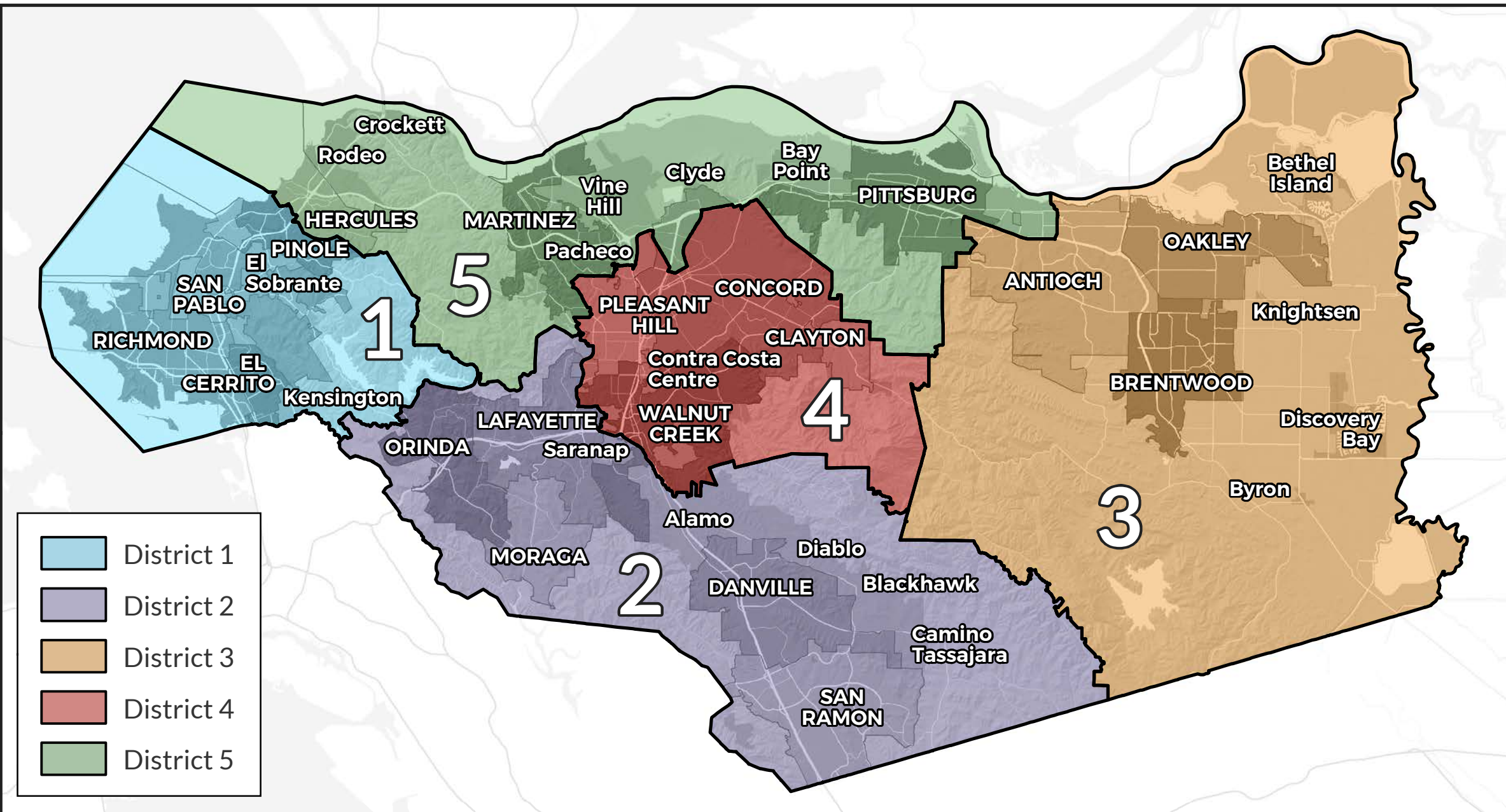
Population by District			
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,868	11,255	4.82%
District 3	224,275	(9,338)	-4.00%
District 4	238,177	4,564	1.95%
District 5	224,722	(8,891)	-3.81%











### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,846	19,791 8.1%	133,512 54.5%	3,878 1.6%	71,376 29.2%	16,289 6.7%
District 3	227,622	71,221 31.3%	83,676 36.8%	27,994 12.3%	27,208 12.0%	17,523 7.7%
District 4	235,564	49,277 20.9%	125,110 53.1%	6,970 3.0%	36,208 15.4%	17,999 7.6%
District 5	224,010	80,128 35.8%	62,210 27.8%	26,851 12.0%	38,996 17.4%	15,825 7.1%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

### Citizen Voting Age Population (CVAP) Race and Ethnicity

	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,786	9,982 6.2%	112,487 70.0%	2,555 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	34,756 21.6%	74,352 46.2%	20,371 12.7%	14,609 9.1%	8,105 5.0%
District 4	166,852	23,427 14.0%	110,517 66.2%	5,103 3.1%	20,410 12.2%	7,395 4.4%
District 5	142,204	34,483 24.2%	58,316 41.0%	18,416 13.0%	23,522 16.5%	7,467 5.3%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

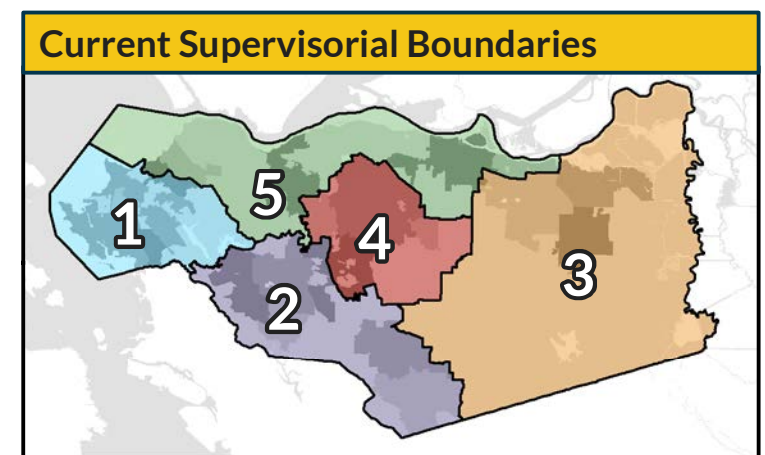
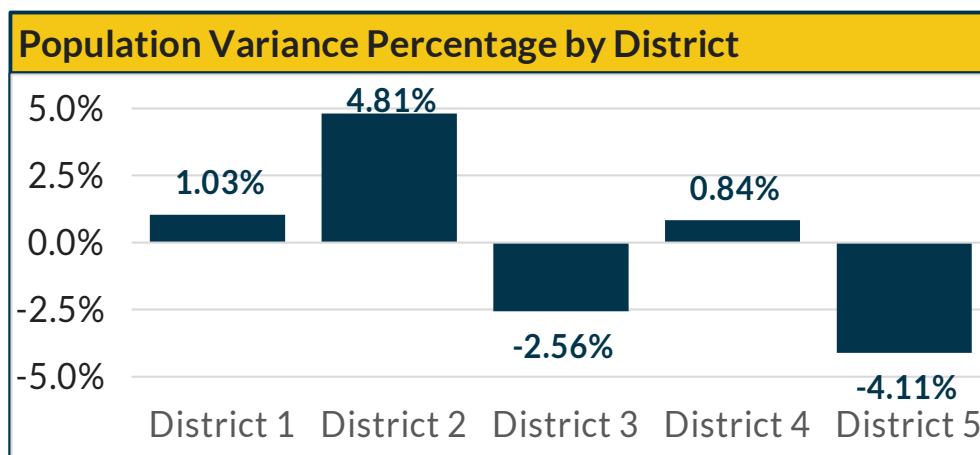
### Total Variance

**8.92%**

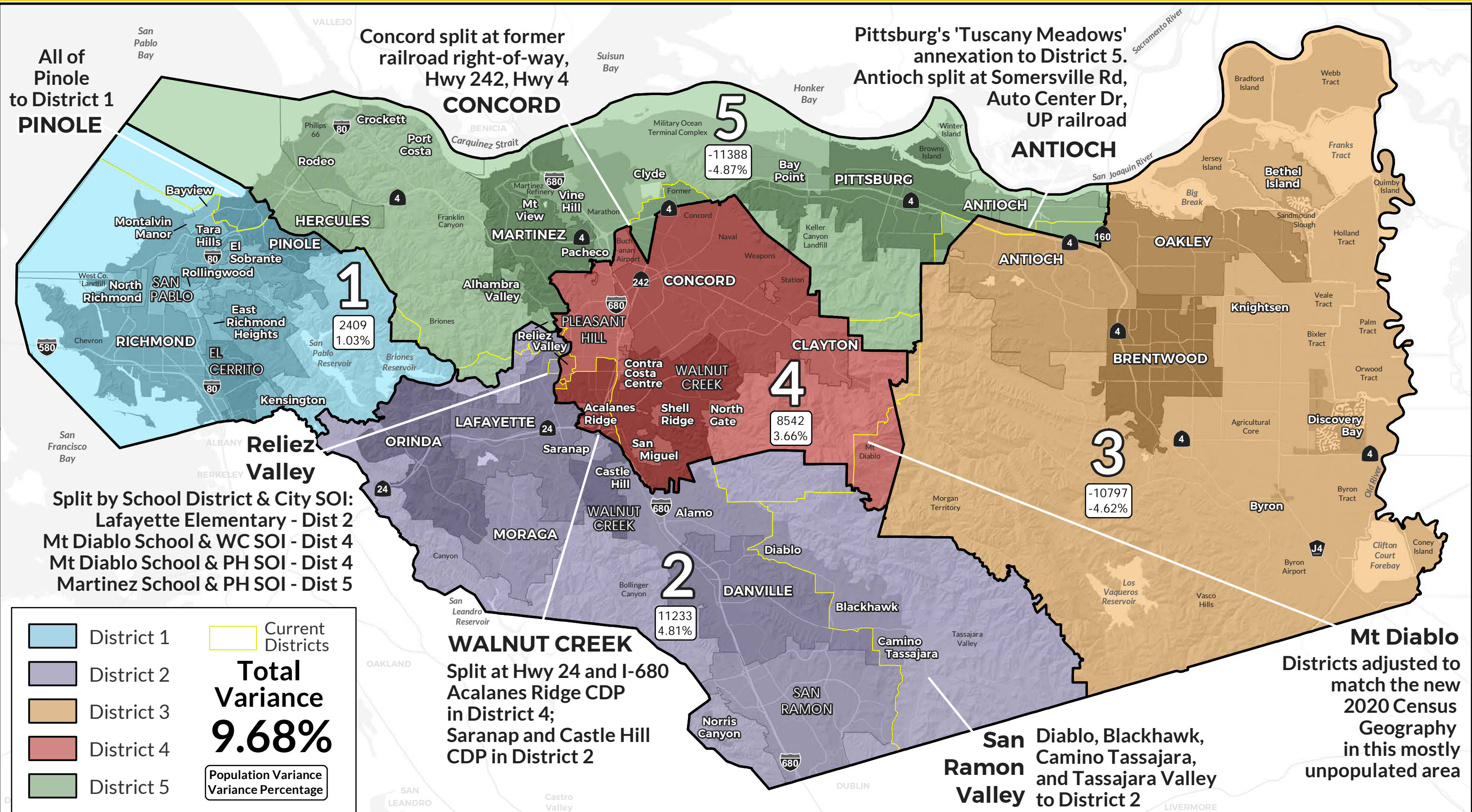
**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

### Population by District

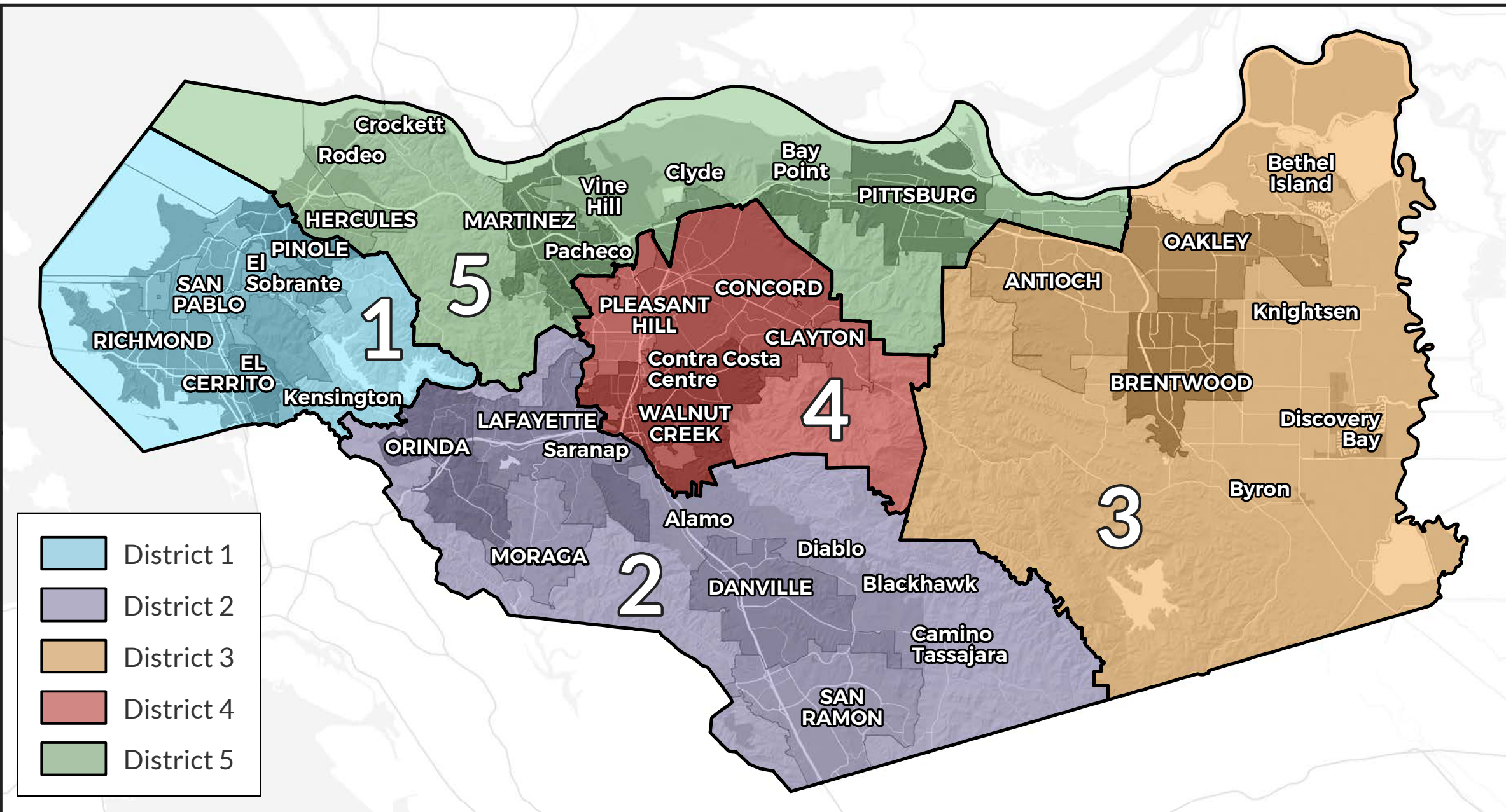
District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,846	11,233	4.81%
District 3	227,622	(5,991)	-2.56%
District 4	235,564	1,951	0.84%
District 5	224,010	(9,603)	-4.11%











### Demographic Analysis Race and Ethnicity by District

Total Population - Race and Ethnicity						
	Total	Latino	White	Black	Asian	Other
District 1	236,022	95,006 40.3%	51,371 21.8%	33,307 14.1%	40,760 17.3%	15,578 6.6%
District 2	244,846	19,791 8.1%	133,512 54.5%	3,878 1.6%	71,376 29.2%	16,289 6.7%
District 3	222,816	69,647 31.3%	81,584 36.6%	27,937 12.5%	26,368 11.8%	17,280 7.8%
District 4	242,155	51,628 21.3%	127,819 52.8%	7,212 3.0%	36,957 15.3%	18,539 7.7%
District 5	222,225	79,351 35.7%	61,593 27.7%	26,666 12.0%	39,087 17.6%	15,528 7.0%
County	1,168,064	315,423 27.0%	455,879 39.0%	99,000 8.5%	214,548 18.4%	83,214 7.1%

### Citizen Voting Age Population (CVAP) Race and Ethnicity

	Total	Latino	White	Black	Asian	Other
District 1	140,539	35,156 25.0%	45,411 32.3%	27,272 19.4%	26,039 18.5%	6,661 4.7%
District 2	160,786	9,982 6.2%	112,487 70.0%	2,555 1.6%	31,017 19.3%	4,745 3.0%
District 3	160,771	33,463 20.8%	71,906 44.7%	20,213 12.6%	14,292 8.9%	8,128 5.1%
District 4	171,032	24,261 14.2%	113,067 66.1%	5,329 3.1%	20,814 12.2%	7,561 4.4%
District 5	142,215	34,942 24.6%	58,212 40.9%	18,348 12.9%	23,435 16.5%	7,278 5.1%
County	762,574	137,804 18.1%	401,083 52.6%	73,717 9.7%	115,597 15.2%	34,373 4.5%

Prepared by the Department of Conservation and Development - GIS Group for the October 19, 2021 Board of Supervisors Public Hearing.  
Data Source: 2021 California State Redistricting Data, Adjusted P.L 94-171 Redistricting Data and block level Citizen Voting Age Population (CVAP)

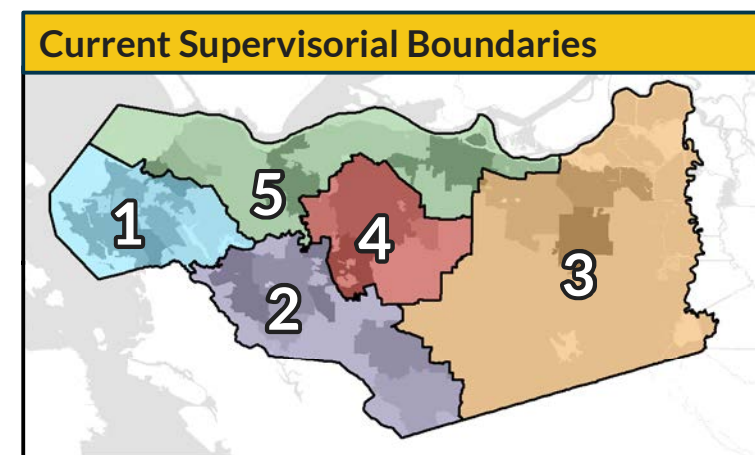
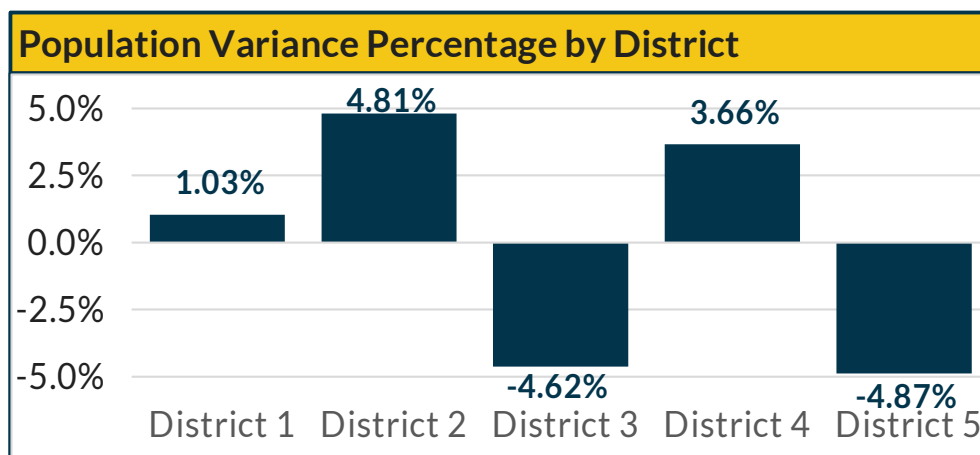
### Total Variance

**9.68%**

**2021 Population**  
Population: 1,168,064  
Equal Distribution: 233,613  
Citizen Voting Age Population (CVAP): 762,574

### Population by District

District	Population	Variance	Percent
District 1	236,022	2,409	1.03%
District 2	244,846	11,233	4.81%
District 3	222,816	(10,797)	-4.62%
District 4	242,155	8,542	3.66%
District 5	222,225	(11,388)	-4.87%





# December 15, 2021 Deadline

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- ❑ **The California Supreme Court extended the time for the California Redistricting Commission to complete its work to December 27, 2021 (it was December 15, 2021).**
- ❑ **SB 594 was signed by the Governor on September 24<sup>th</sup>. This bill adjusts the State deadlines to account for the later redistricting deadline.**
- ❑ **However, neither action impacts the statutory deadline of December 15, 2021 for the County to complete its redistricting of the Board districts.**
- ❑ **Per SB 594, The Secretary of State is required to have signature-in-lieu of filing fee petitions available 7 days after the redistricting deadline (January 3<sup>rd</sup>). The number of required signatures is reduced by the proportionate reduction in the signature collection period.**

# BOARD REDISTRICTING 2021

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**QUESTIONS?**



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Mary Ann Mason, County Counsel  
Date: October 19, 2021

Subject: introduce ordinance repealing current supervisorial district boundaries and waive first reading.

---

**RECOMMENDATION(S):**

CONSIDER introducing Ordinance No. 2021-35 to repeal Article 24-2.2 of the County Ordinance Code establishing supervisorial districts after the 2010 decennial census, waiving reading, and fixing November 9, 2021, for adoption, as recommended by the County Counsel.

DETERMINE that, by December 15, 2021, the Board of Supervisors intends to consider a resolution to reestablish supervisorial districts following the 2020 decennial census, in accordance with Elections Code section 21500(a), as amended by Assembly Bill 594, and other applicable laws.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Following each decennial census, the Board of Supervisors is required to reestablish supervisorial districts that are substantially equal in population based on data from that census. The current supervisorial districts were established by Ordinance No. 2011-15, which the Board of Supervisors adopted on August 9, 2011, after the 2010 decennial census. Ordinance No. 2011-15 is codified at Article 24-2.2 of the County Ordinance Code and identifies each whole and partial census tract within each supervisorial district.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Mary Ann McNett Mason, County Counsel, (925) 655-2200

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

By: , Deputy

cc:

In accordance with Elections Code section 21500,



## BACKGROUND: (CONT'D)

et seq., and other applicable legal requirements, the Board of Supervisors is undertaking a public process to determine how supervisorial districts will be reestablished following the 2020 decennial census to ensure they remain substantially equal in population. Assembly Bill 594 (Stats. 2021, Ch. 320, § 2), urgency legislation that became effective on September 27, 2021, amended Elections Code section 21500(a) to authorize county boards of supervisors to reestablish supervisorial districts by resolution.

Establishing supervisorial districts by resolution will allow for a longer process of public engagement. A resolution will need to be adopted by December 15, 2021, in accordance with Elections Code section 21501(a)(2). The resolution will need to identify each whole and partial census tract within each supervisorial district.

If the Board of Supervisors introduces Ordinance No. 2021-35, the Board would be able to consider adopting Ordinance No. 2021-35 at its next regular meeting on November 9, 2021. The adoption of Ordinance No. 2021-35 on November 9, 2021, will ensure a seamless transition to new supervisorial districts. Ordinance No. 2021-35 would provide that the repeal of the existing supervisorial districts will become operative on the operative date of a resolution establishing new supervisorial districts.

## ATTACHMENTS

Ordinance No 2021-35

## ORDINANCE NO. 2021-35

(Repeal of Article 24-2.2 Reestablishing Supervisorial Districts after 2010 Decennial Census)

The Contra Costa County Board of Supervisors ordains as follows:

**SECTION I. Summary.** This ordinance repeals Article 24-2.2 (Supervisorial Districts) of the County Ordinance Code, which reestablished supervisorial districts following the 2010 decennial census. The Board of Supervisors will adopt a resolution reestablishing supervisorial districts based on the 2020 decennial census. This ordinance becomes operative when that resolution becomes operative. This ordinance is adopted pursuant to Elections Code section 21500 and other applicable legal authority.

**SECTION II. Findings.** The Board of Supervisors finds as follows:

- A. Following each decennial census, Elections Code section 21500 requires the Board of Supervisors to adopt a resolution or ordinance reestablishing supervisorial districts that are substantially equal in population. On August 9, 2011, following the 2010 decennial census, the Board of Supervisors adopted Ordinance No. 2011-15, codified at Article 24-2.2 of the County Ordinance Code, to establish the current supervisorial districts.
- B. The 2020 decennial census data has been made available to the County, and the Board of Supervisors is required to reestablish County supervisorial districts based on that data. The Board of Supervisors intends to reestablish County supervisorial districts by adopting a resolution that redesignates, by whole and partial census tract, the boundaries of each supervisorial district within the County (the “2021 redistricting resolution”).
- C. Elections Code section 21501(a) requires the Board of Supervisors to adopt the 2021 redistricting resolution by December 15, 2021 (*i.e.*, 174 days before the June 6, 2022 statewide primary election). The Board of Supervisors desires for this ordinance to become operative when the 2021 redistricting resolution becomes operative to ensure a seamless transition to new supervisorial districts.

**SECTION III. Repeal of Article 24-2.2.** Article 24-2.2 (Supervisorial Districts) of the County Ordinance Code is hereby repealed and of no further force or effect.

**SECTION IV. Effective Date and Operative Date.** This ordinance becomes effective but not operative 30 days after passage. This ordinance becomes operative when the 2021 redistricting resolution becomes operative. Within 15 days after passage, this ordinance shall be published once, with the names of the Supervisors voting for or against it, in the East Bay Times, 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

\_\_\_\_\_  
Board Chair

By:

\_\_\_\_\_  
Deputy

[SEAL]

SMS:

H:\Client Matters\CAO\Redistricting\Ord Repealing Supervisorial Districts - Final 101121.docx



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 19, 2021

Subject: Notice of Completion for the Alhambra Valley Road Realignment - West of Bear Creek Road Project, Martinez and Pinole areas.

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/333 accepting as complete the contracted work performed by McGuire and Hester, for the Alhambra Valley Road Realignment - West of Bear Creek Road Project, as recommended by the Public Works Director, Martinez and Pinole areas. County Project No. 0662-6U4095 (District V)

**FISCAL IMPACT:**

The Project was funded by 88% Local Road Funds and 12% Measure J RTS (Return to Source) Funds.

**BACKGROUND:**

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of June 25, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

The contractor will not be paid and acceptance notification will not be recorded.

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Adelina Huerta,  
925.313.2305

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

By: , Deputy

cc:



ATTACHMENTS

Resolution No.

2021/333

Recorded at the request of: Clerk of the Board

Return To: Public Works Dept., Design/Construction Division

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

Adopted this Resolution on 10/19/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2021/333

The Board of Supervisors RESOLVES that:

Owner (sole): Contra Costa County, 255 Glacier Drive, Martinez, CA 94553

Nature of Stated Owner: fee and/or easement

Project No.: 0662-6U4095

Project Name: Alhambra Valley Road Realignment - West of Bear Creek Road Project

Date of Work Completion: June 25, 2021

Description: Contra Costa County on March 23, 2021, contracted with McGuire and Hester for the work generally consisting of realigning Alhambra Valley Road away from Pinole Creek's northern embankment, including roadway excavation and reconstruction, asphalt pavement, establishing a roadside ditch, slope grading, fence relocation, traffic control and roadway striping and signing. All works in accordance with the Plans, Drawing, Special Provision and/or Specifications, and Addendum No. 1, prepared by or for the Public Works Director and in accordance with the accepted Bid Proposal. The project was located in the Martinez and Pinole areas, with Western Surety Company, as surety, for work to be performed on the grounds of the County; and The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of June 25, 2021.

Identification of real property: Martinez and Pinole areas at: Alhambra Valley Road

Fees: none

Legal References: none

Comments:

I hereby certify that this 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: Adelina Huerta, 925.313.2305

ATTESTED: October 19, 2021

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

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: West Contra Costa Healthcare District Annual Audits

---

**RECOMMENDATION(S):**

Acting as the Governing Board of the West Contra Costa Healthcare District, ACCEPT the West Contra Costa Healthcare District annual 2020-21 Financial audit completed by JWT & Associates; and ACCEPT the West Contra Costa Healthcare District (WCCHD) annual 2020-21 Successor Retirement Plan audit completed by JWT & Associates.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

On September 30, 2021 the WCCHD Finance Committee met and reviewed:

- a. The annual District financial audit completed by JWT & Associates. The audit had no adverse findings and concluded "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District on June 30, 2021 and 2020, and the results of its operations and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America". The Committee recommended accepting the report and moving the item to the full District Board for acceptance.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Patrick Godley,  
925-957-5405

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

By: , Deputy

cc: Marcy Wilhelm, Jackie Peterson



BACKGROUND: (CONT'D)

b. The annual 2020-21 Successor Retirement Plan audit completed by JWT & Associates. The audit noted “The accompanying financial statements have been prepared assuming the Plan will continue as a going concern. As discussed in Notes 1, 3 and 6 to the financial statements, the Plan’s funded status is at 36% of the actuarial present value of future benefits at June 30, 2021. The Plan’s sponsor, West Contra Costa Healthcare District (the District), ceased operations of Doctors Medical Center in April 2015 and filed for bankruptcy protection in October 2016. The District has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District’s financial obligation is satisfied. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.” The audit concluded “In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for plan benefits of the Plan as of June 30, 2021 and 2020, and the changes in net assets available for plan benefits for the year then ended, in conformity with generally accepted accounting principles.” The Committee recommended accepting the report and moving the item to the full District Board for acceptance.

ATTACHMENTS

Audited Financial Statement

Pension Plan Audited Statement

Audited Financial Statements  
WEST CONTRA COSTA  
HEALTHCARE DISTRICT

June 30, 2021

DRAFT

JWT & Associates, LLP  
Advisory Assurance Tax

West Contra Costa Healthcare District

Audited Financial Statements

June 30, 2021

Independent Accountant’s Report..... 1  
Management’s Discussion and Analysis.....3  
Statements of Net Position..... 7  
Statements of Revenues, Expenses and Changes in Net Position.....8  
Statements of Cash Flows..... 9  
Notes to Financial Statements.....11

DRAFT

# **JWT & Associates, LLP**

## **Advisory Assurance Tax**

1111 East Herndon, Suite 211, Fresno, California 93720  
Voice: (559) 431-7708 Fax:(559) 431-7685

### *Report of Independent Auditors*

The Contra Costa Board of Supervisors  
West Contra Costa Healthcare District  
Martinez, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of West Contra Costa Healthcare District (the District) as of June 30, 2021, which comprise the statement of net position as of June 30, 2021 and 2020, and the related statements of revenues, expenses and changes in net position, and cash flow for the years then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District at June 30, 2021 and 2020, and the results of its operations and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

***Required Supplementary Information***

Management's discussion and analysis is not a required part of the financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

***JWT & Associates, LLP***

Fresno, California

September XX, 2021

DRAFT

# West Contra Costa Healthcare District

## Management's Discussion and Analysis

June 30, 2021

### Introduction

This discussion and analysis has been prepared by the management of West Contra Costa County Healthcare District (the District or WCCHD) in order to provide an overview of the District's financial and operating performance for the year ended June 30, 2021, in accordance with the Governmental Accounting Standards Board Statement No. 34, *Basic Financials Statements; Management's Discussion and Analysis for State and Local Governments*. Read in conjunction with the District's audited financial statements and accompanied notes to the financial statements. It is intended to help the reader better understand the District's financial performance and position. It should be noted that the audited financial statements prepared by JWT & Associates, LLP, include an unmodified opinion regarding the financial statements.

This discussion and analysis of the District's financial performance provides an overview of the District's financial activities for the year ended June 30, 2021. Please read it in conjunction with the District's financial statements.

The District, which was formed in 1948, operated Doctors Medical Center in San Pablo, California for over 60 years. Since the mid-1990's, the medical center faced ongoing financial challenges. Ultimately, the District closed Doctors Medical Center in April 2015 due to insufficient funding for the population it serviced and due to its continuing losses. The District continues to function.

After the closure of the hospital in 2015, the remaining staff conducted the following key activities to wind down the non-clinical operations of the District.

- Conducted a complete inventory of the contents of the hospital.
- Obtained bids for equipment and sold equipment to the highest bidder.
- Discarded any unwanted items (trash) that were of little to no value.
- Shredded any unnecessary documents.
- Assigned remaining accounts receivable to an outside vendor for continued collection efforts on patient accounts.
- Arranged for medical records, storage, retention, retrieval and disposal.
- Removed information technology, ensuring that all data was appropriately removed before sale of hardware.
- Shut down unneeded building functions and plant operations.
- Sold the hospital building in April 2018.

# West Contra Costa Healthcare District

## Management's Discussion and Analysis

June 30, 2021

### Bankruptcy

The District did not have sufficient cash or other assets to support the ongoing operations of the District or to pay the post closure liabilities until the sale of the hospital building. On October 20, 2017, the District filed Chapter 9 bankruptcy. The purpose of the bankruptcy is to obtain relief from creditor collection actions and allow the District time and access to the funds necessary to affect a "plan of adjustment." On December 21, 2018, the Bankruptcy court confirmed the Second Amended Plan of Adjustment which provides for the following:

- 2004 and 2011 COP's (Certificates of Participation) shall be paid in full, with interest, under the plan through the ongoing collection of parcel tax revenues. The 2004 COPs were refinanced in April 2018 and the 2011 COPs were refinanced in June 2019 to reduce the interest rate on the outstanding debt.
- The District paid \$218,000 to Contra Costa County in settlement of an unsecured claim against the District. Additionally, The County retains its rights under the Tax Sharing Agreement and all advances made to the District under this agreement will be reimbursed to the County under the terms of the agreement.
- The West Contra Costa Healthcare District Successor Pension Plan received \$2 million dollars in fiscal year ending June 30, 2021. Additional contributions will be paid to the Successor Pension Plan over the next 10 years and all participants are expected to receive their full benefit.
- The California Nurses Association (CNA) will be paid \$2,500,000 over the course of ten years without interest for an obligation incurred pursuant to the Memorandum of Understanding between the District and CNA dated June 14, 2011.
- General unsecured creditors have been paid and received approximately \$2.7 million over the past three years on a pro rata share of their claim basis.
- The Employment Development Department claim of \$1.3 million was paid over a two-year period without penalties and interest.
- Local 39 Pension claim will be paid in full over 10 years in annual installments and the Local 39 health claim will be paid at a 50% discount over 9 years.
- The sale of the hospital building for \$13 million closed in April 2018. The plan of adjustment allowed for payments of selling costs, plus costs to certain cellular parties in exchange for release of their interest or lien on the hospital building.
- The funds from the sale of the building and ongoing property tax collections will fund the plan of adjustment and the ongoing operations of the District. Under the terms of the plan of adjustment, the District has resumed providing healthcare services to the residents of the District and County as available funds allow.
- The first round of payments were made under the bankruptcy plan in December 2018. The second round of payments under the bankruptcy plan were made in December 2020. The third round of payments were made in December 2020.
- On June 25, 2021, the bankruptcy court entered an order closing the chapter 9 bankruptcy for the District.

# West Contra Costa Healthcare District

## Management's Discussion and Analysis

June 30, 2021

### Future of the District

Contra Costa Local Agency Formation Commission (LAFCO) conducted a study, with the full cooperation of the District, to review the status of the District and to provide options for the future of the district. After consideration of these options, on February 16, 2018, Senator Glazer introduced Senate Bill Number 522 which provides that:

It is the intent of the Legislature in enacting this act to replace the district's elected governing body with a district board appointed by the Board of Supervisors of the County of Contra Costa. This change in governance is intended to reduce administrative costs, increase operational efficiencies, and maximize the use of health care funding through collaboration with the county, which is the only other public agency provider of medical services in the region.

The bill was signed into law on July 18, 2018, by Governor Jerry Brown.

On September 11, 2018, the Contra Costa County Board of Supervisors appointed itself, under Health & Safety Code Section 32100.8, as the District's Board of Directors effective January 1, 2020.

The Board of Supervisors also noted the closure of the District's hospital eliminated an important community resource. Relatively lower income levels in West County reduce healthcare options and increase certain health risks. The groups most likely affected by the closure are the elderly, children, diabetics and individuals with respiratory diseases and special needs.

Although the District no longer owns a hospital, such healthcare districts, may provide a variety of services, including 1) health facilities, diagnostic and testing centers, and free clinics; 2) outpatient programs, services and facilities; 3) retirement program services and facilities; 4) chemical dependency services and facilities; 5) other healthcare programs, services and facilities; 6) health education programs; 7) wellness and prevention programs; 8) support to other healthcare service providers, groups and organizations; 9) ambulance or ambulance services; and 10) participation in or management of health insurance programs. Under the court-approved bankruptcy plan, on average approximately \$1 million per year will be available to be allocated to the needs of the District. However, this figure is expected to fluctuate with revenues gradually expected to increase over time.

The Public Health West County Assessment Report presented to the District's Finance Committee on May 6, 2020 identified two major areas of health care related concerns.

1. The loss of emergency room services; and
2. The lack of adequate services for at-risk youth.



# West Contra Costa Healthcare District

## Management's Discussion and Analysis

June 30, 2021

The report recommended that funds allocated by the District for community benefit (\$900,000 for fiscal year ended June 30, 2021) be balanced between direct services and capacity building to address these areas of concern

In April 2019, the Contra Costa County Board of Supervisors, acting as the governing board of the District, adapted a resolution converting the financial reporting period of the District from a calendar year-end to a fiscal year-end ending on June 30<sup>th</sup>. These financial statements cover the year ended June 30, 2021. The first full fiscal year subsequent to the change.

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# West Contra Costa Healthcare District

## Statement of Net Position

June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 4,201,450	\$ 4,989,400
Assets limited as to use	3,418,967	2,684,711
Other receivables	-	2,157
Estimated third-party payors settlements receivable	136,397	71,082
Total current assets	7,756,814	7,747,350
Assets limited as to use, less current portion	-	1,001,915
Other assets	516,598	555,186
Total assets	\$ 8,273,412	\$ 9,304,451
<b>Liabilities and net position</b>		
Current liabilities		
Current maturities of debt borrowings	\$ 1,470,000	\$ 1,353,000
Accounts payable and accrued expenses	1,406,456	1,299,156
Pension liability, current portion	1,000,000	1,000,000
Other liabilities, current portion	1,683,041	5,070,811
Total current liabilities	5,559,497	8,722,967
Debt borrowings, net of current maturities	49,767,000	51,237,000
Net long-term pension liability	8,562,213	9,791,845
Other liabilities, net of current	1,742,083	3,518,835
Total liabilities	65,630,793	73,270,647
Net position		
Unrestricted	(57,357,381)	(63,966,196)
Total net position	(57,357,381)	(63,966,196)
Total liabilities and net position	\$ 8,273,412	\$ 9,304,451

*See accompanying notes to the financial statements*

## West Contra Costa Healthcare District

### Statements of Revenues, Expenses and Changes in Net Position

For the Year Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<b>Operating revenues</b>		
Operating revenue	\$ 276,252	\$ 88,699
Total operating revenue	<u>276,252</u>	<u>88,699</u>
<b>Operating expenses</b>		
Community Benefit Expense	650,000	650,000
Professional fees	691,062	640,885
Depreciation and amortization	38,588	38,588
Other operating expenses	11,865	25,155
Total operating expenses	<u>1,391,515</u>	<u>1,354,628</u>
Operating loss	<u>(1,115,263)</u>	<u>(1,265,929)</u>
<b>Nonoperating revenues (expenses)</b>		
District tax revenue	10,581,330	10,528,435
Investment income	9,153	113,489
Interest expense	(2,370,810)	(2,504,871)
Other non-operating revenues (expenses), net	(495,595)	(2,189,807)
Total nonoperating revenues (expenses)	<u>7,724,078</u>	<u>5,947,246</u>
Change in net position	<u>6,608,815</u>	<u>4,681,317</u>
Net position at beginning of the year	(63,966,196)	(68,647,513)
Net position at end of the year	<u>\$ (57,357,381)</u>	<u>\$ (63,966,196)</u>

*See accompanying notes to the financial statements*

# West Contra Costa Healthcare District

## Statements of Cash Flows

For the Year Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<b>Cash flows from operating activities</b>		
Cash received from patient services	\$ (65,315)	\$ 196,240
Cash received from operations, other than patient services	278,409	106,328
Cash payments to suppliers and contractors	(1,245,627)	(329,192)
Net cash used in operating activities	(1,032,533)	(26,624)
<b>Cash flows from noncapital financing activities</b>		
Net change in other liability	(5,164,522)	(5,771,587)
Principal payments on debt borrowings	(1,353,000)	(1,241,000)
Interest payments on debt borrowings	(2,370,810)	(2,504,871)
Net change in pension liability	(1,229,632)	170,124
Other non-operating income (expense)	274,773	(19,683)
Parcel tax revenues levied for debt service	3,810,286	2,754,855
Ad valorem and parcel tax revenues to support operations	6,771,044	7,773,580
Net cash provided by noncapital financing activities	\$ 738,139	\$ 1,161,418
<b>Cash flows from investing activities</b>		
Net investment gain	9,153	113,489
Net change in assets whose use is limited	267,659	(1,608,184)
Net pension expense	(770,368)	(2,170,124)
Net change in other assets	-	15,979
Net cash used in investing activities	(493,556)	(3,648,840)
Net decrease in cash and cash equivalents	(787,950)	(2,514,046)
Cash and cash equivalents, beginning of year	4,989,400	7,503,446
Cash and cash equivalents, end of year	\$ 4,201,450	\$ 4,989,400

*See accompanying notes to the financial statements*



# West Contra Costa Healthcare District

## Statements of Cash Flows (continued)

For the Year Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<b>Reconciliation of operating loss to net cash provided by operating activities</b>		
Loss from operations	\$ (1,115,263)	\$ (1,265,929)
Adjustments to reconcile loss from operations to net cash provided by operating activities		
Depreciation and amortization	38,588	38,588
Changes in operating assets and liabilities:		
Other receivables	2,157	17,629
Accounts payable	107,300	986,848
Estimated third-party payors settlements receivable	(65,315)	196,240
Net cash used in operating activities	<u>\$ (1,032,533)</u>	<u>\$ (26,624)</u>
<b>Non cash disclosures</b>		
Non cash payments on county loan	<u>\$ 3,993,712</u>	<u>\$ 3,947,927</u>

*See accompanying notes to the financial statements*

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES

**Reporting Entity-** West Contra Costa Healthcare District (the "District") is a public agency organized under Local Hospital District Law as set forth in the Health and Safety Code of the State of California. The District is a political subdivision of the State of California and is not subject to federal or state income taxes. The District was formed in 1948 for the purpose of building and operating a hospital to benefit the residents of West Contra Costa County. The District was governed by a Board of Directors elected from within the Healthcare District to specified terms of office until January 1, 2019. The District operated a full-service acute care facility and provided services to both inpatients and outpatients, who primarily resided in the local geographic area. The District ceased all operations of the hospital in April 2015 and subsequently filed bankruptcy in October 2017. On September 11, 2018, the Contra Costa County (the County) Board of Supervisors appointed itself, under Health & Safety Code Section 32100.8, as the District's Board of Directors effective January 1, 2020.

**Basis of preparation** - The District is a governmental health care district and, accordingly, follows governmental accounting standards. The accrual basis of accounting is used in accordance with provisions for proprietary fund types.

Pursuant to Governmental Accounting Standards Board ("GASB") Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, the District's proprietary fund accounting and financial reporting practices are based on all applicable GASB pronouncements as well as codified pronouncements issued on or before November 30, 1989.

The District applies the provisions of GASB 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* (Statement 34), as amended by GASB 37, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus*, and Statement 38, *Certain Financial Statement Note Disclosures*. Statement 34 established financial reporting standards for all state and local governments and related entities. Statement 34 primarily relates to presentation and disclosure requirements. The impact of this change was related to the format of the financial statements; the inclusion of management's discussion and analysis; and the preparation of the statement of cash flows on the direct method.

**Use of estimates** - The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and cash equivalents** - The District considers cash and cash equivalents to include certain investments in highly liquid debt instruments, when present, with an original maturity of three months or less or subject to withdrawal upon request.

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES

**Other assets** - Other assets include debt issuance costs related to certain debt. Debt issuance costs incurred in connection with the issuance of tax-exempt bonds have been deferred and/or recorded and are being amortized over the term of the bonds using a straight-line method. Amortization expense recognized for the year ended June 30, 2021, was \$38,588.

**Risk management** - The District is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; and natural disasters. Commercial insurance coverage is purchased for claims arising from such matters. Settled claims have not exceeded this commercial coverage in any of the three preceding years.

**Risk retention plans** - The District is covered under the professional liability and workers' compensation insurance coverages arranged by and enforce for the County. Management estimates of uninsured losses for prior professional liability, workers' compensation and employee health coverage have been accrued as liabilities in the accompanying financial statements and are being settled as part of the bankruptcy.

**Net position** - Net position of the District are classified in three components:

- Net position invested in capital assets, net of related debt consist of capital assets net of accumulated depreciation and reduced by any outstanding borrowings used to finance the purchase or construction of those assets.
- Restricted expendable net position are noncapital net assets that must be used for a particular purpose, as specified by creditors, grantors, or contributors external to the District, including amounts deposited with trustees as required by revenue bond indentures, discussed in Note 7.
- Unrestricted net position are remaining net assets that do not meet the definition of invested in capital assets net of related debt or restricted expendable net assets.

**Operating revenues and expenses** - The District's statements of revenues, expenses and changes in net position distinguishes between operating and non-operating revenues and expenses. The District no longer operates a hospital and now all operating revenue and expenses are related to the ongoing operations of the District which include administrative related, debt service related and other regulatorily required services. Non-operating revenues and expenses were those transactions not considered directly linked to providing health care services in prior years and currently those not associated with ongoing operations..

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### **NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES**

**Pensions** - For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position and additions to and deductions from fiduciary net position are determined on the same basis as reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due as payable in accordance with benefit terms. Plan investments are reported at fair value.

**Income taxes** - The District operates under the purview of the Internal Revenue Code, Section 115, and corresponding California Revenue and Taxation Code provisions. As such, it is not subject to state or federal taxes on income.

**Subsequent events** - Subsequent events have been evaluated through the date the financial statements were available to be issued.

**Property taxes** - During the year ended June 30, 2021, the district received approximately 97.4% of its financial support from property taxes. Property taxes are levied by the County on the District's behalf on July 1st and are intended to finance the District's activities of the same fiscal year. Amounts levied are based on assessed property values as of the July 1. Property taxes are considered delinquent on the day following each payment due date. Property taxes are recorded as non-operating revenue by the District when they are earned.

### **NOTE 2 - CASH AND CASH EQUIVALENTS & ASSETS LIMITED AS TO USE**

As of June 30, 2021, the District had deposits invested in various financial institutions in the form of cash and cash equivalents including amounts classified as assets limited as to use amounting to \$7,620,417. These funds were held in deposits, which are collateralized in accordance with the California Government Code ("CGC"), except for \$250,000 per account that is federally insured.

Under the provisions of the CGC, California banks and savings and loan associations are required to secure the District's deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of the District's deposits. California law also allows financial institutes to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the District's total deposits. The pledged securities are held by the pledging financial institution's trust department in the name of the District.

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 2 - CASH AND CASH EQUIVALENTS & ASSETS LIMITED AS TO USE (continued)

The composition of assets limited as to use at June 30, 2021 and 2020, is set forth in the following table. Investments are stated at fair value.

Held by Trustee	2021	2020
US Government Securities and Repurchase Agreements	\$ 3,418,967	\$ 3,686,626
Total	<u>\$ 3,418,967</u>	<u>\$ 3,686,626</u>

### NOTE 3 - NET PATIENT SERVICE REVENUE AND REIMBURSEMENT PROGRAMS

The District rendered services to patients under contractual arrangements with the Medicare and Medi-Cal programs, health maintenance organizations ("HMOs") and preferred provider organizations ("PPOs") when the hospital was in operation.

The District had agreements with third-party payors that provided for payments to the District at amounts different from its established rates. Payment arrangements included prospectively determined rates per discharge, reimbursed costs, discounted charges, fee schedules, prepaid payments per member, and per diem payments or a combination of these methods. Net patient service revenue was reported at the estimated net realizable amounts from patients, third-party payors, and others for services rendered, including estimated settlements under reimbursement agreements with third-party payors.

Inpatient acute care services rendered to Medicare program beneficiaries were paid at prospectively determined rates per discharge. These rates varied according to a patient classification system based on clinical, diagnostic, and other factors. Inpatient non-acute services were paid at prospectively determined rates per discharge. Payments for outpatient services were based on a stipulated amount per diagnosis. The District was reimbursed for cost reimbursable items at a tentative rate, with final settlements determined after submission of annual cost reports by the District and audits thereof by the Medicare fiscal intermediary. The District's cost reports have been audited by the Medicare fiscal intermediary through 2015, the year the Hospital ceased operations. The District has estimated that as of June 30, 2021, they are due \$136,397 from Medicare for settlements through December 2015.

