



# Agenda

## FINANCE COMMITTEE

September 13, 2021

9:00 A.M.

VIRTUAL MEETING

The Public may observe and participate in the Virtual Zoom Meeting by using this link:

<https://cccouny-us.zoom.us/j/81309719104>

Meeting ID: 813 0971 9104

Or by dialing (888) 278-0254

Conference Code: 468751

1025 Escobar St., Martinez

Supervisor Karen Mitchoff, Chair

Supervisor John Gioia, Vice Chair

### Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER approving the Record of Action for the June 7, 2021, Finance Committee meeting (Lisa Driscoll, County Finance Director)
4. CONSIDER accepting the semi-annual Capital Projects Report (Ramesh Kanzaria, Capital Projects Division Manager/Public Works)
5. CONSIDER recommending a policy on the evaluation of Enhanced Infrastructure Financing Districts (EIFDs) to the Board of Supervisors for adoption. (Timothy Ewell, Chief Assistant County Administrator)
6. The next meeting is currently scheduled for October 4, 2021.
7. Adjourn

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

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Finance Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez,*

*during normal business hours.*

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

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For Additional Information Contact:

Lisa Driscoll, Committee Staff  
Phone (925) 655-2047, Fax (925) 655-2066  
[lisa.driscoll@cao.cccounty.us](mailto:lisa.driscoll@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FINANCE COMMITTEE

3.

**Meeting Date:** 09/13/2021

**Subject:** Record of Action for June 7, 2021 Finance Committee Meeting

**Submitted For:** FINANCE COMMITTEE,

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** Record of Action

**Presenter:** Lisa Driscoll, County Finance Director **Contact:** Lisa Driscoll (925) 655-2047

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#### **Referral History:**

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

#### **Referral Update:**

Attached for the Committee's consideration is the Record of Action for its June 7, 2021 meeting.

#### **Recommendation(s)/Next Step(s):**

Staff recommends approval of the Record of Action for the June 7, 2021 meeting.

#### **Fiscal Impact (if any):**

No fiscal impact.

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#### **Attachments**

Record of Action Finance Committee meeting of 6-7-21

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## FINANCE COMMITTEE

RECORD OF ACTION FOR  
June 7, 2021

Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice Chair

Present: Karen Mitchoff, Chair  
John Gioia, Vice Chair

Staff Present: Monica Nino, County Administrator; Lisa Driscoll, Finance Director; Laura Strobel, Senior Deputy County Administrator; Brian Balbas, Public Works; Joanne Bohren, Internal Audit; Sandra Brewley, Internal Audit; Chris Wikler, BOS District IV; Carrie Ricci, Public Works; Joe Yee, Public Works

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).  
**No public comments.**
3. Staff recommends approval of the Record of Action for the March 29, 2021 meeting.  
**Approved as presented.**
4. Staff recommends approval of the Record of Action for the May 3, 2021 meeting.  
**Approved as presented.**
5. Accept attached report regarding the Countywide Single Audit for the Fiscal Year Ending June 30, 2020 (also attached).

**Approved as presented. The Committee directed the Public Works Department to carefully follow-up on Finding 2018-001 regarding wage rate requirements, to verify that all corrective actions are followed, and to return to the Finance Committee with a report in December 2021.**

AYE: Chair Karen Mitchoff  
Vice Chair John Gioia

6. The next meeting is currently scheduled for July 5, which is a County holiday. The meeting will is canceled.

**The July 5 meeting was canceled. The next regularly scheduled meeting is August 2, 2021.**

7. Adjourn

**The meeting was adjourned at approximately 9:20.**

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For Additional Information Contact:

Lisa Driscoll, County Finance Director  
Phone (925) 335-1023, Fax (925) 646-1353  
lisa.driscoll@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FINANCE COMMITTEE

4.

**Meeting Date:** 09/13/2021

**Subject:** SEMI-ANNUAL CAPITAL PROJECTS REPORT

**Submitted For:** FINANCE COMMITTEE,

**Department:** County Administrator

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

**Referral Name:** Capital Projects Report

**Presenter:** Ramesh Kanzaria, Capital Projects  
Division Manager

**Contact:** Brian Balbas (925)  
313-2284

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### **Referral History:**

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

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

### **Referral Update:**

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

### **Recommendation(s)/Next Step(s):**

ACCEPT semi-annual Capital Projects update.