The District rendered services to Medi-Cal program beneficiaries at contracted rates. These rates varied according to a patient classification system based on clinical, diagnostic, and other factors. The District was reimbursed for cost reimbursable items at a tentative rate, with final settlements determined after submission of annual cost reports by the District and audits thereof by Medi-Cal. The District's cost reports have been audited by Medi-Cal through 2015. The District has estimated that as of June 30, 2021, they have no additional receivable or payable with Medi-Cal.



# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 4- DEBT BORROWINGS

A schedule of changes in the District's debt borrowings for the years ended June 30, 2021 and 2017 is as follows:

	<u>06/30/20</u>	<u>Additions</u>	<u>Reductions</u>	<u>06/30/21</u>
<b>Bonds payable</b>				
Certificates of Participation - Series 2018	\$ 12,127,000	\$ -	\$ (1,239,000)	\$ 10,888,000
Certificates of Participation - Series 2019	40,463,000	-	(114,000)	40,349,000
	<u>\$ 52,590,000</u>	<u>\$ -</u>	<u>\$ (1,353,000)</u>	<u>\$ 51,237,000</u>
	<u>06/30/19</u>	<u>Additions</u>	<u>Reductions</u>	<u>06/30/20</u>
<b>Bonds payable</b>				
Certificates of Participation - Series 2018	\$ 13,322,000	\$ -	\$ (1,195,000)	\$ 12,127,000
Certificates of Participation - Series 2019	40,509,000	-	(46,000)	40,463,000
	<u>\$ 53,831,000</u>	<u>\$ -</u>	<u>\$ (1,241,000)</u>	<u>\$ 52,590,000</u>

The terms and due dates of the District's debt borrowings at June 30, 2021, are as follows:

- Series 2018 Certificates of Participation dated April 2018, original amount of 15,015,000, principal payable in annual installments ranging from \$1,114,000 in 2018 to \$1,629,000 in 2028, interest at 3.625%, payable semiannually and collateralized by a pledge of the District's parcel tax revenues. The District is in compliance with the financial covenants and financial reporting requirements as specified in the Indenture Trust Agreement.
- Series 2020 Certificates of Participation dated June 2019, original amount of 40,509,000, principal payable in semi-annual installments ranging from \$46,000 in 2021 to \$1,750,000 in 2042, interest ranging from 4.125% to 5.00%, payable semiannually and collateralized by a pledge of the District's parcel tax revenues. The District is in compliance with the financial covenants and financial reporting requirements as specified in the Indenture Trust Agreement.

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 4- DEBT BORROWINGS (continued)

Aggregate principal maturities on debt borrowings, based on scheduled maturities are as follows:

Year Ending June 30	Debt Borrowings	
	Principal	Interest
2022	1,484,000	2,140,735
2023	1,615,000	1,994,023
2024	1,675,000	1,932,830
2025	1,740,000	1,870,038
2026	1,774,000	1,802,093
Thereafter	42,949,000	18,636,051
	<u>\$51,237,000</u>	<u>\$28,375,770</u>

### NOTE 6 - OTHER LONG-TERM LIABILITIES

The District entered into a tax exchange agreement with the County of Contra Costa (the "County") in April 2011, receiving an initial cash advance of \$10 million and subsequent additional advances for a total maximum outstanding balance of \$25,296,000, which was reached during the year ended December 31, 2014. The County Auditor allocates and transfers to the County, pursuant to this agreement, all but \$1,000,000 of the general ad valorem property tax revenues that otherwise would be collected and allocated to the District. The \$1,000,000 is transferred to the District for ongoing operating costs and expenses. This agreement commenced in July 1, 2011 and continued from year to year thereafter with allocations and transfers being made pursuant to the agreement. Pursuant to the tax exchange agreement, the District agreed to pay back an amount greater than what was advanced to them by the County. The District had been recognizing this additional amount pro-rata on a yearly basis based on the estimated years to pay off the advances. With the closure of the hospital and the subsequent bankruptcy the District decided to book the entire amount due to the county during the year ended December 31, 2016. The outstanding balance due to the County at June 30, 2021 is \$1,391,706. The current and long term outstanding advance balance is included in other liabilities in the statement of net position.

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 7-RETIREMENT PLANS

The District offered a defined contribution savings plan intended to qualify under section 457(b) of the Internal Revenue Code ("IRC"). The plan was designed to provide participants with a means to defer a portion of their compensation for retirement and to provide benefits in the event of death, disability, or financial hardship. The plan covered former employees of the District who met certain eligibility requirements. The District was the administrator of the plan and had delegated certain responsibilities for the operation and administration of the plan to an outside third-party trustee. Under the plan, employer contributions are discretionary. The District has not contributed to the plan since 2007.

The District also offered two Employer Contributory Tax Deferred Plans intended to qualify under section 403(b) and 401(a) of the IRC. The plans were designed to provide participants with a means to defer a portion of their compensation for retirement and to provide benefits in the event of death, disability, or financial hardship. The plans covered employees of the District who met certain eligibility requirements. Under the plans, the District had the ability to make discretionary matching contributions of up to 5.0% of the participant's annual compensation to the plan. The District made no contributions to the plans since 2015.

The District also provides a non-contributory single employer defined benefit pension plan. The plan covers all eligible employees of the previous Brookside Hospital. Brookside Hospital was the previous name of Doctors Medical Center. The plan provides retirement and death benefits to plan members and beneficiaries based on each employee's years of service and annual compensation. No new employees have been enrolled in the plan since 1996. There are 196 ex-District employees participating in the plan.

For the year ended June 30, 2021, the District recognized a pension related loss under the Plan of \$575,408. At June 30, 2021, the District's reported deferred outflows and inflows of resources related to the Plan were considered immaterial.

The following is the aggregate pension expense for the years ended June 30, 2021:

Interest cost	\$ 442,469
Expected return on assets	(139,381)
Amortization of liability gains and losses	372,879
Amortization of assumption changes	(178,038)
Amortization of investment gains and losses	19,505
Administrative expenses	28,178
	<u>\$ 545,612</u>

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 7- RETIREMENT PLANS (continued)

The net pension liability at June 30, 2021 is as follows:

Interest on total pension liability	\$ 442,485
Liability (gain) loss	371,834
Assumption change	(178,038)
Benefit payments	<u>(829,841)</u>
Net change in total pension liability	(193,560)
Total pension liability at beginning of the year	<u>15,161,340</u>
Total pension liability at the end of the year	<u><u>\$ 14,967,780</u></u>

The fiduciary net position at June 30, 2021 is as follows:

Investment income (loss)	\$ 3,449
Employer contributions	2,000,000
Benefits paid	(829,841)
Administrative expenses	<u>(13,208)</u>
Net change in total pension liability	1,160,400
Total fiduciary net position at beginning of the year	<u>4,245,167</u>
Total fiduciary net position at the end of the year	<u><u>\$ 5,405,567</u></u>
District's net pension liability (total liability less net position)	<u><u>\$ 9,562,213</u></u>
Plan fiduciary net position as a % of the total liability	36%
Actuarially determined contributions	\$ 919,640
Actual contributions	<u>(2,000,000)</u>
Contribution (excess) deficiency	<u><u>\$ (1,080,360)</u></u>

# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### NOTE 7- RETIREMENT PLANS (continued)

The following table summarizes the actuarial assumptions used to determine net pension liability and plan fiduciary net position as of June 30, 2021:

Actuarial valuation date	June 30, 2021
<b>Methods and assumptions</b>	
Actuarial cost method	Unit credit (all benefits are fully accrued)
Amortization method	Straight line
Asset valuation	Market value of assets
Investment rate of return	3.00%
Inflation rate	2.00%
Projected salary increases	N/A
Mortality table	Pub-2010 Public Retirement Plans Mortality Tables (Healthy and Contingent Annuitant) projected with Scale MP-2020

Other disclosures about the non-contributory single employer defined benefit pension plan are as follows:

**Description of the Plan:** Effective March 2, 2000, the District began a single-employer defined benefit plan. This plan became effective on that date with a plan year end of June 30. This plan guarantees participants with a specific lifetime benefit funded 100% by the District.

**Benefits provided:** Benefitted full and part-time employees were eligible per plan specifications. The retirement formula is based on a percentage of the employee's compensation in each calendar year. Credit for past service is given to benefitted full and part-time employees up through 2000, at the same retirement formula of the employee's compensation in each consecutive calendar year in which the employee completed 1,000 hours of service.

**Employees covered by benefit terms:** As of June 30, 2021, there are 196 participants in the plan, 97 deferred vested participants and 99 retired participants and beneficiaries. There are no participating employees.

**Contributions:** The recommended contribution for the 2021 plan year is \$951,869 (assuming contributions will be deposited throughout the plan year).



# West Contra Costa Healthcare District

## Notes to Financial Statements

June 30, 2021

### **NOTE 7- RETIREMENT PLANS (continued)**

**Discount rate:** The discount rate used to measure the total pension liability was 3.0%. In the previous valuation, the discount rate used to measure the total pension liability was also 3.0%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for pension plan administrative expense.

**Sensitivity of the net pension liability to changes in the discount rate:** It is estimated that a 1% increase in the discount rate from 3.0% would decrease the net pension liability by approximately \$1,242,000 and a 1% decrease in the discount rate from 3.0% would increase the net pension liability by approximately \$1,772,000.

### **NOTE 8 - COMMITMENTS AND CONTINGENCIES**

**Litigation** - The District may from time-to-time be involved in litigation and regulatory investigations, which arise in the normal course of doing business. After consultation with legal counsel, management estimates that matters existing as of June 30, 2021, will be resolved without material adverse effect on the District's future financial position, results from operations or cash flows.

Audited Financial Statements  
and Supplemental Information

West Contra Costa Healthcare District  
Successor Retirement Plan

June 30, 2021 and 2020

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JWT & Associates, LLP  
Advisory Assurance Tax

# West Contra Costa Healthcare District Successor Retirement Plan

## Audited Financial Statements

June 30, 2021 and 2020

Report of Independent Auditors.....	1
Audited Financial Statements:	
Statements of Net Assets Available for Plan Benefits.....	3
Statements of Changes in Net Assets Available for Plan Benefits.....	4
Notes to Financial Statements.....	5
Required Supplemental Information.....	14

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# **JWT & Associates, LLP**

## **Advisory Assurance Tax**

1111 E. Herndon Avenue, Suite 211, Fresno, CA 93720

Voice: (559) 431-7708 Fax: (559) 431-7685

### Report of Independent Auditors

Board of Directors of  
West Contra Costa Healthcare District  
San Pablo, California

#### ***Report on the Financial Statements***

We were engaged to audit the accompanying financial statements of the West Contra Costa Healthcare District Successor Retirement Plan (the Plan), which comprise the net assets available for benefits as of June 30, 2021 and 2020, the related statement of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with generally accepted auditing standards in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. We were not engaged to perform audits of the Plan's internal controls over financial reporting. Our audits included consideration of internal controls over financial reporting as a basis of designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal controls over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

#### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for plan benefits of the Plan as of June 30, 2021 and 2020, and the changes in net assets available for plan benefits for the year then ended, in conformity with generally accepted accounting principles.

### ***Other Matters***

The accompanying financial statements have been prepared assuming the Plan will continue as a going concern. As discussed in Notes 1, 3 and 6 to the financial statements, the Plan's funded status is at 36% of the actuarial present value of future benefits at June 30, 2021. The Plan's sponsor, West Contra Costa Healthcare District (the District), ceased operations of Doctors Medical Center in April 2015 and filed for bankruptcy protection in October 2016. The District has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District's financial obligation is satisfied. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities. The District's plans regarding these matters are also described in Note 6.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The required supplemental information as of or for the years ended June 30, 2021 and 2020, are presented for purposes of complying with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and are not a required part of the basic financial statements. This required supplemental information has been subjected to the auditing procedures applied in our audit of the June 30, 2021 and 2020 financial statements and, in our opinion, is fairly stated in all material respects in relation to the June 30, 2021 and 2020 financial statements taken as a whole.

September XX, 2021

Fresno, California



# West Contra Costa Healthcare District Successor Retirement Plan

## Statement of Net Assets Available for Plan Benefits

June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<b>Assets</b>		
Cash and cash equivalents	\$ 24	\$ 1,331
Investments, at fair value		
Registered investment companies	5,405,567	4,284,167
Total investments	<u>5,405,567</u>	<u>4,284,167</u>
Total assets	<u>5,405,591</u>	<u>4,285,498</u>
<b>Liabilities</b>		
Other liabilities	24	40,331
Total liabilities	<u>24</u>	<u>40,331</u>
Net assets available for plan benefits	<u>\$ 5,405,567</u>	<u>\$ 4,245,167</u>

*See accompanying notes to the financial statements*

# West Contra Costa Healthcare District Successor Retirement Plan

## Statement of Changes in Net Assets Available for Plan Benefits

Years Ended June 30, 2021 and 2020

	2021	2020
<b>Additions</b>		
Investment income		
Interest and dividend income	\$ 19,448	\$ 48,391
Total investment income	19,448	48,391
Employer contributions	2,000,000	2,000,000
Total additions	2,019,448	2,048,391
<b>Deductions</b>		
Benefits distributed to participants	830,870	831,920
Administrative expenses	28,178	43,935
Total deductions	859,048	875,855
Net change in net assets	1,160,400	1,172,536
Net assets available for plan benefits at beginning of year	4,245,167	3,072,631
Net assets available for plan benefits at end of year	\$ 5,405,567	\$ 4,245,167

*See accompanying notes to the financial statements*

# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 1 - DESCRIPTION OF THE PLAN

The following brief description of the West Contra Costa Healthcare District Successor Retirement Plan (the Plan) is provided for general information only. Participants should refer to the Plan agreement for more complete information.

#### **General**

The Plan is a governmental plan as defined in section 414(d) of the Internal Revenue Code (IRC). The Plan was established on March 9, 2000 by the Plan Sponsor, West Contra Costa Healthcare District (the District), as a successor plan to the West Contra Costa Healthcare District Employees' Retirement Plan, which was terminated on that date. The Plan is intended to qualify as a defined benefit plan under section 401(a) of the IRC and is to be interpreted in a manner consistent with those requirements. The participants of the predecessor plan were given the option to receive immediate lump sum distributions of the present value of their benefits, to roll the benefits into an Individual Retirement Plan (IRA) or other plan, or to participate in a successor plan. During the year ended June 30, 2001, when the requested distributions were completed by the predecessor plan, the successor trust, which holds the assets of the successor plan, was funded. Periodic payments for that year were made by the predecessor plan. The amount of the funding was approximately 110% of the present value of the predecessor plan's liabilities. As of July 1, 2001, the successor plan assumed the predecessor plan's liabilities for the pension benefits of those participants who chose to take part in the successor plan and who made periodic payments.

#### **Pension Benefits and Vesting**

The Plan is to provide benefits on the same terms and in the same amounts as the predecessor plan.

The predecessor plan was frozen effective January 1, 1994. No participants accrued benefits on or after that date and each participant's benefit became fully vested and non-forfeitable on that date.

Employees with 5 or more years of service, or any employees of Brookside Hospital as of January 1, 1994, are entitled to annual pension benefits beginning at normal retirement, age 65, or as early as age 60, with full pension benefit. Plan members are entitled to a reduced benefit, if elected, at any time after age 50. Benefits are based on years of credited service and average earnings in the last three years of employment through the date that the predecessor plan was frozen and are offset by a portion of the vested employee's social security benefit.

Effective April 1, 1998, upon attaining his or her normal retirement date (age 65); whether or not he or she actually retires on that date, a participant shall be entitled to receive a monthly Single-Life Annuity.

# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 1 - DESCRIPTION OF THE PLAN (continued)

#### **Contributions**

The predecessor plan was frozen effective January 1, 1994 and, therefore, there would be no future employer contributions to the Plan, unless required to fund benefits that have already been accrued. The amount of employer contributions would be determined based on actuarial valuations and recommendations as to the amounts required to fund benefits. During the years ended June 30, 2021 and 2020, the plan sponsor made contributions to the plan totaling \$2,00,000 for both years..

In the actuarial report dated May 10, 2001, it was recommended by the actuarial consultants that if, as of any future valuation date, Plan assets drop below the then actuarial present value of future benefits, that such difference be funded, with assumed interest, in level additional contributions to the Plan by the District over a period not longer than five years, depending in part on the Plan's projected liquidity needs. It was also recommended that actuarial valuations be performed approximately every twelve months.

As of the valuation dates of June 30, 2021 and 2020, Plan assets are less than the actuarial present value of future benefits by the amount of \$9,562,213 and \$10,916,173, respectively. This amount is amortized over five years using the 2021 assumptions. Based upon this method, the actuarial consultants recommend that a contribution of at least \$924,145 be made to the Plan for the 2021 plan year. The Plan's sponsor has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District's financial obligation is satisfied. The Plan sponsor made contribution payments totaling \$2,000,000 during the year ended June 30, 2021. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

The funded status of the plan at June 30, 2021 and 2020, is 36.11% and 28.00% respectively. The long-term stability of the plan remains in question without future cash contributions. Annual benefit payments are projected to continue to exceed annual expected investment returns. This will continue to put pressure on the viability of the plan to close the underfunding purely through investments.

#### **Death Benefits**

The Plan provides a death benefit to all participants. For participants who are fully vested and married at the time of death, their spouse will receive an annuity of 50% of the benefit the participant had accrued through the date of death, commencing when the participant would have reached age 50. If a participant is not married or does not have five years of vesting credit, the participant's named beneficiary shall receive a lump-sum death benefit of \$500 plus one month's salary for each year of service up to six months.

# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 1 - DESCRIPTION OF THE PLAN (continued)

#### **Description of Vesting**

Effective January 1, 1994, the Plan was frozen, and forfeitures were applied to reduce employer contributions up to that date. Each participant's benefit became fully vested and non-forfeitable upon the plan freeze.

### NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting.

#### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires the Plan Administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

#### **Investment Valuation and Income Recognition**

The Plan's investments are stated at fair value. All of the Portfolio Investments of the Collective Investment Trust are valued based on quoted market prices on the last business day of the Plan year. Net appreciation or depreciation in fair value of investments includes net unrealized and realized appreciation or depreciation for the year.

Security transactions are accounted for on the trade date, and the dividend income is recorded on the ex-dividend date. Interest income is recorded on an accrual basis. Costs used in determining gains (losses) on investment transactions are on the average cost basis.



# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES (continued)

#### **Actuarial Present Value of Accumulated Plan Benefits**

Accumulated plan benefits are those future periodic payments which are attributable under the Plan's provisions to the service employees have rendered. Accumulated plan benefits include benefits expected to be paid to (a) retired or terminated employees or their beneficiaries, (b) beneficiaries of employees who have died, and (c) present employees or their beneficiaries. Benefits under the Plan are based on employees' highest annual compensation during the employees last three years of credited service. Benefits payable under all circumstances are included, to the extent they are deemed attributable to employee service rendered, through the valuation date. The actuarial valuations are done using the beginning-of-the-year method. In the event of the termination of the Plan, the benefit obligation would be revalued as of the date of the termination and under different assumptions than those used to determine the actuarial present value of accumulated Plan benefits.

### NOTE 3 – ACCUMULATED PLAN BENEFITS

The actuarial present value of accumulated plan benefits is determined by the Plan's consulting actuary, Findley. This amount results from applying actuarial assumptions to adjust the accumulated plan benefits to reflect the time value of money (through discounts for interest) and the probability of payment (by means of decrements such as for death, disability, withdrawal, or retirement) between the valuation date and the expected date of payment. For the periods ended June 30, 2021 and 2020, the actuarial methods and assumptions used were consistent with the prior year.

The more significant assumptions underlying the actuarial computations for the Plan year are as follows:

- Rate of investment return – 3.0%.
- Retirement Age - Normal retirement is age 65, full pension benefits are available at age 60, early retirement is available at reduced benefits (ages 50 to 59).
- Life expectancy of participants – Pub-2010 Public Retirement Mortality Tables (Healthy and Contingent Annuitant) projected with Scale MP-2020.

These actuarial assumptions are based on the presumption that the Plan will continue. If the Plan terminates, different actuarial assumptions and other factors might be applicable in determining the actuarial present value of accumulated plan benefits. The assumptions used consider the effect of the Plan's frozen status (as discussed in Note 1).

# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 3 – ACCUMULATED PLAN BENEFITS (continued)

The actuarial present value of accumulated plan benefits as of June 30, 2021 and 2020, is as follows:

	2021	2020
Vested benefits		
Participants currently receiving payments	\$ 7,558,729	\$ 7,732,283
Other participants	7,409,051	7,429,057
Total vested benefits	14,967,780	15,161,340
Non-vested benefits	-	-
Total actuarial present value of accumulated plan benefits	\$ 14,967,780	\$ 15,161,340

Changes in the actuarial present value of accumulated plan benefits for the years ended June 30, 2021 and 2020 were as follows:

	2021	2020
Actuarial present value of accumulated plan benefits at beginning of plan year	\$ 15,161,340	\$ 13,694,352
Changes during the year attributable to:		
Decrease in discount period	815,348	1,023,743
Benefits paid	(830,870)	(831,920)
Change in assumptions	(178,038)	1,275,165
Net increase (decrease)	(193,560)	1,466,988
Actuarial present value of accumulated plan benefits at end of plan year	\$ 14,967,780	\$ 15,161,340

# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 4 - INVESTMENTS

Benefit Trust Company (Benefit), corporate trustee of the Plan, holds the Plan's assets and executes transactions therein. Security transactions are made by the investment manager based on parameters established by the Board of Directors of the District.

The Plan assets are invested in products sold by Benefit. There was no realized or unrealized gain or loss on investment value for the years ended June 30, 2021 and 2020, as the Plan's investments are in money market backed stable value investments that do not fluctuate with the stock market. Investments at Benefit consist of the following at June 30, 2021 and 2020, stated at fair value:

	<u>2021</u>	<u>2020</u>
Registered investment companies		
Mutual funds - money market	\$ 5,405,567	\$ 4,284,167
	<u>\$ 5,405,567</u>	<u>\$ 4,284,167</u>

Due to the nature of the investment management services provided by Benefit, they qualify as a party-in-interest of the Plan. Fees paid by the Plan to Benefit for such services for the years ended June 30, 2021 and 2020 amounted to \$6,208 and \$4,935, respectively.

### NOTE 5 – TAX STATUS

The predecessor plan obtained its latest determination letter on February 24, 2000, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code (IRC). Since the Successor Plan has replaced the predecessor plan, a new determination letter has not been obtained. However, since the plans are identical, the Plan sponsor's board of directors understands that the Plan, as currently designed and operated, is in compliance with the applicable requirements of the IRC. Therefore, no provision for income taxes has been included in the Plan's financial statements.

In accordance with guidance on accounting for uncertainty in income taxes, the plan administrator has evaluated the Plan's tax positions and does not believe the Plan has any uncertain tax positions that require disclosure or adjustment to the financial statements. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 6 – RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the statement of net assets available for benefits.

In August 2021, an actuarial valuation was prepared for the purpose of determining contributions for the plan year beginning July 1, 2021. As of that date, plan assets are less than the actuarial present value of future benefits in the amount of \$9,562,213. In accordance with the Plan sponsor's policy the total unfunded liability would be amortized over the next five years. The actuarial recommendation was for the sponsor to contribute \$924,145 during the plan year ended June 30, 2021. The Plan's sponsor has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District's financial obligation is satisfied. The Plan sponsor made contribution payments totaling \$2,000,000 during the year ended June 30, 2021. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

The funded status of the plan increased during the plan year ended June 30, 2021 from 28.00% funded to 36.11% funded. The long-term stability of the plan remains in question without the above-mentioned future cash contributions. Annual benefit payments are projected to continue to exceed annual expected investment returns. This will continue to put pressure on the viability of the plan to close the underfunding purely through investments.

The District, the Plan's sponsor, has liabilities that exceed assets by \$57,162,421 at June 30, 2021 (audited), reported net income of \$6,803,775 for the year ended June 30, 2021 (audited), and has cash reserves of \$7,620,417. Based on a financial analysis by the District's management, they anticipated significant difficulties in continuing to meet on-going financial obligations related to their hospital operations and in April 2015 closed the hospital and ceased its operations. The District also filed for bankruptcy in October 2016. The District has sold all assets, is settling liabilities, and wrapping up all other administrative issues. The bankruptcy was closed in June 2021 and the District has and is complying with all agreed upon terms of the bankruptcy. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

Whether all participants receive their benefits will depend on the sufficiency, at the time, of the Plan's net assets to provide those benefits, the priority of those benefits to be paid, and the level and type of benefits guaranteed by the California Public Employment Retirement System (PERS) at that time. Some benefits may be fully or partially provided for by the then-existing assets and the PERS guaranty, while other benefits may not be provided at all.

# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 7 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through the date of the Independent Auditor's Report, which is the date the financial statements were available to be issued.

### NOTE 8 - FAIR VALUE MEASUREMENTS

FASB ASC Topic 820, *Fair Value Measurements and Disclosures* (ASC 820) provides a framework for measuring fair value under U.S. generally accepted accounting principles. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The following provides a general description of the three levels of inputs that may be used to measure fair value under ASC 820:

Level 1 - Inputs to the valuation methodology are based on quoted prices available in active markets for identical assets or liabilities on the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies. If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology include significant inputs that are generally unobservable from objective sources. These inputs may be used with internally developed methodologies that result in management's best estimate of fair value including assumptions regarding risk. Level 3 instruments include those that may be more structured or otherwise tailored to the Plan's needs.

As required by ASC 820, financial assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. The Plan's assessment of the significance of a particular input to the fair value measurement requires judgment, and may affect the valuation of fair value assets and liabilities and their placement within the fair value hierarchy levels.



# West Contra Costa Healthcare District Successor Retirement Plan

## Notes to Financial Statements

June 30, 2021 and 2020

### NOTE 8 - FAIR VALUE MEASUREMENTS (continued)

Following is a description of the valuation methodologies used for assets measured at fair value.

Mutual funds are valued at the market value of shares held by the Plan at year-end.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation method are appropriate and consistent with other market participants, the use of different methodologies for assumptions to determine fair value of certain financial instruments could result in a different fair value measurement at the reporting date. Assets measured at fair value as of June 30, 2021 and 2020 are as follows:

	2021			
	Level 1	Level 2	Level 3	Total
Registered investment companies				
Mutual funds - money market	\$ 5,405,567	\$ -	\$ -	\$ 5,405,567
Investments at fair value	\$ 5,405,567	\$ -	\$ -	\$ 5,405,567
	2020			
	Level 1	Level 2	Level 3	Total
Registered investment companies				
Mutual funds - money market	\$ 4,284,167	\$ -	\$ -	\$ 4,284,167
Investments at fair value	\$ 4,284,167	\$ -	\$ -	\$ 4,284,167

Required Supplemental Information

DRAFT

# West Contra Costa Healthcare District Successor Retirement Plan

## Required Supplemental Information

Years Ended June 30, 2021 and 2020

### Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Underfunded (Overfunded) AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
June 30, 2021	\$ 5,405,567	\$ 14,967,780	\$ 9,562,213	36%	N/A	N/A
June 30, 2020	\$ 4,245,167	\$ 15,161,340	\$ 10,916,173	28%	N/A	N/A
June 30, 2019	\$ 3,072,631	\$ 13,694,352	\$ 10,621,721	22%	N/A	N/A
June 30, 2018	\$ 2,879,711	\$ 12,206,697	\$ 9,326,986	24%	N/A	N/A
June 30, 2017	\$ 2,515,989	\$ 14,936,968	\$ 12,420,979	17%	N/A	N/A

### Schedule of Contributions to Plan

Year Ended	Annual Required Contribution (ARC)	Percentage of ARC Contributed
June 30, 2021	\$ 924,145	216%
June 30, 2020	\$ 1,009,390	198%
June 30, 2019	\$ 992,990	101%
June 30, 2018	\$ 813,720	123%
June 30, 2017	\$ 2,262,505	0%

Effective January 1, 1994, the Plan was frozen. Forfeitures were applied to reduce employer contributions up to January 1, 1994 when each participant's benefit became fully vested and non-forfeitable upon the plan freeze.

# West Contra Costa Healthcare District Successor Retirement Plan

## Required Supplemental Information

June 30, 2021 and 2020

The information presented in the required supplemental schedules was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest actuarial valuation follows:

Valuation date	June 30, 2021	June 30, 2020
Actuarial cost method	Projected Unit Credit	Projected Unit Credit
Asset valuation method	Market value of assets	Market value of assets
Actuarial assumptions:		
Investment rate of return	3.00%	4.00%
Compensation increase rate	N/A	N/A
Inflation adjustment	2.00%	2.00%

DRAFT



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: West Contra Costa Healthcare District Bond Refunding

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**RECOMMENDATION(S):**

Acting as the West Contra Costa Healthcare District:

1. ACKNOWLEDGE that refunding outstanding 2018 and 2019 District revenue bonds could save \$7 million over the life of the bonds.
2. ADOPT Resolution No. 2021/331 authorizing certain District officers and officials to direct the preparation of preliminary bond documents for the refunding option for the outstanding 2018 and 2019 District bonds that results in the greatest overall net benefit to the District, including savings and other factors.
3. AUTHORIZE payment for underwriter fees, bond counsel, financial advisors, rating agency fees and related items in an amount not to exceed \$555,000 upon successful completion of the bond placement.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

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

Contact: Patrick Godley,  
925-957-5405

By: , Deputy

cc: Jackie Peterson, Marcy Wilhelm



## RECOMMENDATION(S): (CONTD)

>

### FISCAL IMPACT:

Likely debt service savings of more than \$7 million over the life of the bonds.

### BACKGROUND:

On September 30, 2021, the District Finance Committee met and considered refinancing the District's existing debt. Refinancing the existing debt will result in an estimated savings of approximately \$7 million over the life of the bond term, based on current market conditions, which can change until we sell bonds. The Finance Committee approved the concept and recommended approval to the full District Board.

The District has two outstanding revenue bonds that are secured by and repaid from the District's parcel taxes:

1. 2018 Bonds (\$15,015,000 original principal amount sold to Pacific Western Bank at 3.625% with a final maturity of July 1, 2028)
2. 2019 Bonds (\$20,254,500 original principal amount sold to Pacific Western Bank and \$20,254,500 original principal amount sold to Western Alliance Business Trust both initially at a taxable rate of 5.00% that have been converted to a tax-exempt rate of 4.125% earlier this year, both with a final maturity of July 1, 2042).

Both the 2018 Bonds and the 2019 Bonds (the "Outstanding Bonds") are callable on any interest payment date, at par, with no prepayment penalty. The first interest payment date the District can refund the Outstanding Bonds is January 1, 2022. As such, we can issue refunding bonds to currently refund the Outstanding Bonds sometime between October 3, 2021, and December 31, 2021, so the refunding would qualify as a current refunding and be eligible as a tax-exempt obligation. There is a required written notice of redemption to current bond holders by the Trustee that must be provided by the Trustee no less than 30 days prior to the redemption date.

Since the Outstanding Bonds were sold, interest rates have declined, and the District's credit profile has improved. The combination of these two factors combined with the favorable prepayment (optional redemption) provisions associated with the Outstanding Bonds has created an opportunity to generate substantial debt service savings by refunding the Outstanding Bonds. If the January 1, 2022 date cannot be met the next available redemption date is July 1, 2022, and the current desired low interest rate may not be available.

### FINANCING OPTIONS:

#### PRIVATE PLACEMENT:

Private Placement Proposal, as revised, received October 8, 2021, from Umpqua Bank:

- Callable at any time with a call premium that starts at 3% and declines to 0% in 10 years.
- Total savings are \$7.1 million gross and \$5.8 million on a net present value basis which is over 11.5% of the Outstanding Bonds par amount.

#### PUBLIC OFFERING:

- WCCHCD can access the public bond market.

- Based on our meeting with Moody’s Investors Service, we are still waiting to be notified by Moody’s what publicly offered bonds would be rated.
- Based on a Baa1 rating from Moody’s estimated total savings are \$8.3 million and \$6.7 million on a net present value basis which is over 13.3% of the Outstanding Bonds par amount.

RISKS AND ADDITIONAL COSTS OF A PUBLIC OFFERING:

- Additional management time and effort to prepare disclosure documents and maintain a rating as well as requirements to provide ongoing public disclosure of the District’s financial information and disclosure of parcel tax background and history.
- A longer optional call feature with bonds unlikely to be callable until July 1, 2031.
- More interest rate risk due to approximately one month longer period before the District can lock in the interest rate with a public offering as compared with a private placement. This added risk with a public offering could reduce savings in an increasing interest rate environment, as is currently the case.

DUAL TRACK PROCESS:

- Continue to pursue the private placement option for a lower interest rate.
- Explore the public offering which commences with Moody’s to initiate an updated rating.

At their October 14, 2021 meeting, the Debt Affordability Advisory Committee authorized the district to proceed to the Board of Supervisors with the public offering.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to act could result in \$7 million in lost savings.

ATTACHMENTS

Resolution 2021/331

Rating Agency Presentation

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

Adopted this Resolution on 10/19/2021 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2021/331**

RESOLUTION AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF REVENUE BONDS TO REFUND THE OUTSTANDING WEST CONTRA COSTA HEALTHCARE DISTRICT REFUNDING REVENUE BONDS, SERIES 2018, AND THE OUTSTANDING WEST CONTRA COSTA HEALTHCARE DISTRICT REFUNDING REVENUE BONDS, SERIES 2019, AND APPROVING CERTAIN OTHER ACTIONS

WHEREAS, the District has heretofore issued its West Contra Costa Healthcare District Refunding Revenue Bonds, Series 2018 (the "2018 Bonds"), of which \$10,249,000 is outstanding, and its West Contra Costa Healthcare Refunding Revenue Bonds, Series 2019 (the "2019 Bonds" and, with the 2018 Bonds, the "Prior Bonds"), of which \$40,289,000 is outstanding; WHEREAS, the District's obligation to pay the principal of and interest on the Prior Bonds is secured by a first and prior lien on the revenues derived by the District from an annual special parcel tax on each taxable parcel of real property within the District (exclusive of parcels for which exemptions have been granted, approved by approximately 84% of the voters of the District at a special election held on June 8, 2011); WHEREAS, the District has been made aware that it is possible to refund the Prior Bonds and realize substantial debt service savings by issuing its West Contra Costa Healthcare District Refunding Revenue Bonds, Series 2021 (the "Bonds"), pursuant to the provisions of section 53570 *et seq.* of the California Government Code; and WHEREAS, it is appropriate that the Board formally authorize the preparation of the necessary documents in connection and other actions with the issuance and sale of the Bonds;

NOW, THEREFORE, it is hereby DECLARED and ORDERED, as follows: *Section 1.* The Executive Director or the Treasurer, the Chief Operating Officer & CFO of Contra Costa Health Services, or the designee thereof (each, an "Authorized Officer"), and other appropriate officers and officials of the District to proceed with the preparation of the necessary documents in connection with the issuance and sale of the Bonds, subject to the final approval by the Board at a subsequent meeting. The Authorized Officers are also authorized and directed to schedule and meet with Moody's Investors Service to obtain a credit rating on the Bonds which will be required if they are sold pursuant to a public offering and to solicit proposals from institutional investors for the purchase of the Bonds if they are sold pursuant to a private placement. *Section 2.* The Board understands that all costs of issuance will be paid from the proceeds of the Bonds and will not be paid by the District and will be payable only upon the successful issuance and sale of the Bonds, other than a minor portion, capped at \$7,500. *Section 3.* The Authorized Officers and other appropriate officers and officials of the District are hereby authorized and directed to take such action and to execute such documents as may be necessary or desirable to effectuate the intent of this Resolution. *Section 4.* This Resolution shall be in full force and effect immediately upon its adoption.

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

**ATTESTED: October 19, 2021**

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

**Contact: Patrick Godley, 925-957-5405**

By: , Deputy

**cc:** Jackie Peterson, Marcy Wilhelm

October 11, 2021

**West Contra Costa Healthcare District**  
**Rating Agency Presentation**  
Prepared for Moody's Investor Service

---

## Meeting Participants

### West Contra Costa Healthcare District

- Patrick Godley, COO/CFO Contra Costa Health Services
  - (925) 957-5405 ([pgodley@cchealth.org](mailto:pgodley@cchealth.org))
- Bud De Cesare, Fiscal Manager and Budget Officer, Contra Costa Health Services
  - (925) 957-5429 ([bud.decesare@cchealth.org](mailto:bud.decesare@cchealth.org))
- Kathy White, Consultant
  - (505) 280-1306 ([kwhite5@cchealth.org](mailto:kwhite5@cchealth.org))
- Vickie Scharr, Consultant
  - (925) 939-9232 ([vscharr@cchealth.org](mailto:vscharr@cchealth.org))
- Harold Emahiser, Consultant
  - (612) 816-7380 ([hemahiser@optimumfinancial.biz](mailto:hemahiser@optimumfinancial.biz))

### District Counsel – Foley & Lardner, LLP

- Mark Schieble, Esq.
  - (415) 984-9804 ([mschieble@foley.com](mailto:mschieble@foley.com))

### Moody's Ratings

- Helen Cregger, VP – Senior Credit Officer
  - (415) 274-1720 ([helen.cregger@moodys.com](mailto:helen.cregger@moodys.com))

### District's Municipal Advisor – G.L. Hicks Financial, LLC

- Gary Hicks, President
  - (530) 903-9000 ([gary@glhicks.com](mailto:gary@glhicks.com))

### Bond Counsel – Quint and Thimmig LLP

- Brian Quint, Esq.
  - (415) 925-4200 ([bquint@qtlp.com](mailto:bquint@qtlp.com))

### Underwriter – Piper Sandler & Co.

- Todd Van Deventer, Managing Director
  - (913) 345-3352 ([todd.vandeventer@psc.com](mailto:todd.vandeventer@psc.com))



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## Schedule and Purpose

### Purpose of the Bonds

- The Series 2021 Parcel Tax Refunding Revenue Bonds (the “Bonds”) will refund the outstanding Series 2018 and Series 2019 Bonds.
- All bonds are currently callable and are expected to be redeemed on January 1, 2021.

### Preliminary Sources & Uses of Funds\*

Bond Proceeds:	
Par Amount	\$45,715,000
Premium	6,392,962
<u>Total Sources of Funds</u>	<u>\$52,107,962</u>
Refunding Escrow Deposits	\$51,557,750
Estimated Costs of Issuance	549,575
<u>Additional Proceeds</u>	<u>637</u>
<u>Total Uses of Funds</u>	<u>\$52,107,962</u>

\*Preliminary, subject to change.

### Transaction Schedule

Rating Meeting – September 24

Rating Received – October 13

Anticipated Sale Date – November 4

Anticipated Closing – December 1

## Estimated Savings:

### Purpose of the Bonds

- The Series 2021 Parcel Tax Refunding Revenue Bonds are expected to save the District approximately \$8.3 million in reduced debt service costs through 2042.
- Average annual savings are estimated at over \$475,000 annual through 2028 and then \$365,000 annually through 2042.

Year	Series 2018 & 2019			Series 2021			
	Principal	Interest	Debt Service	Principal	Interest	Debt Service	Savings
2022	\$1,585,000	\$2,023,969	\$3,608,969	\$2,215,000	\$1,107,319	\$3,322,319	\$286,650
2023	1,645,000	1,963,913	3,608,913	1,390,000	1,740,000	3,130,000	478,913
2024	1,707,000	1,902,293	3,609,293	1,445,000	1,684,400	3,129,400	479,893
2025	1,772,000	1,836,897	3,608,897	1,505,000	1,626,600	3,131,600	477,297
2026	1,840,000	1,769,714	3,609,714	1,570,000	1,566,400	3,136,400	473,314
2027	1,909,000	1,699,992	3,608,992	1,630,000	1,503,600	3,133,600	475,392
2028	1,982,000	1,627,699	3,609,699	1,690,000	1,438,400	3,128,400	481,299
2029	2,059,000	1,550,319	3,609,319	1,875,000	1,370,800	3,245,800	363,519
2030	2,145,000	1,464,478	3,609,478	1,950,000	1,295,800	3,245,800	363,678
2031	2,234,000	1,375,089	3,609,089	2,025,000	1,217,800	3,242,800	366,289
2032	2,327,000	1,281,988	3,608,988	2,105,000	1,136,800	3,241,800	367,188
2033	2,424,000	1,184,989	3,608,989	2,190,000	1,052,600	3,242,600	366,389
2034	2,525,000	1,083,968	3,608,968	2,280,000	965,000	3,245,000	363,968
2035	2,631,000	978,698	3,609,698	2,370,000	873,800	3,243,800	365,898
2036	2,740,000	869,055	3,609,055	2,465,000	779,000	3,244,000	365,055
2037	2,855,000	754,834	3,609,834	2,565,000	680,400	3,245,400	364,434
2038	2,973,000	635,869	3,608,869	2,665,000	577,800	3,242,800	366,069
2039	3,097,000	511,954	3,608,954	2,775,000	471,200	3,246,200	362,754
2040	3,226,000	382,862	3,608,862	2,885,000	360,200	3,245,200	363,662
2041	3,361,000	248,387	3,609,387	3,000,000	244,800	3,244,800	364,587
2042	3,501,000	108,302	3,609,302	3,120,000	124,800	3,244,800	364,502
<b>Total</b>	<b>\$50,538,000</b>	<b>\$25,255,268</b>	<b>\$75,793,268</b>	<b>\$45,715,000</b>	<b>\$21,817,519</b>	<b>\$67,532,519</b>	<b>\$8,260,749</b>

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## Parcel Tax Bond Security

### **Pledge of Parcel Taxes**

- On June 8, 2004, 84% of the voters in the District voted to approve Measure D, which imposed a parcel tax (the "2004 Parcel Tax") on all taxable real property in the District.
- The 2004 Parcel Tax Revenues are pledged to the repayment of the Series 2021 Bonds.
- The County levies and collects the 2004 Parcel Tax.
- The Parcel Taxes are subject to a "lockbox" provision.
  - Once the County has collected such taxes, it is required to transfer those funds directly to the Trustee for payment of the Bonds.
  - Once the Trustee has collected sufficient Parcel Taxes each year to pay debt service, additional Parcel Tax Revenues for that year are remitted to the District.

### **Statutory Lien**

- Pursuant to California Government Code section 53515 the Bonds are secured by a statutory lien on all 2004 Parcel Tax revenues pursuant to the levy and collection of the tax.

### **Special Revenues**

- Pursuant to the Bankruptcy Plan "Section 4 Treatment of Claims":
  - Parcel Tax Bondholders were considered Class 1 and the "secured claim" of the Holders of the Bonds shall be paid in full with interest pursuant to the documents.

## Parcel Tax Revenues

- The annual parcel tax assessments are based on property use codes as illustrated by the table below:

Use Code	Rate
Single-Family Residential / Vacant / Misc.	\$52
Small Multi-Unit Residential	\$104
Small Commercial / Industrial	\$312
Medium Commercial / Industrial	\$520
Large Commercial / Industrial	\$1,040

- The 2004 Parcel Tax is not levied on the basis of assessed valuation but rather on the basis of a fixed amount for each of the five use codes categories above.
- There has not been a meaningful variance in the 2004 Parcel Taxes received at approximately \$5,650,000.
- Below is a Historical Pro Forma Maximum Annual Debt Service Calculation for the fiscal years 2014/2015 thru 2020/2021.

West Contra Costa Healthcare District							
Historical Parcel Tax Revenues versus Pro Forma Maximum Annual Debt Service*							
Fiscal Year	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Secured Tax Charge	5,679,336	5,649,228	5,647,044	5,640,414	5,638,308	5,645,328	5,652,296
Pro Forma MADS*	3,322,319	3,322,319	3,322,319	3,322,319	3,322,319	3,322,319	3,322,319
Historical Pro Forma MADS Coverage*	1.71x	1.70x	1.70x	1.70x	1.70x	1.70x	1.70x

\*Preliminary, subject to change

## Pro Forma Parcel Tax Coverage Analysis

Pro Forma Parcel Tax Coverage Analysis*				
Period Ending	Parcel Tax Revenues*	Debt Service	Surplus	Coverage
7/1/2022	5,652,296	3,322,319	2,329,977	1.70x
7/1/2023	5,652,296	3,130,000	2,522,296	1.81x
7/1/2024	5,652,296	3,129,400	2,522,896	1.81x
7/1/2025	5,652,296	3,131,600	2,520,696	1.80x
7/1/2026	5,652,296	3,136,400	2,515,896	1.80x
7/1/2027	5,652,296	3,133,600	2,518,696	1.80x
7/1/2028	5,652,296	3,128,400	2,523,896	1.81x
7/1/2029	5,652,296	3,245,800	2,406,496	1.74x
7/1/2030	5,652,296	3,245,800	2,406,496	1.74x
7/1/2031	5,652,296	3,242,800	2,409,496	1.74x
7/1/2032	5,652,296	3,241,800	2,410,496	1.74x
7/1/2033	5,652,296	3,242,600	2,409,696	1.74x
7/1/2034	5,652,296	3,245,000	2,407,296	1.74x
7/1/2035	5,652,296	3,243,800	2,408,496	1.74x
7/1/2036	5,652,296	3,244,000	2,408,296	1.74x
7/1/2037	5,652,296	3,245,400	2,406,896	1.74x
7/1/2038	5,652,296	3,242,800	2,409,496	1.74x
7/1/2039	5,652,296	3,246,200	2,406,096	1.74x
7/1/2040	5,652,296	3,245,200	2,407,096	1.74x
7/1/2041	5,652,296	3,244,800	2,407,496	1.74x
7/1/2042	5,652,296	3,244,800	2,407,496	1.74x

\*Preliminary, subject to change. Parcel tax revenues are assumed at amount from June 30, 2020 annual disclosure.



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## The District - Overview

- The District was created in 1948 as a political subdivision of the State of California and is organized and operates under the Local Health Care District Law (the "District Law").
- The District is located in Contra Costa County and covers the majority of the western portion of the County.
- The population of the District is approximately 260,000 persons.
- Cities and communities located within the District's boundaries include, Richmond, San Pablo, El Cerrito, Hercules and Pinole as well as neighboring unincorporated cities.
- As a result of Senate Bill #522, the Contra County Board of Supervisors appointed itself as the District's Board of Directors effective January 1, 2019.
- The District is a political agency and receives *ad valorem* property taxes annually.
  - The District received operating tax revenues of \$4,831,558.59 and \$5,051,610.08 in 2018-19 and 2019-20 fiscal years, respectively.
  - County currently collects and utilizes all but \$1,000,000 annually of this tax revenue to paydown the liability related to the Tax-Exchange Agreement.
  - The Tax Exchange Agreement is expected to be fully repaid in June of 2022 at which time the District will receive the full amount of the tax revenues for general operating purposes.

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## The District – Current Operations

- The District does not currently operate or own any health care facilities.
- The District does not have any employees with management of the District being handled by the County's employees along with support provided by ex-employees and independent contractors of the District.
- The District uses a portion of its annual surplus received from ad valorem operating taxes and surplus parcel tax revenues to provide grants and funding to support local health initiatives and expects to provide more significant grants and support as additional funds free up due to the pay off of remaining legacy obligations.
- The District/County has no intention to own or operate an acute care hospital.

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## The Bankruptcy

- The District ceased operating Doctor's Hospital in 2015 and filed for Chapter 9 Bankruptcy in October 2016.
- Through the bankruptcy process a plan for adjustment of debt (the "Plan") was confirmed by the Bankruptcy Court and overwhelmingly approved by the creditors of the District.
  - The Plan took effect April 4, 2018 in conjunction with the sale of the Hospital.
  - The Parcel Taxed Revenue Bonds were recognized in the Plan as allowed claims.
  - All unsecured creditors have been paid.
  - On June 25, 2021, the bankruptcy court entered an order closing the Chapter 9 bankruptcy for the District.
- The District has 5 remaining obligations:
  - 2018 and 2019 Bonds (to become the 2021 Bonds)
  - Tax exchange agreement with the County, will be satisfied in FY2022.
  - Unfunded pension/deferred compensation plan, estimated to be satisfied in FY2026.
  - California Nurses Association, balance of \$1,750,000 as of June 30, 2021. Balance to be paid off over the next 6 fiscal years.
  - Local 39 pension claim, balance of \$283,417.87 as of June 30, 2021. Balance to be paid off over the next 7 fiscal years.

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## The Tax Exchange Agreement

- The District entered into a tax exchange agreement with the County in April 2011.
- The agreement reached a maximum outstanding balance of \$25,296,000 in 2014.
- The County Auditor allocates and transfers to the County, pursuant to the agreement, all but \$1,000,000 of the District's general operating ad valorem tax revenues that would otherwise be remitted to the District.
- The operating tax revenues were over \$5 million in fiscal year 2020.
- The outstanding balance due to the County as of June 2021 was \$1,391,705 and the County is expected to be fully repaid as of by June 2022.
- By satisfying its annual obligations associated with the Tax Exchange Agreement the District will reduce its annual obligations by approximately \$4 million moving forward.

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## The District – The Board

- The District is governed by the Board of Directors of Contra Costa County (the "Board"), which consists of five members, each elected by geographic district to four-year terms.
- The Board has ultimate responsibility for District policies, strategic planning, as well as fiduciary responsibility for protecting and enhancing the District's assets.
- The Board has turned over day-to-day responsibilities of managing the District to Contra Costa Health Services and certain outside consultants. Regular Board meetings are held monthly and are open to the public.
- The current members of the Board, including their titles, dates on which their current terms expire and total years as Board members, are set forth in the following table.

District Board of Commissioners		
Name	Position	Term Expires
John M. Gioia	Supervisor, District 1	January 2023
Candace Anderson	Supervisor, District 2	January 2025
Diane Burgis	Supervisor, District 3	January 2025
Karen Mitchoff	Supervisor, District 4	January 2023
Federal D. Glover	Supervisor, District 5	January 2025



**WEST CONTRA COSTA HEALTHCARE DISTRICT**

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF REVENUE BONDS TO REFUND THE OUTSTANDING WEST CONTRA COSTA HEALTHCARE DISTRICT REFUNDING REVENUE BONDS, SERIES 2018, AND THE OUTSTANDING WEST CONTRA COSTA HEALTHCARE DISTRICT REFUNDING REVENUE BONDS, SERIES 2019, AND APPROVING CERTAIN OTHER ACTIONS**

RESOLVED, by the Board of Directors (the "Board") of the West Contra Costa Healthcare District (the "District"), as follows:

WHEREAS, the District has heretofore issued its West Contra Costa Healthcare District Refunding Revenue Bonds, Series 2018 (the "2018 Bonds"), of which \$10,249,000 is outstanding, and its West Contra Costa Healthcare Refunding Revenue Bonds, Series 2019 (the "2019 Bonds" and, with the 2018 Bonds, the "Prior Bonds"), of which \$40,289,000 is outstanding;

WHEREAS, the District's obligation to pay the principal of and interest on the Prior Bonds is secured by a first and prior lien on the revenues derived by the District from an annual special parcel tax on each taxable parcel of real property within the District (exclusive of parcels for which exemptions have been granted, approved by approximately 84% of the voters of the District at a special election held on June 8, 2011);

WHEREAS, the District has been made aware that it is possible to refund the Prior Bonds and realize substantial debt service savings by issuing its West Contra Costa Healthcare District Refunding Revenue Bonds, Series 2021 (the "Bonds"), pursuant to the provisions of section 53570 *et seq.* of the California Government Code; and

WHEREAS, it is appropriate that the Board formally authorize the preparation of the necessary documents in connection and other actions with the issuance and sale of the Bonds;

NOW, THEREFORE, it is hereby DECLARED and ORDERED, as follows:

*Section 1.* The Executive Director or the Treasurer, the Chief Operating Officer & CFO of Contra Costa Health Services, or the designee thereof (each, an "Authorized Officer"), and other appropriate officers and officials of the District to proceed with the preparation of the necessary documents in connection with the issuance and sale of the Bonds, subject to the final approval by the Board at a subsequent meeting. The Authorized Officers are also authorized and directed to

schedule and meet with Moody's Investors Service to obtain a credit rating on the Bonds which will be required if they are sold pursuant to a public offering and to solicit proposals from institutional investors for the purchase of the Bonds if they are sold pursuant to a private placement. The Authorized Officers are also authorized to determine whether the Bonds will be sold pursuant to a public offering or pursuant to a private placement.

*Section 2.* The Board understands that all costs of issuance will be paid from the proceeds of the Bonds and will not be paid by the District and will be payable only upon the successful issuance and sale of the Bonds, other than a minor portion, capped at \$7,500.

*Section 3.* The Authorized Officers and other appropriate officers and officials of the District are hereby authorized and directed to take such action and to execute such documents as may be necessary or desirable to effectuate the intent of this Resolution.

*Section 4.* This Resolution shall be in full force and effect immediately upon its adoption.

\*\*\*\*\*

I hereby certify that the foregoing resolution was duly adopted at a meeting of the Board of Directors of the West Contra Costa Healthcare District held on the 5th day of October, 2021, by the following vote:

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

By \_\_\_\_\_  
Secretary



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 19, 2021

Subject: Conveyance of an Easement at Buchanan Field Airport to the Contra Costa Water District, in connection with the Terminal Replacement Project.

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**RECOMMENDATION(S):**

APPROVE the conveyance of an easement for waterline purposes over a portion of Buchanan Field Airport that has Assessor's Parcel Number 125-010-003, from the County to the Contra Costa Water District (CCWD), in connection with the Buchanan Field Terminal Replacement Project and pursuant to Government Code Section 25526.6. (Project No.: 4855-WO5304)(CP#19-45)

DETERMINE that the conveyance of the easement is in the public interest and will not substantially conflict or interfere with the County's use of the property.

AUTHORIZE the Chair, Board of Supervisors, to execute the Grant of Easement to CCWD on behalf of the County.

DIRECT the Real Estate Division of the Public Works Department to deliver a certified copy of this Board Order with the Grant of Easement to CCWD for acceptance and recording in the office of the County-Clerk Recorder.

**FISCAL IMPACT:**

No fiscal impact.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Beth Lee,  
925-681-4200

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

By: , Deputy

cc:

### BACKGROUND:

As part of the Buchanan Field terminal replacement project, the Contra Costa Water District (CCWD) must relocate a portion of an existing underground water pipe to accommodate the footprint of the new terminal building. The easement that is the subject of this board order permits CCWD to install a water pipe in a new location. The new water pipe will connect to the existing water pipe. An easement for the existing water pipe was granted in 1966 and was recorded in the official records in Book 5238, Page 442, on November 3, 1966 (Existing Easement).

When the new water pipe is installed, a portion of the existing water pipe will be abandoned in place or removed. Upon completion of the work, CCWD will quitclaim to the County that portion of the Existing Easement from which the pipe is abandoned or removed.

The contractor that is constructing the new terminal building for the County is installing the waterline to the new building that will connect to the existing water pipe. Because the County's contractor is installing the "intertie," i.e., the connection between the pipe to the building and the existing water pipe, CCWD is requiring the County to indemnify CCWD against injury to persons or damage to property that could occur as a result of leakage at the "intertie." County staff recommends that the Board approve the conveyance of the easement on these terms.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to grant an easement to CCWD would prevent CCWD from providing water services to the new terminal building.

### ATTACHMENTS

Grant of Easement

# EASEMENT AGREEMENT

THIS AGREEMENT AND GRANT OF EASEMENT (the "Easement Agreement") is dated \_\_\_\_\_ and is by and between CONTRA COSTA COUNTY, a political subdivision of the State of California, hereinafter called the "Grantor", and CONTRA COSTA WATER DISTRICT, a local governmental agency of the State of California, hereinafter called the "District".

1. For valuable consideration, the Grantor hereby grants to the District and the District hereby accepts from the Grantor, a perpetual non-exclusive easement in, on, over, under, and through a portion of the real property in the County of Contra Costa, State of California, commonly identified as Assessor's Parcel No. 125-010-023 (the "Property"), as described on **Exhibit A** and as depicted in **Exhibit B** attached hereto.

2. The purpose of this easement is to install, operate, maintain, repair and replace water utility materials and equipment, including, without limitation; pipes, valves, meters, meter boxes, fire hydrants, protecting posts, backflow prevention devices, and appurtenances thereto (the "Facilities"). In addition, Grantor further grants the District, its designated agents, employees and their respective vehicles, access throughout the entirety of said easement area, as well as the additional right of ingress to and egress from said easement area across Grantor's Property by means of roads, driveways, and parking lots with the following exceptions: (1) all access to the Airfield Operations Area (AOA) as depicted on Exhibit B, must be arranged in advance and conducted under escort by the Grantor's Operations Staff; and (2) the District must receive the Grantor's and the Federal Aviation Administration's approval to install any improvement above the pavement within the AOA.

3. All pipes except risers to meters, fire hydrants, or appurtenances shall be installed at least 18 inches below the surface of the ground.

4. The District will backfill all excavations and restore the ground to a condition equal to the condition existing prior to the excavation. Notwithstanding the foregoing, where excavation or exposure of



the subsurface facilities is reasonably necessary the County will bear the expense of back-filling excavations above six (6) inches above the top of pipes and of repaving such excavations or restoring or replacing any structure affected by such excavation.

5. County shall reimburse District for its actual costs incurred as a result of any request by County to relocate, modify, improve, or enlarge Facilities within the easement area as described and depicted on Exhibits A and B.

6. The Grantor will not permit, place, or construct any structure, or permit, or cause any trees to be planted and/or placed within the easement area, or within the designated appurtenant ingress and egress areas as depicted on Exhibit A, which will prevent District staff, vehicles, and equipment from operating anywhere within the easement.

7. The County shall hold District harmless from all liability or claim of liability for injury to persons or damage to property arising from the escape of water from the intertie identified as Intertie 1, the location of which is depicted on Exhibit B.

8. It is the intent of the parties hereto that this document be recorded in the Official Records of Contra Costa County, and that said document be binding upon the successors and assignees of the parties.

IN WITNESS WHEREOF, the Grantor and the District are executing this Easement Agreement and Grant of Easement as of the date set forth in the introductory paragraph.

CONTRA COSTA COUNTY, a political subdivision  
of the State of California

CONTRA COSTA WATER DISTRICT

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

By \_\_\_\_\_  
Assistant General  
Manager – Engineering and O&M  
Rachel Murphy

JL:  
G:\realprop\Airport\Buchanan Field Terminal Replacement Project\CCWD Easement Agreement - CCC 9 14 2021 Final.doc

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the interest in real property conveyed by the foregoing instrument to Contra Costa Water District, a local governmental agency, is hereby accepted by the undersigned officer on behalf of the Board of Directors of the District pursuant to authority conferred by the Board's Resolution No. 93-29 and amended by Resolution 18-003 and the grantee consents to recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_ By \_\_\_\_\_  
Assistant General Manager –  
Engineering and O&M  
Rachel Murphy

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

STATE OF CALIFORNIA  
COUNTY OF CONTRA COSTA

On \_\_\_\_\_, before me, \_\_\_\_\_,

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)  
Notary Public

**EXHIBIT "A"**  
**WATERLINE EASEMENT**

Portion of Rancho Monte Del Diablo, described as follows:

Being a portion of the property described in the deed from Josephine R. Hook, et. al. to Contra Costa County recorded May 11, 1942 in Book 643 at Page 15, Official Records of Contra Costa County, also described as follows:

COMMENCING on a stainless-steel rod in sleeve stamped "FAA CCR A 1992" designated as National Geodetic Survey Permanent Identifier HT3693 datasheet on file at the National Geodetic Survey;

THENCE South 3°54'32" East, 713.97 feet to a point on the line as shown on the Easement and Bill of Sale recorded January 4, 1966, in Book 5238 at Page 442 of Official Records of said County (5238 OR 442), said point also being the true POINT OF BEGINNING;

THENCE South 19°17'49" East, 53.80 feet;

THENCE South 65°37'19" East, 65.76 feet;

THENCE South 9°22'19" East, 119.04 feet;

THENCE South 66°00'00" East, 197.89 feet;

THENCE North 24°33'33" East, 12.14 feet;

THENCE South 65°31'35" East, 33.07 feet;

THENCE North 24°01'49" East, 39.84 feet;

THENCE South 66°00'00" East, 18.10 feet;

THENCE South 24°28'25" West, 39.99 feet;

THENCE South 65°31'35" East, 20.00 feet;

THENCE North 24°28'25" East, 40.16 feet;

THENCE South 66°00'00" East, 109.31 feet;

THENCE South 24°28'25" West, 41.06 feet;

THENCE South 65°31'35" East, 19.83 feet;

THENCE North 24°33'33" East, 41.22 feet;

THENCE South 65°27'34" East, 9.28 feet;

THENCE North 24°32'21" East, 22.38 feet;  
THENCE North 66°00'00" West, 176.78 feet;  
THENCE North 24°01'49" East, 37.29 feet;  
THENCE North 66°11'02" West, 38.37 feet;  
THENCE South 24°07'19" West, 1.51 feet;  
THENCE North 66°00'00" West, 8.15 feet;  
THENCE South 24°00'00" West, 89.66 feet;  
THENCE North 66°00'00" West, 173.83 feet;  
THENCE North 9°22'19" West, 118.95 feet;  
THENCE North 65°37'19" West, 67.89 feet;  
THENCE North 19°17'49" West, 45.71 feet;

THENCE South 69°22'41" West, 20.01 feet to the true POINT OF BEGINNING from which a 3 1/2 inch brass disk stamped "AP 1970 STA B2 CCR" designated as National Geodetic Survey Permanent Identifier AE6596 bears SOUTH 57°37'32" WEST 1701.20 feet.

A Plat Map Exhibit B is attached HERETO and made a part THEREOF.

18,615 square feet (0.43 Acres) more or less.

Signature   
Professional Land Surveyor  
Mennor Chan PLS 8406

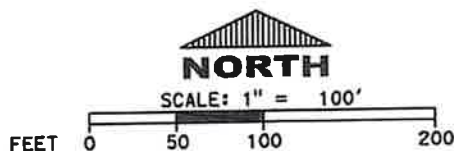
Date 09/30/21





# EXHIBIT "B"

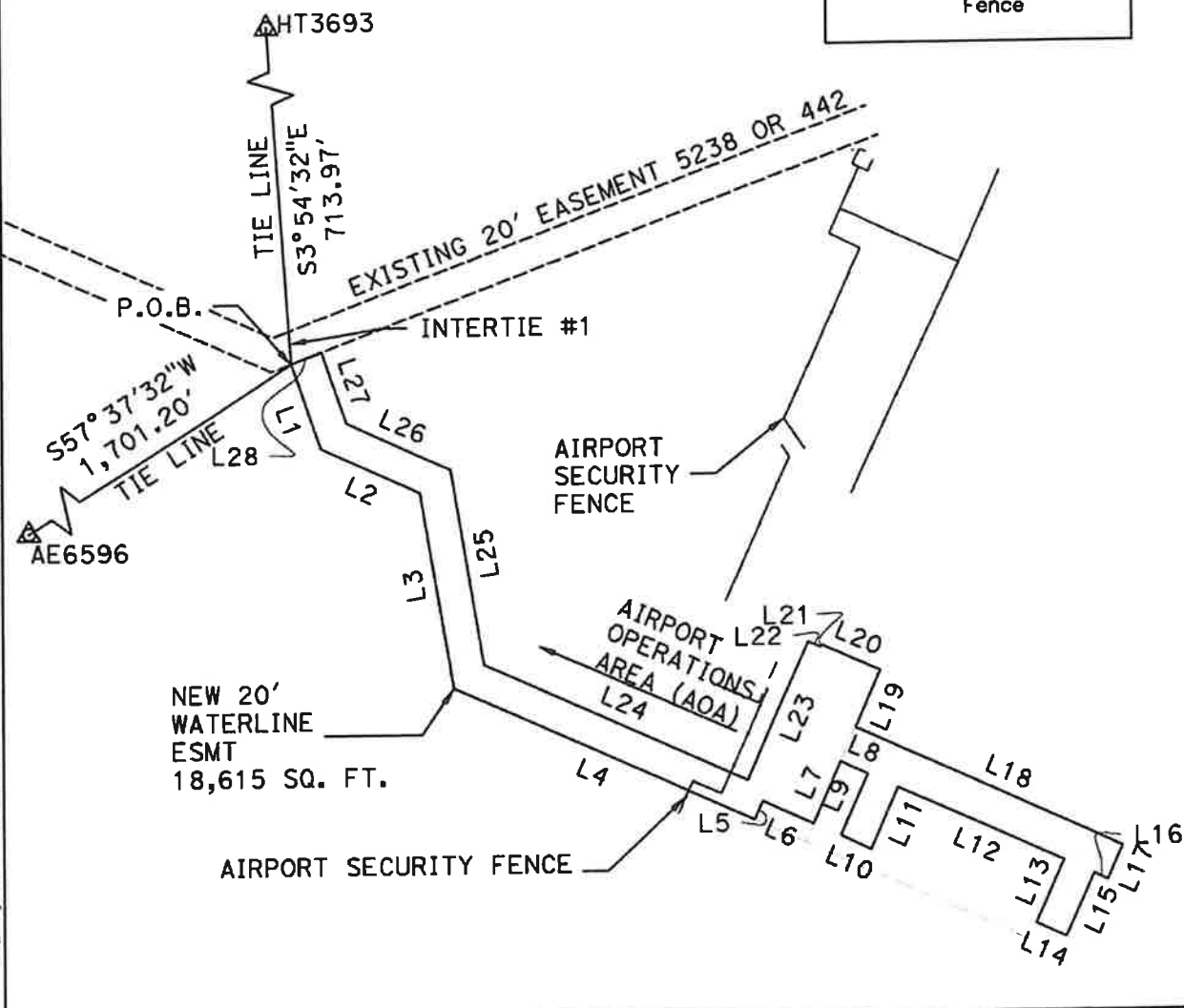
## RIGHT OF WAY MAP for WATERLINE



LEGEND	
	20' Waterline Easement
	20' Existing Waterline Easement
	Airport Security Fence

County of Contra Costa  
May 11, 1942 Book 643 OR 15

V:\03\_Projects\16518\_Buchanan\_Airfield\8\_TECI\_Survey\Drawings\Working\_Folder\CCWD\_WATER\_ESMT\_DRAFT.dwg



DRAWN BY: FL	CHECKED BY: RP	SYSTEM MAP:	JOB NO.:
SCALE: 1" = 100'	DATE: 09/21/2021	ASSESSOR'S PARCEL NO. (APN): 125-010-023	PAGE 1

# EXHIBIT "B"

## RIGHT OF WAY MAP for WATERLINE

LINE DATA TABLE		
NO.	BEARING	DISTANCE
L1	S19°17'49"E	53.80'
L2	S65°37'19"E	65.76'
L3	S09°22'19"E	119.04'
L4	S66°00'00"E	197.89'
L5	N24°33'33"E	12.14'
L6	S65°31'35"E	33.07'
L7	N24°01'49"E	39.84'
L8	S66°00'00"E	18.10'
L9	S24°28'25"W	39.99'
L10	S65°31'35"E	20.00'
L11	N24°28'25"E	40.16'
L12	S66°00'00"E	109.31'
L13	S24°28'25"W	41.06'
L14	S65°31'35"E	19.83'
L15	N24°33'33"E	41.22'
L16	S65°27'34"E	9.28'
L17	N24°32'21"E	22.38'
L18	N66°00'00"W	176.78'
L19	N24°01'49"E	37.29'
L20	N66°11'02"W	38.37'

LINE DATA TABLE		
NO.	BEARING	DISTANCE
L21	S24°07'19"W	1.51'
L22	N66°00'00"W	8.15'
L23	S24°00'00"W	89.66'
L24	N66°00'00"W	173.83'
L25	N09°22'19"W	118.95'
L26	N65°37'19"W	67.89'
L27	N19°17'49"W	45.71'
L28	S69°22'41"W	20.01'



21-Sep-2021 08:13 V:\031\_P\Projects\16518\_Buchanan Airfield\8\_TEC1\_Survey\Drawings\Working Folder\ACCHD WATER ESMT\_DRAFT.dwg

DRAWN BY: FL	CHECKED BY: RP	SYSTEM MAP:	JOB NO.:
SCALE: 1" = 100'	DATE: 09/21/2021	ASSESSOR'S PARCEL NO. (APN): 125-010-023	<b>PAGE 2</b>



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: Claims

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**RECOMMENDATION(S):**

DENY claims filed by Elizabeth Ballough, James Bravos, and Robin Kreske.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

DENY claims filed by Elizabeth Ballough, James Bravos, and Robin Kreske.

Elizabeth Ballough: Property claim for damage to vehicle in an undisclosed amount.

James Bravos: Property claim for broken dentures in the amount of \$2,000.

Robin Kreske: Property claim for damage to vehicle in the amount of \$800.

**CONSEQUENCE OF NEGATIVE ACTION:**

Not acting on the claims could extend the claimants' time limits to file actions against the County.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

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

Contact: Risk  
Management

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors

From:

Date: October 19, 2021

Subject: APPROVE the Board meeting minutes for September 2021

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**RECOMMENDATION(S):**

APPROVE Board meeting minutes for September 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

---

Action of Board On: **10/19/2021**  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: October 19, 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: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: ACCEPT Board members meeting reports for September 2021

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**RECOMMENDATION(S):**

ACCEPT Board members meeting reports for September 2021.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging ex cetera). The attached reports were submitted by the Board of Supervisors members in satisfaction of this requirement. Districts I and V have nothing to report.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Board of Supervisors will not be in compliance with Government Code 53232.3(d).

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Joellen Bergamini  
925.655.2000

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



ATTACHMENTS

District II September 2021 Report

District IV September 2021  
Report

## Supervisor Candace Andersen – Monthly Meeting Report *September 2021*

Date	Meeting	Location
2	County Connection	Zoom Meeting
7	Board of Supervisors	Zoom meeting
8	CCCERA	Zoom meeting
8	LAFCO	Zoom meeting
9	East Bay EDA	Zoom Meeting
10	Joint Conf Committee	Zoom Meeting
11	Confire remembrance	Live Meeting
13	TWIC	Zoom Meeting
13	Internal Operations	Zoom meeting
13	CCCTA	Zoom Meeting
13	First 5	Zoom meeting
14	Board of Supervisors	Zoom meeting
15	East Bay EDA	Zoom meeting
16	CCCTA	Zoom meeting
16	ABAG	Zoom meeting
16	Staff meeting	Zoom meeting
20	Staff meeting	Zoom meeting
21	Board of Supervisors	Zoom meeting
22	CCCERA	Zoom meeting
23	EBEDA	Zoom meeting
23	Staff meeting	Zoom Meeting
23	CCCSWA	Zoom meeting
27	Family & Human	Zoom meeting
27	Public Protection	Zoom meeting
27	Recycle Smart	Zoom meeting
28	HazMat update meeting	Zoom meeting
29	Staff meeting	Zoom meeting

**Supervisor Karen Mitchoff  
September 2021**

<b>DATE</b>	<b>MEETING NAME</b>	<b>LOCATION</b>	<b>PURPOSE</b>
09/02/21	VoteCast Training	Martinez	Training on new voting system
09/27/21	Meeting with Supervisor Federal Glover	Martinez	Meeting re: county business



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 19, 2021

Subject: PROCLAIM the week of October 23-30, 2021 as "California Flood Preparedness Week" in Contra Costa County

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/313 proclaiming the week of October 23-30, 2021 as "California Flood Preparedness Week" in Contra Costa County, as recommended by the Public Works Director, Countywide.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Each year the County participates in "California Flood Preparedness Week". This year, the State has declared "California Flood Preparedness Week" to be on October 23-30, 2021.

The County would join federal, state, and other local agencies during Flood Preparedness Week in raising awareness of flood risk in California and reminding Californians that climate change impacts, recent wildfires, and extreme weather events make it more important than ever for Californians to be flood ready. Floods after fire present greater risk to communities and homes downslope of burn areas because the ground cannot absorb the water. Instead, rain hits slick, charred hillsides and picks up ash, topsoil, and debris as it moves downhill. Flash flooding, mudflows, and debris flows happen quickly, so it is critical that people and communities living downslope of a burn area are prepared.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Randolph Sanders (925)  
313-2111

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

By: , Deputy

cc: Larry Gossett- Engineering Services, Randolph Sanders- Engineering Services, Maryann Mason, County Counsel, Betsy Burkhart- CCTV, Carrie Ricci-Duty

BACKGROUND: (CONT'D)

As part of the Unincorporated County Floodplain Management Program administered by the Public Works Department, Public Works would like to provide information about the Unincorporated Contra Costa County Floodplain Program and resources on flood risk and preparedness. This information is also available through the California Department of Water Resources, specifically the Flood Preparedness website, which provides links to additional information from such agencies as the Federal Emergency Management Agency and the National Flood Insurance Program.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa County will not declare that week as the statewide California Flood Preparedness Week.

ATTACHMENTS

Resolution No. 2021/313



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

Adopted this Resolution on 10/19/2021 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2021/313**

IN THE MATTER OF: Proclaiming California Flood Preparedness Week October 23-30, 2021.

WHEREAS the County of Contra Costa recognizes the significant public safety threat flooding poses to the population, assets, and economy of our County; and

WHEREAS the floodplain management program services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS the support and understanding of an informed citizenry is vital to the efficient administration of the Unincorporated Contra Costa County Floodplain Management Program; and

WHEREAS the health and safety of this community greatly depend on the administration of this program; and

WHEREAS during the California Flood Preparedness Week, local, state, and federal agencies across the state work together to inform the public about the dangers of flooding, how to prepare their homes and families for a flood, and plan for recovery; and

WHEREAS climate change impacts, recent wildfires, and extreme weather events make it more important than ever for Californians to be flood ready; and

WHEREAS California Flood Preparedness Week 2021 will be held statewide during the week of October 23-30, 2021; and

WHEREAS the theme for California Flood Preparedness Week 2021 will be "Be Aware, Be Prepared, and Take Action!"

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby recognize October 23-30, 2021 as CALIFORNIA FLOOD PREPAREDNESS WEEK, support public awareness of flood risk, and encourage County residents to take action to understand their flood risk and prepare appropriately.

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

**ATTESTED: October 19, 2021**

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

**Contact: Randolph Sanders (925) 313-2111**

By: , Deputy

**cc:** Larry Gossett- Engineering Services, Randolph Sanders- Engineering Services, Maryann Mason, County Counsel, Betsy Burkhart- CCTV, Carrie Ricci-Duty



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Candace Andersen, District II Supervisor  
Date: October 19, 2021

Subject: METASTATIC BREAST CANCER AWARENESS DAY – OCTOBER 13, 2021 AND BREAST CANCER AWARENESS MONTH – OCTOBER 2021

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Gayle Israel - (9250 957-8860

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

By: , Deputy

cc:

ATTACHMENTS

Resolution

2021/328

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

In the matter of:

**Resolution No. 2021/328**

**METASTATIC BREAST CANCER AWARENESS DAY – OCTOBER 13, 2021 AND BREAST CANCER  
AWARENESS MONTH – OCTOBER 2021**

WHEREAS, Each year, 200,000 Americans are diagnosed with breast cancer. Six to ten percent of these diagnoses are metastatic, or stage 4. Another 30% progress from stages 0, 1, 2 and 3 to develop stage 4

– maybe immediately or maybe 30 years down the line; and

WHEREAS, Science has very few answers to the reason why cancer metastasizes and we don't yet have

an effective treatment to arrest metastatic growth. What we do know is that a diagnosis of Stage 4 breast

cancer is not considered survivable and that almost 40,000 men and women die of it each year; and

WHEREAS, The breast cancer that kills is often forgotten in the numerous pink ribbon campaigns around

the world. Every year more than 600,000 people around the world die from breast cancer due to metastatic

disease. When you die from breast cancer, you die from metastatic breast cancer. The median survival

rate of two-three years for MBC has not changed significantly in decades and scientific advances for MBC

have not kept pace with those for other cancers; and

WHEREAS, This is what METAvivor is fighting to change. METAvivor's research mission is two-fold: to

increase awareness about the funding discrepancy that shortchanges metastatic research in the cancer

world, and to directly fund the kind of research that is currently lacking. With the primary goal of extending

life and ending death from MBC, METAvivor awards grants for research projects that have the potential to

shift MBC from a terminal disease to a chronic condition with a decent quality of life; and

WHEREAS, October 13 is recognized as the official Metastatic Breast Cancer (MBC) Awareness Day.

This year over 100 landmarks in all 50 states in the U.S. as well as in other countries around the world will

light up in the metastatic breast cancer colors of green, teal, and pink. This is done to shine a light on MBC,

the most advanced stage of breast cancer, where the cancer has spread from the breast to other parts of

the body; and

WHEREAS, The Pink ribbon is well-known for representing the fight against breast cancer but does not

encapsulate the MBC experience. METAvivor designed a base ribbon of green and teal with a thin pink ribbon overlay. The base ribbon of green and teal represents green for the triumph of spring over winter, life over death, renewal, hope, and immortality; teal symbolizes healing and spirituality; and pink to signify the metastatic cancer originated in the breast;

NOW, THEREFORE, BE IT RESOLVED, that the County of Contra Costa hereby proclaims October 13 as Metastatic Breast Cancer Awareness Day and October 2021 as Breast Cancer Awareness Month in the County of Contra Costa and joins with our local hospitals and health care organizations to honor all Breast Cancer survivors for their strength, courage, and determination; and to honor and remember those who courageously fought but lost their lives to Breast Cancer: and BE IT FURTHER RESOLVED, That the County of Contra Costa applauds the hard work of METAvivor Research and Support, Inc. to fund research, raise awareness, advocate for, and provide information and support to people living with MBC.

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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

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**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: October 12, 2021

Monica Nino, County Administrator

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





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: RED RIBBON WEEK 2021

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**BACKGROUND:**

Red Ribbon Week offers citizens the opportunity to demonstrate their commitment to lifestyles free of alcohol and drug abuse and misuse. The National Family Partnership, Inc., initiated the Red Ribbon Campaign after Drug Enforcement Administration Agent Enrique “Kiki” Camarena was killed in Mexico by drug traffickers in 1985. Contra Costa County joins schools and communities across California including the Community Alliance for Drug Free Youth (CADFY), parent-community organizations, the office of National Drug Policy, the Governor, the office of the Attorney general, the State Department of Education, the California Parent Teacher Association, and over 100 other statewide agencies, departments, and other organizations supporting substance use prevention and treatment programs that build healthy communities.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Fatima Matal Sol,  
925-335-3307

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

By: , Deputy

cc: Fatima Matal Sol, Marcy Wilhelm

ATTACHMENTS

Resolution

2021/339

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

In the matter of:

**Resolution No. 2021/339**

DECLARING OCTOBER 23rd - 31ST, 2021 "RED RIBBON WEEK" IN CONTRA COSTA COUNTY

WHEREAS, Red Ribbon Week offers citizens the opportunity to demonstrate their commitment to lifestyles free of alcohol and drug abuse and misuse; and

WHEREAS, on the occasion of the proclamation of "National Red Ribbon Week", Contra Costa County joins schools and communities across California including the Community Alliance for Drug Free Youth (CADFY), parent-community organizations, the office of National Drug Policy, the Governor, the office of the Attorney general, the State Department of Education, the California Parent Teacher Association, and over 100 other statewide agencies, departments, and other organizations to demonstrate their commitment to lifestyles free of alcohol and drug abuse and misuse; and

WHEREAS, the National Family Partnership, Inc., initiated the Red Ribbon Campaign after Drug Enforcement Administration Agent Enrique "Kiki" Camarena was killed in Mexico by drug traffickers in 1985; and

WHEREAS, drug and alcohol abuse create staggering societal costs and prevent millions of people from reaching their full potential at school, on the job, and in their communities. At a time when overdoses have reached an all-time high, it is imperative that visible, unified efforts by community members be launched to prevent drug use and alcohol abuse; and

WHEREAS, in 2020, more than 93,000 Americans died from drug overdoses, marking the largest one-year increase in overdose deaths ever recorded, according to provisional data from the U.S. Centers for Disease Control and Prevention. This increase has largely been driven by rising overdoses involving synthetic opioids, primarily fentanyl. Overdose deaths involving psychostimulants, and particularly methamphetamine, have also risen steeply in recent years, and many of these deaths involved use of an opioid at the same time; and

WHEREAS, delaying substance use until after adolescence significantly reduces the likelihood of developing a substance use disorder and that every dollar spent on effective school-based prevention programs returns \$18 in averted medical costs and improved productivity. By investing in evidence-based and promising strategies like Pride and Purpose Project which contribute to the development of our youth's full potential, we can continue to make progress and protect our future; and

WHEREAS, with drug overdose deaths rising at an unprecedented rate, it is critically important that we take action to prevent substance use among youth and continue to invest in the expansion of youth specific substance use disorder treatment programs in Contra Costa; and

WHEREAS, this year Pride and Purpose in partnership with the Alcohol and Other Drugs Advisory Board, schools and other community based organizations, coordinate Red Ribbon Week activities to offer residents an opportunity to demonstrate their commitment to healthy lifestyles free of alcohol and drug abuse and misuse, by wearing and displaying Red Ribbons and participating in prevention activities during this week-long celebration.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisors does hereby support October 23<sup>rd</sup> – 31<sup>st</sup>, 2021 as RED RIBBON WEEK, and encourages all citizens to participate in tobacco, alcohol and other drug prevention programs and activities. Be it also resolved that the County Board of Supervisors encourages all community members to pledge support to communities free of alcohol and drug abuse and misuse.

\_\_\_\_\_  
**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: October 19, 2021

Monica Nino, County Administrator

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



Contra  
Costa  
County

To: Board of Supervisors  
From: Federal D. Glover, District V Supervisor  
Date: October 19, 2021

Subject: Proclaiming October 24th as World Polio Day

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

Action of Board On: **10/19/2021**  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: October 19, 2021

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

Contact: Dominic Aliano,  
925-608-4200

By: , Deputy

cc:

ATTACHMENTS

Resolution

2021/342



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

In the matter of:

**Resolution No. 2021/342**

Proclaiming October 24th as World Polio Day and recognizing Rotary International for their service

WHEREAS, Rotary is a global network of neighbors, friends, leaders, and problem-solvers who unite and take action to create lasting change in communities across the globe; and

WHEREAS, the Rotary motto, Service Above Self, inspires members to provide humanitarian service, follow high ethical standards, and promote goodwill and peace in the world; and

WHEREAS, Rotary in 1985 launched PolioPlus and in 1988 helped establish the Global Polio Eradication Initiative, which today includes the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF, and the Bill & Melinda Gates Foundation, and Gavi, the Vaccine Alliance, to immunize the children of the world against polio; and

WHEREAS, polio cases have dropped by 99.9 percent since 1988 and the world stands on the threshold of eradicating the disease; and

WHEREAS, to date, Rotary has contributed more than US\$2.1 billion and countless volunteer hours to protecting more than 2.5 billion children in 122 countries; and

WHEREAS, Rotary is working to raise an additional \$50 million per year, which would be leveraged for maximum impact by an additional \$100 million annually from the Bill & Melinda Gates Foundation; and

WHEREAS, these efforts are providing much-needed operational support, medical staff, laboratory equipment, and educational materials for health workers and parents; and

WHEREAS, in addition, Rotary has played a major role in decisions by donor governments to contribute more than \$10 billion to the effort; and

WHEREAS, there are over 1.2 million Rotary members in more than 35,000 clubs throughout the world that sponsor service projects to address such critical issues as poverty, disease, hunger, illiteracy, and the environment in their local communities and abroad;

Now, Therefore, Be It Resolved: Supervisors of Contra Costa County do hereby proclaim October 24<sup>th</sup> World Polio Day and encourage all citizens to join Rotary International in the fight for a polio-free world.

---

**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: October 19, 2021

Monica Nino, County Administrator

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



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: October 19, 2021

Subject: In the matter of Recognizing Mount Diablo State Park on their 100th Anniversary

---

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

Action of Board On: **10/19/2021**  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: October 19, 2021

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

Contact: Colleen Awad,  
925-521-7100

By: , Deputy

cc:

ATTACHMENTS

Resolution

2021/343

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

In the matter of:

**Resolution No. 2021/343**

In the matter of Recognizing Mount Diablo State Park on their 100<sup>th</sup> Anniversary

WHEREAS, Mount Diablo State Park is in the heart of Contra Costa County, just east of Walnut Creek; and

WHEREAS, for thousands of years the Native Americans were caretakers and treated the mountain as a sacred space; and

WHEREAS, Colonel Leander Ransom established Mount Diablo as the initial reference point for land surveys in 1852 and began dividing up public lands; and

WHEREAS, from 1874 to 1891, Joseph Hall opened the Mountain House Hotel at 2,400 feet in elevation for visitors to Mt. Diablo to stay on the venture up the mountain; and

WHEREAS, Mount Diablo State Park was dedicated on June 19, 1921, it was run by an appointed board and was only a few hundred acres; and

WHEREAS, Mount Diablo became a state park in 1931; and

WHEREAS, in 1928, Charles Lindbergh lit the beacon that became known as the Eye of Diablo; and

WHEREAS, the Eye of Diablo was turned off on December 8, 1941, the day after the attack on Pearl Harbor, due to fear of another attack; and

WHEREAS, on December 7, 1964, Admiral Chester W. Nimitz, turned the beacon back on to commemorate the Pearl Harbor survivors, and the Eye of Diablo is lit every year on December 7 to continue the commemoration; and

WHEREAS, Mount Diablo became a California Registered Historical Landmark in 1976; and

WHEREAS, the summit of Mount Diablo has beautiful views that extend over 100 miles in all directions on a clear day; and

WHEREAS, Mount Diablo State Park is today 20,000 acres; and

WHEREAS, Mount Diablo State Park is home to over 600 species of plants and wildlife, including tarantulas, bobcats, lizards, and snakes; and

WHEREAS, Mount Diablo State Park draws 350,000 visitors every year; and

WHEREAS, Mount Diablo State Park's highest elevation is 3,849 feet.

Now Therefore Be It Resolved that the Contra Costa County Board of Supervisors recognizes the Mount Diablo State Park for 100 years of service to our communities and your dedication to preserving open space, trails and natural environments for all to enjoy.

\_\_\_\_\_  
**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: October 19, 2021

Monica Nino, County Administrator

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





Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: October 19, 2021

Subject: Recognizing Judge Laurel S. Brady and the Veterans Treatment Court

---

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

Action of Board On: **10/19/2021**  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: October 19, 2021

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

Contact: Dawn Morrow /  
925-316-9980

By: , Deputy

cc:

ATTACHMENTS

Resolution  
2021/344

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

In the matter of:

**Resolution No. 2021/344**

In the Matter of Recognizing Judge Laurel S. Brady and the Veterans Treatment Court

WHEREAS, Judge Laurel Brady graduated from University of California, San Diego with Bachelors of Arts in History and received her JD from Golden Gate University School of Law; and

WHEREAS, prior to serving as a judge, Judge Brady served as Law Clerk for Marin Superior Court and California Attorney General's Office, Consumer Protection Section; and

WHEREAS, Judge Brady served as Deputy District Attorney for Contra Costa and Solano Counties from 1989 to 1996; and

WHEREAS, she was appointed by Governor Pete Wilson in 1996 to the Municipal Court in Richmond; and

WHEREAS, Judge Brady is a faculty member for Continuing Judicial Education and Research (CJER) Certified Instructor for POST (Police Officers Standards and Training); and

WHEREAS, she has taught classes on evidence, legal motions, competence to stand trial, and sits on several education committees and acts as facilitator for various judicial training programs; and

WHEREAS, Judge Brady continues to preside over the Superior Court, and has been assigned to the Mental Health Court, Behavior Health Court, Criminals Trails, Civil Fast Track, among others; and

WHEREAS, Judge Brady was instrumental in starting and collaborating with the Veterans Treatment Court in Contra Costa County; and

WHEREAS, the Veterans Treatment Court is a collaborative justice court intended to serve veterans who are involved with the justice system and whose court cases are affected by issues such as sexual trauma, traumatic brain injury, post-traumatic stress disorder, substance abuse, or mental health problems relating to service in the United States military; and

WHEREAS, these courts promote treatment, sobriety, recovery, and stability through a coordinated response involving cooperation and collaboration with the District Attorney's Office, Public Defender, the Probation Department, the County Veterans Service Office, the U.S. Department of Veterans Affairs (VA), health-care networks, employment and housing agencies, community based organizations, volunteer mentors who are also veterans, and family support organizations.

**NOW, THEREFORE BE IT RESOLVED** that the Contra Costa County Board of Supervisors recognizes Judge Laurel S. Brady for her service to our veterans community.

---

**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: October 19, 2021

Monica Nino, County Administrator

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



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 19, 2021

Subject: Advisory Council on Aging Resignations

---

**RECOMMENDATION(S):**

ACCEPT the resignation of Sue Meltzer, DECLARE a vacancy in the Member-at-Large #18 seat on the Advisory Council on Aging for a term ending September 30, 2022, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

Ms. Meltzer was appointed to the Member-At-Large #18 seat on March 30, 2021. The seat expires September 30, 2022.

The Advisory Council on Aging (ACOA) provides a means for countywide planning, cooperation, and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of the County. ACOA provides leadership and advocacy on behalf of older persons as a channel of communication and information on aging.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Advisory Council On Aging may not be able to conduct routine business.

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

Action of Board On: **10/19/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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ATTESTED: October 19, 2021

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

Contact: Elaine Burres

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 19, 2021

Subject: Workforce Development Board Resignation and Board Vacancy

---

**RECOMMENDATION(S):**

ACCEPT the resignation of Stacey Marshall, DECLARE vacancies in the Business Seat #7 and Business Seat #6 on the Workforce Development Board, and DIRECT the Clerk of the Board to post the vacancies as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

Stacey Marshall was appointed to the Workforce Development Board, Business Seat #7 on June 23, 2020. The Seat will expire June 30, 2024. Stacey Marshall resigned due to her move out of state. Lauren D. Johnson was appointed to the Workforce Development Board Business Seat #5 on August 10, 2021. The Seat will expire June 30, 2025. Lauren D. Johnson is no longer available to serve on the Workforce Development Board.

The Workforce Development Board (WDB) is a business led body with the mission to shape and strengthen local and regional workforce development efforts. The WDB brings together leaders from business, economic development, education, labor, community-based

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: elaine Burren  
608-4960

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

By: , Deputy

cc:



BACKGROUND: (CONT'D)

organizations, and public agencies to align a variety of resources and organizations to enhance the growth and stability of local business.

CONSEQUENCE OF NEGATIVE ACTION:

The Workforce Development Board may not be able to conduct routine business.



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: October 19, 2021

Subject: RESIGNATION FROM THE ARTS AND CULTURE COMMISSION OF CONTRA COSTA COUNTY

---

**RECOMMENDATION(S):**

ACCEPT the resignation of Elizabeth Wood from the District IV Seat on the Arts & Culture Commission of Contra Costa County effective immediately for a term ending June 30, 2023, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Karen Mitchoff.

**FISCAL IMPACT:**

none

**BACKGROUND:**

The Arts and Culture Commission advises the Board of Supervisors in matters and issues relevant to Arts and Culture, to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; to increase communications and understanding between all citizens through art. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Lisa Chow,  
(925)521-7100

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The District IV Seat will remain filled without the benefit of the appointee in attendance.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 19, 2021

Subject: Family and Children's Trust Committee Resignations

---

**RECOMMENDATION(S):**

ACCEPT the resignations of Katie Cisco Callahan, Karin Kauzer, and Dr. Allyson Mayo effective September 27, 2021, DECLARE vacancies in the At-Large Seat #2, Sector Seat #2, and Sector Seat #5 on the Family and Children’s Trust Committee, and DIRECT the Clerk of the Board to post the vacancies as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Family and Children’s Trust Committee (FACT) was established in 1982 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of services for families. Funding for FACT supported projects derive from Federal and State program legislation and donations to the County FACT fund.

The term expiration for

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Elaine Burres  
608-4960

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

each of the FACT Committee seats resulting from resignation are:

Katie Callahan Cisco was appointed to At-Large Seat #2 September 15, 2020 with an expiration date of September 30, 2022.

Karin Kauzer was reappointed to Education/School Based Seat August 11, 2020 with an expiration date of September 30, 2022.

Dr. Allyson Mayo was appointed to Mental Health Representation Seat May 21, 2019 with an expiration date of September 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

The FACT Committee may not be able to establish a required quorum and conduct routine business.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 19, 2021

Subject: Advisory Council on Aging Re-appointment of Local Committee Seats

---

**RECOMMENDATION(S):**

ACCEPT the local committee reappointments of Arthur Kee (Brentwood seat), Michelle Berman (Clayton seat), James Donnelly (Alamo-Danville seat), Erin Partridge (Lafayette seat), Martin Aufhauser (Moraga seat), Megan Casey (Oakley seat), Candace Evans (Orinda seat), Kacey Carterelliot (Pittsburg seat), Lorna Van Ackeren (Pleasant Hill seat), and Eric Frietag (Walnut Creek seat) on the Advisory Council on Aging for terms beginning October 1, 2021 and ending September 30, 2023.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

Advisory Council on Aging Local Committee seat reappointments through September 30, 2023 as follows:

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Elaine Burres  
608-4960

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

By: , Deputy

cc:



BACKGROUND: (CONT'D)

Local Seat: Brentwod	Kee, Arthur
Local Seat: Clayton	Berman, Michelle
Local Seat: Danville / Alamo	Donnelly, James
Local Seat: Lafayette	Partridge, Erin
Local Seat: Moraga	Aufhauser, Martin
Local Seat: Oakley	Casey, Megan
Local Seat: Orinda	Evans, Candace
Local Seat: Pittsburg	Carterelliott, Kacey
Local Seat: Pleasant Hill	Van Ackeren, Lorna
Local Seat: Walnut Creek	Freitag, Eric

CONSEQUENCE OF NEGATIVE ACTION:

The Advisory Council on Aging could not conduct routine business.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Managed Care Commission Member Resignation

---

**RECOMMENDATION(S):**

ACCEPT the resignation of Jeff Kalin from the At-Large Seat 5 on the Contra Costa Managed Care Commission; DECLARE a vacancy in the At-Large Seat 5; and DIRECT the Clerk of the Board to post the vacancy, as requested by the Commission.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Jeff Kalin was reappointed to the Managed Care Commission At-Large seat 5 on September 7, 2021 for a term ending August 31, 2024. Mr. Kalin is resigning the At-Large seat 5 due to personal reasons.

The Managed Care Commission addresses the health care concerns for the Medi-Cal, Medicare, Commercial, and Medically Indigent persons served by the County.

**CONSEQUENCE OF NEGATIVE ACTION:**

Managed Care Commission At-Large seat 5 will remain vacant.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Sharron Mackey,  
925-313-6104

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

By: , Deputy

cc: Marcy Wilhelm, Wendy Mascitto

ATTACHMENTS

Resignation Letter

Jeff Kalin

[REDACTED]  
Pleasant Hill, CA 94523  
[REDACTED]

September 22, 2021

Sharron A. Mackey  
CEO, Contra Costa Health Plan  
595 Center Avenue, Suite 100  
Martinez, CA 94553

Dear Sharron,

Serving as Commissioner on the Contra Costa Health Plan has always been a joyous experience. Each year since 1992, my participation has been rewarding, as have the relationships with staff and other members of the commission. The changes that have occurred in the health system over those years have been many, and all for the good.

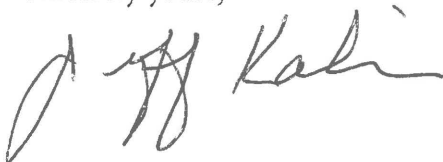
Since my retirement in 2018, I have taken on several additional interests and pursuits that are also rewarding, and time consuming. My wife and I have been doing more traveling and with her pending retirement, are planning much more extensive travel.

At this time, I feel my ability to contribute to the CCHP has waned. I also feel strongly that my position would be better filled by a newly recruited individual. Please accept my resignation as Commissioner effective October 15th, 2021.

I wish you, the health plan and the other commissioners all the best, and expect to watch as the Contra Costa Health Plan continues to flourish.

Thank you for your leadership and support. Take care.

Sincerely yours,



Jeff Kalin



Contra  
Costa  
County

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: October 19, 2021

Subject: RECOMMENDATIONS FOR APPOINTMENT TO THE AFFORDABLE HOUSING FINANCE COMMITTEE

---

**RECOMMENDATION(S):**

1. REAPPOINT Willie Robinson to the West Unincorporated Representative seat and Frances Sorrondegui to the Central City Representative seat on the Affordable Housing Finance Committee for three-year terms ending on June 30, 2024.
2. APPOINT LaTonia People-Stokes to the East Unincorporated Representative seat and Rebecca Myer to the East City Representative seat to complete the unexpired terms ending on June 30, 2023, and Valerie Bernardo to the West City Representative seat on the Affordable Housing Finance Committee for a three-year term ending on June 30, 2024.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG) funds and Housing Opportunities for Persons with AIDS (HOPWA) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. The AHFC typically convenes

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Amalia Cunningham  
925-674-7869

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

By: , Deputy

cc: AHFC Staff, CAO-IOC

## BACKGROUND: (CONT'D)

once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally, a second special meeting is held midway through the fiscal year to reallocate funds.

The Committee consists of seven members, including:

- Three city representatives (one from each sub-region of the County, currently residing in an incorporated City); and
- Three County representatives (one from each sub-region of the County, currently residing in an unincorporated area of the County); and
- One Community/At-Large representative (currently residing in the County, either incorporated or unincorporated).

Nominations for AHFC representatives are solicited by the Department of Conservation and Development, reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years. Per the bylaws adopted earlier this year, all members are required to have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

Since January 2020, 21 applications have been submitted to fill five current vacancies:

- East City Representative – term expired June 30, 2020
- West City Representative – vacant since June 30, 2018
- Central City Representative – term expired June 30, 2021
- East Unincorporated Representative – term expired June 30, 2020
- West Unincorporated Representative – term expired June 30, 2021

Of the 21 applications received, nine have professional affordable housing experience in some capacity and currently eligible as they reside in a vacancy geographic category. The remaining 12 applications received either reside in a region of the County that a representative seat is not currently vacant or have not demonstrated professional affordable housing finance, design, property management experience. These 12 applicants were not considered for appointment to the AHFC.

The remaining candidates were considered by the IOC at its regular meeting on October 11, 2021. The IOC invited candidates for contested seats to appear at the meeting. The IOC interviewed two candidates prior to determining its recommendations for appointment. The applications of all nine qualifying applicants are attached to this order for reference.

## Uncontested Seats / Single-Applicants

### **West City Representative Applicant:**

- Valerie Bernardo, Hercules: Ms. Bernardo has 20 years of experience working in local government, Housing and Community Development departments in the Bay Area specifically in single-family homeownership programs, multifamily rental development, housing policy, and community revitalization programs.