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### **Attachments**

Capital Projects Update

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**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE**

**SUMMARY**

**10/01/20 - 08/31/21**

<b>Funding Source</b>	<b>Projects</b>	
AB109	0	
Capital Facilities Fund - Sheriff's	0	
City of San Pablo Shared Costs	1	
CCFPD HMGP/Federal Grant/Agency Local Match	2	
COVID Mitigation Funding	1	
COVID Relief Funds	1	
County Drainage Maintenance	0	
DCD/Redevelopment	0	
Energy Fund	0	
Enterprise 1 Fund	9	
Federal/ACF	2	
Federal/State Funds	1	
Federal, State, and County GF	0	
Fire Protection Fund	3	
FP Fund/EMS Transport Fund	1	
General Fund	15	
General Fund - EHSD	4	
General Fund - HSD	2	
HCD State, FEMA Claimable with 25% Match	1	
HEAP (Homeless Emergency Aid Program)	2	
Hospital Enterprise Fund	12	
Land Development Fund	0	
Measure WW	0	
Mental Health Realignment Funds	0	
MHSA Funds	0	
Park Dedication Funds	0	
PG&E On Bill Financing Loan	0	
Probation	1	
Risk Management	1	
Series A Lease RevBonds/GF Capital Reserves	1	
Sheriff Law Enforcement Trng. Ctr.	1	
Serv Area R-7 Zone A; Special Districts	1	
State (CHHFA) Funding	1	
State/County Funds	1	
Stormwater Util. Assess. #17 (PWD)	0	
TLC Fund/Park Dedication Fees	0	
Various HSD	0	
<b>FUNDED PROJECTS:</b>	<b>64</b>	<b>\$269,270,586</b>
<b>FLIP/PROJECTS IN PROGRESS:</b>	<b>24</b>	<b>\$17,267,773</b>
<b>TOTAL PROJECTS:</b>	<b>88</b>	<b>\$286,538,359</b>

<b>36 NEW PROJECTS since last report:</b>	<b>APPROX. PROJECT VALUE</b>
1. Ornamental Car Cage, 4549 Delta Fair Boulevard., Antioch	\$ 280,000
2. MWC - Stabilization Unit, 25 Allen Street, Martinez	\$ 2,322,572
3. Stabilization of Facility, 3068 Grant Street, Bldg. 8, Concord	TBD
4. Repl. Existing Structure w/ New Lab, 20 Allen Street, Martinez	\$ 25,000,000
5. Upgrades for Motel 6, 2101 Loveridge Road, Pittsburg	\$ 1,000,000
6. Monument Sign, 13585 San Pablo Avenue, San Pablo	TBD
7. Feas. HAP McGee Park Barn, 1025 La Gonda Way, Danville	\$ 25,000
8. Facilities Master Plan, Countywide	\$ 700,000
9. Reconfigure Shower/Rstrm, 202 Glacier Dr., Martinez	\$ 250,000
10. Dorm 1 Shower/Bathroom, 4491 Bixler Road, Byron	\$ 595,000
11. Apt. Demo Estimate, 20 Allen Street, Martinez (Now Project #4)	TBD
12. New Camera System, 1000 Ward Street, Martinez	\$ 1,600,000
13. Restore Roof, 1305 Macdonald Avenue, Richmond	\$ 98,166
14. Replace Cart Washers at CCRMC	\$ 764,268
15. Demo Bldgs at Maint Yard, 845 Brookside Dr., Richmond	TBD
16. Adult Shelter Upgrades, 847C Brookside Drive, Richmond	\$ 290,630
17. Est. to Modernize Elevator, 1305 Macdonald Ave., Richmond	\$ 450,000
18. Feas. Study for Shelter, 847B Brookside Drive, Richmond	\$ 75,000
19. Install Cooling Tower, 2311 Loveridge Road, Pittsburg	\$ 1,734,404
20. Estimate Emergency Power at CCRMC	TBD
21. Generator Fire Station No. 2, 2012 Geary Road, Pleasant Hill	\$ 440,000
22. Generator Fire Station No. 81, 315 10th Street, Antioch	\$ 360,000
23. Install Solar Emergency Electrical System at CCRMC	\$ 215,000
24. Automated Lab at CCRMC	\$ 800,000
25. Central Kitchen Reno., 303 41st street, Richmond	\$ 950,000
26. Design and Replace Cooling Towers at CCRMC	\$ 4,600,000
27. Estimate to Remodel Lobby, 30 Douglas Drive, Martinez	TBD
28. Intercom System, 5555 Giant Hwy., Richmond	\$ 275,000
29. Install Video System, 555 Giant Hwy., Richmond	\$ 315,000
30. Generators, 1960 & 1980 Muir Road, Martinez	\$ 700,000
31. Modernize Elevators, 40 Douglas Drive, Martinez	\$ 495,000
32. Replace Chiller, 1305 Macdonald Avenue, Richmond	TBD
33. Assess Electrical at CCRMC	TBD
34. TI for Emergency Resoponse Unit, 2086 Commerce Ave., Con.	TBD
35. Coor Control System, 1000 Ward St., Martinez	\$ 5,000,000
36. Buchanan Terminal Bidding, 550 Sally Ride Drive, Concord	\$ 12,990,000
<b>TOTAL VALUE OF NEW PROJECTS:</b>	<b>\$ 62,325,040</b>