### **East Unincorporated Representative Applicant:**



- LaTonia People-Stokes, Discovery Bay: Ms. People-Stokes has 20 years of experience in the public sector working with CDBG and HOPWA funds in Alameda County Housing and Community Development. In addition, Ms. People-Stokes has worked as an on-site property manager for different rental properties.

### **West Unincorporated Representative Applicant:**

- Willie Robinson, El Sobrante (incumbent): Mr. Robinson has actively served on the AHFC for several terms. Mr. Robinson has over 45 years of experience as a construction manager, cost engineer, and value engineering specialist.

The IOC recommends the above candidates to the Board of Supervisors for appointment. Their application materials are attached for reference.

### **Contested Seats/Multiple Applications Received**

#### **East City Representative Applicants**

- Rebecca Myer, Brentwood: Ms. Myer is an experienced social service coordinator working for Satellite Affordable Housing Associates for the last six years.
- Alaric Robinson, Oakley: Mr. Robinson has an architectural and construction management background, also working with construction bond financing.

The IOC recommends Rebecca Myer to the Board of Supervisors for appointment.

#### **Central City Representative Applicants**

- Julia Dozier, Pleasant Hill: Ms. Dozier is a former associate regional director with Habitat for Humanity, International.
- Yazaman Lee, Orinda: Ms. Lee has experience in real estate development ranging from horizontal improvements, acquisition, and development, as well as rehabilitation of units. In addition, Ms. Lee is a licensed real estate broker for the last 20 years in the Bay Area.
- Matthew Parkins, Danville: Mr. Parkins is a former federal procurement consultant and has experience as a construction estimator and engineer.
- Frances Sorrondegui, San Ramon (incumbent): Ms. Sorrondegui has been involved in the administration of CDBG and HOME funds and management of housing programs for over 18 years in Alameda County.

The IOC recommends the Frances Sorrondegui to the Board of Supervisors for reappointment.

### **ATTACHMENTS**

Attachment A: AHFC Member Roster

Attachment B: Candidate Applications

**CONTRA COSTA CONSORTIUM  
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP**

<b>City Representatives</b>	
East County Rep. (City #1)	Term Expires: June 30, 2023
Vacant	
West County Rep. (City #2)	Term Expires: June 30, 2024
Vacant	
Central County Rep. (City #3)	Term Expires: June 30, 2021
Vacant	

<b>County Representatives (Unincorporated)</b>	
East County Rep. (County #1)	Term Expires: June 30, 2023
Vacant	
West County Rep. (County #2)	Term Expires: June 30, 2021
Vacant	
Central County Rep. (County #3)	Term Expires: June 30, 2022
Warren D. Ritter Pacheco	

<b>Community/At-Large Representative</b>	
Community Rep. (Community #1)	Term Expires: June 30, 2022
Lisa Caronna Kensington	

## COMMITTEE STAFF

Kristin Sherk  
Senior Housing Planner  
Phone: (925) 655-2889  
Email: [Kristin.Sherk@dcd.cccounty.us](mailto:Kristin.Sherk@dcd.cccounty.us)  
Fax: (925) 655-2757

Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553

# Application Form

## Profile

Valerie

First Name

F

Middle Initial

Bernardo

Last Name

[Redacted] Home Address

[Redacted] Suite or Apt

Hercules

City

CA

State

[Redacted] Postal Code

Mobile: [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

Spelman College

#### Degree Type / Course of Study / Major

Bachelor of Art/Sociology

#### Degree Awarded?

Yes  No

### College/ University B

#### Name of College Attended

Georgia State University

**Degree Type / Course of Study / Major**

Master of Public Administration/Planning & Economic Development

**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?**

None Selected

**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.**

I grew up in Pleasant Hill, Concord and Pacheco and currently live in Hercules, so I am very familiar with Contra Costa County, specifically the service area in District 5. I would like to become more of an active participant in the creation of Housing policies, programs that impact my community and feel that I can do so with serving on a board or committee in Contra Costa County. With my experience working in local government over the past 20 years, specifically in Housing & Community Development, I feel that I can bring a level of expertise and on the ground working knowledge of Affordable Housing to the board or committee to truly make a difference.

---

## **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.**

In the City of Atlanta, I served on the City Council Affordable Housing Task Force, Affordable Housing & Community Retention Task Force, and the Beltline Affordable Housing Task Force.

---

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

I have participated in various affordable housing boards, committees, steering groups and task forces over the past 20 years. Additionally, I have over 20 years of experience in working in the affordable housing industry, ranging from a local non-profit organization, Redevelopment Authority, Housing Authority and Local Government. My experience in affordable housing ranges from single family homeownership programs, multifamily rental housing development, housing policy, and community revitalization programs. I most recently created the Affordable Housing Bond & Expenditure Plan for Emeryville's Measure C Housing Bond and previously assisted in developing the Housing Plan for the 2nd Tranche of the Atlanta Housing Opportunity Bond.

[Bernardo\\_resume\\_2021.docx](#)

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



# VALERIE FOUNTAINE BERNARDO

## PROFILE

20+ years of experience working in Affordable Housing Development and Community Development, with a wide knowledge of federal regulations, public administration practices and urban planning. Strong ability to evaluate and assess housing programs and develop programmatic policies and strategies to improve implementation and financial compliance.

## PROFESSIONAL EXPERIENCE

- Com. & Econ. Dev. Coordinator II**      **City of Emeryville**      **07/2019-Present**
- Manage to the Below Market Rate Portfolio, consisting of over 200 Homebuyer Units and over 900 Rental Units
  - Created the Affordable Housing Bond Expenditure Plan and oversee the implementation of the \$50 million Measure C Affordable Housing Bond
  - Negotiate with Developers on deal terms associated with Affordable Housing Agreements, Exclusive Rights to Negotiate, Lease Disposition and Development Agreement, and Development Loans
  - Develop the Housing Element Annual Report and Housing Successor Agency Annual Report
  - Manage three Professional Service Provider contracts that implement Rental Assistance, Homebuyer Assistance, Homeowner Repair Assistance programs in Emeryville
  - Manage two Professional Service Providers contracts that provide Fair Housing, Tenant/Landlord Relations and legal services to residents facing eviction in Emeryville
  - Manage the City's annual allocation of Community Development Block Grant funds
  - Serve as Secretary of the Emeryville Housing Committee
  - Active participant in the EBHO Housing Policy Committee Meeting, Alameda County Urban TAC Committee Meetings, Regional Housing Portal Committee Meetings, Alameda County Housing Portal Steering Committee, and Alameda County BMR Working Group
- Director, Housing & Community Dev.**      **City of Atlanta**      **03/2016-03/2019**
- Directs a staff of 20+ employees within 3 divisions which promote the development and administration of affordable workforce housing, community development policies and programs focused on creating livable places/ communities and neighborhood based economic development
  - Leads fiscal oversight and management for community development and housing federal programs (CDBG, HOME, NSP, LHC, Section 8) totaling approximately \$12M (\$3M annual allocations) focused on affordable housing preservation, single family and multifamily housing development, project based rental assistance, and economic development incentives
  - Management of place-based community development strategies and initiatives (i.e. Choice Neighborhoods, Westside Promise Zone, Blight Strategy, Displacement Free Zones, Community Retention, Domesticity Design Competition)
  - Oversight of neighborhood based redevelopment and economic development activities (i.e. Main Street, Public Vending, Urban Enterprise Zones, Small Business Waiver Incentive)
  - Oversee the creation of Community Development Policies and report out to stakeholders and City Council on their evaluation and performance (i.e. Inclusionary Zoning, Development Authority Subsidies & Incentives, Green & Healthy Homes, Equitable Housing Needs, Fair Housing)
  - Manage and coordinate Fair Housing compliance and education to housing partners, service providers, residents and city staff and oversee the Analysis of Impediments to Fair Housing for the City
  - Actively participate on the Code Enforcement Commission, Progressive Agenda for Affordable Housing, City Council Affordable Housing Task Force, Affordable Housing & Community Retention Task Force and Beltline Affordable Housing Task Force
  - Work collaboratively with other City Departments on the CAPER, Consolidated Plan, Community Improvement Plan and Atlanta City Design
  - Oversee a housing loan portfolio in excess of \$20M, consisting of single family and multifamily loans
- Senior Project Manager**      **City of Atlanta**      **12/2015-03/2016**
- Oversee the \$30 million Choice Neighborhood Implementation Grant on behalf of the City of Atlanta
  - Managed the Promise Zone Designation application on behalf of the City of Atlanta
  - Coordinate with multiple City departments to ensure implementation of \$19 million in leveraged projects in the Westside Neighborhoods



# VALERIE FOUNTAINE BERNARDO

- Project management oversight of 10 non-profit agencies from the initial proposal through construction, and initial occupancy or sale;
- Conducted initial project feasibility analysis, subsidy layering analysis and underwriting analysis on all Housing Development Division projects
- Conducted annual monitoring visits for 24 non-profit organizations to ensure compliance with federal regulations.
- Prepared correspondence to sub-recipients detailing report findings and corrective action

## **Community Outreach                      University Community Development Corp.                      3/2004-7/2007**

- Organized resident groups to identify, plan, and assist implementation of redevelopment projects
- Worked with residents and other agency staff to plan effective programs related to neighborhood improvement goals.
- Developed and implemented programs to increase homeownership, improve financial literacy and reduce crime.
- Identified potential funding opportunities and collect research and draft proposals for funding opportunities
- Developed and oversaw project development timeline.
- Assisted with site selection, property inspection, design, review of construction bid docs and public approval process for housing development projects
- Developed financing packages and project pro forma
- Oversaw marketing and sales, to insure compliance with affordability guidelines
- Managed and coordinated all customer service related requests between the builder, developer and the property owners

## **Compliance Officer                      Atlanta Development Authority                      11/2003-3/2004**

- Conducted physical inspection of multifamily property for safe and sanitary conditions based on the HUD Uniform Physical Conditions Standards
- Conducted annual resident file audit for 18 properties, reviewing 10 to 50 resident files per property.
- Audited 19 multifamily property reports on a monthly basis for new tenant move, tenant move outs, tenant household income, re-certification of income, and correct % of low/moderate income tenants
- Compared and reconciled 19 multifamily property reports on a monthly basis for accuracy of information and rectification of previous non-compliance infractions
- Prepared correspondence to owner and property manager detailing report findings and corrective action
- Created flexible monthly multifamily compliance spreadsheet
- Created flexible yearly tracking spreadsheet for 48 multifamily projects

## **Development Officer                      Atlanta Development Authority                      3/2000-11/2003**

- Administered employment registration initiative for redevelopment project. Collected and reviewed over 400 applications and found employment for 84 applicants.
- Managed vendor contract files for federal procurement requirements on behalf of 3 federally funded projects with over 40 contracts.
- Maintained property acquisition and relocation files
- Assisted in the planning and implementation phase of two redevelopment plans.
- Assisted in the review and scoring of 14 TAD Project Applications and 3 RFPs
- Processed all financial requests and track project budgets for 6 real estate development projects
- Assisted in the audit and reconciliation of a \$140 million project with federal, local and private funds

### **EDUCATION & TRAINING**

- Master of Public Administration: Planning and Economic Development  
Georgia State University, 12/2004
- Bachelor of Arts: Sociology  
Spelman College, 05/1999
- Professional Certificate in Homebuyer Education,  
Neighborhood Works Training Institute
- Professional Certificate in Economic Development Finance  
National Development Council
- Professional Certificate in Housing Development Finance (In Process)  
National Development Council
- Numerous HOME, CDBG, DRGR, LHC and NSP Trainings



# Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

### 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	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

No

Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

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.**

**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:**

\_\_\_\_\_

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 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.

# JULIA A. DOZIER

Innovative entrepreneur who has led a team from a budget deficit to becoming and remaining the #1 highest revenue-generating community college contract education department in California for the last 15 years, as not only self-supporting, but also contributing over \$2 million in 2019-20 to the community college district's general fund. Creates and manages hundred-million dollar annual budgets for multiple cost centers by assessing trends, responding to consumer and community needs, and creating and growing relationships.

Strategic leader who hires, manages and retains high-performing staff for human services training, workforce development and other higher education programs; reorganized and leads a highly functioning team to consistently meet and exceed fiscal and programmatic goals.

## **PROFESSIONAL EXPERIENCE**

### **District Executive Director of Economic Development & Contract Education**

Chabot-Las Positas Community College District

Dublin, CA

*March 2008-present*

- Serving as fiscal agent to the California Community Colleges Chancellor's Office, won and provided fiscal oversight for over \$198 million in grants for 2019-20 alone
- Created the first OSHA Training Institute Education Center in Northern California to be authorized by Federal OSHA, (one of only five community colleges in the country with that distinction), out of a total of 26 centers. Grown Center from being ranked 27th to consistently being in the top five in U.S. in student enrollments
- Contracting with seven California counties to provide training for child welfare workers as well as with dozens of community-based organizations that serve out-of-home children. In 2018-19 in Alameda County alone, we delivered training to over 38,000 participants from 646 community-based organizations and government agencies. We are in conversation with five additional counties to create similar programs
- Oversee and support the work of a regional career center which consistently surpasses its grantors' achievement goals, as well as providing tax consultation to low-income residents. For the 2019 tax year, over 500 tax returns were processed by staff and their trained volunteers to support low-income families, in spite of the pandemic's impact on accessibility
- Appointed by Governor Schwarzenegger as Commissioner to the California Apprenticeship Council, which develops policy for and oversees all California apprenticeship programs: the first representative to the Council representing a community college district. Served 2011-2016. We currently have 7 apprenticeship programs between the two colleges: in 2019-20, we served 831 apprentices for 184,000 instructional hours. An additional 4 new apprenticeship programs are currently in the works with my department
- Responsible for locating and collaborating with construction and design professionals for department move, including final decision-making for all design, safety and instructional needs



### **Director, Economic Development/Contract Education**

Chabot-Las Positas Community College District

Pleasanton, CA

*September 2005-March 2008*

- Grew the statewide and regionally-based for-credit apprenticeship programs with union and merit (non-union) programs, providing training and workforce opportunities to the apprentices as well as financial resources to one of the District's colleges
- Developed and grew child welfare training programs (including Title IV-E funded county contracts) to annually serve over 10,000 participants
- Represented District for multiple regional and cross-college programs in leadership positions

### **Program Development Manager**

Chabot-Las Positas Community College District

Pleasanton, CA

*August 2003-September 2005*

- Established training and consulting programs, recruited and placed instructors and staff for multiple clients
- Recruited apprenticeship programs, assisted program sponsors to expand into new regions as well as develop online programs
- Created child welfare training partnerships with county social services departments

### **ADDITIONAL WORK EXPERIENCE**

- **University of California, Berkeley**, SAGE Coordinator (Serving first-generation students)
- **Contra Costa Co. Office of Education**, Program Director, Business/Education Partnerships
- **Group-IPEX, Inc.**, Contract Administrator
- **Habitat for Humanity, Intl.**, Associate Regional Director, Western U.S.

### **COMMUNITY SERVICE**

- **Dublin Chamber of Commerce**, Board of Directors, Vice Chairman, Economic Development (2016-current)
- **East Bay Leadership Council**, Member, Workforce and Education Task Force (2017-current)
- **Contra Costa County Library Commission**, Member representing City of Martinez (2019)
- **Alameda County Workforce Development Board**, Board member, representing Chabot-Las Positas Community College District (2018-19)
- **Mid-Alameda County Consortium** (Adult Education - Community College partnership), Founding Member, Executive Team Member (2014-2019)

### **EDUCATION**

**Masters of Arts, Educational Administration (Specialization: Adult and Higher Education)**

University of South Dakota

Vermillion, SD

**Bachelor of Arts, Social Welfare**

University of California, Berkeley

Berkeley, CA

## Application Form

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### Profile

Yasaman

First Name

Lee

Last Name

Middle Initial

Home Address

Suite or Apt

Orinda

City

CA

State

9

Postal Code

Home:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

---

### Education

Select the option that applies to your high school education \*

High School Diploma

College/ University A

Name of College Attended

Yasaman Lee

Degree Type / Course of Study / Major

UC Berkeley BA Legal Studies

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**

DRE Broker #01403850

**Hours Completed**

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

None Selected

**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?**

1

**Please explain why you would like to serve on this particular board, committee, or commission.**

Housing is an issue within the Bay Area. And I want to be a part of the solution. I feel passionate about the cause.

---

## 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 served in numerous volunteer roles. I served for the City of Orinda's Finance Advisory Committee. And I have recently joined the Oversight Sales Tax Committee for the City of Orinda. In addition, I serve on the OUSD Orinda Union School District's Bond Committee as Chair.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have held numerous roles within real estate development. Everything from horizontal improvements, to development, and even rehabilitation of units. And I am a licensed broker with the DRE for about 20 years.

[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

# YASAMAN N. LEE

---

## PROFILE

Executive leader with 15+ years' experience building trusting relationships, breaking complex problems into component parts, and facilitating meetings with senior stakeholders.

Drive organizational alignment through outcome-oriented execution and transparent performance management.

Lead organizational change by utilizing structured problem-solving and analytical capabilities to inform decision-making.

---

## CONTACT

[Redacted contact information]

---

## LEADERSHIP EXPERIENCE



CITY OF ORINDA

2018 – present

### Committee Chair & Member | Advisory Roles to City Council

Serve in financial advisory role to City Council. Partner closely with Chief Financial Officer to review and guide annual budget of \$25M; advise on annual and multiyear budgeting, audits, long-term financial planning, and financial sustainability. Prioritize disbursement of city funds for fire safety, emergency evacuation, and infrastructure. Oversee Parcel Tax funds for ongoing City of Orinda and Friends of Orinda Library partnerships.

- Decreased expenses while supporting extended services by collaborating with City of Orinda
- Delivered investment fund recommendations for OPED liabilities and developed reserve fund guidelines—adopted by City Council



ORINDA UNION SCHOOLS

2012 – present

### Chair, Citizens' Bond Oversight Committee Glorietta Elementary Parents' Club Co-President | Program Manager

Collaborated with stakeholders to build consensus, analyze voter trends, fine-tune messaging, and lead team of 50+ community members. Enabled modernization and expansion of school campuses through successful bond placement. Collaborated with administration and board members in addressing needs of Glorietta Elementary Parents' Club as co-president. Chair Oversight Committee to ensure proper allocation of funds and maintenance of public's trust in school district and future tax initiatives.

- Raised \$105M in 2018 through bond placement to enable modernization of school sites



RVH CAPITAL, LLC

2007 – 2015

### Chief Operating Officer

Led acquisition, analysis, and management of 100+ property portfolio. Built relationships with banks to identify potential purchase of assets. Developed OKR processes to scale operations and ensure selection of appropriate investment path to maximize revenue. Created transparent performance management strategy to measure all aspects of investment lifecycle.

- Delivered 16% IRR by designing repeatable process to streamline and scale property lifecycle from acquisition to exit



ENCLAVE PARTNERS

2003 – 2007

### VP, Real Estate Development | Financial Project Manager

Led discussions with investors, lenders, vendors, and partners for real estate investment firm. Directed group to purchase property for new SFR development. Managed process end-to-end with \$2M fund and bank loan for development. Successfully exited transaction.



# YASAMAN N. LEE

PAGE 2 | ynazmi@gmail.com

## EXPERTISE

- Leadership
- Relationship management
- Change management
- Meeting facilitation
- OKR development
- Performance management
- Project management
- Meeting facilitation

██████████  
 ████████████████████

## COMMUNITY LEADER

██████████

- ██████████ Music Center, fundraiser & ██████████ member, 2018 - 2019
- Orinda Junior Women's Club, treasurer, 2010 - 2014
- Orinda Community Foundation, annual event co-chair, 2010

## LEADERSHIP EXPERIENCE, CONT.

ENCLAVE PARTNERS

ENCLAVE PARTNERS, 2003 - 2006, *cont.*  
**VP, Real Estate Development**

- Returned 15% IRR to investors and transitioned them into new fund, RVH Capital, LLC
- Delivered property improvement project 100% on time and within budget

Thomas Weisel Partners

THOMAS WEISEL PARTNERS 2000 - 2002  
**Equity Research Associate**

Delivered strategic and quantitative analysis in support of Senior Analyst for boutique investment banking firm. Oversaw expansion of financial services group by introducing financial services technology space to company coverage list. Established and developed relationships with public companies and C-level executives within industry.

ROBERTSON STEPHENS®

ROBERTSON STEPHENS 1999 - 2000  
**Equity Research Associate**

Established and developed relationships with financial service tech companies for investment banking firm. Formed relationships with key players in evolving tech space amid growing M&A activity. Determined needs of all departmental drivers to develop cohesive working relationships. Broke down complex transactions into component parts to ensure completion of all necessary steps.

- Planned 1<sup>st</sup> annual Financial Service Teach Conference in NYC
- Authored 1<sup>st</sup> research article on active trading landscape



ACCENTURE 1997 - 1999  
**Research Analyst**

Conducted and reported research for strategic financial services group in global professional services firm. Uncovered trends to deliver data-driven insights for clients. Led research projects on business strategy, innovations, and new technologies. Reviewed studies and reports to understand clients' industries.

## EDUCATION & CERTIFICATION

Bachelor of Arts, Legal Studies  
**UNIVERSITY OF CALIFORNIA, BERKELEY**

California Dept. of Real Estate Broker, 2003 - present

# Application Form

## Profile

Rebecca

First Name

M

Middle Initial

Myer

Last Name

[Redacted] Home Address

Suite or Apt

Brentwood

City

CA

State

[Redacted] Postal Code

Mobile: ([Redacted])

Primary Phone

[Redacted] Email Address

### Which supervisorial district do you live in?

District 2

## Education

### Select the option that applies to your high school education \*

High School Diploma

### College/ University A

#### Name of College Attended

San Francisco State University

#### Degree Type / Course of Study / Major

Sociology

#### 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?**

---

Affordable Housing Finance Committee: 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.**

---

I have worked in affordable housing for 6 years and social services for 20. Affordable housing is an important issue and I'd like to have a positive impact and bring my experience and education to my personal 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.

NA

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Working in social services for 20 years. Serving homeless and below poverty families and seniors for the last 6years.

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

Matthew

First Name

Parkins

Last Name

Middle Initial

Home Address

Suite or Apt

Danville

City

CA

State

9

Postal Code

Mobile:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

---

### Education

Select the option that applies to your high school education \*

None of the above

---

**College/ University A**

**Name of College Attended**

Northern Alberta Institute of Technology

**Degree Type / Course of Study / Major**

Building Construction Engineering Technology

**Degree Awarded?**

Yes  No

---

**College/ University B**

**Name of College Attended**

University of Nevada, Las Vegas



**Degree Type / Course of Study / Major**

---

BA - Economics

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Golden Gate University, School of Law

**Degree Type / Course of Study / Major**

---

Juris Doctor

**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?**

---

None Selected

**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.**

I am looking to be more involved in the community, and would like to apply my education and experience where I can make the greatest impact.

---

## **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.**

See resume.

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**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

See resume.

---

[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:**

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**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

## Matthew Parkins

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Three decades of progressive experience with ENR 400 firms.

- Developer of effective pursuit, risk management and profit maximization strategies
- Enterprise wide experience – Estimating, Operations, Administration
- Lead on public hard bid pursuits to \$1.4 Billion
- Led pursuit on highest dollar fee project in 150 year company history
- Documentation, negotiation and resolution of multi-million-dollar delay impact, change and defect claims
- Team builder, effectively mentoring, training, and leading pursuit teams of up to 80 based throughout the U.S.
- Successful in multiple geographical areas and countries

### Education

#### ***Master of Science in Business Administration***

Expected Graduation December, 2021

University of Nevada Las Vegas, Lee Business School  
Las Vegas, Nevada

- GPA: 3.76

#### ***Juris Doctor***

Expected Graduation May, 2021

Golden Gate University  
San Francisco, California

- Through 12/20 3.53 GPA / class rank 19th of 179 / 11th percentile
- Dean's Scholar 2017-2021; Dean's Honor Roll (Spring 2018, Spring and Fall 2019, Summer and Fall 2020 – no Dean's Honor Roll Spring 2020)
- Associate Editor – Environmental Law Review 2020-2021
- Witkin Award – Legal Writing & Research II
- Witkin Award – Community Property
- Specialization Certificates expected – Business/Commercial, Family, Public Interest

#### ***Bachelor of Arts (Economics)***

2016

University of Nevada Las Vegas, Lee Business School  
Las Vegas, Nevada

- GPA: 3.85
- Magna Cum Laude, Dean's Honor List (Fall, 2015, Spring and Fall, 2016)

#### ***Associate of Science (Building Construction Engineering Technology)***

1983

Northern Alberta Institute of Technology  
Edmonton, Alberta

### Professional Experience

#### ***Chief Estimator***

Millie and Severson Incorporated  
Pleasanton, California

7/17 – Present  
5/95 – 6/98 & 2/02 – 6/02

Hire, train, mentor and develop a high-performing estimating team based in northern California to serve regional clients. Project types include industrial/warehouse, hospitality, office, medical office, private K-12 and higher-education. Supervise a staff of four.

**Sr. Director of Preconstruction Services** 12/14 – 7/17  
**Federal Procurement Consultant** 1/11 – 5/11  
Martin-Harris Construction, LLC  
Las Vegas, Nevada

Taking projects from concept through groundbreaking using CMAR, Design-Assist and Design-Build.

- Developing Objectives and Strategies
- Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates
- Building Teams
- Coaching and Developing Others
- Sage 300 Construction and Real Estate, Primavera P6, Procore

**Director of Field Operations & Quality Manager** 8/13 – 12/14  
**Manager of Preconstruction Services** 10/11 – 8/13  
Ledcor Construction Inc.

Las Vegas, Nevada / Corte Madera, California

Lead geographic expansion into a new market, while improving team success at home. Lead project receiving highest score nationwide on internal policies and procedures compliance audits

- Making Decisions and Solving Problems; Resolving Claims and Disputes
- Monitoring and Controlling Resources
- Developing Objectives and Strategies
- Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates
- Building Teams
- Coaching and Developing Others
- Develop and maintain a directory of suppliers and subcontractors in a new geographic market.
- MC2, Primavera P6, Contract Manager, JDE Accounting

**Chief Estimator** 5/11 – 10/11  
RMA Land Construction, Inc.  
Anaheim, CA

Leading transition from 8A Federal contracting to large public/private general contracting.

- Developing Objectives and Strategies, Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates, Building Teams, Coaching and Developing Others
- MC2, Primavera P6

**Vice-President Preconstruction** 6/02 – 12/10  
McCarthy Building Companies, Inc.  
Las Vegas, NV

Lead on hard bid projects to \$1.4 Billion, and the highest \$ profit project in McCarthy's 150 year history.

- Standardizing quantity take-off, estimating software and subcontractor solicitation software nationwide as Chair of National Estimating Steering Committee.
- Developing Objectives and Strategies, Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates, Building Teams, Coaching and Developing Others
- MC2, Primavera P6, SmartBidNet

### **Work History**

**Estimating Manager, Turner Construction Company** 5/99 – 1/02  
**Chief Estimator, Tibesar Construction Company** 6/98 – 5/99  
**Senior Estimator, Cal-Pac Construction, Inc.** 1/91 – 5/95  
**Senior Estimator/Project Manager, Tishman Construction Co. of CA** 10/87 – 1/91  
**Estimator/Project Manager, Lancet Construction Ltd.** 6/83 – 9/87

### **Volunteer Experience**



- All for the Family Legal Clinic – Pro Bono Legal Intern 2020 - Pres
- UNLV Rebel Venture Fund 2017
- Henderson Chamber of Commerce, Legislative Affairs Committee 2016 - 2017
- Associated General Contractors, Legislative Affairs Committee 2014 - 2017
- Associated General Contractors, Chair – CM at Risk Subcommittee 2015 - 2017
- National Association of Industrial and Office Properties, Leg. Affairs Committee 2016 - 2017
- Associated Building Contractors, Legislative Affairs Committee 2012 - 2014
- Las Vegas Rotary Club 2007 - 2011
- SafeNest, Member – Board of Trustees 2009 - 2013
- Helping Hands of Vegas Valley, Member – Board of Trustees 2009 – 2011

## Application Form

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### Profile

LaTonia

First Name

M

Middle Initial

Peoples-Stokes

Last Name

Home Address

Suite or Apt

DISCOVERY BAY

City

CA

State

94505

Postal Code

Home:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 3

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### Education

Select the option that applies to your high school education \*

High School Diploma

---

#### College/ University A

Name of College Attended

LaTonia M Peoples-Stokes

Degree Type / Course of Study / Major

MPA - Public Admin/Public Mgmt

Degree Awarded?

Yes  No

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#### College/ University B

Name of College Attended

John F. Kennedy University

LaTonia M Peoples-Stokes

**Degree Type / Course of Study / Major**

BSBA - Business Admin

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

CSU East Bay

**Degree Type / Course of Study / Major**

MPA - Public Admin/Policy Analysis & Public Management

**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?**

Affordable Housing Finance Committee: Submitted

**Seat Name**

District III

**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 like to become actively involved in the District within which I live. I currently serve as the member and soon to be Vice-President of The Lakes at Discovery Bay Homeowner's Association. I think further participation and involvement of other Boards and Commissions will serve to further educate me, strengthen relationships with others who have the same goals of community engagement, awareness and objectives.

---

## **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.**

The Lakes at Discovery Bay Homeowner's Association (Vice-President); Economic Opportunity Council, Contra Costa County, ACEEO Contra Costa County, Providers for Quality Child Care, Contra Costa Child Care Council

---

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

I am unable to load my resume which would outline some of my qualifications for the board to which I am applying. I am not sure if this is a website error. I have 20 years experience working in the public sector, having worked for both Alameda and Contra Costa counties, in the federal sector for 2 prominent Department of Energy laboratories as well as in the field of transportation with the Alameda County Transportation Commission and now with BART. I think I would bring my unique experience, coupled with enthusiasm to learn, grow and support my local communities.

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Upload a Resume

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## **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:**

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**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**

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**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.**

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I Agree

## Application Form

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### Profile

Alaric \_\_\_\_\_ Robinson \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_ Suite or Apt  
Home Address

Oakley \_\_\_\_\_ CA \_\_\_\_\_  
City State Postal Code

Home: \_\_\_\_\_  
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

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#### College/ University A

##### Name of College Attended

Southern University and A&M College, Baton Rouge, LA

##### Degree Type / Course of Study / Major

Bachelor of Archhitecture

##### Degree Awarded?

Yes  No

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#### College/ University B

##### Name of College Attended

Southern University and A&M College, Baton Rouge, LA



**Degree Type / Course of Study / Major**

Master of Fine Arts, Mass Coummunications

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

FEMA Certified

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

QSP Certified- CA State Water Board

**Hours Completed**

**Certificate Awarded?**

Yes  No

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**Board and Interest**

**Which Boards would you like to apply for?**

Affordable Housing Finance Committee: Submitted  
Planning Commission: 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.**

---

The main Board I would like to serve on is the Measure X Board to provide my expertise as a Capital Bond Construction Program, Project and Construction Manager for over 4 Billion Dollars of School Construction Bond oversight and execution in the East Bay, Contra Costa County and Northern California. My Architectural and Construction Management background allow me to help public agencies scope out their work, prioritize their needs and set budgets and schedules. I have led the timely implementation and execution of 100's of essential construction projects on time and under budget. I would like to share this expertise with the County and work to make project delivery more efficient and cost effective.

---

### **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 served as a founder, tutor and mentor of a weekend tutorial program; Saturday College in Oakland, CA. I have served as a Girl's Youth Basketball Coach for CYO, Middle Schools and High Schools in the Antioch and Brentwood area.

---

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

---

I have worked on Capital Bond Programs for over 20 years and have executed 100's of school modernizations, field installations from project and facility initial needs assessments, budgeting, design, construction documentations, bidding, construction, commissioning, DSA Certification and occupancy. I have completed projects in very tight time lines and completed the projects on time and within budget.

[210115- Alaric Robinson-  
\\_Current\\_Resume.doc](#)

Upload a Resume

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### **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**

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**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

# Alaric Robinson

## Resume'

### KEY QUALIFICATIONS:

- Extensive practical and professional knowledge of Construction Management, Construction Contract, Costs and Change Order Controls Management, Program and Project Management, Facility Design Management, building construction means and methods, and Architectural Design, gained from over 37 years in the field and in the design studio.
- Taught construction management and design courses at California State Universities & Community Colleges.
- Possess strong leadership, management, programming, planning, communication, interpersonal and computer skills. FEMA and QSP Certified, Proficient in Auto Cad, Blue Beam, Primavera P6, Unifier and Contract Manager, Colbi Docs, Accountability, EA Docs, MS Project, Prolog, Excel, and PowerPoint.
- Excellent leadership and communication skills; with a team first approach to the essentials of the disciplines of site acquisition, environmental impact reports (EIR's), negative declarations, manage environmental monitoring and work plans, zoning approvals and permit security, right of away security, encroachment permits and local building department permit security, construction, project programming, program and design management; delivering projects and tasks on time and within budget.

### EXPERIENCE OVERVIEW:

- Have over 37 years of experience as a Construction and Architectural Design Project Manager. Proven knowledge of California Department of the State Architect (DSA) and California OSHPD, The Uniform Building Code (UBC), California Public Contract Code and Governmental and Institutional construction management design standards and protocols.
- Authored and managed client design standards, specifications and bid documentation standards and processes. Coordinated and developed client's attorney's and consultant's General and Special Condition specification section standards.
- Authored Invitation to Bidders, Request for Proposals, Statements of Qualifications and authored professional and construction services agreements and procurement procedures.
- Extensive knowledge of Architectural design, construction specification writing and implementation, client product standard development, construction techniques, critical path analysis, constructability review, construction scheduling, construction phasing implementation and critique, bid evaluation, change order evaluation and negotiation protocols, building life cycle costs analysis, value engineering, spatial efficiency evaluation determination and energy efficiency evaluation.
- Provide efficient hands on management expertise and a unique design and construction perspective. My comprehensive knowledge of design management, building codes and industry standards results in increased cost savings, reduced RFI's, reduced unforeseen conditions; resulting in minimal change orders and construction scheduling efficiencies.
- Managed numerous site evaluations for Bond Programs and Projects, developed Environmental Impact Reports and protocols, managed the CEQA process. Developed Negative Declaration Processes and Procedures for existing developed properties negating the need for extensive Environmental Impact Reports, developed Hazardous Material Phase I and Phase 11 evaluation procurement procedure, contracts and protocols. Developed and managed Storm Water Prevention Programs, scope of work definition, programming, design, construction documentation review and coordinated construction meetings, led design review, Community and Stakeholder planning and programming meetings.

Resume' For Alaric

[om](#)

# Alaric Robinson

## Resume'

### PROFESSIONAL HISTORY & DUTIES:

**Jenkins/Gales & Martinez, Inc.:** 2018- Present, San Jose & Los Angeles, CA

Led all Bond Funded construction and design management activities for a \$350 million dollar Bond program budget at San Jose City College, San Jose City College Milpitas Extension of the \$800 million dollar Bond Program for the San Jose Evergreen Community College District. Provided subject matter expertise to document and develop Design, Construction Management and procurement processes and procedures for Educational and Educational support facilities. Managed a team consisting of Sr. Construction Managers, Construction Managers, project directors and contract administrators to develop and implemented the standardization of project execution activities. Provided DSA processes and procedures, Scheduling training, SWPP processes and procedures, hazmat processes and procedures, design management process and procedures and Public Contract code seminars to District staff, Bond Program Management, Other CM Teams and JGM staff members. These seminars conducted by well know industry leaders, trained the Bond execution team on best practices and project delivery methodologies resulting in changes to many of the District's processes and procedures. Influenced and authored the district's bid document front ends, revising and updating as required for every major bid project. Renegotiated the District's Construction Careers agreement in lieu of a PLA and managed to secure labor council approval, reducing the contract amount threshold from all construction contracts to exclude the current CUPCA limits. District Ed Code and Design standards were reviewed and updated. The District's relationship with DSA was solidified ensuing a committed team to the San Jose Evergreen Community College District resulting in expedited DSA plan review and approval. Influenced the acceptance of Design Build and Progressive Design Build Project Delivery Methodology and CUPCCA project procurement and delivery processes resulting in adoption by the District's Board of Trustees. Developed the proposal review and selection criteria for Architect's, Geo Tech's, Hazmat Consultants, Inspection Labs and Special Inspectors. Developed the Request for Proposals for Inspectors of Record and set the standards for General Contractor Prequalification. Revised the College District's Small Contractor Outreach program and bid selection and award process. Responsible for proposal evaluation, contract evaluation, Schedule of Values analysis, Change Order analysis, Independent Cost Estimate (ICE) management, schedule and claims analysis. Provided Construction Administration for the \$ 2,000,000.00 Blue Phone security camera and emergency calling station Installation project, resulting in a post bid Change Order Deduction of \$500,000.00. This money was used to upgrade other existing emergency call stations and integrate existing security cameras and call stations into the District's new security monitoring system. Closed out several projects that were left over from the transition of CM teams, including the DSA close and LEED certification of the 30 million Dollar, 2 year old PE Complex at San Jose City College, the 3 year old, 15 million dollar design build San Jose City College Milpitas Extension Campus and the 3 year old \$1, 0000.000.00 security upgrade project for San Jose City College's Business administration building and established a monitoring protocol and security of a monitoring company. These projects had not been commissioned, closed out and had outstanding pay applications or no pay applications and final retention payments were due with outstanding maintenance work that had to completed. Work was negotiated and completed at no cost to the district, final payments were confirmed and made and the projects were closed out to the satisfaction of all parties. Extra work such as the installation of car charging stations were provided, installed and paid for by the GC's to mend fences with the District. All projects were completed with no additional cost to the district, funds returned the district and DSA close out and LEED Silver Certification as specified.

# Alaric Robinson

## Resume'

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### **Brailsford & Dunlavey:** 2016-2017, Washington, DC

Provided subject matter expertise to document and develop Design and Construction Management processes and procedures for K-12 Clients. Assigned work to the District's 3 Construction Management consulting firms in the \$ 600 million dollar Oakland Unified School District Bond Program. Developed the proposal review and selection criteria for Architect's, Geo Tech's, Hazmat Consultants, Inspection Labs and Special Inspectors. Developed the Request for Proposals for Inspectors of Record and set the standards for General Contractor Prequalification. Developed the Bid Front End documents for the \$ 300 million dollar School Bond Program for the Redwood City School District. Developed the CUPCCA and Small Contractor Bid Documents, process and procedures. Responsible for proposal evaluation, contract evaluation, Schedule of Values analysis, Change Order analysis, Independent Cost Estimate (ICE) management, schedule and claims analysis. Provided Construction Administration for the \$ 450,000.00, 5 Shade Structure Installation and requisite ADA and Site upgrades at various sites "Quick Start" program. Provided Constructability reviews for a New High School, 3 School Kitchens and New Multipurpose Room. Provided Document review and Value Engineering support for the project and program; recording and documenting weekly meeting minutes, daily construction site logs, maintained RFI and Change Order Logs. Reviewed Look ahead schedules, authorized progress payments, Developed General Conditions, Special Conditions and project completion milestone specifications, bid forms and protocols. Managed the IOR, Geo Tech, Storm Water Prevention Process, Hazmat and environmental contracts and scopes of work.

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### **Corporate Real Estate Design and Construction Project Manager:** 2016, Infinite Dimensions, Reston, VA

Provided subject matter expertise to document and develop Design and Construction Management processes and procedures for a Silicon Valley Fortune 500 Company. Responsible for in house project proposal evaluation, contract evaluation, design review, change order analysis, Independent Cost Estimate (ICE), and claims analysis. I managed the development of a web based internal project initiation and evaluation tool. This web-based tool defined, prioritized and tracked Capital projects, schedules and budgets. Was an invaluable analyst, correspondent, coordinator and mediator, I converted the design and construction process into a User Intuitive automated web-based site. Provided Project Administration, Document review and Value Engineering support for the project; recording and documenting weekly meeting minutes. Managed the development of Company wide design and performance standards, Building Life Cycle Costs, Energy Usage and Efficiency Standards and provided a Capital justification analysis for the review, development and prioritization of all new Capital projects. Developed and maintained Lessons Learned; General Conditions, Special Conditions and project completion milestone specifications and bidding protocols. Tracked and maintained the "On Call" list of professional consultants and manage the Geo Tech, Storm Water Prevention Specialist, Hazmat and environmental contracts and scopes of work.

---

### **Construction Cost Controls Manager:** 2015, R. Sinclair Group, Walnut Creek, CA

Provided as-needed on call contract assessment, construction management, investigations and meeting coordination for the Hunters Point Shipyard Development Project. Responsible for contract evaluation, design review, change order analysis, Independent Cost Estimate (ICE), and claims analysis. Managed the Architectural design quality control practice focusing on business, contract, construction, engineering, architectural, real estate, land use, and environmental disputes. Services provided: mediation, arbitration, fact finding and served as neutral expert witness. Proved to be an invaluable analyst, correspondent, coordinator and mediator on design and construction disputes. Responsible for providing Project Administration, Construction Document review and Value Engineering support for all projects; recording and documenting

weekly meeting minutes; managed and reviewed Submittals and RFI responses; conducted As-Built Drawing review and coordination with design modifications and final construction; Operation and Maintenance Manual development; Warranty

Resume' For Alaric



# Alaric Robinson

## Resume'



review, approval and Project Closeout documentation. Developed project management training curriculum and conducted training sessions for client staff, contractors and the community. As a Senior Design and Project Manager, was responsible for the design and Construction phases of three School Classroom Additions. The \$ 6 million-dollar Mattos ES Classroom and Science Classrooms Addition and \$ 9 million-dollar Azeveda ES Classroom Addition projects completed via Design Build and constructed in 60 days. Managed the \$75 million dollar Walters JHS classroom addition and school modernization project design phase. Managed the Architects of Record for the district's capital projects, compliance with district Education Specifications and Standards, developed and maintained Lessons Learned; developed and coordinated the district's General Conditions, Special Conditions and project completion milestone specifications and bidding protocols; procured professional consultants. Managed the Geo Tech, Storm Water Prevention Specialist, Hazmat and environmental consultants. Developed technical specifications, unit pricing, contingencies, allowances and Construction Durations and Milestones for each project. Met with district staff, administrators, homeowners and the community to keep them apprised of project schedules and address their concerns, developed and coordinated specifications to meet Department of the State Architect (DSA), City of Fremont, and Alameda County, encroachment and building code requirements.

---

### **Design and Construction Manager:** 2011 to 2015– AMANCO, Inc., Hercules, CA

Managed the design and Construction phases of the \$1.6 billion-dollar new construction and modernization bond program for the West Contra Costa Unified School District. Responsibilities included: Developing Environmental Impact Reports, security of environmental work and monitoring plans and Negative Declarations and encroachment permits for over 50 school District Sites, Managed the Architects of Record for the district's modernization and new construction projects, oversaw compliance with district Education Specifications and Standards, developed and maintained Lessons Learned; developed and coordinated the district's Front End, General Conditions, Special Conditions and project completion milestone and duration schedules, specifications and bidding protocols; coordinated the District's revision of its Front-End specification documents and preparation of all Front End specification documents for capital projects, aiding and securing more cost effective bidding by implementing a bid package quality control protocol and overseeing the preparation of each bid package and process. Developed the District's Hazmat Procurement and project oversight process, specification development, contingencies, allowances and unit pricing coordination for each project. Developed and managed the District's Storm Water Prevention Compliance process, procedures and specification requirements.

---

### **Design and Construction Manager:** 2008 to 2011– Don Todd Associates

Served as the Construction Manager for the \$ 27 million-dollar new school construction and demolition at Dr. Martin Luther King Elementary School for the West Contra Costa Unified School District. Managed the complete construction duration of the project from bid to close out. Completed the project on schedule and within budget with less than 5 % change orders. Developed Environmental Impact Reports, secured of environmental work and monitoring plans and Negative Declarations and encroachment permits for project sites. Served as the Owner's representative for the project, monitoring the contractor's schedule and schedule of values, led the Change Order negotiations. Managed the bidding process for upcoming projects. Managed the Architect's design schedule, oversaw preparation of plans and specifications in accordance with District Standards. Revised the District's front-end documents annually and per project. Secured more cost-effective bidding by implementing a bid package quality control protocol. Led negotiations with the contractor regarding time extensions due to unseasonably wet weather. Monitored the use of special inspectors and other professionals. Helped facilitate and coordinate the DSA submittal and approval process for 15 Capital Projects.

---

# Alaric Robinson

## Resume'

### **Project Director:** 2000 to 2008 – MSE Group

Developed Environmental Impact Reports and Negative Declarations for annual PG&E property reports per federal and state mandate. Managed the construction phase of a \$ 2.7 million dollar upgrade and expansion of Laney College's Football stadium and Hammer Throw Field. My responsibilities include: leading the District's Change Order negotiations, Construction schedule development and maintenance. I coordinated the District's revision of its front-end documents to aid in securing more cost-effective bidding. Coordinated the District's bid advertisement process, leading to increased bidder participation on selected portions of the project. Led negotiations with the contractor regarding time extensions requested due to unseasonably wet weather at the initiation of the construction schedule. Aided the district in selection of special inspectors and other, as needed professional service providers. Helped facilitate and coordinate out of state special inspections required by DSA. Negotiated with DSA the project closeout of the 2 previously completed phases of the project. Supervised the design and construction documentation for several multi-million dollar commercial, religious, educational, single and multi-family residential developments. Worked on Land acquisition and design of several million-dollar custom homes. Created a standard construction contract for construction projects. Standardized construction bid forms and project construction management processes. Created an escrow process for construction progress payments. Created standard proforma for project development. Negotiated with private and corporate lenders for construction and land acquisition funding. Managed the design review and construction permit process for all design and development projects.

---

### **Real Estate Projects Manager:** 2001 to 2003 - Richmond Neighborhood Housing Services

Developed Environmental Impact Reports, secured environmental work and monitoring plans and Negative Declarations and encroachment permits for development of a \$ 15,000,000.00, 15-acre site in El Cerrito and a \$ 5,000,000.00, 10 vacant lot development in Richmond, CA for Single Family Development. Secured site map approvals, Roadway access approvals and local permits to initiate the development, secured local plan design and review approval for the projects. Supervised the rehabilitation of 18 single-family homes, worth over \$ 360,000.00, in the city of Richmond. Also participated in setting the design standards for the Hope VI project with the City of Richmond's Housing Authority. Created a standard construction contract for construction projects. Created a standard amenities and features list for the homes. Standardized construction bid forms and project construction management processes. Created an escrow process for construction progress payments on additions and development projects. Created standard proforma guidelines for project development. Negotiated with realtors and property owners for land acquisition. Negotiated with banks and government agencies for project funding.

---

### **Project Architect:** 1998 – 2001 George Miers and Associates

Managed the design development and construction documentation of animal care and public agency facilities. My responsibilities included project scheduling, budgeting, OSHPAD approval, local city permit and approvals, Environmental Impact Reports, Environmental monitoring and work plans, development and approval and work plans, Negative Declaration security where applicable, consultant coordination and client representation and security of encroachment permits. Projects involved managing staff to complete projects on time and budget.

---

# Alaric Robinson

## Resume'

### **Project Manager:** 1999-2000 - TLCD Architects

Managed the construction phase of renovation of 6 Sacramento Unified School District school sites for completion in 3 months. My responsibilities included Developing Environmental Impact Reports, security of environmental work and monitoring plans and Negative Declarations and encroachment permits, managing the production and scheduling of school projects for Vallejo and Antioch Unified Schools. Utilized AutoCAD release 14 and Microsoft project.

### **Design Manager:** 1996-1999 - Metropolitan Contract Group

Managed the design and installation of Herman Miller Office furniture for a number of Fortune 500 companies located in Northern California. My responsibilities included developing and implementing cad-drafting standards. Developed and implemented a standardized billing process and procedure. Instituted a uniform punch list for closing out projects. Designed and managed the construction of over 5 million dollars in tenant improvement projects and modular furniture installation for clients such as: Silicon Graphics, Amtrak, The City of Oakland and the Golden State Warriors.

---

### **Architectural Designer:** 1993-1995 - Powell and Partners

Managed the design of seven Oakland Unified School sites. Managed one draftsman and coordinated the engineering consultants, the project budget and schedule. Coordinated with the Department of The State Architect to reduce the scope of work for handicap upgrades. Represented the firm in project interviews and developed standards for AutoCAD design and production.

---

### **Architectural Designer:** 1991-1993 - Michael Willis Associates

Managed the design of Kaiser Hospital remodels and renovations. Also worked on municipal projects in East Palo Alto, Fremont and for the University of California @ San Francisco. Worked as a draftsman, project manager, marketing representative and designer. Represented the firm in project interviews and helped set AutoCAD standards.

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### **Architectural Designer:** 1988-1990 - Edwin S. Darden Associates

Managed the design and scheduling of 4 Middle School Gymnasiums for the Fresno Unified School District. As a designer and draftsman, assisted in the design and consultant coordination for projects with Kaiser Permanente, The Fresno Zoo, Fresno State University, Clovis Unified School District, Madera Unified School District, and Fresno Unified School District.

# Alaric Robinson

## Resume'



### EDUCATION:

Master of Fine Arts - Mass Communications  
Southern University and A&M College Baton Rouge, La

Bachelor of Architecture  
Southern University and A&M College

### Certifications:

FEMA  
QSP (Qualified Storm Water Prevention Specialist)

### OTHER SKILLS:

Auto Cad  
Primavera  
Hazmat Remediation Implementation and Management Oversight  
Storm Water Prevention Program Implementation and Management Oversight  
Construction and project cost estimation  
Facility management, System Furniture Design Planning, Specification and Procurement Microsoft Office Suite, Microsoft Projects and Power point  
Real Estate, Land use planning, development and management  
Instructor- Auto Cad, Design and Construction Management (Fresno State University, Laney and American River Colleges)

### AFFILIATIONS:

Boy Scouts of America (Order of the Arrow and Eagle Scout)  
Construction Specification Institute (Associate member)  
C.A.S.H. (Associate Member)  
Saturday College (Founding Director)  
Southern University Facilities Planning Committee

### REFERENCES:

<b>Marilyn Morikang</b>	<b>Vice President, San Jose City College</b>	<b>408-401-2007</b>
<b>David Page</b>	<b>Proj. Controls Manager West Contra Costa USD</b>	<b>562-500-7730</b>
<b>Keith Clinckscals</b>	<b>Cost Controls Manager, Inglewood USD</b>	<b>310-849-2775</b>
<b>Alton Jefferson</b>	<b>CM, Oakland Unified School District</b>	<b>510-367-7148</b>



**Alaric Robinson**  
Resume'





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: Willie J. Last Name: Robinson Home Address - Street: [Redacted] City: El Sobrante Zip Code: 94803 Phone (best number to reach you): [Redacted] Email: [Redacted] Resident of Supervisorial District: One

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 California Polytechnic State University and Contra Costa Community College.

Other Training Completed: [Redacted]

Board, Committee or Commission Name: Affordable Housing Finance Committee Seat Name: Advisory Committee

Have you ever attended a meeting of the advisory board for which you are applying? [ ] No [X] Yes If yes, how many? [Redacted]

Please explain why you would like to serve on this particular board, committee, or commission. My interests in serving on this Committee are as follows: 1. I have an interest in ensuring that every resident of the County be afforded the opportunity to own their own home. 2. Home ownership can be the bases of wealth building. 3. Home ownership can also help give the average resident a sense of worth in achievement in society. 4. Home ownership will help keep the family unit together and children will usually benefit from being in a home owned by their parents.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

My qualifications for this appointment are as follows: 1. My first experience with home ownership dates back to the Self-Help Housing program of the 1970's, I was given the opportunity to be a part of a group of families to build their own homes. 2. I have a bachelors degree in Architechural Engineering (Civil Engineer). 3. I have over forty-five years working as a cost engineer, value engineering specialist, and as a project and construction manager. 4. I served as a member of a community housing development non-profit organization in Contra Costa County. 5. I have served on this Affordable Housing Finance Committee for several terms.

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.**

1. I have worked with the Richmond Branch of the NAACP for over twenty years.
2. I served on the City of Richmond's Public Design Review Board.
3. I served on the Seven-up Committee for the West Contra Costa Unified School District addressing school sites closure consideration.
4. Founding Board member of Community Housing Development Corporation of North Richmond.

**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:


Bay Area Quality Management District

**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: July 7, 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.

**Summary:** Mr. Robinson has over forty-five (45) years of experience in the engineering and construction industry.

**Education:** Bachelor of Architectural Engineering,  
California Polytechnic State University, San Luis Obispo, California

Associate of Science, Environmental Design Drafting Technology,  
Contra Costa Junior College, San Pablo, California

**Professional Experience:**

Mr. Robinson, during his career in the engineering and construction industries, has developed specific expertise in the areas of preparing cost estimates on major projects from the budget development phase through the completion of construction documents; analyzing engineer's estimates; performing value engineering cost analysis; reviewing and analyzing change orders and preparing for claims avoidance, including negotiating claims items, and developing and implementing cost control systems. He has performed in the capacity as a project manager on various projects, including transportation facilities (maintenance buildings and rail line construction); tunnels; vehicle thoroughfares and water transports; light rail restorations and new facilities; urban design alternatives; prisons; power plants (nuclear and fossil); wastewater treatment plants, pump stations and pipelines; residential and commercial buildings; educational, including K-12 and Community Colleges, and industrial processing facilities.

**Key Qualification:**

As a graduate, Architectural Engineer, Mr. Robinson has established himself in the Construction Management (CM) consulting profession both as a technically competent and qualified project manager in this field. His years of experiences, working in engineering and construction industries of energy processing; transportation and environmental systems; educational institutional facilities, and housing and commercial development, is reflected in the attached listing of project experiences.

Since completing his undergraduate studies, Mr. Robinson has been employed with both large and small engineering and construction companies. These experiences cover all aspects of the construction industry. This broad spectrum of employment has given him a good working knowledge of several management styles.

During the span of twenty-five (25) years, Mr. Robinson was the President and Chief Executive Officer for his own firm, W.J. Robinson & Associates, Inc. (WJR, Inc.). WJR, Inc. provide project and construction management services to a wide variety of agencies and private clients in the engineering and construction industries.

**During the span of Mr. Robinson's professional career, from 1990 through 2005, he served continuously as a member of the Board of Directors for a non-profit housing development corporation. During this time span, six years was dedicated to the roll of Board President, and the last five years, he has served as the chairperson of the Project Development Committee. As the chairperson of the Project Development Committee, Mr. Robinson uses his expertise to guide the board committee members and staff through a wide variety of projects, including the administering of HOME and CDBG funded projects.**

**Other major engineering and construction related experiences accomplished by Mr. Robinson were completing several "orders of magnitude" estimates for hydroelectric projects; tunnels; dams; a series of forty-seven miles water transport lines; vertical drain test sections; and the lowering of the invert of an existing railroad tunnel. He also developed planning aids, pre-bid schedules and estimates for the reconstruction of the San Francisco Cable Car Project.**

**Mr. Robinson, while previously employed as a Construction Engineer Specialist became intimately aware of the needs for meaningful participation by Minority Contractors on large construction projects. While providing technical assistance to Disadvantaged Business Enterprises (DBE's) individuals, he learned the importance of contract negotiations between Prime and Subcontractor; the need to clearly and define the presumed scope of work between the two, and the overall responsibility they both owe to the client for completing the work in a professional manner.**

application processes multi-family sites totaling 76 Below Market Rate units. Coordinated contracts to streamline and bring greater efficiency to the Housing Division's programs.

**Senior Management Analyst, December 2013 to December 2015**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Reclassified into this management position with supervisory responsibilities. Identified the property and assembled the development team to acquire a 5-unit, multi-family building which was converted to supportive, Mental Health Services Act (MHSA) housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Negotiated the agreement with MidPen Housing to acquire and redevelop a 4-acre, City-owned commercial site into a mixed income, ownership/rental housing community. Planned and coordinated the implementation of a 2015 SVLG "Red Tape to Red Carpet" award-winning homeownership program for Veterans in partnership with Habitat for Humanity.

**Housing Specialist, January 2010 to December 2013**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Coordinated a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing five Alameda County jurisdictions. Managed the contract to acquire, rehabilitate and resell 11 NSP properties, including two designated for special needs housing. Lead the planning and administration of a Tri-Valley Down Payment Assistance Program in coordination with four other jurisdictions.

**Human Services Specialist, February 2007 to January 2010**

*City of Livermore – Community Development Department, Housing & Human Services*

- Responsible for administration and compliance monitoring of projects funded through the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program.
- Administered Housing and Human Services Grants allocation process for thirty sub-grantees annually.
- Staff Liaison to the City's Human Services Commission.
- Planned and implemented programs in collaboration with other governmental and non-profit agencies.
- Represented the City on numerous other Human Services boards and committees.

Accomplishments: Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

**Human Services Administrative Technician, July 2004 to February 2007**

*City of Livermore, Community Development Department, Housing & Human Services*

EDUCATION & **Real Estate Brokers Certificate of Achievement (2018)**

OTHER Ohlone College, Fremont, CA

EXPERIENCE:

**Bachelor of Arts in Political Science, March 2003**

Option in Public Affairs and Administration  
California State University, Hayward

**Panetta Institute of Public Policy, CSU Monterey Bay**  
**Congressional Internship**, September 2002 to December 2002  
*Washington, D.C.*

- Congressional Intern scholarship recipient representing CSU Hayward campus

**Associate of Arts in Individual Studies**, June 2001  
Foothill College, Los Altos Hills, California  
Graduated with High Honors

CERTIFICATIONS  
& Trainings:

**Certified HOME Specialist**, June 2006  
U.S. Department of Housing and Urban Development

**Certificate of completion**, July 2004  
National Community Development Association (NCDA) CDBG Practitioner  
Training

MEMBERSHIPS:

Municipal Managers Association of Northern California (since 2013)

Contra Costa County Affordable Housing Finance Committee (since 2019)

REFERENCES:

Available upon request.



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

Frances

Last Name

Sorrondegui

Home Address - Street

[Redacted]

City

San Ramon

Zip Code

94583

Phone (best number to reach you)

[Redacted]

Email

[Redacted]

Resident of Supervisorial District:

2

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 California State University, Hayward and Ohlone College, Fremont.

Other Training Completed:

CDBG and HOME practitioner training

Board, Committee or Commission Name

Affordable Housing Finance Committee

Seat Name

City District 2

Have you ever attended a meeting of the advisory board for which you are applying?

[ ] No

[X] Yes If yes, how many?

4

Please explain why you would like to serve on this particular board, committee, or commission.

I have really enjoyed participating in three funding allocation rounds with the Affordable Housing Finance Committee. It has been enlightening to learn about the development projects in the County and I have enjoyed working with the Staff and other committee members through the review process.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have worked for cities and been involved in the administration of CDBG and HOME funds, and management of housing programs for over 18 years in Alameda County. I currently project manage several affordable housing developments and understand all stages of the affordable housing development and financing process.

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.**

Affordable Housing Finance Committee, appointed in February 2019. Current term expires June 30, 2021. Seeking a reappointment to the committee.

**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: Frances Sorrondegui

Date: 5/20/21

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
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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.

# FRANCES REISNER (SORRONDEGUI)

## SUMMARY OF QUALIFICATIONS

Municipal manager with over 17 years of experience successfully developing and administering housing and human services programs. Able to navigate politically sensitive issues, communicate effectively, and coordinate successfully with a diverse array of public and private organizations and community stakeholders.

## CORE COMPETENCIES

- Project Management
- Grants Management (State & Federal)
- Team Management
- Policy Development
- Fiscal/Program Analysis
- Community Outreach
- Program Design
- Contract Negotiation and Development
- Partnership Building

## EXPERIENCE

### **Housing Programs Manager**, January 2017 to present

*City of Livermore – Community Development Department*

- Oversee administration of City's First Time Homebuyer Programs
- Project manage a pipeline of 340 affordable housing units
- Staff Liaison to the Tri-Valley Affordable Housing Committee and liaison to other local and Alameda County-wide housing committees
- Manage new funding applications for State PLHA, and homeless housing acquisition
- Supervise housing section staff and program contractors
- Budgetary responsibility for the City's Affordable Housing Trust Fund
- Manage implementation of the Inclusionary Housing Ordinance
- Oversee property management and compliance for City-owned and City-funded affordable housing units.

Accomplishments: Managed the disposition and development of the 114-unit, "Chestnut Square" Family/Senior Housing community with MidPen Housing. Managed the City loan and development negotiations with MidPen Housing on the 45-unit Avance special needs housing project. Lead the acquisition and concept development for the "Vineyard" supportive housing and mixed-use homeless services facility in coordination with Housing Consortium of the East Bay and local homeless services stakeholders. Oversee administration of the City homeownership program which coordinated with developers to sell over 45 homes to low and moderate-income residents.

### **Housing Manager**, December 2015 to December 2016

*City of Pleasanton – City Manager's Office, Housing Division*

- Managed the City's Affordable Housing Programs, including for-sale and rental developments and owner-occupied home rehabilitation
- Served as Staff Liaison to City's Housing Commission.
- Budgetary responsibility for the City's Housing Division programs
- Managed the City's Housing and Human Services Grant Program (CDBG & HOME)
- Managed the City's Public Housing Authority responsibilities

Accomplishments: Coordinated final disposition of the City's Public Housing Authority property and the permanent financing close for Kottinger Gardens Phase 1 development (130 unit senior project). Secured a \$330,900 Housing Related Parks Grant from State HCD to leverage City funding for Kottinger Gardens. Worked with rental project developers on the marketing and

application processes multi-family sites totaling 76 Below Market Rate units. Coordinated contracts to streamline and bring greater efficiency to the Housing Division's programs.

**Senior Management Analyst**, December 2013 to December 2015

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Reclassified into this management position with supervisory responsibilities. Identified the property and assembled the development team to acquire a 5-unit, multi-family building which was converted to supportive, Mental Health Services Act (MHSA) housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Negotiated the agreement with MidPen Housing to acquire and redevelop a 4-acre, City-owned commercial site into a mixed income, ownership/rental housing community. Planned and coordinated the implementation of a 2015 SVLG "Red Tape to Red Carpet" award-winning homeownership program for Veterans in partnership with Habitat for Humanity.

**Housing Specialist**, January 2010 to December 2013

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Accomplishments: Coordinated a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing five Alameda County jurisdictions. Managed the contract to acquire, rehabilitate and resell 11 NSP properties, including two designated for special needs housing. Lead the planning and administration of a Tri-Valley Down Payment Assistance Program in coordination with four other jurisdictions.

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Accomplishments: Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

**Human Services Administrative Technician**, July 2004 to February 2007

*City of Livermore, Community Development Department, Housing & Human Services*

EDUCATION & OTHER **Real Estate Brokers Certificate of Achievement (2018)**

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& Trainings:

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**Certificate of completion**, July 2004  
National Community Development Association (NCDCA) CDBG Practitioner  
Training

MEMBERSHIPS:

Municipal Managers Association of Northern California (since 2013)

Contra Costa County Affordable Housing Finance Committee (since 2019)

REFERENCES:

Available upon request.



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: Reclamation District 800 Election Board

---

**RECOMMENDATION(S):**

APPOINT Jim Matteson as Inspector, and Fred Taverner and Marianne Wiesen as Judges of Election, to compose the election board for the Board of Trustees of Reclamation District 800 (Byron Tract) November 2, 2021 mail-ballot election.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Board of Supervisors has received the attached correspondence from Sonnet Rodrigues, District Manager for Reclamation District 800 (Byron Tract), requesting appointment of an election board for the District's election on November 2, 2021 for two seats on its Board of Trustees. Pursuant to Water Code section 50700, the election board shall consist of one inspector and two judges of election, all of whom shall be landowners or the legal representatives of landowners within the District. The Board of Trustees of the District respectfully requests appointment of the following qualifying individuals: Fred Taverner, Marianne Wiesen, and Jim Matteson.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Lauren Hull, (925)  
655-2007

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

By: , Deputy

cc:

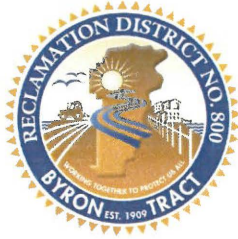
CONSEQUENCE OF NEGATIVE ACTION:

The proposed nominees to the election board for Board of Trustees for Reclamation District 800 (Byron Tract) would not be approved.

ATTACHMENTS

Reclamation District 800 Letter





P.O. Box 262  
1540 Discovery Bay Blvd., Ste. "A"  
Discovery Bay, CA 94514

Office: 925-634-2351  
Fax: 925-634-2089  
Web: [www.rd800.org](http://www.rd800.org)

October 6, 2021

Clerk of the Board  
1025 Escobar Street  
1st Floor  
Martinez, CA 94553-1293

To whom it may concern:

This is to inform the Board that the Reclamation District No. 800 Byron Tract will be holding an election this November 2, 2021 for two Trustee positions on the Reclamation District's Board of Trustees.


The three candidates are:

Robert Lyman (incumbent)  
Frank Morgan (incumbent)  
Brian Dove

The Board of Trustees of Reclamation District 800 has named the following landowners within the District to act as it's Election Officers during the November 2021 election, pursuant to resolution 21-06. Please add to the Board of Supervisors' consent calendar.

Fred Taverner  
Marianne Wiesen  
Jim Matteson

Thank you,

  
Sonnet Rodrigues  
District Manager  
Reclamation District 800 Byron Tract

**RECLAMATION DISTRICT NO. 800 – BYRON TRACT  
AND DISCOVERY BAY DRAINAGE AND MAINTENANCE DISTRICT**

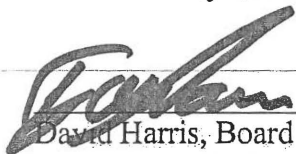
Certified copy of Resolution 21-06

Upon motion duly made, and passed, it was:

**RESOLVED**, that the District Manager and other District Staff are authorized to take all actions that may be necessary in order for the District to conduct a mailed ballot landowner-voting election this fall for the purpose of electing trustees to serve on the Board of Trustees of the District. To the extent permitted by law, such election shall be conducted on **November 2, 2021** or such other date as close as possible to **November 2021**.

I, David Harris, hereby certify that am at all times mentioned herein was duly elected, qualified and acting Secretary of Reclamation District No. 800 organized and existing under and by virtue of the laws of the State of California; that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted at a meeting of the Board of Trustees of said District held on June 3, 2021, a Majority and quorum of the members of said Board being present and voting in favor of said Resolution and that said Resolution has not been modified, rescinded, altered or amended and is now in full force and effect.

WITNESS my hand this 3<sup>rd</sup> day of June 2021.

  
\_\_\_\_\_  
David Harris, Board Secretary  
Reclamation District No. 800



P.O. Box 262  
Byron, CA 94514  
1540 Discovery Bay Blvd, Ste A.  
Discovery Bay, CA 94505

OAKLAND CA 945

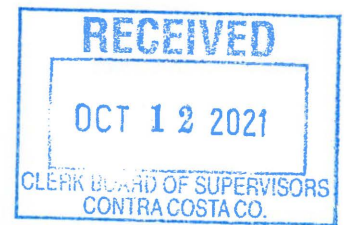
7 OCT 2021 PM 4 L

*Thinking*



FOREVER 1.05

Clerk of the Board  
CCC Board of Supervisors  
1025 Escobar St, 1<sup>st</sup> floor  
Martinez CA 94553-1293



94553-1293





Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: Juvenile Justice Coordinating Council Appointments

---

**RECOMMENDATION(S):**

APPOINT the following individuals to the Juvenile Justice Coordinating Council for terms ending January 31, 2022:

- Jonathan Bean, District 3, to the At-large #1 seat;
- Stephanie Medley, District 1, to the At-large #3 seat;
- Tamisha Torres-Walker, District 3, to the At-large #4 seat;
- Julius VanHook to the Community Based Organization Representative #1 seat;
- Denise Mills to the Community Based Organization Representative #2 seat;
- Trevor Schnitzius, Antioch Police Department, to the City Police Department seat; and
- Lynn Mackey, Contra Costa County Office of Education, to the County Office of Education seat.

**FISCAL IMPACT:**

No fiscal impact.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Paul Reyes,  
925-655-2049

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

By: , Deputy

cc:

## FISCAL IMPACT: (CONT'D)

### BACKGROUND:

The Juvenile Justice Coordinating Council (JJCC) is a multi-agency advisory body that advises the Board of Supervisors on the development and implementation of a multi-agency juvenile justice plan composed of several critical parts, including, but not limited to an assessment of existing law enforcement, probation, education, mental health, health, social services, drug and alcohol and youth services resources which specifically target at-risk juveniles, juvenile offenders, and their families; an identification and prioritization of the neighborhoods, schools, and other areas in the community that face a significant public safety risk from juvenile crime. The Council coordinates on a countywide basis the work of those governmental and non-governmental organizations engaged in activities designed to reduce the incidence of juvenile crime and delinquency in the greater community, develop information and intelligence-sharing systems to ensure that county actions are fully coordinated, and provide data and appropriate outcome measures.

The JJCC consists of twenty (20) members:

Ten (10) ex-officio voting members:

- Chief Probation Officer, as Chair
- District Attorney's Office representative
- Public Defender's Office representative
- Sheriff's Office representative
- Board of Supervisors' representative
- Employment and Human Services Department representative
- Behavioral Health Services representative
- Alcohol and Other Drugs Division representative
- Public Health representative
- Juvenile Justice Commission Chair

Ten (10) additional voting members are to be selected and appointed by the Board of Supervisors, as follows:

- City Police Department representative
- County Office of Education or a School District representative
- Four (4) At-Large members, residing or working within the County of Contra Costa
- Two (2) Community-Based Organization representatives
- Two (2) At-Large youth, fourteen to twenty-five years old and residing or working within County of Contra Costa.

The following seats expired on June 30, 2021:

<b>Seat</b>	<b>Incumbent</b>	<b>Representing</b>
At-large Community Rep. #1	Jonathan Bean	District 3
At-large Community Rep. #3	Stephanie Medley	District 1
At-large Community Rep. #4	Tamisha Torres-Walker	District 3
CBO Rep #2	Denise Mills	CBO
CBO Rep #1	Julius VanHook	CBO
City Police Dept.	Trevor Schnitzius	Antioch Police
County Office of Education	Lynn Mackey	Contra Costa Office of Ed.

Today's recommendation is to reappoint the above individuals to allow the JJCC to continue to meet and conduct business. Having seven (7) vacancies on this body would create difficulties for the JJCC to establish quorum. The reappointment will be through January 31, 2022 to allow the JJCC staff to conduct an open recruitment for these seats.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the JJCC may have difficulty establishing quorum and would be unable to meet.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 19, 2021

Subject: AUTHORIZE the Chair of the Board of Supervisors to sign on to a letter requesting the California Air Resources Board develop greenhouse gas emissions

---

**RECOMMENDATION(S):**

AUTHORIZE the Chair of the Board of Supervisors to sign on to a letter requesting the California Air Resources Board develop greenhouse gas emissions inventories for all cities and counties.

**FISCAL IMPACT:**

Having the State develop the emissions inventory would relieve the County and cities in the county of the time and costs associated with that activity.

**BACKGROUND:**

Part of developing and implementing the County's Climate Action Plan is the preparation of an inventory of greenhouse gas (GHG) emissions. Across the state, many local governments prepare these inventories, often with the assistance of outside consultants. Developing these inventories is complicated and time-consuming. Contra Costa County, along with many other jurisdictions, regularly encounters difficulty in obtaining all the data required to complete the GHG emissions inventory, specifically for commercial and industrial buildings.

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jody London,  
925-655-2815

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

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

For a few years, Contra Costa County and Alameda County and the cities in our two counties were able to jointly develop GHG emissions inventories as part of the East Bay Energy Watch (EBEW) partnership with PG&E. When PG&E terminated EBEW in 2020, the emissions inventory stopped. For some cities in Contra Costa County that inventory was the only activity they were able to take on climate action.

The County is updating our GHG emissions inventory as part of the ongoing update to the Climate Action Plan; this work is being performed by the consultants who are developing the General Plan and Climate Action Plan updates. Staff believes there is great value going forward in having a standard, statewide inventory format and methodology. This would better allow residents to compare emissions across jurisdictions. It would guarantee that all jurisdictions have access to GHG emissions inventories. And it would relieve individual jurisdictions from the time and costs required to develop these inventories.

The Local Government Commission is taking the lead in requesting that the California Air Resources Board (CARB) develop GHG emissions inventories for all cities and counties in California. Staff believes this would be very valuable to the County and the cities in our county. The LGC is asking local governments to sign on to a letter to CARB making this request. (Please note the attached letter may be modified slightly to reflect additional context before it is submitted.)

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to sign the letter would diminish the County's ability to advocate on behalf of a standard statewide format for GHG emissions inventories and seek relief of County responsibility to develop and maintain those inventories.

## ATTACHMENTS

Draft letter to CARB.

[logos]

October 6, 2021

Rajinder Sahota  
Deputy Executive Officer for Climate Change and Research  
California Air Resources Board  
1001 I Street  
Sacramento, CA 95814

**RE: Request for GHG Inventories for California Local Governments**

Dear Rajinder Sahota,

The IPCC 6<sup>th</sup> Assessment is a stark reminder that we need to act urgently. Even the leading jurisdictions in California, that have adopted climate action plans and supportive elected officials, struggle to put their plans into action. Part of the impediment is that a disproportionate amount of time and effort is directed toward planning and evaluation, rather than direct implementation and action. Your agency has an opportunity to relieve some local data burdens, which would increase local government capacity for implementation, while simultaneously improving data consistency and utility.

We request that, as a first step, CARB conduct GHG inventories for all cities and counties in California. This statewide initiative would yield the following benefits:

- **Comprehensive coverage across the state.** According to your [CAP-MAP](#), 40% of cities do not have any GHG inventories on record. A GHG inventory is a precursor to developing CAPs and ensuring investments in climate action strategies and programs target local pollution sources. This is particularly critical for communities that are disproportionately impacted by poor air quality and with limited resources and capacity to mitigate GHG emissions. Filling the gap for these jurisdictions will enable them to get closer to taking action.
- **Data and methodology consistency.** Currently, cities and counties have different levels of access to quality data and use different methodologies to conduct their GHG inventories. These inconsistencies prevent meaningful cross-jurisdictional comparisons and aggregation for effective regional planning. A centralized effort led by CARB would address this issue and enable local and regional agencies throughout the state to plan, coordinate, and accelerate climate mitigation efforts in a more effective, data-informed manner.
- **Visibility into patterns and progress.** The State would gain visibility into the different emissions profiles across the state to identify key policy and programmatic opportunities for rapid and equitable climate mitigation measures. Tracking local inventories over time would also provide insights into the effectiveness of targeted State investments and local programs to measurably reduce emissions.

Leading local governments have been conducting individual GHG inventories for over a decade, spending hundreds of thousands of dollars collectively. In addition to yielding the benefits listed above, centralizing inventories would allow these public dollars to be redirected toward action.

Local governments want to be key partners in meeting the State's ambitious GHG emissions goals. As a recent reflection on [The State of Local Climate Planning](#) suggests, having a state agency take on inventories is an important step in evolving our collective practice. It is a critical part of improving the efficiency and effectiveness of climate action by focusing each level of government's efforts on their unique role, in concert with the other levels of government.

There are several existing platforms and tools that could be leveraged to support a statewide, State-led approach to conducting local GHG inventories, including tools developed by academics (UC Berkeley's [Cool Climate Network](#) and UCLA's [Energy Atlas](#)), nonprofits (ICLEI's [ClearPath](#)), the private sector (Google's [Environmental Insights Explorer](#)), regional public agencies ([Vital Signs](#) in the Bay Area), and other existing platforms.

Thank you for your time in considering our request and comments. Please do not hesitate to contact staff at the Local Government Commission who coordinating this group letter if you have any questions or would like to discuss any of our comments further: Julia Kim, Climate Change and Energy Program Director ([jkim@lgc.org](mailto:jkim@lgc.org)) and Michael McCormick, Special Advisor ([mmccormick@lgc.org](mailto:mmccormick@lgc.org)).

Respectfully,

[signatures (name, title, org)]

CC:

Richard Corey, Executive Officer, California Air Resources Board  
Annalisa Schilla, Chief, Community Action Branch, California Air Resources Board  
Samuel Assefa, Director, California Office of Planning and Research  
Erik de Kok, Deputy Director, California Office of Planning and Research  
Lauren Sanchez, Senior Climate Advisor, Office of California Governor Newsom



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: October 19, 2021

Subject: Increase the Hours of One (1) Registered Nurse from Part-time to Full-time in the Health Services Department

---

**RECOMMENDATION(S):**

Adopt Position Adjustment Resolution No. 25816 to increase the hours of one Registered Nurse (VWXG) (represented) and incumbent in position no. 12235 in salary plan and grade L32 1880 (\$10,398.00 - \$12,985.79) from part-time (26/40) to full-time (40/40) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

This increase in work hours will incur an approximate annual cost increase of \$82,945, which includes \$21,151 in pension cost. Contra Costa Health Plan Member Premium Payments will fully fund the increased costs of this action. (CCHP Enterprise Fund II)

**BACKGROUND:**

The Contra Costa Health Plan (CCHP) has experienced an increase of membership from approximately 174,000 to 212,000 members from January 2020 through August 2021. This growth in plan memberships significantly increased the number of incoming in-patient authorization requests from the Hospital and treatment authorization requests from providers. As a result, the utilization management nurses have experienced substantial increases in workload. Increasing the work hours of this position, and its incumbent, will assist on alleviating the increased workload.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Mary Jane De Jesus-Saepharn,  
925-957-5240

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

By: , Deputy

cc: MJ De Jesus, Jo-Anne Linares, Pam Gomez

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not allowed, CCHP Nurses will not have the immediate means to alleviate the increased workload experienced by the uptick in health plan membership.

ATTACHMENTS

P300 No. 25816 HSD



**POSITION ADJUSTMENT REQUEST**

NO. 25816  
DATE 9/27/2021

Department Health Services Department No./ Budget Unit No. 0860 Org No. 6109 Agency No. A18  
Action Requested: Increase the hours of one Registered Nurse (represented), and incumbent, in position no. 12235 from part-time (26/40) to full-time (40/40) in the Health Services Department.

Proposed Effective Date: 10/13/2021

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 \$236,985.39 Net County Cost \$0.00  
Total this FY \$59,246.35 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CCHP Member Premium Payments

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

Kaitlyn Jeffus for

10/5/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/13/2021

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

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: Anna Roth, Health Services  
Date: October 19, 2021

Subject: Cancel two Primary Care Provider-Limited Term-Exempt Positions and Add two Primary Care Provider-Exempt Positions in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 25818 to cancel two (2) Primary Care Provider-LMTD-EX (VPT6) positions #7293 and #8410 at salary plan and grade 1PX-1000 (\$17,464 - \$19,917); add one (1) part-time (31/40) Primary Care Provider-Exempt position (VPT5) at salary plan and grade 1PX-1000 (\$17,464 - \$19,917) in the West County Health Center (org 6384); and add one (1) part-time (31/40) Primary Care Provider-Exempt position (VPT5) at salary plan and grade 1PX-1000 (\$17,464 - \$19,917) in the Pittsburg Health Center (org 6388), in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will result in approximate annual cost savings of \$81,781, with pension costs of \$31,715 already included, to the Hospital Enterprise Fund I (Health Centers: West County - 6388 & Pittsburg - 6384).

**BACKGROUND:**

The Primary Care Provider-Limited-Ex classification was initially created for existing employees; no external applicants qualify to be hired into this classification. In order to obtain the necessary staffing to ensure that service requirements are being met, the Medical Staff Office is requesting to cancel two vacant limited-term positions and add two Primary Care Provider positions. This will allow the department to hire additional staff in order to keep up with current healthcare service demands.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Gina Soleimanieh,  
925-370-5182

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

By: , Deputy

cc: Jo-Anne Linares, Kathi Caudel, Kathy Sitton, Gina Soleimanieh, Lauren Ludwig

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the West County and Pittsburg Health Centers will not have sufficient staffing to meet high demand patient service needs.

ATTACHMENTS

P300 No. 25818 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25818  
DATE 10/5/2021

Department Health Services Department No./  
Budget Unit No. 0540 Org No. 6400 Agency No. A18

Action Requested: Cancel 2 Primary Care Provider-LMTD-Ex (VPT6) positions #7293 and #8410; add 1 part-time (31/40) Primary Care Provider-EX (VPT5) position in the West County Health Center (org 6384); and add 1 part-time (31/40) Primary Care Provider-EX (VPT5) position in the Pittsburg Health Center (org 6388), in the Health Services. (Represented)

Proposed Effective Date: 10/20/2021

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 (\$81,781.03) Net County Cost (\$81,781.03)  
Total this FY (\$57,928.23) N.C.C. this FY (\$57,928.23)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings - Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lauren Ludwig

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

10/13/2021

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/13/2021

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: October 19, 2021

Subject: Add one Clerical Supervisor position and cancel vacant Medical Records Administrator position #8006 in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25819 to add one Clerical Supervisor (JWHF) position at salary range and level K6X-1290 (\$4,847 - \$6,190) and cancel vacant Medical Records Administrator (VNHB) position #8006 at salary range and level ZA5-1487 (\$5,906 - \$7,179) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

This action has an annual cost savings of approximately \$18,055 with pension costs of \$7,002 already included, to the Hospital Enterprise Fund I.

**BACKGROUND:**

The Health Services Department is requesting to add the Clerical Supervisor position allocated to its Health Information Management (HIM) in West County Health Center. This position will provide first level supervision to oversee the day-to-day clerical functions and supervise the HIM staff. The vacant Medical Records Administrator position is a 2nd-level supervisor and is no longer operationally needed as the Clerical Supervisor is the more appropriate classification. The MRA position is being canceled to offset the costs.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Health Information Management unit at West County Health Center will not have the appropriate classification to supervise its clerical functions.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jo-Anne Linares,  
957-5240

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

By: , Deputy

cc: Donna Page, David Runt, Ramona Lurvey-Hair





ATTACHMENTS

P300 No. 25819 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25819  
DATE 10/4/2021

Department Health Services

Department No./  
Budget Unit No. 0540 Org No. 6515 Agency No. A18

Action Requested: Add one Clerical Supervisor position and cancel one Medical Records Administrator position #8006 in the Health Services Department

Proposed Effective Date: 10/20/2021

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 (\$18,054.00) Net County Cost \$0.00  
Total this FY (\$18,054.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% cost savings to Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jo-Anne Linares

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

10/13/2021

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/13/2021

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

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: Anna Roth, Health Services  
Date: October 19, 2021

Subject: Cancel 4 Primary Care Provider-Limited Term-Ex Positions and Add 4 Primary Care Provider-Ex Positions in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Resolution No. 25817 to cancel four (4) vacant Primary Care Provider-LMTD-EX (VPT6) positions #7918, #18440, #18441 (24/40), and #18442 (24/40) at salary plan and grade 1PX-1000 (\$17,464 - \$19,917); and add four (4) full-time Primary Care Provider-Exempt (VPT5) positions at salary plan and grade 1PX-1000 (\$17,464 - \$19,917) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost of approximately \$290,777, with \$112,763 in pension costs already included. The cost increase will be funded 100% by County General Funds.

**BACKGROUND:**

The Primary Care Provider-Limited-Ex classification was initially created for existing employees; no external applicants qualify to be hired into this classification. In order to obtain the necessary staffing to ensure that service requirements are being met, the Medical Staff Office would like to cancel four vacant limited-term positions and add four Primary Care Provider positions. This will allow the department to hire additional staff in order to keep up with current healthcare service demands.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Gina Soleimanieh,  
925-370-5182

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

By: , Deputy

cc: Jo-Anne Linares, Kathi Caudel, Gina Soleimanieh, Lauren Ludwig

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Martinez Detention Center will not have sufficient staffing to meet high demand service needs.

ATTACHMENTS

P300 No. 25817 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25817  
DATE 9/29/2021

Department Health Services Department No./  
Budget Unit No. 0301 Org No. 5700 Agency No. A18  
Action Requested: Cancel 4 Primary Care Provider-LMTD-Ex (VPT6) positions #7918, #18440, #18441 (24/40), #18442 (24/40); and add 4 FT Primary Care Provider-EX (VPT5) positions in in the Health Services. (Represented)

Proposed Effective Date: 10/13/2021

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 \$290,777.01 Net County Cost \$290,777.01  
Total this FY \$205,967.05 N.C.C. this FY \$205,967.05

SOURCE OF FUNDING TO OFFSET ADJUSTMENT County General Funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lauren Ludwig

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

10/5/2021

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/12/2021

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

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: October 19, 2021

Subject: APPROVE and AUTHORIZE the Carquinez Radio Tower Replacement Project, Martinez area.

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**RECOMMENDATION(S):**

APPROVE the Carquinez Radio Tower Replacement Project to relocate the County's emergency communications system from 651 Pine Street, Martinez, to an existing telecommunications tower site on East Bay Regional Park District property at 1001 Arabian Heights, Martinez.

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a 25-year ground lease with the East Bay Regional Park District for approximately 3,790 square feet of land at 1001 Arabian Heights, Martinez (a portion of APN 372-140-001), to be used as the site of the County's emergency communications tower, at an initial rent of \$1,200 per year, with increases every five years.

DETERMINE that the project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15302 of the CEQA Guidelines (replacement or reconstruction of existing structures and facilities).

DIRECT the Director of Department of Conservation and Development (DCD) to file a Notice of Exemption with the County Clerk.

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to DCD for processing and a \$50 fee to the County Clerk for filing the Notice of Exemption.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Margaret Eychner, 925.  
957-2463

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

By: , Deputy

cc: Auditor Controller

## RECOMMENDATION(S): (CONTD)

### FISCAL IMPACT:

100% General Fund

### BACKGROUND:

The County's former administration building at 651 Pine Street, Martinez, is the current site of the County's emergency communications system for the County, City of Martinez, Contra Costa Regional Medical Center, Contra Costa County Fire Protection District, and other public emergency services. The former administration building will be demolished and the emergency communication services will be relocated to an existing telecommunications tower site within East Bay Regional Park District (EBRPD) property at 1001 Arabian Heights, Martinez (APN 372-140-001).

A new 50-foot-tall support structure and an approximately 350-square foot associated equipment building will replace the existing telecommunications tower at the EBRPD site. The new structure will be constructed within a 3,790-square foot area that will be graded and encompassed by a gated chain-link fence; additional grading would occur approximately 20 feet around the fence to provide a fire safety zone. An existing dirt access road extends to the site from an EBRPD gate just west of Panoramic Drive. An electrical service line will be installed below and along the access road. The road will be improved with concrete-grooved pavement from the EBRPD gate access for approximately 300 feet and with aggregate base to the site along with necessary drainage improvements. Unimproved sloped areas will be applied with hydroseed for erosion control. Employee access to the project site would be allowed 24 hours a day, seven days a week. The existing 50-foot-tall tower will be removed after construction of the new telecommunication tower. Construction of the new tower will take approximately four months; removal of the existing tower will take approximately one month.

The County will also enter into a 25-year ground lease with EBRPD. The initial rent will be \$1,200 per year, with increases every five years.

The Carquinez Radio Tower Replacement Project is categorically exempt from CEQA under Section 15302 of the CEQA Guidelines (replacement or reconstruction of existing structures and facilities). The new tower will be located on the same site as the tower it will replace, and will have substantially the same purpose and capacity as the structure replaced.

### CONSEQUENCE OF NEGATIVE ACTION:

If the project is not approved, the County will need to identify an alternate site for the County's emergency communications tower. The time involved in identifying a new site could result in a delay in the demolition of 651 Pine Street or a dangerous interruption in the County's emergency radio communications system.

### ATTACHMENTS

Lease Agreement

CEQA Notice of Exemption

## LEASE AGREEMENT

This lease agreement is dated as of October 1, 2021 (the “**Effective Date**”), and is by and between the East Bay Regional Park District, a California special district (“**District**”), and Contra Costa County (“**County**”), a political subdivision of the State of California. The District and the County are each sometimes referred to in this lease as a “**Party**,” and, together, as the “**Parties**.”

### Recitals

- A. The District owns real property located in Martinez, California having Assessor’s Parcel Number 372-140-001, the general location of which is shown on Exhibit A (the “**Property**”).
- B. The Parties desire that the County lease a portion of the Property from the District for the purpose of constructing, operating and maintaining a communication tower for public emergency communications, thereby maximizing the County’s ability to protect public health and safety. The portion of the Property that is being leased to the County consists of approximately 3,790 square feet of ground space, the approximate location of which is shown on Exhibit A and the legal description of which is set forth in Exhibit B, (the “**Premises**”).
- C. The District is granting the County non-exclusive use of a 30-foot-wide access road on the Property (the “**Access Road**”) to gain access to the Premises. The approximate location of the Access Road is shown on Exhibit A and the legal description of the Access Road’s center line is set forth in Exhibit B, Exhibit C-1 and Exhibit C-2.
- D. Access to the Access Road on the Property is gained via a private road (the “**Private Road**”), which begins at Panoramic Drive and ends at the Access Road, as shown on Exhibit A. The Park District is granted the right to use the Private Road to access the Property through two easement agreements appurtenant to the Property. One is an easement agreement between the District and the City of Martinez dated February 5, 2008, which is recorded in the official records of Contra Costa County as Doc-2008-0024344-00. The other is an easement agreement between the District and certain individuals dated September 26, 2007, which is recorded in the official records of Contra Costa County as Doc-2008-0146877-00. Both easement agreements allow the District’s tenants and licensees access to the Property over the Private Road.
- E. The County intends to construct on the Premises (i) a 50-foot high, three-legged antenna tower (the “**Tower**”), (ii) a 12’ x 30’ prefabricated concrete structure to house assorted communications equipment and a generator (the “**Vault**”), and (iii) ancillary improvements and fencing, all in the locations shown on Exhibit D. Together, the Tower, the Vault, and the ancillary improvements and fencing are the “**Facilities**.” In addition to constructing the Facility, the County intends to install on the Premises, including on the Tower and in the Vault, a variety of equipment and improvements,

including a generator, radios, antennas, and microwave dishes (together, the “**Equipment**”).

- F. Following the completion of construction of the Facilities, the County intends to demolish and remove, at no cost to the District, an existing District-owned communications tower that is on the Property in the vicinity of the Premises.
- G. As further consideration for this Lease, the County will pay Rent to the District, provide no-cost use to the District and the public radio station known as KQED (“**KQED**”) and improve and maintain the Access Road for the term of this lease.

**NOW, THEREFORE**, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

#### AGREEMENT

- 1. **LEASE OF PREMISES.** In consideration for the County’s performance of its obligations under this lease, the District hereby leases to the County and the County hereby leases from the District, the Premises.
- 2. **ACCESS.** The District hereby grants the County non-exclusive use of the Access Road.
- 3. **PERMITTED USE.** The County may use the Premises for the purpose of constructing, operating, and maintaining the Facilities. The County may not use the Premises for any other purpose without the written consent of the District, which may be approved or denied in the sole discretion of the District.
- 4. **TERM; ADVANCE PLANNING NOTICES.** The “**Term**” of this lease is twenty-five years, commencing October 1, 2021

At least two years prior to the end of the Term, the County will provide the District with written notice of whether it desires, or does not desire, to enter into a new lease of the Premises at the end of the Term (such notice, the “**Advance Notice**”). If the Advance Notice states a desire to enter into a new lease, within 180 days after the issuance of the Advance Notice (the “**Discussion Period**”), the Parties will negotiate regarding a new lease of the Premises (a “**New Lease**”). If the Parties need more time to complete negotiations, the Discussion Period can be extended in writing by the mutual consent of the Parties for a period not to exceed an additional 180 days. If the Parties agree to enter into a New Lease, within ten business days of the governing bodies of both Parties having approved the agreement to enter into a New Lease, the County shall pay the District a non-refundable commitment fee in the amount of \$1,000 as consideration for that agreement. The District shall apply the commitment fee to the rent due to the District in the first year of the new lease.

If either (i) the County determines that it does not desire to enter into a new lease at the end of the Term, or (ii) Parties do not come to agreement regarding a New Lease

the County will advise the District in writing whether the County desires to remove the Facilities and/or the Equipment from the Property at the end of the Term.

If the Parties do not agree on a new lease by the end of the Term, and the County determines that it does not desire to remove the Facilities and/or the Equipment from the Property at the end of the Term, the District shall notify the County in writing as soon as practicable, but in no event later than ninety (90) days after the end of the Discussion Period, of the Facilities and/or Equipment that it desires be removed from the Premises (the “**Excluded Equipment**”). The County shall remove the Excluded Equipment within 180 days following the end of the Term.

5. **CONSIDERATION.**

- a. Rent. Beginning on the Effective Date and continuing on each anniversary of the Effective Date throughout the Term, the County shall pay rent (“**Rent**”) to the District as follows:

<u>Term</u>	<u>Annual Rent</u>
October 1, 2021 – September 30, 2026	\$ 1,200
October 1, 2026 – September 30, 2031	\$ 1,500
October 1, 2031 – September 30, 2036	\$ 1,800
October 1, 2036 – September 30, 2041	\$ 2,100
October 1, 2041 – September 30, 2046	\$ 2,400

The first Rent payment is due within 30 days after the Effective Date. In each subsequent year, the Rent is due on October 1. Payments are to be mailed to the East Bay Regional Park District, at P.O. Box 5381, Oakland, California 94605-0381, Attention – Finance.

- b. Use of Facilities. The County will permit the District and KQED to co-use up to two racks of space in the Vault as well as a portion of the Tower. The terms of use will be governed by a separate license agreement. KQED’s use of the rack space in the Vault and Tower space is governed by a license agreement between the District and KQED dated August 7, 2019, as amended from time to time (the “**License**”). County acknowledges KQED’s rights under the License and agrees to enter into this lease subject to the terms of the License. Notwithstanding anything to the contrary in this lease, if there is a conflict between the terms of this lease and terms of the License, the terms of this lease will prevail, provided that KQED will have functionally equivalent use of one rack of space in the Vault as well as a portion of the Tower to fulfill the material objectives of the License.
- c. Road Maintenance. The County shall improve the Access Road as shown in Exhibit D during the first year of the Term and shall maintain such improvements throughout the Term.

6. **UTILITIES.** The County is responsible, at its sole cost and expense, for all utilities required to operate the Facilities, including, without limitation, gas, electricity, water, and telephone service and all connection charges.
7. **REMOVAL OF OLD TOWER.** During the term of this Lease, the County shall demolish and remove the old communication tower that is near the Premises after the Facilities are constructed and operational at no cost to the District.
8. **MAINTENANCE.** The County is responsible for maintaining the Facilities and is solely responsible for all expenses incurred in connection with its use of the Premises. If the District observes any condition on the Premises that appears to require repair, the District may inform the County of the condition in accordance with Section 29 (Notices). Within 30 days of receipt of notice of a condition requiring maintenance, the County shall repair said condition.
9. **OWNERSHIP OF FACILITIES AND EQUIPMENT.**
  - a. The Facilities and Equipment are the property of the County.
  - b. The County has the right to remove any or all of its personal property, including the Tower and the Equipment, from the Premises at any time, provided that the County repairs any damage that results from the removal and leaves the Premises in a neat and clean condition.
  - c. If the District agrees to accept ownership of the Facilities and/or Equipment that the County does not desire to remove, the Facilities and applicable Equipment will remain on, and will be surrendered with, the Premises at the end of the Term.
10. **SURRENDER OF POSSESSION.** Upon the expiration or termination of this lease, the County shall surrender the Premises and the Vault (but not necessarily the contents of the Vault), and any Equipment the County and the District agree the County may leave on the Premises, in good condition (ordinary wear and tear, and damage due to acts of God, war, strikes, fires, floods, or power failures excepted).
11. **WEED ABATEMENT.** Weeds and vegetative growth on the Premises must be regularly abated to minimize fire hazards. The County shall comply with all directives of the Fire Department and shall cause weeds to be abated by mowing or string line trimming within the fenced area. No mowing may be done during high-risk fire conditions, e.g., during hot, low humidity and/or windy conditions. Discing and the use of pesticides and herbicides are prohibited.
12. **TREES.** Tree trimming and tree removal are prohibited.
13. **ADDITIONAL CONSTRUCTION.** The County may not construct other facilities on the Premises without the District's prior written consent, which consent will not be



unreasonably withheld, provided that the additional construction is consistent with the permitted use of the Premises set forth in Section 3.

14. **UNDERGROUND SERVICE ALERT.** The County understands and acknowledges that underground utilities and pipelines may be located on and around the Property, including in the vicinity of the Premises. Prior to any digging or grading on the Property, the County shall contact Underground Service Alert (USA) a minimum of two working days before beginning any digging or land clearing work, to allow sufficient lead-time to ensure that the locations of underground utilities and pipelines are identified.
15. **COMPLIANCE WITH LAWS.** The County shall comply with all applicable ordinances, rules, and regulations of local (including Park District), state and federal governmental authorities pertaining to the County's activities on the Premises, including those related to fire protection. If the County is required to obtain any permits or other approvals from any federal, state, or local agency, the District shall cooperate with the County's efforts to obtain those permits or other approvals.
16. **RULES.** The County shall ensure that its employees, contractors, and agents comply with the following District rules:
  - a. No alcoholic beverages may be consumed on District property, including the Premises.
  - b. The County may only use the Access Road to access the Premises and may not travel any other road on District property or open fields except in cases of emergency or with the prior authorization of the Park Supervisor.
  - c. The County may use the Access Road during regular park hours, between the hours of 5:00 a.m. and 10:00 p.m. on each day. However, if the County, in its sole discretion, determines that an emergency exists at the Premises, the County may use the Access Road to respond to the emergency regardless of the time of day.
  - d. The County shall observe a reasonable speed limit on District's property.
  - e. No smoking, use of matches, or open fires is permitted on District property.
  - f. The County shall comply with District's Ordinance 38, which is incorporated herein by reference, and a copy of which can be accessed via the District website <http://www.ebparks.org/>.
17. **NONDISCRIMINATION.** In performing its obligations under this lease, the County shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, gender, sexual orientation, age, or national origin.
18. **HAZARDOUS MATERIALS.**

- a. Condition of the Premises. The District represents and warrants that it has conducted no site investigation(s) for Hazardous Materials (as defined in Section 18 c. below) and has no knowledge of any Hazardous Materials existing on or about the Premises in violation of any applicable law. The County represents and warrants to the District that the County will not generate, store, or dispose of any Hazardous Materials on, under, or about the Premises in violation of any Hazardous Substance Laws (as defined in Section 18 c. below). If the County causes or contributes to a release of Hazardous Materials to the air, soil, surface water, or groundwater in, on, under, or adjacent to the Premises in violation of applicable Hazardous Substance Laws, the County shall do all of the following in accordance with all applicable laws: immediately report the release to the District as well as to appropriate government agencies; promptly clean up the Hazardous Materials so released; and restore the Premises to the condition that existed prior to the release. The County shall defend, indemnify, and hold harmless the District from any losses, costs, claims, damages, penalties, and liabilities, including all costs of investigation, testing, remedial planning, and implementation and monitoring, arising from or caused by any release or migration of Hazardous Materials caused or contributed to by the County.
- b. Clean Up. If any cleanup, repair, detoxification, or other similar action is required by any governmental or quasi-governmental agency as a result of the storage, release, or disposal of Hazardous Materials by the District, its officers, employees, agents, or contractors, at any time, or by any prior owner, possessor, or operator of any part of the Premises, and such action interferes with the County's ability to occupy or use the Premises for more than 24 hours, as determined by the County, the County's sole remedy will be a credit against Rent to be paid by County under Section 5, in the amount of 1/360 of the Rent for each day, or portion thereof, of the above-described interference. After the first 24 hours of the above-described interference, the County is entitled to terminate this lease upon not less than thirty days advance written notice to District.
- c. Definitions. For the purposes of this Section 18, "Hazardous Materials" includes, but is not limited to, substances defined as "hazardous substances," "hazardous materials," or "toxic substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et. seq.; and those substances defined as hazardous, toxic, hazardous wastes, toxic wastes, or as hazardous or toxic substances, including but not limited to petroleum and petroleum by-products, by any law or statute now or after this date in effect in California, and in the regulations adopted and publications promulgated pursuant to those laws (all collectively referred to herein as "Hazardous Substance Laws").
- d. Survival. Notwithstanding anything to the contrary contained herein, the provisions of this Section 18 shall survive the expiration or termination of this lease.