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE**

**SUMMARY**

**10/01/20 - 08/31/21**

<b>PROJECT SIZE</b>	<b>Projects</b>
Up to - \$100,000	2
Between \$100,001 - \$250,000	4
Between \$250,001 - \$500,000	10
Between \$500,001 - \$1,000,000	10
Projects over \$1,000,001	14
To Be Determined (TBD)	20
Power Purchase Agreements (PPA)	4
<b>TOTAL PROJECTS:</b>	<b>64</b>

<b>13 CANCELLED PROJECTS since last report</b>	<b>APP. PROJ. VAL.</b>
1. Est. Lobby Design, 50 Douglas Drive, Martinez	\$ 25,750
2. Est. to Reno. Lobby, 910 San Pablo Ave., San Pablo	\$ 290,000
3. Wayfinding Analysis Estimate at CCRMC	\$ 100,000
4. New Antioch Care Center, Antioch	TBD
5. Res. Youth Trtmt. Fac., 1034 Oak Grove Road, Concord	\$ 3,000,000
6. Upgrade Access Control at CCRMC	TBD
7. Redwood Gove Lighting at CCRMC	TBD
8. Registration Area at PHC, 2311 Loveridge Rd., Pittsburg	TBD
9. Replace Camera System, 1000 Ward Street, Martinez	\$ 1,500,000
10. TI Improvements, 215 Pacifica Ave., Bay Point	TBD
11. SunPower-PL, 1305 Mac., Richmond	TBD
12. TI's at BP Health Center, 215 Pacifica Ave., Bay Point	TBD
13. Dorm 1 Shower/Bathroom, 4491 Bixler Rd., Byron	\$ 595,000
<b>TOTAL VALUE OF COMPLETED PROJECTS:</b>	<b>\$ 5,510,750</b>

<b>3 TRANSFERRED TO FACILITIES since last report</b>	<b>APP. PROJ. VALUE</b>
1. Add Humidifiers at CCRMC	TBD
2. Rem. Rstrms., 2047 Arnold Ind. Way, Con. - Complete	\$ 400,000
3. Restore Roof, 1305 Macdonald Avenue, Rich. Complete	\$ 98,166
<b>TOTAL VALUE OF TRANSFERRED PROJECTS:</b>	<b>\$ 498,166</b>