19. **INDEMNIFICATION & LIABILITY FOR LOSSES.**

- a. **Indemnification.** The County shall indemnify, defend, and hold harmless the District, its directors, officers, employees, agents, and invitees (each of which is an “**Indemnitee**”) from and against any and all claims, demands, losses, costs, expenses, and liabilities for damages, including attorney’s fees and costs (“**Claims**”), that arise out of the County’s operation or performance under this lease, including but not limited to County’s construction, occupation, use, operation, and maintenance of the Premises, the Facilities and the Equipment. However, the County is not required to indemnify, defend, or hold harmless any Indemnitee from and against any Claim that arises from the sole negligence or intentional or willful misconduct of any Indemnitee.
  - b. **Assumption of Risk.** The District has no responsibility to safeguard the Facility, the Equipment, County employees, officers, agents, or contractors, for loss, damage, injury, or death. The County assumes all such risk and hereby releases the District from all claims and recourse against the District, including the right of contribution, for all loss or damage or expenses incurred by reason of death or injury to, or damage to the property of, the County, its officers, employees, and agents. The County releases the District from any liability relating to, or in any way connected to, the County’s use and access upon and across the District’s property and the County’s activities and use of the Premises, regardless of fault of District. However, notwithstanding the foregoing, in accordance with California law, the County’s assumption of risk and releases under this Section 19 b. does not apply to any losses, damages, or expenses resulting from the intentional or willful misconduct, or gross negligence, of the District, its officers, or its employees, for which the District remains liable to the County, its officers, employees, agents, and contractors.
20. **INSURANCE.** The County is self-insured for its motor vehicle and general liability exposures. County shall ensure that County contractors who install the Facilities or the improvements to the Access Road comply with the insurance requirements set forth in Exhibit E.
21. **ASSIGNABILITY.** The County may not voluntarily assign, transfer, sublet, or otherwise transfer or encumber, all or any part of its interest in this lease, other than as permitted by Section 3 of this lease (Permitted Use). Any attempt by County to assign this agreement shall be void and of no effect.
22. **DEFAULT FOR MATERIAL BREACH.** The occurrence of any one or more of the following is a “**Material Default**” of this lease by the County:
- a. Vacating or abandoning the Premises.
  - b. Failing to pay the Rent, or any other payment required to be made by the County hereunder, within thirty (30) days after receipt of written demand for payment from

the District, which may be given by District at any time after the date payment is due under this lease.

- c. Failing to perform any of its material obligations under this lease if the failure continues for thirty (30) days after receipt of written notice thereof from the District. If the nature of the County's default is such that more than thirty (30) days are reasonably required for cure the default, then the County will not be in default if, within thirty (30) days after receipt of notice from the District, the County begins taking reasonable steps to cure the default and thereafter diligently prosecutes such cure to completion.
- d. Failing to comply with any lawful written order or directives relating to the Premises from any governmental entity within the time set forth in such order, and after County's exhaustion of all appeal rights and administrative remedies.

23. **REMEDIES.** In the event of a Material Default, as defined in Section 22, above, the District may take any or all of the following actions after giving written notice of the default to the County and in accordance with due process of law:

- a. Terminate the lease, in which case the County shall remove the Facility and the Equipment from the Premises and return the Premises to a neat and clean condition.
- b. Recover unpaid Rents then owed by the County through and including the date this lease terminates, and any other amounts necessary to compensate the District for the County's failure to perform its obligations under this lease, including but not limited to retaking possession of the Premises, making such repairs as necessary to return the Premises to a good condition, and removing all persons and property from the Premises in accordance with due process of law.

The District's remedies under this Section 23 are in addition to the remedies available to the District in law or equity.

24. **WAIVER.** The waiver by the District of any breach of any term, covenant, or condition of this lease may not be deemed to be a waiver of any subsequent breach of the same term, covenant, or condition. If the County fails to pay the Rent in the manner required by this lease but the District later accepts payment of the Rent, that acceptance will be deemed a waiver of County's failure to pay. Otherwise, the District's acceptance of the Rent will not constitute a waiver of a breach of any other term, covenant, or condition of this lease.

25. **CONDEMNATION.** If any part of the Premises is condemned for a superior public use and the remainder of the Premises is suitable for occupation and use by the County as permitted by this lease, this lease will remain in effect only as to the remainder of the Premises after title to the part taken vests in the condemner. If all of the Premises is condemned, or if a substantial portion of the Premises is condemned and is no longer suitable for the County's occupation and use as herein authorized this lease will

terminate as of the date title to the Premises, or substantial portion thereof, vests in the condemner. In any condemnation proceeding to acquire the Premises, or any portion thereof, the County is entitled to all compensation awarded for damages to, or loss of, the County improvements, and for lost income caused by the taking, if any, and the District is entitled to all other damages including without limitation, lost income and compensation for damages to real property owned by District, including damages to the Premises.

**26. TERMINATION.**

a. District's Right to Terminate. Except as otherwise specified in Section 23 a. above, the District may not terminate this lease.

b. County's Right to Terminate. The County may terminate this lease, at its sole discretion, by providing the District with at least one hundred eighty (180) days' advance written notice.

c. Effect of Termination or Expiration. Except as expressly provided herein, on the date this lease terminates or expires, the terms and conditions of this lease will no longer be of any force or effect.

d. Refund of Rent. Within thirty days after the termination or expiration of this lease, the District shall refund to the County a prorated share of the Rent paid for the year in which the termination date occurs, based on the following formula:

$$[(\text{Fee paid for current year}) / (360)] \times (\text{number of days during the period from and including the day after the termination date, through and including the last day of the current year}) = \text{Amount of refund to County}$$

**27. HOLDOVER.** Any holding over by the County after the expiration or termination of this lease, with the written consent of the District, will be construed to be a tenancy from month to month on the same terms and conditions set forth in this lease, so far as applicable.

**28. INDEPENDENT CAPACITY.** Nothing in this lease creates or could be construed to create a joint exercise of powers agency, partnership, or joint venture of the County and the District. The County is solely responsible for performing its obligations under this lease. The County is solely responsible for the employment, direction, compensation, and discharge of all persons employed by or engaged by the County in performing its obligations under this lease and the exercise of its rights under this lease.

**29. NOTICES.** Any notice required or desired under this lease will be deemed properly given if it is personally delivered, sent by registered U.S. Mail, or sent by overnight delivery with delivery to be made on the next business day, with postage prepaid, addressed to:

**For District:**

East Bay Regional Park District  
2950 Peralta Oaks Court  
Oakland, California 94605  
Attention: Business Services

**For County:**

Contra Costa County Public Works  
40 Muir Road, 2<sup>nd</sup> Floor  
Martinez, California 94553  
Attn: Principal Real Property Agent

With a copy to:

East Bay Regional Park District  
P.O. Box 5381  
Oakland, California 94605

District Counsel  
P.O. Box 5381  
Oakland, California 94605

Either Party may designate other persons or addresses to which notices must be given under this lease by providing written notice to the other Party in the manner set forth in this section. Each notice given hereunder will be deemed given and received by the other Party on the same day, if delivered in person; on the next business day, if sent by overnight delivery; and on the fifth day following the date of mailing, if mailed by registered U.S. Mail.

For day-to-day operations, the contact at the District is the Business Services Manager at 510-544-2513, and the contact for the County is the leasing agent at 925-313-2000.

30. **EXISTING CONDITION.** This lease is subject to all existing liens, encumbrances, conditions, and restrictions of record affecting the Premises.
31. **ENTIRE AGREEMENT.** This lease constitutes the entire agreement between the Parties and supersedes all prior written and verbal representations or understandings between the Parties.
32. **SEVERABILITY.** If any provision of this lease is determined by a Court to be invalid or unenforceable with respect to any Party, the remainder of this lease will not be affected and will be valid and enforceable to the fullest extent permitted by law.
33. **COUNTERPARTS.** This lease may be executed in one or more counterparts, each of which being deemed an original.

[Remainder of Page Intentionally Left Blank]

**IN WITNESS WHEREOF**, the Parties are executing this lease as of the Effective Date.

**East Bay Regional Park District**

**Contra Costa County**

By: \_\_\_\_\_  
Sabrina B. Landreth, General Manager

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

**APPROVED AS TO FORM:**

**RECOMMENDED FOR APPROVAL:**

By: \_\_\_\_\_  
Jason Rosenberg  
Assistant District Counsel

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

By: \_\_\_\_\_  
Margaret Eychner  
Senior Real Property Agent

**APPROVED AS TO FORM:**  
Mary Ann McNett Mason, County Counsel

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

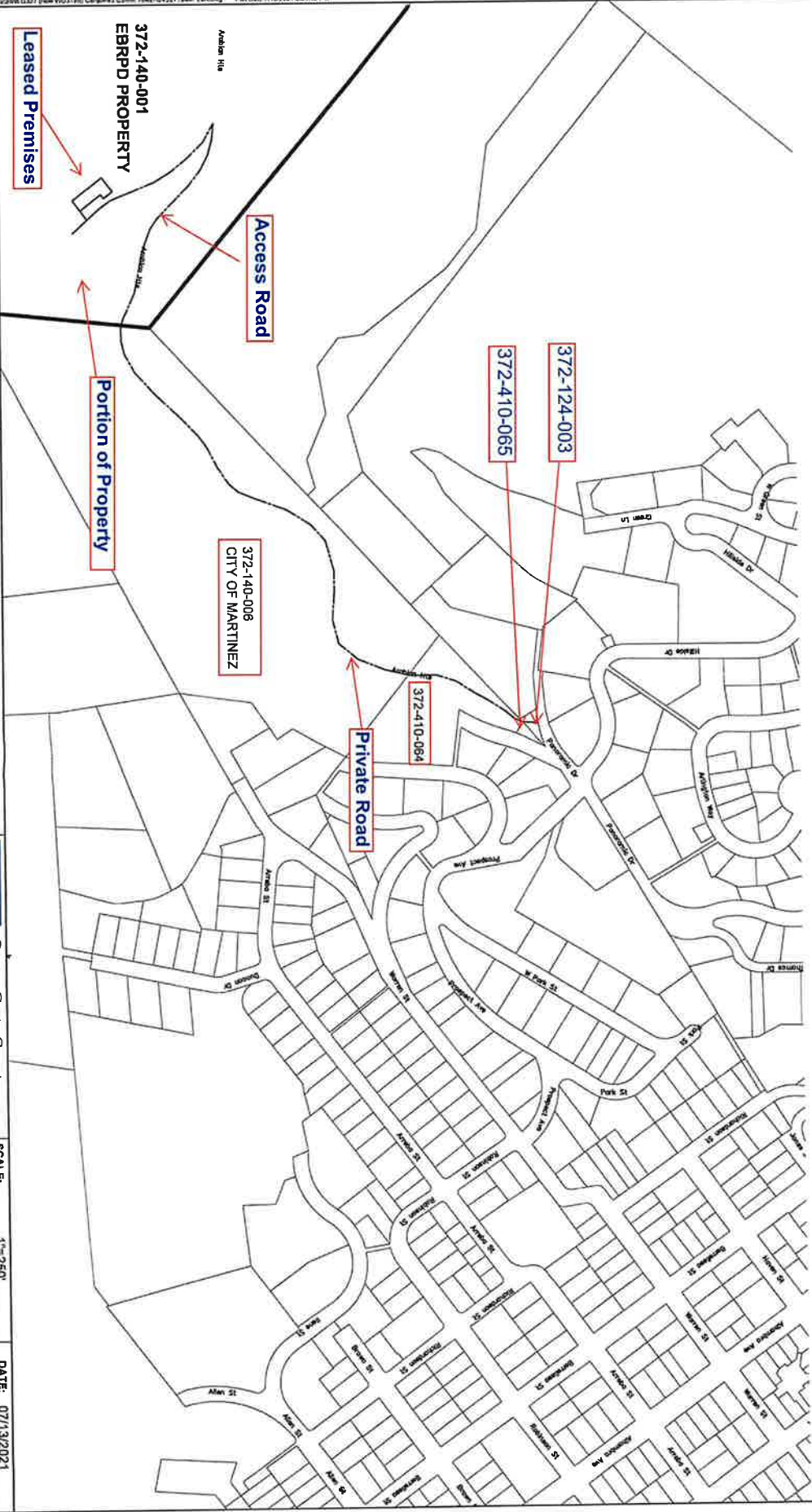
ME:  
G:\realprop\LEASE MANAGEMENT\MARTINEZ\Carquinez Tower - T00\_\_\_\Carquinez Lease Agreement - Final.docx



**EXHIBIT A**

[Aerial Depiction of a Portion of the Property and Surrounding Area]

# EXHIBIT "A"



Instrument \_\_\_\_\_ Recorded \_\_\_\_\_  
 Series # \_\_\_\_\_

## APPURTENANT ACCESS

### Carquinez Communication Tower



Contra Costa County  
 Public Works Department  
 255 Glacier Drive  
 Martinez, CA 94553

SCALE:	1"=250'	DATE:	07/13/2021
DRAWN BY:	AR	DRAWING NO.	
CHECKED BY:	JS		
CAD FILE: s10719.mxd		Page 1 OF 1	

**EXHIBIT B**

[Legal Description of the Premises and Access Road]

Carquinez Communication Tower  
Site Lease and Access  
East Bay Regional Park District  
to Contra Costa County  
Portion of APN 372-140-001

**Exhibit "B"**

Real property in an unincorporated area of the County of Contra Costa, State of California, being a portion of Parcel B of Subdivision M.S. 167-76 filed March 8, 1978 in Book 63 of Parcel Maps at page 47, also being a portion of the parcel described in the Grant Deed to East Bay Regional Park District recorded March 14, 2003 as document number 2003-0117369 Contra Costa County records, described as follows:

**Communication Tower Site (Lease area)**

Commencing at a 3/4" iron pipe marking the most easterly corner of said Parcel B (63 PM 47); thence south 72°35'04" west a distance of 383.60 feet to the Point of Beginning; thence from said Point of Beginning, south 37°30'00" east, 30.00 feet; thence south 52°30'00" west, 13.00 feet; thence south 37°30'00" east, 70.00 feet; thence south 52°30'00" west, 34.00 feet; thence north 37°30'00" west, 100.00 feet; thence north 52°30'00" east, 47.00 feet to the Point of Beginning.

Containing an area of 3,790 square feet of land, more or less.

**Together with Non-Exclusive Access** being a strip of land 30 feet in width, the centerline of which is described as follows:

Beginning at a point in the center of the existing road, which point lies north 52°30'00" east, 30.28 feet from the southeast corner of the above described lease site; thence following the existing road north 41°50'13" west, 27.96 feet; thence north 39°36'33" west, 27.52 feet; thence north 34°11'29" west, 26.51 feet; thence north 22°39'36" west, 25.98 feet; thence north 20°17'49" west, 27.58 feet; thence north 22°05'21" west, 73.42 feet; thence north 31°28'25" west, 47.70 feet; thence north 38°02'58" west, 55.72 feet; thence north 44°41'39" west, 64.06 feet; thence north 60°55'07" west, 57.39 feet; thence south 84°17'35" east, 43.83 feet; thence south 75°32'19" east, 41.89 feet; thence south 63°10'50" east, 41.54 feet; thence south 52°42'49" east, 57.56 feet; thence south 45°18'49" east, 119.63 feet; thence south 55°25'29" east, 30.72 feet; thence south 68°47'40" east, 39.77 feet; thence south 73°19'47" east, 37.22 feet; thence south 78°45'35" east, 99.21 feet; thence

south 64°56'47" east, 75.68 feet; thence south 75°58'20" east, 24.04 feet more or less to the east line of said Parcel B (63 PM 47).

Plats labeled "Exhibit C-1" (lease area) and "Exhibit C-2" (access) are attached hereto and by this reference made a part hereof.

This real property description has been prepared by me or under my direction, in conformance with the Professional Land Surveyors Act.

Signature: James A. Stein

Licensed Land Surveyor  
Contra Costa County Public Works Dept.

Date: 7/13/2021

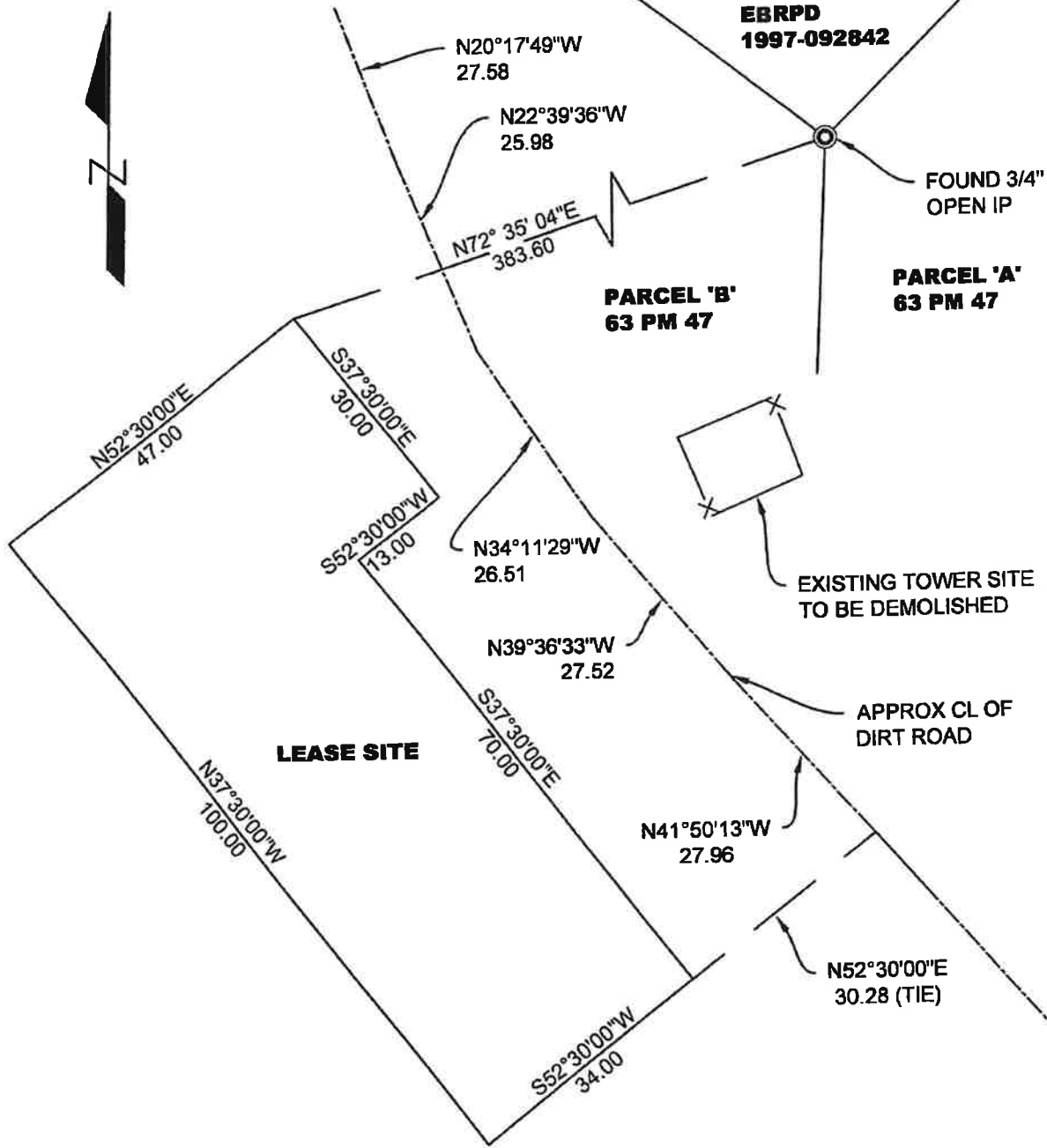


**EXHIBIT C-1**

[Plat to Accompany Exhibit B]

# EXHIBIT "C-1"

## PLAT TO ACCOMPANY EXHIBIT "B"



File Path: K:\survey\field Data\104\_G327 (new-1003198) Carquinez Comm Tower\SV327Tower.dwg Plotted Date: 7/13/2021 3:52:52 PM

**Lease Area**  
**Carquinez Communication Tower Site**

Instr \_\_\_\_\_ Recorded \_\_\_\_\_

Series # \_\_\_\_\_

CAD FILE: SV327Tower.dwg

**Contra Costa County**  
**Public Works Department**  
 255 Glacier Drive  
 Martinez, CA 94553

<b>SCALE:</b> 1"=20'	<b>DATE:</b> 07/13/2021
<b>DRAWN BY:</b> AR	<b>DRAWING NO.:</b> MA-257-2021
<b>CHECKED BY:</b> JS	



**EXHIBIT C-2**

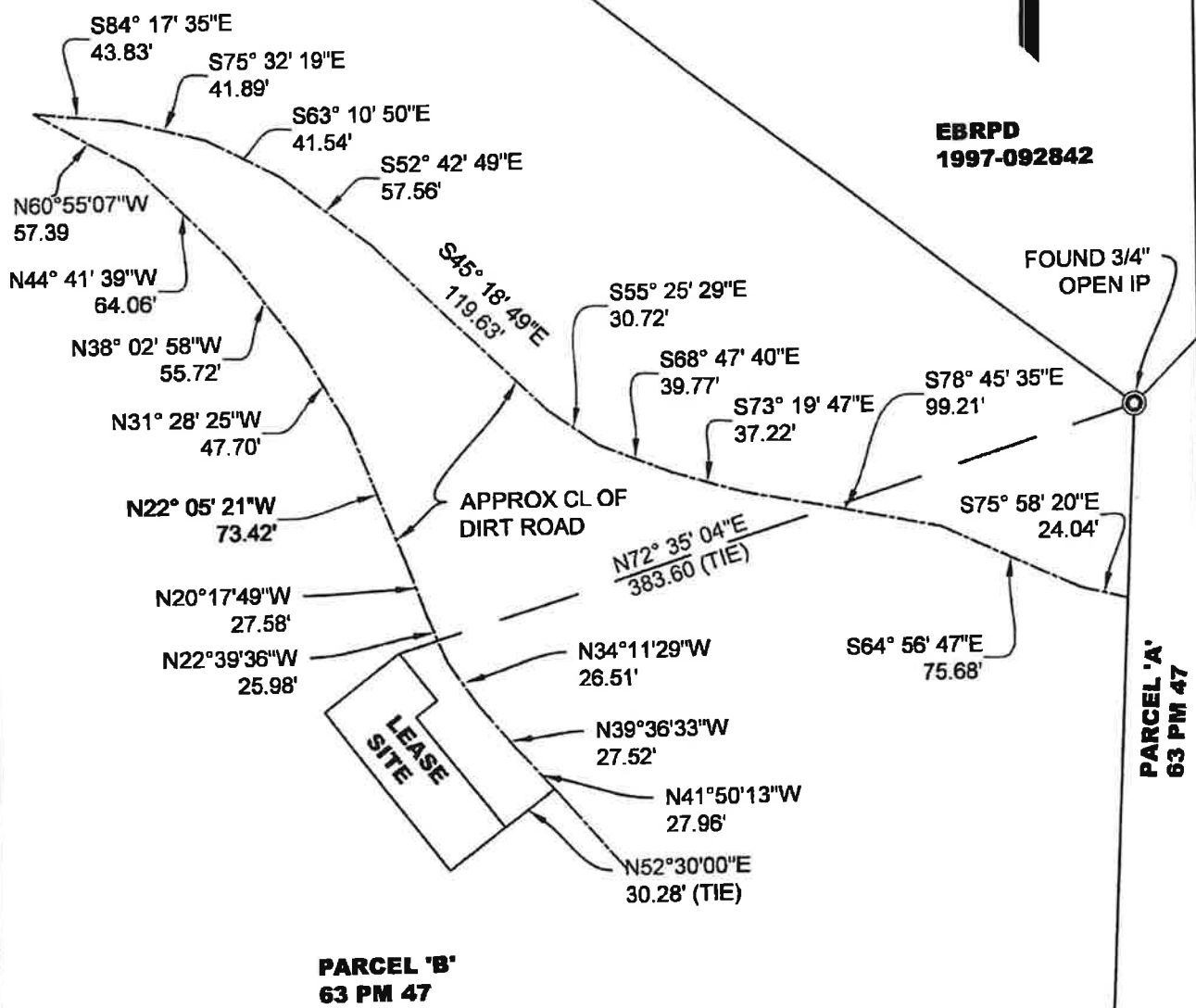
[Plat to Exhibit B]

# EXHIBIT "C-2"

## PLAT TO ACCOMPANY EXHIBIT "B"



**EBRPD**  
**1997-092842**



File Path: K:\unexp\p\field\_data\11\0327 (new) \0331\08) Carquinez Comm Tower\SV327Tower.dwg Plot Date: 7/13/2021 3:54:10 PM CAD FILE: SV327Tower.dwg

<p><b>Non-exclusive Access</b> <b>Carquinez Communication Tower Site</b></p>			<p>Contra Costa County Public Works Department 255 Glacier Drive Martinez, CA 94553</p>	
Instr _____	Recorded _____		SCALE: 1"=80'	DATE: 07/13/2021
Series # _____		DRAWN BY: AR		
		CHECKED BY: JS		
CAD FILE: SV327Tower.dwg		DRAWING NO. MA-258-2021		

**EXHIBIT D**

[Site Layout and Access Road Improvements]

- NOTES
1. LOCATIONS OF EXISTING UNDERGROUND UTILITIES SHOWN ARE SEQUENTIAL CONTRACTOR'S FIELD VERIFICATION OF RECORD DRAWINGS.
  2. EROSION CONTROL (IMPROVED) SHALL BE APPLIED TO ALL WORK AREAS WITH SLOPES 4:1 OR STEEPER.
  3. APPLY PRE-CERAMIC TILE PAVING PRIOR TO PAVING ANY CONCRETED AGGREGATE BASE.
  4. SEE SHEET 1 FOR TYPICAL CLASS 2 AGGREGATE BASE TYPICAL SECTIONS.

CLASS 2 AGGREGATE BASE ROAD HORIZONTAL ALIGNMENT

LINE	START STATION	END STATION	DISTANCE (FT)
L1	10+00.00	1097.97/4.57	168.97
L2	11+05.33	1271.41/5.17	64.34
L3	12+30.62	1293.11/1.27	28.34
L4	13+22.38	1487.72/2.28	61.92
L5	14+18.79	1572.54/3.87	10.84
L6	15+43.55	1644.27/3.57	64.21
L7	16+49.77	1675.54/9.55	31.47

CURVE TABLE

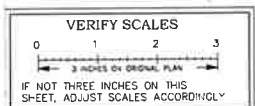
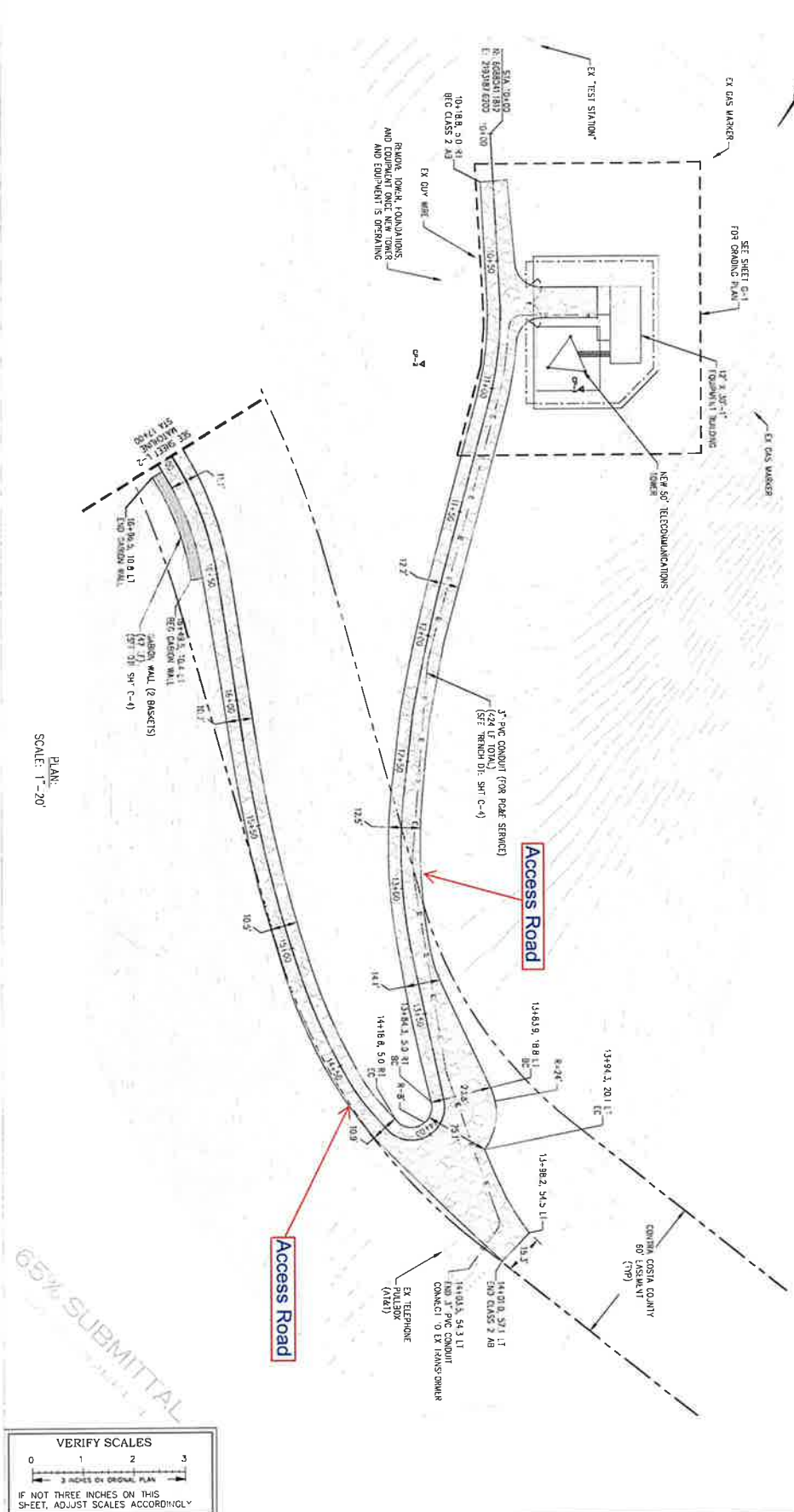
CURVE NO.	START STATION	Δ	DISTANCE (FT)	RADIUS (FT)
C1	10+68.67	11.47°	39.75	13.50
C2	11+69.96	5.13°	60.65	671.14
C3	11+59.96	17.17°	62.47	208.95
C4	13+84.29	152.05°	34.50	13.00
C5	14+29.63	11.81°	13.40	63.00
C6	14+43.03	11.90°	30.14	241.51
C7	14+31.17	9.35°	93.68	553.06
C8	16+48.85	23.87°	57.31	158.74

CONTROL POINTS

DESCRIPTION	NORTHING	EASTING	ELEVATION (FT)
CP-1	219247.2537	608195.2876	648.94
CP-2	219276.0022	608009.4470	644.59

LEGEND:  
CLASS 2 AGGREGATE BASE  
(SEE NOTE 3)

### Exhibit D Site Layout and Access Road Improvements



SCALE:	1"=20'
DATE:	MAY 26, 2021
DESIGNED BY:	RH
DRAWN BY:	RH
CHECKED BY:	RH
JOB NO:	20-017
SHEET:	3 OF 12

**HEI HARRISON ENGINEERING INC.**  
1800 DOW PALM STREET • CONCORD, CA 94520  
TEL: 925-881-1000 • WWW.HARRISONENGINEERING.COM

CONTRA COSTA COUNTY  
DEPARTMENT OF  
INFORMATION TECHNOLOGY

30 DOUGLAS DRIVE  
MARTINEZ, CA 94553  
(925) 313-1200

CARQUINEZ SITE  
TELECOMMUNICATIONS  
IMPROVEMENT PROJECT

LAYOUT PLAN

NO.	BY	DATE	REVISIONS

## EXHIBIT E

### COUNTY'S CONTRACTOR INSURANCE AND INDEMNIFICATION REQUIREMENTS

#### I. INSURANCE

The County shall ensure that each contractor engaged by the County for construction, alterations and improvements to the Facilities or the Access Road (each a "**Contractor**") provide and maintain evidence of the following insurance, as applicable:

1. **Workers Compensation Insurance.** Statutory coverage for Workers' Compensation Employer's Liability (\$500,000 per accident). Workers' Compensation shall comply with California Labor Code Section 3700 and contain a waiver of subrogation in favor of the District.
2. **Commercial General Liability Insurance,** occurrence form, with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit, either it shall apply separately to this project or be no less than two (2) times the occurrence limit.
3. **Automobile Liability Insurance,** occurrence form, with a limit of not less than \$1,000,000 for each occurrence. Such occurrence shall include coverage for owned, hired and non-owned automobiles.
4. **Builder's Risk, Special Hazards** [if there's anything else the District requires, please advise, so we can include it here].

In addition:

- A. All insurance is to include: The District, its elected and appointed officers, employees, and volunteers as additional insureds with respect to this project. The coverage shall contain no special limitations on the scope of its protection to the above-designated insureds.
- B. General liability insurance shall be primary and non-contributory with respect to any insurance or self-insurance programs of the District, its boards, commissions, officers, agents, employees, and volunteers.
- C. All insurance is to be evidenced, prior to commencement of services, by properly executed policy endorsements in addition to a certificate of insurance.

- D. In addition to requiring that the Contractor provide an insurance certificate showing the levels and types of coverage required for the project or contract, the County shall require the Contractor to provide the County with a copy of the actual endorsements (a document that modifies the terms of the underlying policy and is issued by the insurance company itself, rather than a broker) to the commercial, general, automobile, and excess liability insurance policies that show the District, its boards, commissions, officers, agents, and employees have been named as additional insureds by the insurers. The County shall provide a copy of such endorsements to the District. The endorsements must show:
- a. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District is entitled to the broader coverage and/or higher limits maintained by the Contractor.
  - b. No changes in insurance may be made without the approval of the District.
  - c. Any cancellation of the Contractor's insurance must be preceded by a thirty- day written notice of cancellation to the District. Additionally, the notice statement on the certificate should not include the wording "endeavor to" or "but failure to mail such notice shall impose no obligation or liability upon the company, its agents or representatives" (or similar wording).

## II. INDEMNIFICATION

The County shall ensure that each Contractor agrees to indemnify, hold harmless, defend and protect the District, its officers, directors, agents, employees, invitees (each of which is an indemnitee) from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses (including attorneys' fees), penalties, judgments, or obligations whatsoever for or in connection with injury (including death) or damage to any person or the loss or damage of property to whomsoever belonging or pecuniary or monetary loss that directly results from or arises out of Contractor's work for the County on the Property or the Access Road, regardless of how the injury or damage was caused or suffered, unless the injury or damage resulted from the sole negligence or the intentional and willful misconduct of the District, its officers, directors, agents or employees.



CALIFORNIA ENVIRONMENTAL QUALITY ACT
Notice of Exemption

To: [ ] Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: Contra Costa County
Department of Conservation and
Development
30 Muir Road
Martinez, CA 94553

[x] County Clerk, County of Contra Costa

Project Title: Carquinez Radio Tower Replacement

Project Applicant: Contra Costa County Public Works Dept., 255 Glacier Drive, Martinez CA 94553
Contact: Claudia Gemberling (925) 313-2192

Project Location - Specific: East Bay Regional Park District, 1001 Arabian Heights (APN 372-140-001)

Project Location - City: Martinez

Lead Agency: Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553
Contact: Telma B. Moreira (925) 655-2863

Project Description:

The County's former administration building at 651 Pine Street, Martinez is the current site of the County's emergency communications system for the County, City of Martinez, Contra Costa Regional Medical Center, Contra Costa Fire Protection District, and other public emergency services. The former administration building will be demolished and therefore, the emergency communication services will be relocated to an existing telecommunications tower site within East Bay Regional Park District (EBRPD) property (APN 372-140-001). A new 50-foot-tall support structure and an approximately 350-square foot associated equipment building will replace the existing 50-foot telecommunications tower at the EBRPD site. The new structure will be constructed within a 3,790-square feet area that will be graded and encompassed by a gated chain-link fence; additional grading would occur approximately 20 feet around the fence to provide a fire safety zone. The existing 50-foot tall tower will be removed after construction of the new telecommunications tower is installed. An existing dirt access road extends to the site from an EBRPD gate just west of Panoramic Drive. An electrical service line will be installed below and along the already disturbed access road. The road will be improved with concrete-grooved pavement from the EBRPD gate access for approximately 300 feet and with aggregate base to the site along with necessary drainage improvements. Unimproved sloped areas will be applied with hydroseed for erosion control. Employee access to the project site would be allowed 24 hours a day, seven days a week. Construction of the new telecommunications tower will take approximately four months; removal of the existing tower will take approximately one month.

The project also encompasses the County entering into a 25-year ground lease with the EBRPD for the new telecommunication site.

Exempt Status:

- [ ] Ministerial Project (Sec. 21080[b][1]; 15268) [x] Categorical Exemption (Sec. 15302)
[ ] Declared Emergency (Sec. 21080[b][3]; 15269[a]) [ ] General Rule of Applicability (Sec. 15061[b][3])
[ ] Emergency Project (Sec. 21080[b][4]; 15269[b][c]) [ ] Other Statutory Exemption (Sec. )

Reasons why project is exempt: Pursuant to Article 19, Section 15302 of the CEQA guidelines, the project consists of replacement of an existing structure on the same site that will substantially have the same purpose and capacity as the structure replaced.

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [ ] Yes [ ] No

Signature: Telma B. Moreira Date 10/07/2021 Title Principal Planner

Contra Costa County Department of Conservation and Development

- [x] Signed by Lead Agency [ ] Signed by Applicant



**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Claudia Gemberling  
Environmental Services Division  
Phone: 313-2192

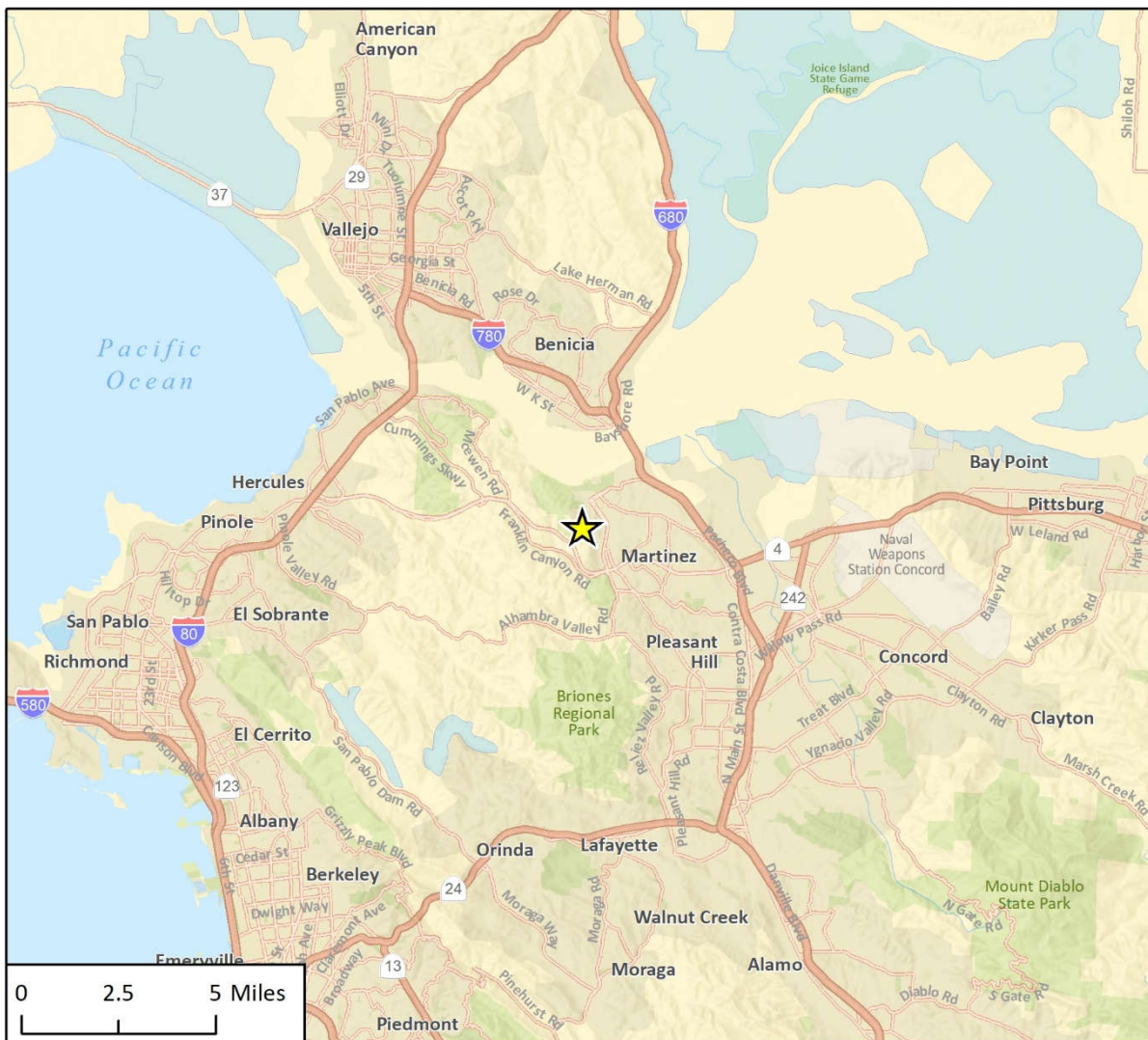
**Department of Fish and Wildlife Fees Due**

- De Minimis Finding - \$0
- County Clerk - \$50
- Conservation and Development - \$25

Total Due: \$75

Receipt #: \_\_\_\_\_

Figure 1 Regional Location



Imagery provided by Esri and its licensors © 2021.

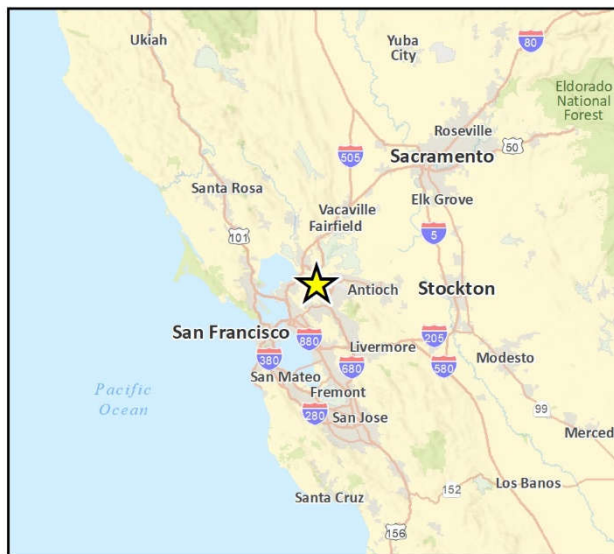
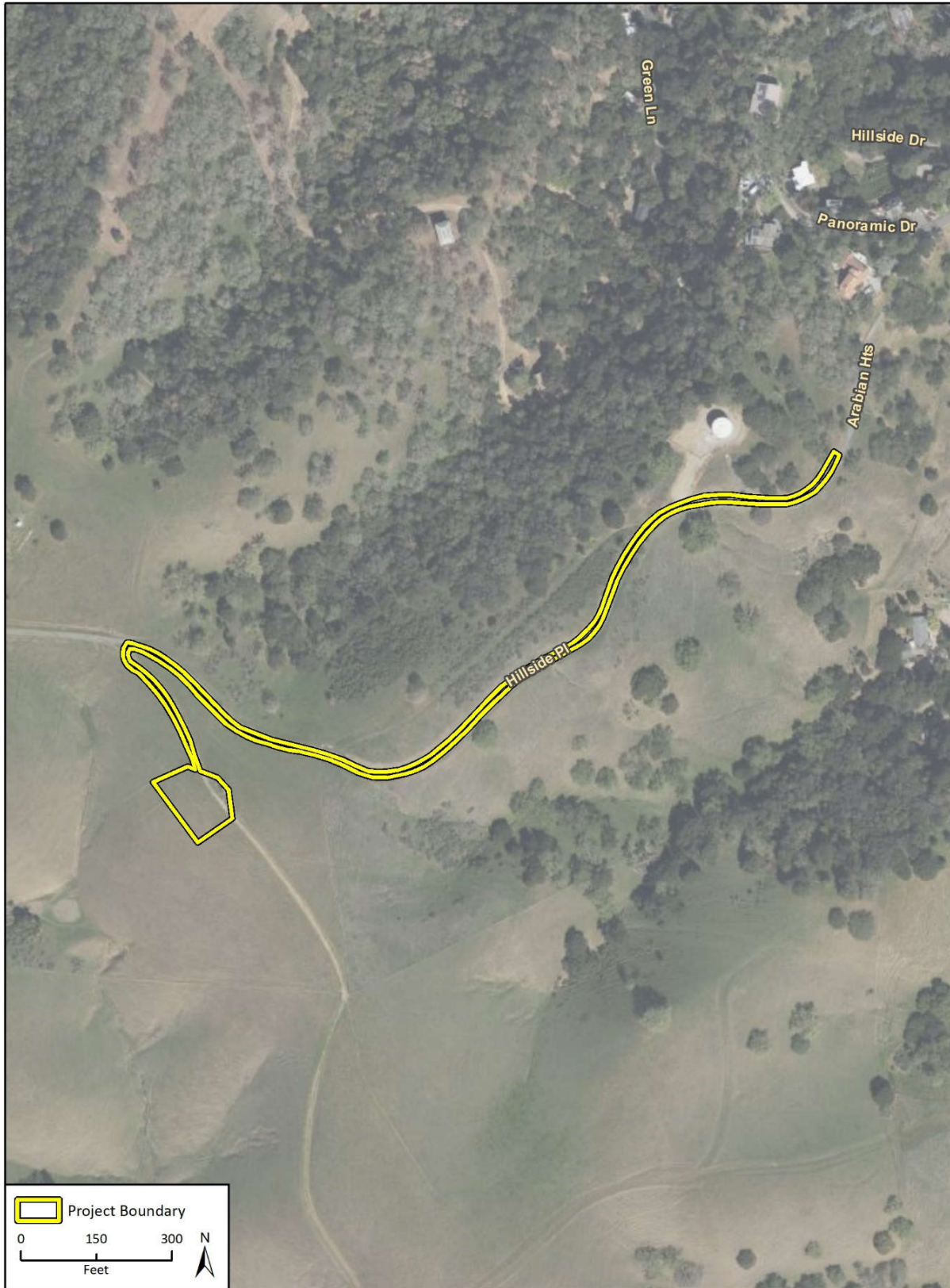


Fig 3 Regional Location

Figure 2 Project Site



Imagery provided by Microsoft Bing and its licensors © 2021.

Fig 1- Project Site Location



Figure 3 Proposed Site Plan



Source: CSI Telecommunications, Inc.



Figure 4 Photographs of the Project Site



Photograph 1. View of the project site looking northeast



Photograph 2. View from the project site looking east

---



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 19, 2021

Subject: U.S. Department of Justice, Office of Victims of Crime, Bureau of Justice Assistance - Grant Extension

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Contra Costa Alliance to End Abuse (CCAEA), to execute a revenue contract extension of the grant from the U.S. Department of Justice, Office of Victims of Crime (OVC), Bureau of Justice Assistance from September 30, 2021 to March 31, 2022, with no change in total contract amount of \$500,000 for continuing to develop effective and sustainable multidisciplinary task forces that will implement victim-centered and coordinated approaches to identifying victims of sex and labor trafficking.

**FISCAL IMPACT:**

There is no fiscal impact, grant extension only.