<b>33 COMPLETED PROJECTS (Since last report)</b>	<b>APPROX. PROJECT VALUE</b>
1. Landscape-Hookston, 230 Hookston Road, Pleasant Hill	\$ 100,000
2. Addl Parking Lot/Play Area, 4800 Imhoff Place, Martinez	\$ 1,200,000
3. Care Center Impove., 2047 Arnold Industrial Way, Concord	\$ 1,800,000
4. Construct Data Center, 2380 Bisso Lane, Concord	\$ 1,300,000
5. Craneway, 1414 Harbour Way S., Richmond	TBD
6. Estimate for 3 Cooling Towers, 2500 at CCRMC	\$ 56,625
7. Estimate for 2 Exam Rooms, 2500 at CCRMC	\$ 22,050
8. Generator Feasibility Cost, Various Locations	\$ 64,275
9. Replace Admin. Building, 1025 Escobar St., Martinez	\$ 75,000,000
10. New EOC, 1850 Muir Road, Martinez	\$ 55,000,000
11. Feas. Study to Replace Cart Washers at CCRMC	\$ 41,000
12. Estimate OSHPD HVAC at CCRMC	\$ 25,000
13. Ventilation Upgrade at CCRMC	\$ 120,000
14. Feasibility Study Mod. D Exist Light, 1000 Ward St., Martinez	TBD
15. Restore Training Tower, 2945 Treat Boulevard, Concord	\$ 650,000
16. Est. Shower/Bathroom Compliance, 202 Glacier Drive, Martinez	TBD
17. Remodel Form Stor/Prob., 1275A Hall Avenue, Richmond	\$ 200,000
18. Modernize Elevator, 4545 Delta Fair Blvd., Pittsburg	\$ 200,000
19. Print & Mail Move, 2366-Astanwell Drive, Concord	\$ 500,000
20. Security Bollard Installation, 1850 Muir Road, Martinez	\$ 45,000
21. Oak Park Library Demo, 1750 Oak Park Blvd., Pleasant Hill	\$ 1,050,000
22. Install WIFI Access 1 Ph 2, 1000 Ward St., Martinez	\$ 30,000
23. Fire Station No. 70, 1800 23rd Street, San Pablo	\$ 13,650,000
24. Remodel Ste. 200 for CCTV, 10 Douglas Dr., Martinez	\$ 1,662,000
25. Inst. Doors at all Patient Sleeping Areas at CCRMC	\$ 250,000
22. Solar Analysis, 30& 40 Muir Road, Martinez	TBD
23. Estimate Solar at CCRMC	TBD
24. EV Studies for Multiple Sites Downtown Martinez	TBD
25. Interior Lighting Retrofit, 30 Douglas Drive, Martinez	\$ 250,000
26. SunPower - Rooftop, 30 & 40 Muir Road, Martinez	PPA
27. SunPower - Rooftop, 50 Douglas Drive, Martinez	PPA
28. SunPower - Parking Lot, 50 Douglas Drive, Martinez	PPA
29. SunPower - Rooftop, 597 Center Street, Martinez	PPA
31. SunPower - Rooftop, 595 Center Street, Martinez	PPA
32. SunPower - Parking Lot/Battery, 595 Center Street, Martinez	PPA
33. Buchanan Terminal Bidding, 550 Sally Ride Drive, Concord	\$ 12,990,000
<b>TOTAL VALUE OF COMPLETED PROJECTS:</b>	<b>\$ 166,205,950</b>
<b>TOTAL VALUE OF FLIP COMPLETED PROJECTS:</b>	<b>\$ 2,450,000</b>
<b>TOTAL VALUE OF COMPLETED PROJECTS COMBINED:</b>	<b>\$ 168,655,950</b>



# **CAPITAL PROJECTS REPORT**

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE**  
**10/01/20 - 08/31/21**