County received an original grant award from the U.S. Department of Justice, Office of Victims of Crime, Bureau of Justice Assistance in an amount not to exceed \$500,000. The program total cost is \$667,323. County required match of 3% (\$14,583) to cover Certified Copies fees. The remaining \$152,740 (22%) will be an in-kind Match from our contracted Partners.

AL#16.320

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Noppol Keeratiyakul  
(925) 608-4961

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

By: , Deputy

cc: Claudia Gonzalez, Christopher Dunn, Laneisha Terrell

## BACKGROUND:

The Contra Costa Alliance to End Abuse (formerly Zero Tolerance for Domestic Violence Initiative), a multi-agency system improvement effort, providing funding and establishing accountability criteria for a variety of supports and services, was launched in 2001. In 2006, the California State Legislature granted permanent authorization to CCAEA through the Zero Tolerance for Domestic Violence Act under SB 968, which mandates a multi-faceted, multi-sectorial, and coordinated approach to domestic violence. Since then, CCAEA has broadened its scope to include sexual assault, human trafficking, and stalking.

This grant funding is used to enhance the quality and quantity of services available to assist victims of human trafficking by enhancing interagency collaboration and the coordinated community response to victims of human trafficking, and through the provision of high quality services that address the individual needs of victims. Funding continues to support the Human Trafficking Task Force and comprehensive services for all victims of human trafficking. In addition, funding increases the capacity of communities to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities.

This Board Order will extend term of the grant funding from September 30, 2021 to March 31, 2022.

The approval of this board order will allow the contract extension amendments with all awarded contract partners, including: Bay Area Legal Aid, International Rescue Committee, STAND! For Families Free of Violence, and John Vanek.

## CONSEQUENCE OF NEGATIVE ACTION:

Without the extension of grant funding, the goals of developing the structure of the human trafficking task force, providing the broadest range of services, and providing resources for victims and the most diverse range of investigation and prosecution options in response to the perpetrators of human trafficking cannot be continued.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Grant Award #28-767-8 from the California Department of Public Health, Refugee Health Assessment Program

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director or designee, to accept on behalf of the County Grant Award #28-767-8 (Grantor #20-07-90899-00) from the California Department of Public Health, to pay the County \$98,959 quarterly for providing health services for the Refugee Health Assessment Program (RHAP), for the period from October 1, 2021 through September 30, 2022.

**FISCAL IMPACT:**

Acceptance of this grant award will result in a reimbursement to the County of \$98,959 quarterly, \$395,836 annually, for Medi-Cal Non-Billable health assessments and administrative costs. No County match is required.

**BACKGROUND:**

The RHAP allows for the provision of health assessment services to refugees, asylees, entrants from Haiti and Cuba, Special visa immigrants, certified victims of human trafficking and other eligible entrants as required in the California Refugee Health Assessment form (CDPH 8418A). Based on the assessment, communicable diseases are treated on the new arrivals, as well as, other Contra Costans, who are not protected from disease. In addition, this program provides highly trained

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Anna Roth,  
925-957-2670

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

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

and culturally appropriate medical interpreters for the County's Afghan, Russian, Vietnamese, Lao and Mien clinics (13 per week). The RHAP advocates for people with limited-English skills to achieve access and care within the Contra Costa Health Services Department.

On November 3, 2020, the Board of Supervisors approved Grant Award #28-767-7 from the California Department of Public Health, Refugee Health Assessment Program to provide health services for the RHAP program for the period October 1, 2020 through September 30, 2021.

The Health Services Department recently received a notice of award from the California Department of Public Health, granting Health Services Department funding. Acceptance of the Grant Award #28-767-8 allows the County to provide RHAP services through September 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this grant award is not accepted, people with limited-English skills in the RHAP program will not achieve access and care within the Contra Costa Health Services Department.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Grant Agreement #28-950-1 with California Health Facilities Financing Authority

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee (Suzanne Tavano, Ph.D.), to execute Grant Agreement #28-950-1 (Grantor #CY CC-01) including indemnification with the California Health Facilities Financing Authority's (CHFFA) Investment in Mental Health Wellness Grant Program for Children and Youth, to pay the County up to \$2,322,572 to support renovations, furniture and equipment for a children's crisis stabilization unit to be located at a County owned property, for the period from April 29, 2021 through December 31, 2024.

**FISCAL IMPACT:**

This grant agreement will allow the County to receive funds of up to \$2,322,572 from the State of California Health Facilities Financing Authority for the renovation and furnishing of a facility to house a children's crisis stabilization unit. No County match is required.

**BACKGROUND:**

For many years staff and community stakeholders have identified the need for a crisis stabilization unit to serving children and youth in an emotional crisis. Currently young people are brought to the County's Psychiatric Emergency Service (PES) unit when they are experiencing an emotional crisis. PES accepts every individual in need of care

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Suzanne Tavano, Ph.D.,  
925-957-5201

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

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

however it does not currently have the capacity to separate children and youth from adult patients at its entrance, waiting room, triage, or treatment area. The result is that young patients are often in the presence of adults experiencing acute psychiatric needs. This exposure would be difficult for any young person but is particularly traumatic for emotionally vulnerable children and youth experiencing a mental health crisis. Furthermore, children and adolescents have developmentally distinct needs that require tailored approaches to stabilization, discharge planning, and transition to appropriate longer-term services. By seeking funding from CHFFA, the Behavioral Health Services Division (BHSD) hopes to create a free-standing crisis stabilization unit to better support the needs of the community and the long-term therapeutic outcomes of the children and youth in need of therapeutic crisis support services.

On May 18, 2021, the Board of Supervisors approved acceptance of grant funding from the California Health Facilities Financing Authority. Approval of this Board Order will allow Health Services Department to execute the subsequent Grant Agreement #28-950-1 through December 31, 2024. In accordance with this agreement, the County agrees to indemnify and hold the State harmless for claims arising out of the County's performance under the agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If this grant agreement is not approved, the County will not be able to receive funds to renovate a facility to provide crisis stabilization services to youth and children experiencing an emotional crisis.

CHILDREN'S IMPACT STATEMENT:

This recommendation supports the following children's outcome: Children and Youth Healthy and Preparing for Productive Adulthood.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Grant Award #28-789-13 from the U. S. Department of Veterans Affairs Northern California Health Care System

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to accept Grant Award #28-789-13 (VA #612-22-1-3973-0001) with U. S. Department of Veterans Affairs Northern California Health Care System (VANCHCS), a Government Agency, to pay the County up to \$218,781 for the provision of services and associated operating cost of West County's Adult Interim Housing Program in Richmond, for the period from October 1, 2021 through September 30, 2022.

**FISCAL IMPACT:**

Approval of this award will result in funding of up to \$218,781 from VANCHCS for the West County's Adult Interim Housing Program in Richmond. No County match is required.

**BACKGROUND:**

The Health Services Department seeks continuous funding to provide interim housing, treatment, and other services for homeless veterans that access the County's emergency shelter program. Each year the shelters provide interim housing and support services to over 75 homeless veterans

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 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)

of Contra Costa County. VANCHCS has been providing funds to the County for emergency shelter housing since October 1, 2011.

On October 20, 2020, the Board of Supervisors approved Agreement #28-789-12 to receive funding in an amount not to exceed \$212,736 to support emergency shelter housing for homeless veterans of Contra Costa County at West County's Adult Interim Housing Program in Richmond for the period October 1, 2020 through September 30, 2021.

Approval of Grant Award #28-789-13 will allow the County to continue to receive funds to support the emergency shelter housing in Richmond through September 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this award is not accepted, the County will not receive funding to support the emergency shelter needs of homeless veterans.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Diana Becton, District Attorney  
Date: October 19, 2021

Subject: Unserved/Underserved Victim Advocacy and Outreach (UV) Program Grant Award for the period January 1, 2022 through December 31, 2022

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/332 approving and authorizing the District Attorney, or designee, to submit an application and execute a grant award agreement, including any extensions or amendments thereof, pursuant to State guidelines, with the California Governor's Office of Emergency Services (Cal OES), Victim Services & Public Safety Branch, in an amount not to exceed \$ 228,334, for funding of the Unserved/Underserved Victim Advocacy and Outreach (UV) Program for the period January 1, 2022 through December 31, 2022.

**FISCAL IMPACT:**

The District Attorney will receive up to \$228,334 to fund victim advocacy staff to provide better services to underserved populations in targeted areas. The funding requires a 25% match, which will be met with in-kind services.

**BACKGROUND:**

The Unserved/Underserved Victim Advocacy and Outreach (UV) Program is supported by Victims of Crime Act (VOCA) Victim Assistance and is authorized by the Victims of Crime Act of 1984 (42 U.S.C. 10603(a) and (b)).

The primary goal of the program is to enhance the safety of unserved/underserved victims

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jason Chan, (925)  
957-2234

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



BACKGROUND: (CONT'D)

populations in California by establishing victim advocacy programs solely dedicated to the unserved/underserved population, coordinate direct services in an enhanced response to victimization of specific crime populations among locally involved agencies and implement an outreach awareness program to the specific population determined as unserved/underserved. This grant will fund services to the designated unserved/underserved victim population.

CONSEQUENCE OF NEGATIVE ACTION:

The District Attorney will be unable to apply for and accept the grant.

ATTACHMENTS

Resolution 2021/332

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

Adopted this Resolution on 10/19/2021 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2021/332**

IN THE MATTER OF Unserved/Underserved Victim Advocacy and Outreach (UV) Program Grant Award for the period January 1, 2022 through December 31, 2022.

WHEREAS, the Board of Supervisors, Contra Costa County, desires to undertake a certain project designated as the Unserved/Underserved Victim Advocacy and Outreach (UV) Program to be funded in part from funds made available under the authority of the California Governor's Office of Emergency Services (Cal OES), Victim Services & Public Safety Branch.

NOW, THEREFORE, BE IT RESOLVED that the District Attorney of the County of Contra Costa is authorized to execute, on behalf of the Board of Supervisors, the Grant Award Agreement, including any extensions or amendments therof.

BE IT FURTHER RESOLVED, that the grant funds received hereunder shall not be used to supplant expenditures previously authorized or controlled by this body.

I hereby certify that this 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: Jason Chan, (925) 957-2234**

**ATTESTED: October 19, 2021**  
\_\_\_\_\_, 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: October 19, 2021

Subject: CONTRACT AMENDMENT WITH ERNST & YOUNG LLP

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to enter into a contract amendment with Ernst and Young, LLP, subject to final approval by the County Administrator and County Counsel, increasing the payment limit by \$700,000, from \$300,000 to an amount not to exceed \$1,000,000 for COVID-19 cost recovery consulting services for the period June 2, 2020 through December 31, 2022.

**FISCAL IMPACT:**

Up to an additional \$700,000 for a total payment limit of \$1,000,000. All fees are 100% eligible for FEMA Category Z reimbursement; however, initial payments to the vendor come from the General Fund. To date, the County has paid Ernst & Young LLP \$209,130; however, as the County is actively developing FEMA reimbursement claims for COVID-19 related expenditures, average monthly invoices from Ernst & Young LLP will soon exhaust the current contract payment limit.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Timothy Ewell, (925)  
655-2043

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

By: , Deputy

cc:

## BACKGROUND:

### **Federal Disaster Relief Actions**

On Friday, March 13, 2020, President Trump declared a nationwide emergency in response to the growing COVID-19 pandemic pursuant to Sec. 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”). That action provides access to the Federal Emergency Management Agency (FEMA) Public Assistance program, which allows for a 75% federal cost share on certain emergency protective measures taken at the direction or guidance of public health officials in response to the COVID-19 pandemic. Qualifying expenditures are those that are not supported by the authorities of another federal agency (i.e. reimbursement for response activities funded by another federal agency grant program). Examples of reimbursable activities include the activation of Emergency Operations Centers, National Guard costs, law enforcement and other measures necessary to protect public health and safety.

The Governor's Office of Emergency Services (CalOES) is facilitating the collection of FEMA Requests for Public Assistance (RPA) from agencies (public and private) impacted by the COVID-19 pandemic. CalOES advised that RPA documents, which do not include a specific dollar amount of public assistance being requested, be filed no later than April 17, 2020. Filing of this document allows agencies, including the County, to be on record stating that costs have been incurred as part of the response effort and allows for a request to FEMA that a portion of those costs be reimbursed in the future. In addition, CalOES requested that impacted agencies adopt required Project Assurances for federal Assistance and a resolution designating agents that can act on behalf of the impacted agency.

On March 31, 2020, the Board of Supervisors took action to adopt Resolution No. 2020/112 authorizing the County Administrator to submit the RPA documents discussed above to CalOES to ensure the opportunity for Federal cost reimbursement. The County subsequently filed its RPA with FEMA, which was approved on April 17, 2020.

### **State Disaster Request and Presidential Authorization**

Following the President's action, Governor Newsom requested that the federal government declare a major disaster in California due to COVID-19. The President approved the State's request on Sunday, March 22, 2020, which activated additional federal resources directed to assist California, including deployment of mobile hospital units and a U.S. Navy hospital ship, among other things. Contra Costa County was a recipient of mobile field hospital equipment and took delivery of those resources at the Craneway Pavilion in Richmond, which served as a 250-bed alternate care site supporting the capacity of the County's hospital and clinic system.

### **Contract with Ernst & Young, LLP**

On June 2, 2020, the Board of Supervisors authorized the County Administrator to execute an agreement with Ernst & Young, LLP, a well known and respecting accounting and financial services firm, for assistance with cost recovery operations related to the COVID-19 pandemic. At that time, there was significant financial relief legislation being passed, such as the CARES Act, and varying guidance coming from FEMA as to what local costs may be eligible for the FEMA Public Assistance program reimbursement under the Stafford Act (discussed above). It was imperative for the County to secure financial advisory services before there was a rush by other jurisdictions to secure the same services and to begin strategizing how the County would weather the financial impacts of the pandemic, while attempting to align all of the varying revenue sources properly to maximize cost recovery. Costs related to the services provided by

Ernst & Young, LLP are eligible for reimbursement from the FEMA Public Assistance program as a "Category Z" management expenditure of the County. Below is the current status of FEMA claiming activities related to COVID-19, which Ernst & Young, LLP is assisting the County with processing:

<b>Claim Category</b>	<b>Estimate</b>	<b>Claimed</b>	<b>Obligated</b>	<b>Received</b>
Non-Congregate Shelter	27,410,091	4,024,205	-	-
COVID Testing Costs	17,585,233			
Incremental Cleaning Costs	9,546,103	-	-	-
Great Plates	6,415,043	6,415,043	3,609,873	3,121,702
Cleaning, Materials, PPE	2,000,000			
Consultant Costs (Ernst & Young)	1,000,000			
Vaccination (Fire Mutual Aid)	820,000	-	-	-
General Costs - Rental Equipment, Other Costs	36,459			
<b>Total</b>	<b>64,812,929</b>	<b>10,439,248</b>	<b>3,609,873</b>	<b>3,121,702</b>

*as of 10/11/2021*

Today's action requests the Board to increase the Ernst & Young, LLP contract payment limit by \$700,000 from \$300,000 to \$1,000,000 and to extend the contract period through December 31, 2022. This will provide appropriate continuity of service to continue FEMA-claiming activity through calendar year 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

The payment limit on the existing contract with Ernst & Young, LLP will be exhausted shortly and the firm will not be able to assist the County to develop its claims for reimbursement to the FEMA Public Assistance Program related to certain COVID-19 response expenditures.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Amendment Agreement #27-456-19 with La Clinica De La Raza, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #27-456-19 with La Clinica De La Raza, Inc., a non-profit corporation, effective September 1, 2021, to amend Contract #27-456-18, to add physician recruitment incentive for the East County Clinic location, with no change in the payment limit of \$3,000,000 and no change in the original term of July 1, 2021 through June 30, 2022.

**FISCAL IMPACT:**

There is no change in the original funding amount of \$3,000,000 which is funded 100% by Contra Costa Health Plan (CCHP) Enterprise Fund II revenues.

**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 providing primary care and optometry services since December of 1999.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Sharron Mackey,  
925-313-6104

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

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

On June 8, 2021, the Board of Supervisors approved Contract #27-456-18 with La Clinica De La Raza, Inc., in an amount not to exceed \$3,000,000, for the provision of primary care and optometry services to CCHP members, for the period from July 1, 2021 through June 30, 2022.

Approval of Amendment Agreement #27-456-19 will modify the compensation to include a physician recruitment incentive for the East County Clinic location and allow the contractor to continue to provide primary care and optometry services for CCHP members through June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment agreement is not approved, the East County Clinic will not have adequate primary care services for CCHP members.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Amendment # 74-277-24 with Jackson & Coker Locumtenens, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-277-24 with Jackson & Coker Locumtenens, LLC, a limited liability company, effective October 1, 2021, to amend Contract #74-277-23, to increase the payment limit by \$220,000, from \$1,218,336 to a new payment limit of \$1,438,336, with no change in the original term of January 1, 2021 through December 31, 2021 for additional psychiatric services required to fulfill additional temporary staffing needs.

**FISCAL IMPACT:**

Approval of this amendment will result in additional annual expenditures of up to \$220,000 and will be funded as budgeted by 100% Mental Health Realignment.

**BACKGROUND:**

The County's Behavioral Health Services Division/Mental Health has an obligation to provide psychiatric physician services to patients, including medication management and therapy services. Therefore, the County contracts with temporary help firms to ensure patient care is provided during peak loads, temporary absences, vacations or emergency situations when full staffing is required. This contractor has been providing temporary help services since July 1, 2006.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Suzanne Tavano,  
925-957-5169

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

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

On January 19, 2021, the Board of Supervisors approved Contract #74-277-23 with Jackson & Coker Locumtenens, LLC, in an amount not to exceed \$1,218,336, for the provision of temporary psychiatric medical doctors and recruitment services at the County's Mental Health Outpatient Clinics, for the period from January 1, 2021 through December 31, 2021.

Approval of Contract Amendment Agreement #74-277-24 will allow the contractor to provide additional temporary psychiatric medical services and recruitment services through December 31, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, this contractor will not be able to provide additional psychiatric medical doctors and recruitment services for the County's Mental Health Outpatient Clinics.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Contract #24-704-9 with Kimberly Loda, M.D.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #24-704-9 with Kimberly Loda, M.D., an individual, in an amount not to exceed \$262,080, to provide outpatient psychiatric services to mentally ill adults in West County, for the period from October 1, 2021 through September 30, 2022.

**FISCAL IMPACT:**

Approval of this contract will result in annual budgeted expenditures of up to \$262,080 and will be funded by 100% Mental Health Realignment revenues. (No rate increase)

**BACKGROUND:**

The Behavioral Health Services Department has been contracting with Kimberly Loda, M.D., since October 2013 to provide outpatient psychiatric services to adult patients in West County.

On September 8, 2020, the Board of Supervisors approved Contract #24-704-8 with Kimberly Loda, M.D., in an amount not to exceed \$262,080 to provide outpatient psychiatric services including diagnosing, counseling, evaluating, and providing medical and therapeutic training to adults in West County for the period October 1, 2020 through September 30, 2021.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

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

By: , Deputy

cc: Alaina Floyd, marcy.wilhelm

BACKGROUND: (CONT'D)

Approval of Contract #24-704-9 will allow the contractor to continue providing outpatient psychiatric services through September 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's clients will not have access to this contractor's outpatient psychiatric services.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Mary Ann Mason, County Counsel  
Date: October 19, 2021

Subject: Amendment to Joint Defense Agreement – Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Counsel, or designee, to execute, on behalf of the County and the Contra Costa County Water Agency, an amendment to the joint defense agreement with Natural Resources Defense Council and The Bay Institute, effective September 1, 2021, to increase the payment limit by \$30,000, to a new payment limit of \$80,000, for shared legal and advocacy expenses related to *Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.*, and related cases.

**FISCAL IMPACT:**

The Water Agency will pay an additional \$30,000, for a total of \$80,000 in funding, for Bay Institute's legal and advocacy work related to the drainage cases through September 30, 2023.

**BACKGROUND:**

This relates to additional funding that the Contra Costa County Water Agency will provide to The Bay Institute of San Francisco for ongoing legal and advocacy work that Bay Institute is performing on behalf of itself and Contra Costa County, the Water Agency, and the Natural Resources Defense Council, in opposition to a proposed settlement between Westlands Water District and the Bureau of Reclamation in the case entitled

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Stephen M. Siptroth, Deputy County Counsel, (925) 655-2200

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

By: , Deputy

cc: Stephen M. Siptroth, Deputy County Counsel, Monica Nino, County Administrator, John Kopchik, Director, Department of Conservation & Development, Ryan Hernandez, Agency Manager, Contra Costa County Water Agency

## BACKGROUND: (CONT'D)

Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al. (Ninth Circuit Court of Appeals Case No. 11-17715) ("*Firebaugh* appeal").

In 2012, Contra Costa County, the Water Agency, NRDC, and Bay Institute entered into a joint defense agreement related to the *Firebaugh* appeal. The Ninth Circuit Court of Appeals issued a decision in the *Firebaugh* appeal in favor of Reclamation. The United States District Court, Eastern District of California has retained jurisdiction of the underlying actions to enforce an order requiring Reclamation to provide drainage to lands within the San Luis Unit of the Central Valley Project, including lands within Westlands. Westlands, NRDC, Bay Institute, the County, and the Water Agency are intervenors in those cases, entitled *Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.*, Eastern District of California Case Nos. CV-F-88-634-LJO/DLB and CV-F-91-048-LJO/DLB. Westlands also has filed two other lawsuits against Reclamation related to drainage.

Reclamation and Westlands have negotiated a settlement of the two drainage cases and the two other drainage-related lawsuits. The proposed settlement would relieve Reclamation of its drainage obligations under the San Luis Act, a federal law, and would require Westlands to be responsible for agricultural drainage within its service area. This could adversely impact the water quality of the San Joaquin River and the Sacramento-San Joaquin Delta. The proposed settlement depends on Congress amending the San Luis Act.

As intervenors in the drainage cases, the parties to the joint defense agreement have a shared interest in advocating against the proposed settlement and amendment to the San Luis Act. The parties have coordinated their advocacy activities by having Bay Institute litigate and advocate on their behalf. To date, the Water Agency has paid \$50,000 for legal and advocacy work related to the drainage cases and the proposed settlement.

Because Bay Institute's legal and advocacy work is expected to remain ongoing for the foreseeable future, Water Agency staff recommend that the Board authorize the County Counsel, or designee, to negotiate and execute an amendment to the joint defense agreement, to provide Bay Institute up to \$30,000 in additional funding, for a total Water Agency funding contribution of \$80,000, for legal and advocacy expenses Bay Institute incurs through September 30, 2023. Any funds not actually used by Bay Institute will be returned to the Water Agency.

## CONSEQUENCE OF NEGATIVE ACTION:

The County and Water Agency would need to pay for separate legal representation and legislative advocacy related to the drainage cases at a cost that could exceed the additional \$30,000 of funding that will be paid to Bay Institute for that work.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 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, 2022 through December 31, 2022.

**FISCAL IMPACT:**

This contract will result in annual contractual service expenditures in an amount not to exceed \$1,000,000 and will be funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

The 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. Agiliti Health Inc. has continued to service the hospital even through its name change from Universal Hospital Services and a significant gap of time in which they were not paid when said name change occurred and a new purchase order could be approved. CCRMC has been using this vendor since 2007.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jaspreet Benepal,  
925-370-5101

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

By: , Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the CCRMC will not have the most cost effective means to provide enough beds and other equipment to care for its patients.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Amendment #26-856-33 with Diablo Pulmonary Medical Group, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County Amendment Agreement #26-856-33 with Diablo Pulmonary Medical Group, Inc., a corporation, to amend Contract #26-856-32, effective July 1, 2021, to increase the payment limit by \$455,000, from \$180,000, to a new payment limit of \$635,000 to provide additional pulmonary disease services including bronchoscopy procedures and sleep studies with no change in the term of October 1, 2019 through September 30, 2022.

**FISCAL IMPACT:**

This amendment will result in additional contractual service expenditures of up to \$455,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I revenues. This amendment will included additional rates.

**BACKGROUND:**

Due to the limited number of specialty providers available within the community, Contra Costa Regional Medical Center (CCRMC) and Health Centers rely on contracts to provide necessary specialty health services to their patients. CCRMC has contracted with Diablo Pulmonary Medical Group, Inc. for pulmonary disease services including, clinical coverage, consultation, training, on-call and surgical procedures, since December 1, 1982.

In September 2019,

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**
 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: October 19, 2021

Contact: Samir Shah, M.D.,  
925-370-5525

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

By: , Deputy

cc: L Walker, M Wilhelm



BACKGROUND: (CONT'D)

the County Administrator approved and the Purchasing Services Manager executed Contract #26-856-32 with Diablo Pulmonary Medical Group, Inc., in an amount not to exceed \$180,000 to provide pulmonary disease services for CCRMC and Contra Costa Health Centers for the period October 1, 2019 through September 30, 2022

Approval of Contract #26-856-33 will allow the contractor to provide additional pulmonary disease services, including bronchoscopy procedures and sleep studies at CCRMC, through September 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring bronchoscopy procedures and sleep studies at CCRMC will not have access to this contractor's services.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Contract #76-755 with Rashid Iqbal, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-755 with Rashid Iqbal, M.D., an individual, in an amount not to exceed \$530,000, to provide gastroenterology services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from October 1, 2021 through September 30, 2022.

**FISCAL IMPACT:**

Approval of this contract will result in an annual budgeted expenditure of up to \$530,000 and will be funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers relies on contracts to provide necessary specialty health services to its patients. This contractor's gastroenterology services will include clinic coverage, consultation, training, medical and surgical procedures.

Under Contract #76-755, Rashid Iqbal, M.D. will provide gastroenterology services at CCRMC and Contra Costa Health Centers for the period October 1, 2021 through September 30, 2022.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Samir Shah, M.D.,  
925-370-5525

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

By: , Deputy

cc: L Walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring gastroenterology services at CCRMC and Contra Costa Health Centers will not have access to this contractor's services.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Contract #76-560-7 with Esther Kwon, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County Contract #76-560-7 with Esther Kwon, M.D., an individual, in an amount not to exceed \$630,000 to provide podiatry services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period from October 1, 2021 through September 30, 2024.

**FISCAL IMPACT:**

Approval of this contract will result in contractual service expenditures of up to \$630,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I. (Rate increase)

**BACKGROUND:**

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers rely on contracts to provide necessary specialty health services to their patients. CCRMC has contracted with Esther Kwon, M.D. for podiatry services, including clinic coverage, consultation, training, medical procedures, and on-call coverage since October 1, 2016.

On September 24, 2019,

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Samir Shah, M.D.,  
925-370-5525

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

By: , Deputy

cc: L Walker, M Wilhelm



BACKGROUND: (CONT'D)

the Board of Supervisors approved Contract #76-560-5 with Esther Kwon, M.D., in an amount not to exceed \$396,000, to provide podiatry services at CCRMC and Health Centers for the period October 1, 2019 through September 30, 2021.

On September 8, 2020, the Board of Supervisors approved Amendment Agreement #76-560-6 to increase the payment limit by \$64,000 to a new payment of \$460,000 to provide additional podiatry services at CCRMC and Health Centers with no change in the term.

Approval of Contract #76-560-7 will allow this contractor to continue to provide podiatry services at CCRMC and Health Centers through September 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring podiatry services at CCRMC and Contra Costa Health Centers will not have access to this contractor's services.



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: October 19, 2021

Subject: Sheriff's Office Contract with National Medical Services Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract amendment with National Medical Services Inc., to increase the payment limit from \$600,000 to a new payment limit of \$800,000 with no change in the term, to provide forensic toxicology analysis.

**FISCAL IMPACT:**

\$800,000. 100% Agency Fees. Budgeted.

**BACKGROUND:**

Contra Costa County provides, through its Office of the Sheriff – Forensic Services Division – Crime Laboratory, toxicology analysis on blood, urine, and tissue samples submitted as evidence. The County's Crime Laboratory is accredited by the American Society of Crime Laboratory Directors–Laboratory Accreditation Board (ASCLD-LAB) and also processes submissions from other agencies. National Medical Services Inc., (NMS) is also accredited by ASCLD-LAB and performs testing and analysis on forensic samples on both ante-mortem and post-mortem cases, providing product assurance and validity of results. The Sheriff's Office Crime Lab and Coroner's Office will utilize services provided by NMS for sample evidence analysis.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Chrystine Robbins,  
925-655-0008

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

A negative action on this item will cause delays in the processing of forensic toxicology analysis submitted as evidence.



Contra  
Costa  
County

To: Board of Supervisors  
From: Diana Becton, District Attorney  
Date: October 19, 2021

Subject: Master Services Agreement with CoreLogic

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the District Attorney to continue the Master Services Agreement with CoreLogic Solutions, LLC, per the specified Term, in an amount not to exceed \$10,800 annually for real property records software and services.

**FISCAL IMPACT:**

100% funded from the Real Estate Fraud Prosecution Trust Fund.

**BACKGROUND:**

At the the December 4, 2018 meeting (item C. 82), the Board of Supervisors approved and authorized the District Attorney's Office to execute a contract with CoreLogic Solutions, LLC for the period December 4, 2018 through December 4, 2021. The District Attorney's Office now seeks to continue the Agreement per its specified Term. Either party may terminate the Agreement without cause upon notice to the other party.

Continuing the Master Services Agreement with CoreLogic will provide the District Attorney's Office with access to a database containing real estate records that will allow more effective prosecution of real estate fraud, and seizures of real estate for victim restitution.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jason Chan, (925)  
957-2234

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Master Services Agreement obligates the County to indemnify CoreLogic for third party losses for claims by third parties against Corelogic arising from use of services and data provided by CoreLogic to the District Attorney's Office.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the District Attorney's Office ability to prosecute real estate fraud will be detrimentally affected.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Payments for Services Provided by Pro Transport-1

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Auditor-Controller, to pay \$7,065.85 to Pro Transport-1, LLC for non-emergency ambulance transportation services for patients in specific circumstances that are unable to be transported by any other means for medical services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers provided between April 1, 2021 through May 31, 2021.

**FISCAL IMPACT:**

This payment in the amount of \$7,065.85 will be funded by 100% Hospital Enterprise Fund I revenues.

**BACKGROUND:**

The Health Services Department has been contracting with Pro Transport-1 since June 2016, for the provision of non-emergency ambulance transportation services between CCRMC and Contra Costa Health Centers for patients in specific circumstances.

In October 2020, the County Administrator approved and the Purchasing Services Manager executed Contract #26-891-6 with Pro Transport-1 in an amount not to exceed \$50,000 for the provision of non-emergency ambulance transportation services for the period June 1, 2020 through May 31, 2021.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jaspreet Benepal,  
925-370-5100

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

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

The Division requested non-emergency ambulance transportation services during the contract period that exceeded the contract payment limit of \$50,000. The total contract expenditures of \$57,065.82 exceed the payment limit by \$7,065.82. Due to the time it takes to validate each ambulance charge submitted for CCRMC patients each month, invoices were delayed three months before they were submitted to the Health Services Finance Department for payment, making it difficult to determine if an amendment was warranted in advance of contract expiration. Therefore, the Division is requesting a payment to Pro Transport-1 in an amount not to exceed \$7,065.85 to pay for services rendered outside of the contract payment limit.

The contractor is entitled to payment for the reasonable value of its services under the equitable relief theory of quantum meruit. That theory provides that where a contractor has been asked to provide services without a valid contract, and the contractor does so to the benefit of the County, the contractor is entitled to recover the reasonable value of those services. The contractor has provided services at the request of the County after the original contract payment limit had been reached. The Department cannot pay the contractor for services rendered that exceed the contract limit. As such, the Department recommends that the Board authorize the Auditor-Controller to issue a one-time payment not to exceed \$7,065.82 to Pro Transport-1, LLC.

CONSEQUENCE OF NEGATIVE ACTION:

If this Board Order is not approved, the contractor will not be paid for services requested by County staff and provided by the contractor in good faith.

ATTACHMENTS





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Unpaid Student Training Agreement #74-636 with Healthcare Career College

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Unpaid Student Training Agreement #74-636 with Healthcare Career College, an educational institution, to provide supervised field instruction at Health Services-Behavioral Health program sites for computerized medical billing students, for the period from October 1, 2021 through September 30, 2024.

**FISCAL IMPACT:**

This is a nonfinancial agreement.

**BACKGROUND:**

The purpose of this agreement is to provide Healthcare Career College 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, benefitting from the students' services to patients.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Susanne Tavano, PHN, Ph.D.  
925-957-5212

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

By: , Deputy

cc: Alaina Floyd, marcy.wilhelm

BACKGROUND: (CONT'D)

Approval of Unpaid Student Training Agreement #74-636 will allow Healthcare Career College students to receive supervised fieldwork instruction experience at Health Services Behavioral Health program sites through September 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive supervised fieldwork instruction experience at Behavioral Health program sites.

ATTACHMENTS

Healthcare College

UNPAID STUDENT TRAINING AGREEMENT

Number 74-636

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:** Healthcare Career College

**Capacity:** Educational Institution

**Address:** 8527 Alondra Boulevard, Suite 128, Paramount, California 90723

3. Term. The effective date of this Agreement is October 1, 2021, and it terminates September 30, 2024, 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 of persons (“Participants”) sponsored by Contractor 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. Indemnification. Contractor shall defend, indemnify, save and hold harmless County and its officers and employees from any and all claims, costs and liability for any damages, sickness, death or injury to person or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operation or services provided hereunder by Contractor, its agents, servants, employees, subcontractors, students, or Participants as described herein, save and except claims or litigation arising through the sole negligence or sole willful misconduct of County or its officers or employees.

8. Legal Authority. This Agreement is entered into under and subject to the following legal authority: California Government Code § 26227.

9. 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)

## PROGRAM PLAN

Number 74-636

1. **Purpose of the Program.** Healthcare Career College (hereinafter referred to as "Contractor") conducts a Computerized Medical Billing training program for its Computerized Medical Billing students, in cooperation with County's Department. The Contractor desires to have its Computerized Medical Billing students enrolled in this program to receive clerical/administrative field experience and instruction from the County, and the County is willing to provide such clerical/administrative 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 Computerized Medical Billing students for participation in the Program conducted pursuant to this Agreement (Participants)
  - b. Suggest dates for the clerical/administrative 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 clerical/administrative 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 clerical/administrative 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 74-636

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 clerical/administrative 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 clerical/administrative 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 74-636

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.

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.
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 74-636

Contractor Healthcare Career College

County Department Health Services -

CONTRA COSTA COUNTY

PARTICIPANT

By \_\_\_\_\_

(Designee)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 19, 2021

Subject: Disposal of Surplus Property

---

**RECOMMENDATION(S):**

DECLARE as surplus and AUTHORIZE the Purchasing Agent, or designee, to dispose of fully depreciated vehicles and equipment no longer needed for public use, as recommended by the Public Works Director, Countywide.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Section 1108-2.212 of the County Ordinance Code authorizes the Purchasing Agent to dispose of any personal property belonging to Contra Costa County and found by the Board of Supervisors not to be required for public use. The property for disposal is either obsolete, worn out, beyond economical repair, or damaged beyond repair.

**CONSEQUENCE OF NEGATIVE ACTION:**

Public Works would not be able to dispose of surplus vehicles and equipment.

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

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Nida Rivera, (925)  
313-2124

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

By: , Deputy

cc:

ATTACHMENTS

Surplus Vehicles & Equipment





Contra  
Costa  
County

To: Board of Supervisors  
From: Mary Ann Mason, County Counsel  
Date: October 19, 2021

Subject: Conflict of Interest Code of the Mt. View Sanitary District

---

**RECOMMENDATION(S):**

APPROVE amendments to the list of designated positions in Appendix A of the Mt. View Sanitary District's Conflict of Interest Code.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Mt. View Sanitary District has amended Appendix A to its conflict of interest code and submitted the revised Appendix A, attached as Exhibit A, to the Board for approval pursuant to Government Code sections 87306 and 87306.5. The list of designated positions in Appendix A has been revised to add and delete positions designated to file conflict of interest statements. These changes will ensure that the Conflict of Interest Code for the Mt. View Sanitary District accurately reflects its current positions and organizational structure. The changes are shown on the attached red-line version of Appendix A included as Exhibit B.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Kurtis C. Keller, Deputy County Counsel, (925) 655-2200

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

By: , Deputy

cc: Monica Nino, Clerk of the Board of Supervisors, Kurtis C. Keller, Deputy County Counsel, Stephanie L. Seregin, Board Secretary, Mt. View Sanitary District

ATTACHMENTS

Exhibit A - Conflict of Interest Code Appendix A for the Mt. View Sanitary District

Exhibit B - Conflict of Interest Code Appendix A for the Mt. View Sanitary District -  
REDLINE

**APPENDIX "A"**  
**ORDINANCE NO. 2021 - 134**  
**MVSD CONFLICT OF INTEREST CODE**

<b><u>POSITION</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
(a) Accounting and Financial Analyst	All categories
(b) Associate/Senior Engineer	All categories
(c) Board Secretary / Executive Assistant	All categories
(d) CFO/Administrative Services Manager	All categories
(e) Collections Maintenance Lead	Categories A, B, C & D
(f) Consultant*	All categories
(g) Director (includes President and Vice President)	All categories
(h) District Assistant Legal Counsel	All categories
(i) District Engineer	All categories
(j) District Legal Counsel	All categories
(k) District Manager	All categories
(l) Environmental Services Manager	All categories
(m) Laboratory Analyst	Categories A, B, C & D
(n) Lead Wastewater Operator	Categories A, B, C & D
(o) Public Outreach Coordinator	All categories
(p) Wastewater Operations Manager / CPO	All categories

\*The District Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**APPENDIX "A"**  
**ORDINANCE NO. 2021 -**  
**MVSD CONFLICT OF INTEREST CODE**

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<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
(a) <a href="#">Accounting and Financial Analyst</a>	<a href="#">All categories</a>
(b) <a href="#">Associate/Senior Engineer</a>	<a href="#">All categories</a>
(c) Board Secretary / Executive Assistant	<a href="#">All categories</a>
(d) CFO/Administrative Services Manager	<a href="#">All categories</a>
(e) <a href="#">Collections Maintenance Lead</a>	Categories A, B, C & D
(f) Consultant*	All categories
(g) Director (includes President and Vice President)	All categories
(h) District Assistant Legal Counsel	All categories
(i) District Engineer	All categories
(j) District Legal Counsel	All categories
(k) District Manager	All categories
(l) Environmental Services Manager	All categories
(m) Laboratory Analyst	Categories A, B, C & D
(n) Lead Wastewater Operator	Categories A, B, C & D
(o) <a href="#">Public Outreach Coordinator</a>	<a href="#">All categories</a>
(p) Wastewater Operations Manager / CPO	All categories

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 Collections Maintenance Lead

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\*The District Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.





Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 19, 2021

Subject: RESOLUTION OF INTENTION TO FORM ZONE 215 OF COUNTY SERVICE AREA P-6 IN THE BAY POINT AREA OF THE COUNTY. (DISTRICT V)

---

**RECOMMENDATION(S):**

1. ADOPT Resolution No. 2021/336, initiating proceedings for the formation of a new zone, Zone 215, within County Service Area P-6, in the Bay Point area of the County.
2. FIX a public hearing for November 16, 2021, at 9:00 a.m., on the formation of Zone 215 within County Service Area P-6.
3. FIX a public hearing for November 16, 2021, at 9:00 a.m., to consider the adoption of Ordinance 2021-34, which would authorize the levy of a special tax to augment funding for police protection services in proposed Zone 215, and to authorize submission of the ordinance to the voters for approval at the January 18, 2022, election.

**FISCAL IMPACT:**

The cost of establishing the proposed Police Services Special Tax District is paid for by the developer of the subdivision.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Diana Lecca,  
925-655-2869

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

By: , Deputy

cc: Rosa Mena

## BACKGROUND:

Per the conditions of approval for Subdivision 9340 (County File #SD13-9340), the developer of the property located at 589 Pacifica Avenue in the Bay Point area is required to establish a Special Police Services Tax District for the 29-lot subdivision prior to recording the final map for the subdivision. The proposed special tax district would fund an increase in the level of police protection services that is provided in the Bay Point area.

Adoption of a resolution of intent to form a new tax district (Resolution No. 2021/336) is required by Government Code Section 25217, subdivision (b), as the first step in forming the proposed zone, which will serve as the vehicle to collect special taxes within the proposed zone if the tax measure is approved by the voters on the January 18, 2022, ballot. The resolution includes information regarding the name and boundaries of the zone, the different level of services to be provided, and the method by which the increased level of service is to be funded. The resolution also directs the Clerk of the Board to publish and mail notice of a public hearing regarding the proposed zone formation. It is recommended that the Board set this hearing for 9:00 a.m. on November 16, 2021. If at the conclusion of that public hearing the Board determines that more than 50% of the total number of voters residing within the proposed zone have filed written objections to the formation, Government Code Section 25217.1, subdivision (b)(1), would require the Board to determine that a majority protest exists and to terminate the proceedings. The proposed police service district currently consists of a single 2.42-acre property owned by the Habitat for Humanity East Bay Silicon Valley, who per the conditions of approval for the subdivision is required to establish the police service district prior to recording the final map.

If there is no majority protest and the Board elects to proceed with the formation of the zone, a second public hearing would be required to consider the approval of Ordinance No. 2021-34, pertaining to the proposed levy of a special tax on the subject parcel within Zone 215 for police protection services and submission of the measure to the voters, pursuant to Government Code Section 50077, subdivision (a). It is recommended that this hearing be set at 9:00 a.m. on November 16, 2021, immediately following the hearing on the zone formation. If the Board thereafter adopts Ordinance No. 2021-34, then the tax measure would be submitted for placement on the January 18, 2022, ballot.

## CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Ordinance No. 2021-34 will not be adopted, formation of Special Tax Zone 215 will not occur, and the Special Tax District will not be established at the November 16, 2021, hearing

## ATTACHMENTS

Resolution 2021/336

Exhibit A - Legal Description

Exhibit B - Plat Map

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

Adopted this Resolution on 10/19/2021 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2021/336**

RESOLUTION OF INTENTION TO FORM ZONE 215 OF COUNTY SERVICE AREA P-6 IN THE BAY POINT AREA

The Board of Supervisors of Contra Costa County RESOLVES:

1. The Board of Supervisors of Contra Costa County proposes the formation of new zone in the Bay Point area of County Service Area (CSA) P-6, pursuant to Article 8 of Chapter 2.3 of Part 2 of Division 2 of Title 3 of the California Government Code.
2. The boundaries of the territory to be included in the zone area are described in 'Exhibit A' and shown in 'Exhibit B', both of which are attached hereto and incorporated herein by this reference.
3. The formation of Zone 215 is proposed to provide the County of Contra Costa with a method of financing an increased level of police protection services to the area within the zone.
4. The proposed zone would provide a level of police protection services that exceeds the level of service outside the zone, and if approved by the voters, the proposed zone would generate additional revenue in the form of special taxes to fund the increase in this level of service.
5. The increase in the level of service would be financed through the levy of a voter-approved special tax on all taxable parcels within the zone.
6. The name proposed for the zone is "Zone 215" of CSA P-6.

NOW, THEREFORE, BE IT RESOLVED THAT at 9:00 a.m. on November 16, 2021, in the Chamber of the Board of Supervisors, County Administration Building, 1025 Escobar Street, Martinez, CA 94553, this Board will conduct a public hearing upon the proposed formation of Zone 215 of CSA P-6. The Clerk of the Board is hereby directed to give notice of the public hearing by (1) publishing a notice that complies with Government Code Section 25217, subdivision (d)(1), pursuant to Government Code Section 6061; (2) mailing the notice to all owners of property within the proposed zone; (3) mailing the notice to each city and special district that contains, or whose sphere of influence contains the proposed zone; and (4) verifying that the notice is posted in at least three public places within the territory of the proposed zone.

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

**ATTESTED: October 19, 2021**

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

**Contact: Diana Lecca, 925-655-2869**

By: , Deputy

**cc:** Rosa Mena



May 06, 2020  
BKF Job No. 20191532-10

**EXHIBIT "A"**  
**LAND DESCRIPTION FOR ASSESSMENT PURPOSES**  
**(NOT TO BE USED FOR CONVEYANCE PURPOSES)**

The land referred to herein is situated in the unincorporated county of Contra Costa, State of California, and is described as follows:

Being all of Parcel One, all of Parcel Two and a portion of Parcel Three as said parcels are described in that Quitclaim Deed recorded December 31, 2009, as Document Number 2009-0306056-00, and all of the land described in that Quitclaim Deed recorded April 10, 2014, as Document Number 2014-0054933-00, and more particularly described as follows:

**BEGINNING** at a point on the southerly line of the lands described in the Deed filed May 5, 1890, in Book 61 of Deeds at page 255, at the intersection with the northeasterly line of the lands described in the Deed recorded December 30, 1925, in Book 25 of Official Records at page 28 (25 O.R. 28); thence along said southerly line South 89°39'25" East 690.01 feet to the westerly line of the lands described in the Grant Deed recorded April 23, 1953, in Book 2109 of Official Records at page 504; thence southerly along said westerly line thereof South 00°29'54" East 305.21 feet to a point on said northeasterly line (25 O.R. 28); thence along said line thereof North 65°55'06" West 485.28 feet to an intersection with the southerly line of the lands described in the deed recorded December 30, 1925, in Book 26 of Official Records at page 22 (26 O.R. 22); thence along the northeasterly line of said lands (26 O.R. 22) North 66°08'01" West 58.22 feet to an intersection with the westerly line of said lands (26 O.R. 22) with the northeasterly line of said lands (25 O.R. 28); thence along the last said line North 65°55'05" West 215.09 feet to the **POINT OF BEGINNING**.

Containing an area of 2.42 acres, more or less.

The bearing of North 89°38'33" West between found monuments on Pacifica Avenue, County Road Number 5094b, as shown on the Contra Costa County Public Works Department Right of Way maps entitled, "Pacifica Avenue, Mariner's Cove to Inlet Drive," file number RW-5094b-2013, dated August 2013, and "Pacifica Avenue, West of Mariner's Cove Dr," file number RW-5094b-2016, dated October 2016, on file at the Contra Costa County Public Works Department, was taken as the basis of bearings for this survey.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act (Government Code Section 66410) and may not be used as the basis for an offer for sale of the land described.

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

This description was prepared by me or under my direction for BKF Engineers.

By:   
\_\_\_\_\_  
Davis Thresh, P.L.S. No. 6868

Dated: May 6, 2020

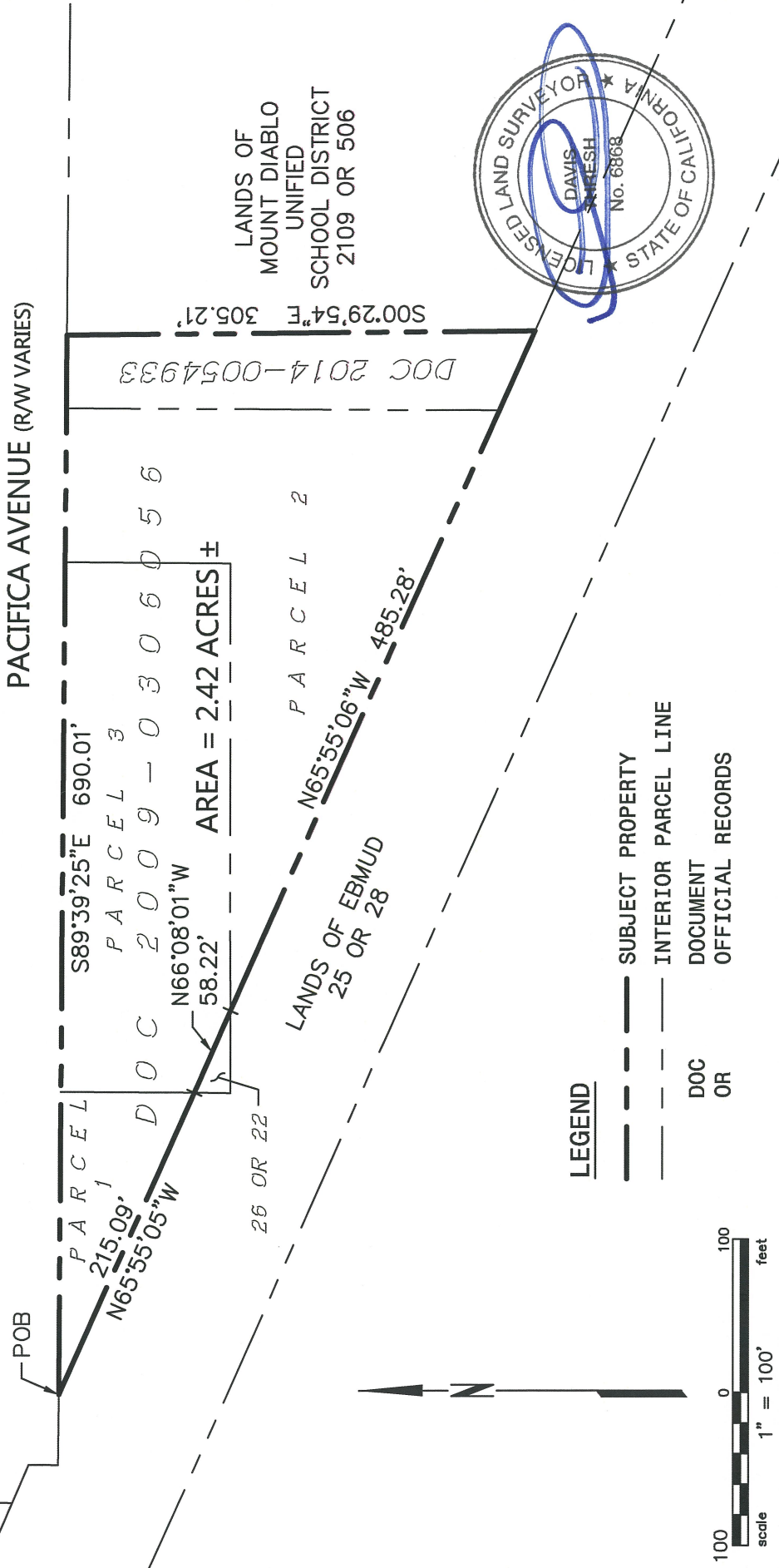
**NOTES**

1. THE DESCRIPTION THAT THIS PLAT ACCOMPANIES HAS BEEN PREPARED FOR ASSESSMENT PURPOSES ONLY AND DOES NOT REPRESENT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT (GOVERNMENT CODE SECTION 66410) AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED AND SHOWN HEREON.
2. ALL UNITS ARE IN US SURVEY FEET AND DECIMALS THEREOF.

DRIFTWOOD DRIVE

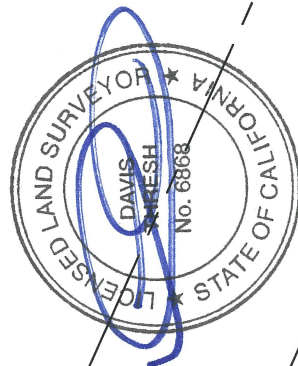
WHARF DRIVE

PACIFICA AVENUE (R/W VARIES)



LANDS OF  
MOUNT DIABLO  
UNIFIED  
SCHOOL DISTRICT  
2109 OR 506

DOC 2014-0054933  
S00°29'54"E 305.21'



**LEGEND**

- SUBJECT PROPERTY
- - - INTERIOR PARCEL LINE
- DOC DOCUMENT
- OR OFFICIAL RECORDS



255 SHORELINE DR.,  
SUITE 200  
REDWOOD CITY, CA 94065  
(650) 482-6300  
www.bkf.com

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Subject EXHIBIT B - PLAT TO ACCOMPANY  
DESCRIPTION  
Job No. 20191532-10  
By RGM Date 05-06-2020 Chkd. WS  
1 OF 1





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 19, 2021

Subject: Unpaid Student Training Agreement #77-418 with Grand Canyon University

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Unpaid Student Training Agreement #77-418 with Grand Canyon University, an educational institution, to provide supervised field instruction at Contra Costa Health Plan for nursing and health care students, for the period from July 1, 2021 through June 30, 2024.

**FISCAL IMPACT:**

This is a nonfinancial agreement.

**BACKGROUND:**

The purpose of this agreement is to provide Grand Canyon University 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, benefitting from the students' services to patients.

Approval of Unpaid Student Training Agreement #77-418 will allow Grand Canyon University students to receive supervised fieldwork instruction experience with the Contra Costa Health Plan through June 30, 2024.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Sharon A. Mackey  
925-313 6104

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

By: , Deputy

cc: Alaina Floyd, marcy.wilham

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive supervised fieldwork instruction experience with Contra Costa Health Plan services.

ATTACHMENTS

Grand Canyon



UNPAID STUDENT TRAINING AGREEMENT

Number 77-418

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: GRAND CANYON UNIVERSITY

Capacity: Educational Institution

Address: 3300 Camelback Road, Phoenix, Arizona 85017

3. Term. The effective date of this Agreement is July 1, 2021, and it terminates June 30, 2024, 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 of persons ("Participants") sponsored by Contractor 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. Indemnification. Contractor shall defend, indemnify, save and hold harmless County and its officers and employees from any and all claims, costs and liability for any damages, sickness, death or injury to person or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operation or services provided hereunder by Contractor, its agents, servants, employees, subcontractors, students, or Participants as described herein, save and except claims or litigation arising through the sole negligence or sole willful misconduct of County or its officers or employees.

8. Legal Authority. This Agreement is entered into under and subject to the following legal authority: California Government Code § 26227.

9. 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)

## PROGRAM PLAN

Number 77-418

1. **Purpose of the Program.** Grand Canyon University, (hereinafter referred to as "Contractor") conducts a nursing and health care training program for its nursing and health care students, in cooperation with County's Department. The Contractor desires to have its nursing and health care 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 nursing and health care 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 77418

- 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 77418

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.

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.
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 77-418

Contractor Grand Canyon University

County Department Health Services - Contra Costa Health Plan

CONTRA COSTA COUNTY

PARTICIPANT

By \_\_\_\_\_

(Designee)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 19, 2021

Subject: 2022 Meeting Schedule for the Contra Costa County Board of Supervisors

---

**RECOMMENDATION(S):**

ADOPT the attached proposed 2022 meeting schedule for the Contra Costa County Board of Supervisors, including the cancellation of those meetings at which it is anticipated there will not be a quorum of Board members present, as well as noting the following scheduled special events: the Board's Annual Reorganization on January 11; the Dr. Martin Luther King, Jr. Celebration on January 18; the annual Board retreat on January 25; the Cesar Chavez Commemorative Celebration on March 29; Annual Budget Hearings and Adoption on April 12 and May 10, respectively; the Truth Forum on July 26, a 9-11 Day of Remembrance on September 13; and the Veterans Day Recognition on November 8.

**FISCAL IMPACT:**

None

**BACKGROUND:**

Each year the Board of Supervisors adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. The proposed 2022 meeting schedule, attached, has been prepared in consultation with the incoming Board Chair, Fire Chief and the Housing Authority Executive Director. The schedule provides 32 meetings for the Contra Costa County Board of Supervisors, 12 meetings for the Contra Costa County Fire Protection District Board of Directors and 5 meetings for the

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Jami Morrill  
925-655-2005

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Housing Authority of

Contra Costa Board of Commissioners. The Fire District and Housing Authority will take independent action to adopt their meeting schedules.

As in past years, we are recommending that the Board cancel those meetings that occur during a week with a County holiday and Tuesdays that fall during those weeks in which the annual policy and legislative meetings of the National Association of Counties (NACo) and the California State of Counties (CSAC) are held:

Conference and Dates

NACo Legislative Conference February 12-16, 2022

CSAC Legislative Conference April 20-21, 2022

NACo Annual Conference July 21-22, 2022

CSAC Annual Meeting November 14-18, 2022

Several seasonal breaks have also been designated in the Board's meeting schedule, in recognition of both time away needed for vacations and time demands on the Board members due to their participation on Board standing committees, and regional and local legislative bodies and task forces. Since each of these require individual preparation, attendance, and travel, we are recommending seasonal breaks to accommodate these needs. Should it be necessary, there are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule.

CONSEQUENCE OF NEGATIVE ACTION:

Early adoption of a meeting schedule enables staff to effectively plan and manage the Board's calendar and obtain the necessary authority to conduct the County's daily business. To the extent that the Board does not adopt a new year meeting schedule, staff will be hindered in these efforts.

ATTACHMENTS

Draft 2022 BOS Schedule



**CONTRA COSTA COUNTY BOARD OF SUPERVISORS  
2022 MEETING SCHEDULE**

<u>MEETING DATES</u> (Tuesdays)	<u>MEET OR NO MEETING</u>	<u>HOUSING AUTHORITY/ CCCFPD</u>	<u>SPECIAL EVENT</u>
Jan 04	No Meeting		
** Jan 11	Meet		Reorganization Meeting
** Jan 18	Meet	FIRE	Dr. Martin Luther King, Jr. Celebration
Jan 25	Meet		Board Retreat
Feb 01	Meet		
Feb 08	Meet	FIRE	
Feb 15	No Meeting		NACo Legislative Conf, February 12-16, Washington D.C.
Feb 22	No Meeting		President's Day
Mar 01	Meet		
Mar 08	Meet	HA/FIRE	Service Awards
Mar 15	No Meeting		
Mar 22	Meet		
** Mar 29	Meet		Cesar Chavez Celebration
Apr 05	No Meeting		Spring Break
Apr 12	Meet		Budget Hearings
** Apr 19	No Meeting		CSAC Legislative Conf, April 20-21, Sacramento
Apr 26	Meet	FIRE	
May 03	No Meeting		
** May 10	Meet		Budget Adoption
May 17	Meet	HA/FIRE	
May 24	Meet		
May 31	No Meeting		Memorial Day
Jun 07	Meet	FIRE	
Jun 14	No Meeting		
Jun 21	Meet		Service Awards
Jun 28	No Meeting		
Jul 05	No Meeting		Independence Day Holiday
Jul 12	Meet	HA/FIRE	
Jul 19	No Meeting		NACo Annual Conf, July 21-22, Aurora, Colorado
** Jul 26	Meet		Truth Forum
Aug 02	Meet		
Aug 09	Meet	FIRE	
Aug 16	Meet		
Aug 23	No Meeting		Summer Break
Aug 30	No Meeting		Summer Break
Sep 06	No Meeting		Labor Day Holiday
** Sep 13	Meet	HA/FIRE	September 11 Remembrance
Sep 20	Meet		Service Awards
Sep 27	No Meeting		
Oct 04	Meet		
Oct 11	Meet	FIRE	
Oct 18	Meet		
Oct 25	Meet		
Nov 01	Meet		
** Nov 08	Meet	FIRE	Veterans Day Recognition
Nov 15	No Meeting		CSAC Annual Meeting, Nov 14-18, Orange County
Nov 22	No Meeting		Thanksgiving
Nov 29	Meet		
Dec 06	Meet	HA/FIRE	
Dec 13	Meet		
Dec 20	No Meeting		Christmas
Dec 27	No Meeting		

\*\*Special BOS Celebration or Hearing

**adopted October 19, 2021**



Contra  
Costa  
County

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: October 19, 2021

Subject: Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jan-Jun 2021

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**RECOMMENDATION(S):**

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period January 1 - June 30, 2021

**FISCAL IMPACT:**

None. This is an informational report.

**BACKGROUND:**

Contra Costa County values the contributions of small business and has developed programs to assist in soliciting and awarding contracts to the SSE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SSE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**
 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: October 19, 2021

Contact: Cynthia Shehorn (925)  
957-2491

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

By: , Deputy

cc: Procurement Svcs Mgr, CAO-IOC

**BACKGROUND: (CONT'D)**

The objective of the program is to award at least 50% or more of the total eligible dollar base amounts to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- And have average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

**Reporting Requirements**

It is the responsibility of each County department to track and compile the data on these purchasing activities so a countywide report can be provided to the Board of Supervisors.

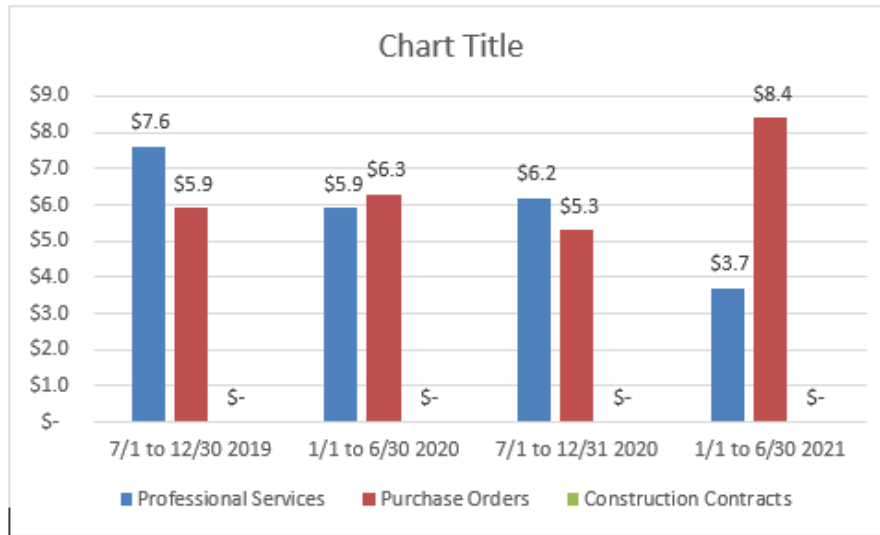
The Internal Operations Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending December 31, 2020. Attachment A constitutes the report due for the time period January 1 - June 30, 2021.

**Summary Findings**

The table below summarizes the attached department activity on a countywide basis.

**January – June 2021**

<b>ACTIVITY TYPE:</b>	<b>Total # of ALL Contracts</b>	<b>Total # of SBE Contracts</b>	<b>SBE Percent of Total</b>	<b>Total Dollar Value of ALL Contracts</b>	<b>Total Dollar Value of SBE Contracts</b>	<b>SBE Percent of Total</b>
Professional/Personal Services	246	107	43.5%	\$10,149,053	\$3,745,269	36.9%
Purchasing Transactions	1,162	353	30.4%	\$29,025,823	\$8,475,032	29.2%
Construction Contracts	0	0	0%	\$0	\$0	0%



While the County did not achieve the 50% goal, this information shows the County directed more than \$12.1 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 43.5% award rate for professional/personal services transactions and a 30.4% award rate for purchasing transactions. No construction contracts were reported in this period.

It is worth noting that the SBE participation goals of surrounding agencies are typically in the 20-25% range. By that measure, Contra Costa County’s reported activity is below that threshold for professional/personal services, and above that range for purchasing transactions. The following departments are commended for achieving 50% or more program compliance this reporting period:

- Professional/Personal Services: Animal Services, Conservation & Development, Fire Protection District, Health Services, and Public Works
- Purchases: Agriculture, Clerk Recorder-Elections, Conservation & Development, County Counsel, District Attorney, Employment & Human Services, and Veterans Services

Of particular note, Animal Services is commended for achieving a 100% award rate for qualifying professional services contracts.

County Counsel should also to be commended for achieving a 100% award rate for qualifying purchasing transactions.

Department/Activity	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
<b>Agriculture</b>						
Purchasing Transactions	7	5	71.4%	\$85	\$54	63.5%
<b>Animal Services</b>						
Professional/Personal Svcs	1	1	100.0%	\$3,500	\$3,500	100.0%
<b>Clerk Recorder - Elections</b>						
Professional/Personal Svcs	14	5	35.7%	\$354,724	\$199,424	56.2%

Purchasing Transactions	19	8	42.1%	\$270,071	\$138,958	51.5%
<b>Conservation &amp; Development</b>						
Professional/Personal Svcs	5	4	80.0%	\$249,500	\$149,500	59.9%
Purchasing Transactions	7	6	85.7%	\$110,974	\$109,549	98.7%
<b>County Counsel</b>						
Purchasing Transactions	1	1	100%	\$871	\$871	100%
<b>District Attorney</b>						
Purchasing Transactions	14	8	57.1%	\$225,789	\$118,163	52.3%
<b>Employment &amp; Human Services</b>						
Purchasing Transactions	78	35	44.9%	\$1,129,511	\$754,822	66.8%
<b>Fire Protection District</b>						
Professional/Personal Svcs	5	3	60.0%	\$136,000	\$76,000	55.9%
<b>Health Services</b>						
Professional/Personal Svcs	105	55	52.4%	\$4,589,014	\$2,538,218	55.3%
<b>Public Works</b>						
Professional/Personal Svcs	9	6	66.7%	\$239,347	\$134,448	56.2%
<b>Veteran Services</b>						
Purchasing Transactions	6	4	66.7%	\$12,121	\$11,840	97.7%

### E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals greater than \$10,000 to be solicited online. For this period, there were 60 bids totaling \$24,850,352 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 60 bids were conducted using the BidSync e-outreach site. Notifications were sent to 354,580 businesses, of which 31.3% are considered small, local, or disadvantaged business enterprises.

### E-Outreach January 1, 2021 – June 30, 2021

Number of Solicitations	60
Total Notifications	354,580
Dollar Value	\$24,850,352

<b>BUSINESS CATEGORY</b>	<b>Notifications</b>	<b>Percentage of Total</b>
MBE - Minority Business Enterprise	21,241	6.0%
WBE - Women Business Enterprise	17,421	4.9%
SBE - Small Business Enterprise	55,195	15.5%
LBE - Local Business Enterprise	2,710	0.8%
DVBE - Disabled Veteran Business Enterprise	630	0.19%
DBE – Disadvantaged Business Enterprise	13,358	3.9%
<b>Total</b>	<b>110,555</b>	<b>31.3%</b>

Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$23,846,811. The dollar value awarded to Contra Costa County businesses was \$3.6 million. The value awarded to other Bay Area businesses was 19.8% or \$4.7 million. This represents Contra Costa County’s contribution to the local economy.

Contra Costa County	\$3,616,158	15.1%
Other Bay Area Counties	\$4,709,872	19.8%
Other	\$15,520,781	65.1%
<b>Total</b>	<b>\$23,846,811</b>	<b>100.0%</b>

Conclusion

The County has demonstrated continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activities. While the data for some departments is below this threshold, departments are showing some interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system, to assist in identifying businesses in the small, local, women, minority, veteran and disadvantaged business categories.

ATTACHMENTS

Attachments Attachment A: SBE Report Jan-Jun 2021

**ATTACHMENT A**  
**SMALL BUSINESS ENTERPRISE - Program Activity report**

Reporting Period:

**January - June 2021**

	Total # of <b>ALL</b> contracts	Total # of <b>SBE</b> contracts	SBE percent of Total # of contracts	Total dollar value of <b>ALL</b> contracts	Total dollar value of <b>SBE</b> contracts	SBE percent of Total contracts value
<b>Agriculture *</b>						
Professional/Personal services contracts	5	2	40.0%	\$114,798	\$19,800	17.2%
Purchasing Transactions	7	5	71.4%	\$85	\$54	<b>63.5%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Animal Services *</b>						
Professional/Personal services contracts	1	1	100.0%	\$3,500	\$3,500	<b>100.0%</b>
Purchasing Transactions	21	5	23.8%	\$222,195	\$32,554	14.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Assessor</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	6	1	16.7%	\$60,222	\$24,034	39.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Auditor-Controller</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	1	25.0%	\$79,075	\$7,444	9.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Clerk Recorder-Elections*</b>						
Professional/Personal services contracts	14	5	35.7%	\$354,724	\$199,424	<b>56.2%</b>
Purchasing Transactions	19	8	42.1%	\$270,071	\$138,958	<b>51.5%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Conservation and Development *</b>						
Professional/Personal services contracts	5	4	80.0%	\$249,500	\$149,500	<b>59.9%</b>
Purchasing Transactions	7	6	85.7%	\$110,974	\$109,549	<b>98.7%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Administration</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	2	0	0.0%	\$47,948	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Reentry &amp; Justice</b>						
<b>ORJ REPORTED WITH PROBATION</b>						



**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2021**

Reporting Period:

	Total # of <b>ALL contracts</b>	Total # of <b>SBE contracts</b>	SBE percent of Total # of contracts	Total dollar value of <b>ALL contracts</b>	Total dollar value of <b>SBE contracts</b>	SBE percent of Total contracts value
<b>County Administrator's Office - Clerk of the Board</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	7	2	28.6%	\$147,650	\$6,400	4.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Communications and Media</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	10	4	40.0%	\$125,409	\$24,418	19.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Dept. of Information Technology (DoIT)</b>						
Professional/Personal services contracts	1	0	0.0%	\$35,000	\$0	0.0%
Purchasing Transactions	47	9	19.1%	\$760,715	\$119,491	15.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Dept. Child Support Services (DCSS)</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	30	6	20.0%	\$296,833	\$42,974	14.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Counsel *</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	1	100.0%	\$871	\$871	<b>100.0%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>District Attorney *</b>						
Professional/Personal services contracts	18	6	33.3%	\$312,441	\$131,391	42.1%
Purchasing Transactions	14	8	57.1%	\$225,789	\$118,163	<b>52.3%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Employment and Human Services *</b>						
Professional/Personal services contracts	10	4	40.0%	\$453,140	\$203,140	44.8%
Purchasing Transactions	78	35	44.9%	\$1,129,511	\$754,822	<b>66.8%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**  
**SMALL BUSINESS ENTERPRISE - Program Activity report**

Reporting Period:

**January - June 2021**

	Total # of <b>ALL</b> contracts	Total # of <b>SBE</b> contracts	SBE percent of Total # of contracts	Total dollar value of <b>ALL</b> contracts	Total dollar value of <b>SBE</b> contracts	SBE percent of Total contracts value
<b>Fire Protection District *</b>						
Professional/Personal services contracts	5	3	60.0%	\$136,000	\$76,000	<b>55.9%</b>
Purchasing Transactions	24	12	50.0%	\$1,966,944	\$431,526	21.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Health Services *</b>						
Professional/Personal services contracts	105	55	52.4%	\$4,589,014	\$2,538,218	<b>55.3%</b>
Purchasing Transactions	369	60	16.3%	\$17,903,426	\$1,563,319	8.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Human Resources</b>						
Professional/Personal services contracts	3	0	0.0%	\$103,900	\$0	0.0%
Purchasing Transactions	11	4	36.4%	\$88,781	\$26,846	30.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Library</b>						
Professional/Personal services contracts	9	4	44.4%	\$433,510	\$67,135	15.5%
Purchasing Transactions	36	12	33.3%	\$338,393	\$86,169	25.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Probation - Includes ORJ Data</b>						
Professional/Personal services contracts	42	15	35.7%	\$464,017	\$189,733	40.9%
Purchasing Transactions	47	21	44.7%	\$317,069	\$153,939	48.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Defender</b>						
Professional/Personal services contracts	8	1	12.5%	\$234,753	\$2,980	1.3%
Purchasing Transactions	8	1	12.5%	\$234,753	\$2,980	1.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Works *</b>						
Professional/Personal services contracts	9	6	66.7%	\$239,347	\$134,448	<b>56.2%</b>
Purchasing Transactions	207	65	31.4%	\$4,654,360	\$1,756,063	37.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**  
**SMALL BUSINESS ENTERPRISE - Program Activity report**

Reporting Period:

**January - June 2021**

	Total # of <b>ALL</b> contracts	Total # of <b>SBE</b> contracts	SBE percent of Total # of contracts	Total dollar value of <b>ALL</b> contracts	Total dollar value of <b>SBE</b> contracts	SBE percent of Total contracts value	
<b>Office of the Sheriff</b>							
Professional/Personal services contracts	11	1	9.1%	\$2,425,409	\$30,000	1.2%	
Purchasing Transactions	215	83	38.6%	\$6,353,100	\$3,062,618	48.2%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
<b>Treasurer - Tax Collector</b>							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	7	0	0.0%	\$32,628	\$0	0.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
<b>Veterans Services Office *</b>							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	6	4	66.7%	\$12,121	\$11,840	<b>97.7%</b>	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
<b>Total Activity Reported</b>							
Professional/Personal services contracts	246	107	<b>43.5%</b>	\$10,149,053	\$3,745,269	<b>36.9%</b>	
Purchasing Transactions	1162	353	<b>30.4%</b>	\$29,025,823	\$8,475,032	<b>29.2%</b>	
Construction contracts	0	0	<b>0.0%</b>	\$0	\$0	<b>0.0%</b>	
<b>COVID SPEND</b>	19,303	1,368	7.1%	\$15,671,736	\$6,000,946	38.3%	



Contra  
Costa  
County

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: October 19, 2021

Subject: 2020/21 Animal Benefit Fund Report

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**RECOMMENDATION(S):**

ACCEPT the 2020/21 Animal Benefit Fund report prepared by the Animal Services Department.

**FISCAL IMPACT:**

No fiscal impact. This is an informational report with recommendations that will not affect the amount of funds allocated for animal services and programs, but rather how donated funds can be expended.

**BACKGROUND:**

In 1988, the Animal Services Department created the Animal Benefit Fund. The purpose of the Animal Benefit Fund (ABF) is to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenues.

On April 21, 2015, during fiscal year 2015/16 budget hearings, the Board of Supervisors formally referred to the Internal Operations Committee (IOC) a review of the Animal Benefit Fund. On April 19, 2016, The Board of Supervisors approved, at the recommendation of the IOC, expansion of the Animal Benefit Fund

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/19/2021**  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: October 19, 2021

Contact: Beth Ward (925)  
608-8472

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

By: , Deputy

cc: Animal Services Director, CAO-IOC, CAO-Pub Prot

## BACKGROUND: (CONT'D)

approved uses (see attached Archived Board Order dated 4/19/16) and directed the Animal Services Director to report annually to the IOC about the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. The IOC has previously received four such reports for FYs 2016/17, 2017/18, 2018/19, and 2019/20.

Since the creation of the Animal Benefit Fund more than 30 years ago, monetary contributions and donations for services and supplies for animal welfare have provided additional support for unfunded needs of the animals impounded at the shelter and in our community. These donations have come in the form of grants or “soft ask” gifts over the counter or from the Animal Services Department website.

On December 8, 2020, the Board of Supervisors adopted Resolution No. 2020/326, which authorized the Department Director to implement the following programs within the Animal Benefit Fund beginning FY 2021/22:

1. Medical Assistance Program: This program is for medical assistance and emergency veterinary care for animals that are in the County's jurisdiction and/or have been accepted into the County shelter's care. Funds will be used for medical care over and above the mandated medical care for animals in the care of the shelter and who need further assistance to be made available for adoption or released to a transfer agency. Funds may also be used to provide necessary medical care to an animal to help keep the animal out of the shelter.
2. Humane Education Program: This program helps to support humane education services in our county either by bringing people into County shelter or taking County education programs “on the road” into the community. Humane Education support may also be used to help pet owners resolve behavioral problems that might otherwise cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create humane education programs for school age children.
3. Shelter Intervention Program: Often, families in a crisis turn to surrendering their pet to a shelter due to lack of financial resources. The intervention program helps to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, fence repair and grooming. This program may also be used to help domestic violence victims or seniors on limited incomes to keep their pets in their lives when they may otherwise have had to consider relinquishment due to lack of funds for basic daily needs or medical concerns.
4. Spay Neuter and Wellness Program: This program would make spay/neuter, vaccinations, and microchips more affordable and accessible in Contra Costa County. Contra Costa Animal Services will accomplish this by establishing partnerships and developing mobile programs to reach into the areas of our county in greatest need, targeting the species/breeds of animals most likely to be found in our shelter, and supporting healthy community cats through TNR/RTF (trap-neuter-return / return- to-field) and Working Cat Adoptions.

## ANNUAL REPORT

For FY 2020/21, the Department allocated \$100,000 for Animal Benefit Fund (ABF) Programs. The ABF funds are not intended to replace General Funds, rather they are to supplement and enhance our care for animals and support of the public. The table below details the allocation, adjustment, and balances for each ABF program for FY 2020/21:

### Animal Benefit Fund (ABF) FY 2020/21

#### ABF Fund Balance

Fund	Appropriation	Amount
133200	Beginning balance	\$216,685
133200	19/20 Expenditures	98,426
133200	19/20 Revenue	<u>232,121</u>
133200	Ending Balance	\$350,381

#### Expenses

Org	ABF Program	Appropriation	Year-to-Date Expenditures	Remaining Balance
3350	Medical Assistance Program	1,500	1,208	292
3351	Humane Education Program	0	0	0
3352	Shelter Intervention Program	15,000	13,894	1,106
3354	Spay and Neuter Program	<u>83,500</u>	<u>83,324</u>	<u>176</u>
		\$100,000	\$98,426	\$1,574

#### Revenue

Org	Type of Donations	Estimated Revenue	Collected	Unrealized Revenue
9181	Pooled Earnings	0	1,246	(1,246)
9965	Donations	150,000	139,665	10,335
9965	Spay/Neuter Fee Donations	0	91,210	(91,210)
9966	Grants	<u>0</u>	<u>0</u>	<u>0</u>
	Totals:	\$150,000	\$232,121	\$(82,121)

The key factors that affected the FY 2020/21 ABF budget were:

1. Underutilization of community partners spay/neuter contracts, due to impacts of COVID-19 on availability of medical supplies and the State of California's Veterinary Medical Board (CVMB) recommendations identifying spay/neuter (S/N) and specialty care services as non-essential veterinary medical services.
2. The Department did not meet its donation revenue goal estimated at \$150,000 but collected close to \$140,000 in actual donations for FY 2020/21. We believe the ABF donations decreased because of the financial hardships our community faced during COVID-19. We do expect to receive a higher donation pool in FY 2021/22.
3. In January 2020, the Department implemented the \$10 donation for each "unaltered" animal license sold. These donations are allocated specifically for the Spay and Neuter Program. The Department received \$91,210 towards these services. This program has allowed us to exceed our prior donation totals by \$100,000.

#### ATTACHMENTS

Animal Benefit Fund Presentation

ARCHIVED DOCUMENT: April 2016 Board Order Expanding Animal Benefit Fund Program



# CONTRA COSTA COUNTY ANIMAL SERVICES

## *ANIMAL SERVICES FY2020/2021 ANIMAL BENEFIT FUND PRESENTATION*



OCTOBER 11, 2021

# The Animal Benefit Fund (ABF)

The ABF was established by the Contra Costa Board of Supervisors in 1988 as a way to accept donations from compassionate individuals who want to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters and to enhance programs of humane welfare and education for the residents of Contra Costa County. In FY 20/21, ABF funds were allocated to a range of projects and focused on three primary funding areas:

- **Medical Assistance (Panda's Gift)**
- **Spay & Neuter Assistance**
- **Pet Retention**



# Panda's Gift (Medical Assistance)

**The Panda's Gift Program was created to provide medical services to animals in need that have conditions beyond CCAS' ability to treat.**

**In FY 20/21, Panda Funds were utilized to help treat numerous pets and a variety of medical conditions, including orthopedic injuries, severe skin conditions and mass biopsies and removals.**



**CCAS also worked closely with volunteers and nonprofit groups to expand fundraising efforts to benefit sick and injured animals at CCAS, which has allowed us to help even more pets with advanced medical needs than we were previously capable of managing.**

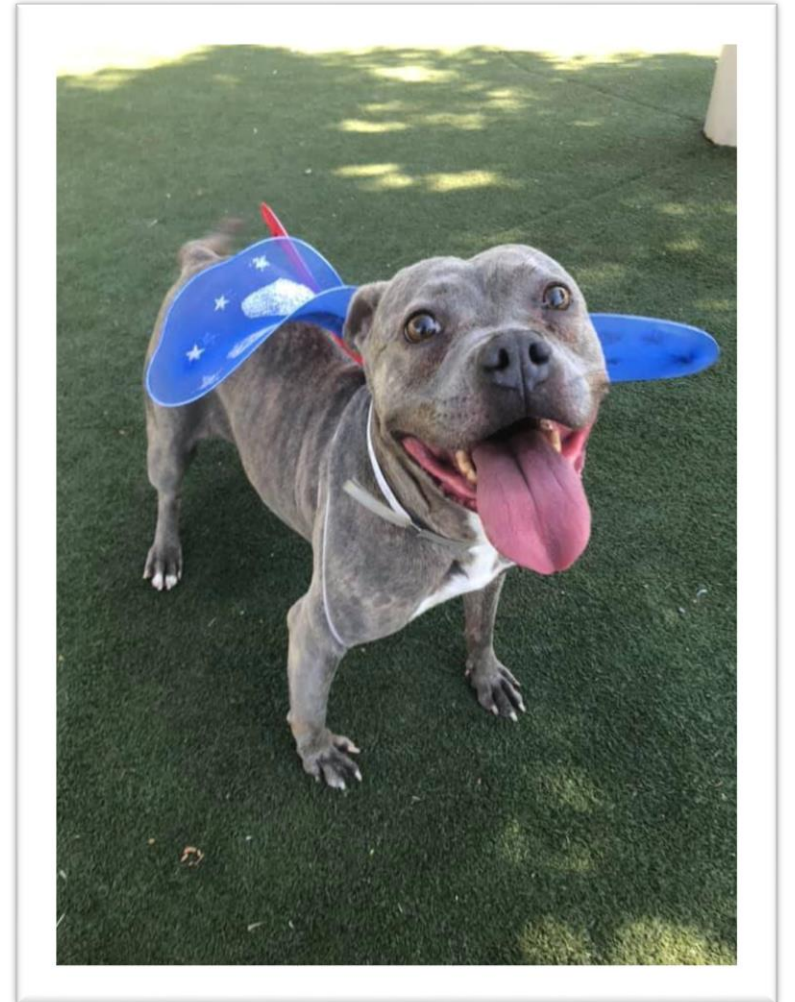
# Panda's Gift (Medical Assistance)

**“May” was surrendered to the shelter due to a serious injury to her leg and her owner was not able to provide the needed surgical care.**

**CCAS veterinarians were able to diagnose May with a cranial cruciate ligament tear. We also found that she had several concerning small masses on her belly.**

**Utilizing funding from the Panda's Gift Fund, CCAS was able to partner with a local surgeon in Contra Costa County to get her the specialized surgery she needed to stabilize her knee and remove the masses on her belly.**

*One of our longest shelter residents, May was adopted into her forever home after receiving the medical care she needed thanks to the Panda's Gift Fund.*





# Panda's Gift (Medical Assistance)

**“Hiccup” was a cat that came to CCAS and was found to have a very unusual skin problem on his belly.**

**With the help of the Animal Benefit Fund, we were able to send biopsies out to the dermatopathology department at UC Davis to enable us to create an appropriate treatment plan.**

**Hiccup was pulled by CCAS rescue partner, Super Furiends, who continued Hiccup's care and adopted him into his forever home!**



*Hiccup's looking good after getting the care he needed.*

# Spay & Neuter Assistance

**The Spay/Neuter Assistance Program was created to increase opportunities for low-cost spay and neuter services in Contra Costa County.**

**Working with our collaborative partners Fix Our Ferals, Paw Fund, Cat Support Network and Pawsitively SAFE, ABF funds were utilized to support low-cost spay and neuter surgeries across the County through local clinics, Trap, Neuter, Release (TNR) programs, and mobile spay/neuter events.**

*(Photos: Abandoned kittens from Oakley that were rescued, altered and vaccinated by Pawsitively Safe)*



# Spay & Neuter Assistance

In FY 20/21, CCAS partner Fix Our Ferals utilized ABF funding to provide free and low-cost spay and neuter services to 58 community cats, 76 pet cats, and 7 pet dogs. Every animal also received vaccines, microchips, and flea medication, if needed, to ensure they can live their happiest and healthiest lives.

Fix Our Ferals also used ABF funding to treat three cats for Scabies, 13 cats for tapeworms, and one dog with a mass removal.

Instead of the misguided but common refrain of “You shouldn’t have an animal if you can’t afford it!” Fix Our Ferals prefers to say, “Let us help you afford your animal.” With support from Contra Costa Animal Services and the Animal Benefit Fund, Fix Our Ferals is able to realize that vision to help the animals and families of Contra Costa County receive the veterinary care they deserve.



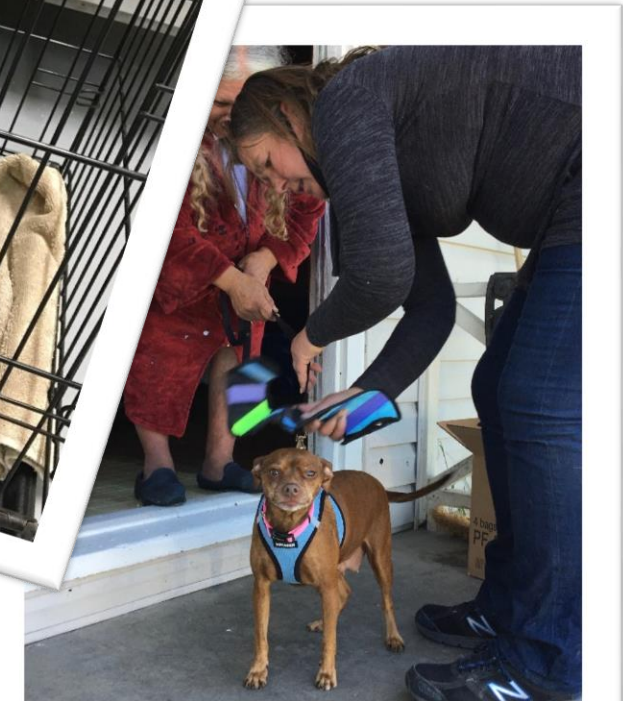
*Jack the cat and Bendy the dog, two recipients of Fix Our Ferals' assistance program.*



# Spay & Neuter Assistance

**During fiscal year 2020-2021, PAW Fund utilized ABF Spay & Neuter Assistance funds to spay and neuter more than 300 pets belonging to the most in need residents in Contra Costa County through free or low-cost spay and neuter clinics.**

**Most of the pets helped belong to homeless, low income and fixed income pet owners - including veterans, seniors, and the disabled - as well as many families for whom the burden of having too many animals became overwhelming.**



*Girl Girl is a chihuahua who had given birth every year for four years in Aitchison Village in Richmond. PAW FUND was able to help the owners get this cute girl spayed, vaccinated and microchipped to ensure that she is healthy and no longer able to breed. PAW FUND was also able to successfully find loving homes for all of the puppies in her latest litter*

# Spay & Neuter Assistance

**In FY 20/21, Pawsitively S.A.F.E. utilized ABF funding to spay and neuter over 850 cats and kittens in Contra Costa County!**

**In addition to the spay and neuter assistance they provide, this past year, Pawsitively S.A.F.E. was able to help many communities in Contra Costa County address community cat overpopulation issues, including in homeless encampments, shopping centers and a very interesting case of feral Siamese cats at the Del Taco location in Pittsburg.**

*Thanks to Pawsitively S.A.F.E. and the Animal Benefit fund, these cute kittens have been spayed or neutered and vaccinated.*



# Pet Retention

**The CCAS Pet Retention Program was created to assist Contra Costa County residents who want to keep their pets out of the shelter and at home where they belong.**

**The program focuses on providing resources and assistance, such as free or low-cost spay/neuter surgeries, vaccinations, temporary boarding and much more, to County residents who are at risk of surrendering their pet. During FY 20/21, the Pet Retention Program was able to help County residents keep pets out of the shelter and in safe, loving homes.**

**The real measure of the Pet Retention Program's success can be found in the stories, photos and thank you cards we receive from people whom we've helped keep their pet in their family.**





# Pet Retention

**“Daisy” came to our shelter as a young kitten. She had a birth defect to her hind leg that caused part of her leg to be missing. After adoption, as she grew, it was determined by the owner’s vet that the limb needed to be fully amputated due to discomfort.**

**The owner reluctantly submitted a surrender request to the CCAS Pet Retention Program, as she was unable to pay for the procedure at her own vet. Through our Pet Retention Program, and in partnership with the East Bay SPCA’s Humane Advocacy Program, Daisy was able to receive the surgery she needed and remains happily in her home with her family.**



*Daisy then and now*



# Pet Retention

**“Pablo” is a dog that had a broken front leg which was not immediately treated. The owners wanted to keep him, but they did not have the funds to get him examined or treated. Pablo’s leg required an amputation, which can often be a costly procedure. They contacted the CCAS Pet Retention Program in hopes of receiving assistance to ensure Pablo would get the care he needed and be able to stay in their home.**

**The CCAS Pet Retention Program, in partnership with East Bay SPCA’s Humane Advocacy Program, was able to ensure Pablo received the care and treatments he needed.**

**Today, Pablo remains in his home with his family, where he enjoys endless snuggles and companionship.**



# What Our Partners Say

*“We committed long ago not to turn away any cat or dog we have the ability to treat, regardless of the owner’s ability to pay. Instead of the misguided but sadly common refrain of ‘You shouldn’t have an animal if you can’t afford it!’ we say, ‘Let us help you afford your animal.’ Thanks to Contra Costa Animal Services, we’re glad to help both the animals and families of Contra Costa receive the veterinary care they deserve.”*

*- Dr. Jean Goh, Fix Our Ferals*

*“We very much appreciate the subsidy assistance from Contra Costa County. The cost of our spay and neuter program, with the administration and outreach costs, as well as the veterinary costs is the largest program expenditure for PAW Fund. The subsidy truly enables us to focus on the tremendous impacts and outcomes we see and takes just a bit of pressure off.”*

*- Jill Posener, PAW Fund Executive Director*

*“We are grateful that the Animal Benefit Fund has provided significant resources toward our efforts.”*

*- Pawsitively S.A.F.E. Executive Director, Julie Rasmussen*



# Thank You To Our Donors!

Over the last year, the Animal Benefit Fund has allowed CCAS to put ideas into action, the results of which were highlighted in this presentation.

To our donors, we say, “Thank You” for believing in us and for providing us the tools necessary to impact and touch even more lives.

CCAS is grateful for each and every contribution, funding that has allowed us to save and transform lives in ways we could have never imagined. We simply could not do this without you!





# Questions



Contra  
Costa  
County

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: April 19, 2016

Subject: ANIMAL BENEFIT FUND

**RECOMMENDATION(S):**

1. ACCEPT report from the Animal Services Director on the Animal Benefit Fund;
2. CONSIDER recommendations of the Animal Services Director and PROVIDE direction to staff regarding next steps:
  - authorize the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 (*NOTE: County policy requires Department Heads to notify the CAO regarding donations exceeding \$1,000 and obtain Board of Supervisors approval for donations exceeding \$10,000*);
  - approve the continued use of the Animal Benefit Fund;
  - establish new programs that receive assistance under that Fund;
  - authorize the Animal Services Director to solicit donations for the benefit of shelter animals;
  - direct the Animal Services Director to file a report with the Board of Supervisors every quarter that describes the source and value of each gift; and

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/19/2016**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
 Candace Andersen, District II Supervisor  
 Mary N. Piepho, 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: April 19, 2016

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

By: Stephanie Mello, Deputy

Contact: Beth Ward (925)  
335-8370

- direct the Animal Services Director to submit a report annually to the Internal Operations Committee regarding the impact of the Animal Benefit fund on our community animals and families.

ARCHIVED DOCUMENT

## RECOMMENDATION(S): (CONTD)

>

### FISCAL IMPACT:

No impact to the General Fund. The Animal Benefit Fund is the repository for community donations that help to fund unmet needs of animals impounded at County shelters. The Animal Services Department anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

### BACKGROUND:

On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. As part of budget deliberations, the Board directed staff to include a review of the Animal Benefit Fund to a Board Standing Committee for further review.

On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget. Included in the Board's action was the formal referral of this issue to the Internal Operations Committee.

On September 14, 2015, the CAO reported to the IOC on the history of the Animal Benefit Fund (**report attached hereto for reference**). With the retirement of former Animal Services Director Glenn Howell, further study on this referral was suspended until the new department director, Beth Ward, could review the history and provide input and advice to the Committee. Following is the report and recommendations presented Ms. Ward to the Internal Operations Committee, and which the IOC approved, on March 28, 2016.

## I. BACKGROUND ON THE CONTRA COSTA COUNTY ANIMAL SHELTER

The Contra Costa County Animal Shelter (CCCAS) receives approximately 12,000 live domestic and livestock animals annually. CCCAS' budget is designed to cover the basic needs of incoming stray, abandoned, and homeless animals and our County licensing and field services departments. The basic needs include food, prophylactic medical care (spay/neutering), antibiotics and general veterinary supplies, emergency veterinary treatment, sterilization, microchips, and collars/travel boxes for animals.

As an open-door agency, the CCCAS accepts animals suffering from medical or behavioral conditions that while treatable, may initially disqualify the animal from placement into a new home. CCCAS' operating budget is currently not designed to fund extended medical rehabilitation for injured/ill animals, behavior management, foster care supplies for orphaned animals, supplies designed to enhance animal enrichment in the shelter environment, or marketing and outreach efforts aimed at increasing adoptions.

## II. THE ESTABLISHMENT OF THE ANIMAL BENEFIT FUND

In 1988, the CCCAS created the Animal Benefit Fund. The original purpose of the Animal Benefit Fund was to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. Since the creation of the Animal Benefit Fund, monetary contributions and donations for services and supplies for animal welfare have provided for unfunded needs of the animals impounded in CCCAS. These donations have come in the form of grants or "soft ask" gifts over the counter or from our website.

## III. PROPOSAL TO EXPAND THE 1988 AUTHORIZATION

In order to increase our ability to create more funding opportunities and clarity around how funds will be used, the CCCAS is requesting that the Board increase the authority of the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355, approve the continued use of the Animal Benefit Fund, establish new programs that receive assistance under that Fund, authorize the Animal Services Director to solicit donations for the benefit of shelter animals, and require the Animal Services Director to provide an annual report to the Internal Operations Committee.

The following are the program descriptions:

**Animal Benefit Fund:** Animals have a variety of needs, and CCCAS does not always have the funds to address those needs. The Animal Benefit Fund may be used for such needs as medical treatment of a sick/injured dog, orthopedic repair for a damaged limb, veterinary diagnostic tests, kennel enrichment in the form of toys and beds, upgraded dog training supplies for volunteers such as training collars/harnesses, nutritional supplies for orphaned puppies and kittens, print or radio advertising to promote adoptions, and spay/neuter efforts. In addition to monetary donations to the Animal Benefit Fund, wish lists, in-kind gifts, Amazon Smile gifts, and gift cards to pet stores, home improvement stores, and other big box stores can also help us with these needs.

The Animal Benefit Fund would support the following seven new programs:

**(1) Panda's Gift Program:** This program is for emergency vet care and goes to help animals like Panda, a dog who was brought to us in distress, in labor with a deceased puppy stuck inside, an old injury to her left eye and in overall poor condition. Our medical team acted quickly, rushing her into surgery, removed the puppy from the birth canal, performed an Ovariohysterectomy, and did a third eyelid flap to protect her injured eye. Panda quickly recovered from her surgery and acted like a new pup, snuggling with her foster family and learning what it felt like to be safe and loved. A family met and fell in love with Panda and took her home to join their household. Without donations to this fund, happy endings like Panda's would not be possible.

**(2) Education Program:** This program is to help pet owners resolve behavioral problems that might cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create education programs for school age children. CCCAS will be creating a program where local trainers will work with pet owners, shelter dogs, volunteers and foster homes on reducing various behavioral problems, resulting in fewer surrenders and more successful adoptions. This program can also help to support humane education in our communities.

**(3) Shelter Intervention Program:** Often times families get into a crisis situation where they turn to surrendering their pet to a shelter. Our intervention program would help to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, and grooming.

**(4) Transfer Partner Assistance Program:** This program would provide support to our smaller transfer partners, who help save the lives of animals with medical concerns or basic Spay/Neuter support for animals pulled from CCASD.

**(5) Spay and Neuter Program:** This program would make spay and neuter more affordable and accessible in our County by establishing a donation subsidized voucher program to provide free or low cost spay/neuter surgeries in collaboration with local veterinarians.

**(6) Pets for Seniors Program:** A pet is sometimes the only companion our community's elders have, and the health and psychological benefits of having a pet are well-documented. This program pays a portion of the adoption fee for qualifying seniors, allowing them to use the money they saved to help pay for the initial items necessary for keeping a pet. This program may also be used to help seniors on limited incomes to keep animals in their lives when they may have had to give up their furry companion due to lack of money for basic daily needs or medical concerns.

**(7) Discounted Adoption Program:** Sometimes, we are critically full of pets waiting for new homes. Rather than euthanize healthy adoptable or treatable animals, CCCAS discounts the adoption of pets to give people even more of an incentive to adopt. CCCAS also participates in national adoption events, promoting the placement of shelter animals. We are only able to offer reduced-fee adoptions when we have donated funding available.

#### IV. OTHER PROPOSALS COVERED IN THE EXPANDED AUTHORIZATION

In addition to approving the formation of the new programs described above, the expanded authorization would delegate to the Animal Services Director the power to accept any gift, bequest, or devise made for the benefit of animals in the shelter through programs such as a car donation and planned giving programs pursuant to Government Code section 25355. In keeping with this code section, the Director will file a report with the Board every quarter that describes the source and value of each gift. An annual report will also be provided that shares the impact of the Animal Benefit fund on our community animals and families. As is required by statute, any gifted funds or assets will be used for those purposes as are prescribed in the terms of the gift, bequest, or devise. The monies in these funds are not intended to replace General Funds, rather they are intended to supplement and enhance our care for animals and support of the public.

CCCAS is also requesting that the Director be authorized to solicit monetary contributions through methods such as request forms included in dog license mailing, website information, and adopters and owners surrendering pets being given the opportunity to assist other shelter animals by contributing at the time of their transaction. Donations will be tax-deductible and acknowledged in writing to the donor.

Gifts by donors may be designated directly to a specific gift fund or program. Gifts received with no instruction as to the use for a specific area or program or funds donated for "general animal welfare" will be considered as part of the general Animal Benefit Fund. Monies raised through in-house donations, and/or general fund raising activities shall be considered undesignated gift funds.

The Director will utilize these funds in a manner that is consistent with the specific purpose for which they were donated. It is also important to recognize that these are donated funds and as such the use of the funds to pay businesses, organizations and fund voucher programs for various services to support the CCCASD programs would not be considered "gifts of County funds".

Each year, the Director will recommend expenditures from the Animal Benefit Fund through the budgetary process. Grants and designated funds shall be expended according to the grant or designated gift. Designated balances of \$50 or less will be rolled back into the undesignated gift funds.

Should the CCCAS wish to expend more than \$25,000 per purchase order, CCCAS must submit a request in writing for approval by the Board of Supervisors.

The CCCAS anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

ATTACHMENTS

Public Comment Received at the 3/28/16 IOC Meeting

9/14/15 Archived Report to IOC on the Animal Benefit Fund

ARCHIVED DOCUMENT