	<b>Project Name</b>	<b>Address</b>	<b>Phase</b>	<b>% Proj. Comp</b>	<b>Est. Proj. Compl. Date</b>	<b>Estimated Proj. Budget</b>	<b>Funding Source</b>	<b>Comments</b>
<b>PROJECTS IN THE ESTIMATE AND FEASIBILITY/DESIGN PHASES</b>								
<b>Contra Costa Fire District</b>								
1	Fire Station No. 2 - Generator	2012 Geary Road, Pleasant Hill	Design	25%	6/30/2022	\$440,000	CCCFPD 75% HMGP Federal Grant 25% Local Agency match	Perkins Eastman task order complete. Design in progress.
2	Fire Station No. 81 - Generator	315 10th Street, Antioch	Design	25%	6/30/2022	\$360,000	CCCFPD 75% HMGP Federal Grant 25% Local Agency match	Perkins Eastman task order complete. Design in progress.
3	New Fire Station No. 9	550 Sally Ride Drive, Concord	Schematic Design	20%	TBD	\$20,000,000	Fire Protection Fund	Due to regulatory issues with original site, planning is underway to use a new, adjacent site.
4	Tenant Improvement at CCCFPD Office	2010 Geary Road, Pleasant Hill	Design	15%	TBD	TBD	Fire Protection Fund/EMS Transport Fund	Scope of work changed - new documents in development.
<b>County Administration</b>								
5	Admin Building/Jail Demo & Redevelop	651 Pine Street, Martinez	DBE Procurement	30%	6/31/24	\$60,000,000	\$45M from 2021 Series A Lease Rev Bonds/General Fund Capital Reserves	Discussions ongoing with 3 DBE Firms for RFP.
6	Facilities Master Plan	Countywide	Set up kickoff meeting	5%	6/30/2022	\$700,000	General Fund	Gensler contract executed.
<b>Employment &amp; Human Services</b>								
7	Replace Chiller	1305 Macdonald Ave., Richmond	Feasibility	5%	TBD	TBD	General Fund	Waiting for cost proposal from consultant
8	Modernize Elevator	40 Douglas Drive, Martinez	Design	15%	3/1/2022	\$550,000	General Fund	
9	Central Kitchen Renovation Project/Demo & Seismic	303 41st Street, Richmond	Bid	45%	TBD	\$950,000	General Funds 100% Federal/ACF	On hold per client.
10	Estimate to Modernize Elevator	1305 Macdonald Ave., Richmond	Design	10%	1/31/2022	\$400,000	General Fund	Consultant to submit cost proposal by September 3, 2021
11	Ornamental Car Cage	4549 Delta Fair Blvd., Antioch	Design	30%	12/15/2021	\$280,000	General Fund	Consultant in process of preparing permit package.
12	Stabilization of Facility	3068 Grant St., Bldg. 8, Concord	Feasibility	15%	TBD	TBD	General Funds 100% Federal/ACF	Waiting for federal funding approval from client and discussing scope of work.
13	T.I. for Central Kitchen	303 41st Street, Richmond	Construction Documents	45%	TBD	\$1,000,000	50% State / 50% Federal	On hold pending client securing federal grant.

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE**  
**10/01/20 - 08/31/21**

	<b>Project Name</b>	<b>Address</b>	<b>Phase</b>	<b>% Proj. Comp</b>	<b>Est. Proj. Compl. Date</b>	<b>Estimated Proj. Budget</b>	<b>Funding Source</b>	<b>Comments</b>
	<b>Health Services</b>							
14	Assess Electrical	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	TBD	Enterprise 1 Fund	Proposal approved by client, consultant working on report.
15	Update Life/Safety Drawings	2500 Alhambra Avenue, Martinez	Feasibility	15%	9/31/21	\$20,000	Hospital Enterprise Fund	Kick off meeting took place.
16	Lab Automation	2500 Alhambra Avenue, Martinez	Permit	45%	9/15/2022	\$1,200,000	Enterprise 1 Fund	Currently going through OSHPD permit approval process.
17	Install Cooling Tower at PHC	2311 Loveridge Rd. Pittsburg	Construction Documents	40%	6/30/2022	\$1,700,000	Enterprise 1 Fund	tBP Ardhitects working on construction documents.
18	Feasibility Study for Shelter	847B Brookside Drive, Richmond	Feasibility	20%	9/31/21	\$130,000	General Fund; 100% HEAP funding	Original study completed, HSD added scope.
19	Replace Cart Washers	2500 Alhambra Avenue, Martinez	Design	10%	TBD	TBD	Enterprise 1 Fund	Proposal approved by client, consultant starting work.
20	San Pablo Health Services Sign	13585 San Pablo Ave., SP	Construction Documents	45%	2/15/2022	\$100,000	General fund; Costs shared with City of San Pablo	Final design under review.
21	Repl. Existing Structure w/ New Lab	20 Allen Street, Martinez	Feasibility Estimating Design	5%	TBD	\$25,000,000	General Fund; COVID mitigation funding	Proposals approved, KMD to start work.
22	MWC - Stabilization Unit	25 Allen Street, Martinez	Design	20%	9/30/2022	\$1,900,000	General Fund; 100% State (CHHFA) funding	Design in progress.
23	Security Camera Improvements	2500 Alhambra Avenue, Martinez	Feasibility	15%	TBD	TBD	Enterprise 1 Fund	Final sign design under review.
24	Restroom Assessment	3024 Willow Pass Rd., Concord	Design	25%	TBD	TBD	Enterprise 1 Fund	Cost proposals under review.
25	New CT Unit	2500 Alhambra Avenue, Martinez	Construction Documents	45%	TBD	TBD	Hospital Enterprise Fund	Drawings with OSHPD for review and approval.
26	Negotiate Master Lease	2555 El Portal Drive, San Pablo	Feasibility	15%	TBD	TBD	General Fund	CPM is advising Real Estate during current lease negotiations.
27	Handicap Parking Feasibility	595 Center Street, Martinez	Feasibility Predesign	5%	TBD	TBD	General Fund	On hold due to COVID.
28	Replace Program Logic Controller (PLC)	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$600,000	Hospital Enterprise Fund	On hold.

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE**  
**10/01/20 - 08/31/21**

	<b>Project Name</b>	<b>Address</b>	<b>Phase</b>	<b>% Proj. Comp</b>	<b>Est. Proj. Compl. Date</b>	<b>Estimated Proj. Budget</b>	<b>Funding Source</b>	<b>Comments</b>
29	Expansion of Mental Health Center	2500 Alhambra Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	On hold.
30	Install Solar Emergency Electrical Sys.	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$215,000	Enterprise 1 Fund	Under review by SunPower.
31	Replace Cooling Towers	2500 Alhambra Avenue, Martinez	Construction Documents	40%	12/31/2021	\$5,000,000	Hospital Enterprise Fund	Construction Documents are over 50% Complete.
32	TI for Emergency Response Unit	2086 Commerce Ave., Concord	Feasibility	TBD	TBD	TBD	Hospital Enterprise Fund	
	<b>Information Technology</b>							
33	Estimate to Remodel Lobby	30 Douglas Drive, Martinez	Feasibility	20%	TBD	TBD	General Fund	Final draft sent to client. Waiting for comments/questions, if any.
	<b>Public Works</b>							
34	Demolish Bldgs. at Rich. Maint. Yard	845 Brookside Drive, Richmond	Feasibility	10%	TBD	TBD	Enterprise 1 Fund	On hold per client's instructions.
35	HAP Magee Park Barn	1025 La Gonda Way, Danville	Feasibility	10%	TBD	TBD	Serv Area R-7 Zone A; Special Districts	Request for feasibility estimates received. Project details still TBD.
36	Organization of Archive Documents	255 Glacier Drive, Martinez	Feasibility	15%	TBD	TBD	General Fund	Ongoing.
37	Public Works Expansion Project	255 Glacier Drive, Martinez	Pre-Design	15%	TBD	TBD	General Fund	Work Request submitted to CAO. Project currently on hold.
	<b>Risk Management</b>							
38	Structural Repairs at Hope House	300 Illene Street, Martinez	Feasibility	15%	TBD	TBD	Risk Management	Feas. phase concluding, proj. exp. to move to D&C. Expectation is that ins. will cover majority of cost.
	<b>Sheriff Coroner</b>							
39	Door Control System	1000 Ward Street, Martinez	Bidding Phase	20%	4/15/2022	500,000	General Fund	Vendor/Installer selected.
40	Generators	1960 & 1980 Muir Road, Martinez	Design Development	40%	9/30/2022	700,000	General Fund	Design in progress, coordination with agencies in progress.
41	Intercom System	5555 Giant Highway, Richmond	Bidding Phase	50%	4/30/2022	343,750	General Fund	Vendor/Installer selected.

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE**  
**10/01/20 - 08/31/21**

	<b>Project Name</b>	<b>Address</b>	<b>Phase</b>	<b>% Proj. Comp</b>	<b>Est. Proj. Compl. Date</b>	<b>Estimated Proj. Budget</b>	<b>Funding Source</b>	<b>Comments</b>
42	Install Video System	5555 Giant Highway, Richmond	Bidding Phase	50%	5/30/2022	381,330	General Fund	Vendor/Installer selected.
43	New Camera System at MDF	1000 Ward Street, Martinez	Bidding Phase	50%	4/15/2022	1,800,000	General Fund	Vendor/Installer selected.
44	Infrared Perimeter Intrusion System (IPID)	5555 Giant Highway, Richmond	Construction Documents	40%	6/15/2022	1,500,000	General Fund	Scope of work revised to buried cable system and new lighting. CD's in process.
45	Expansion of the West County Detention Facility (WRTH)	5555 Giant Highway, Richmond	Procurement of DBE's	35%	7/6/2024	\$100,000,000	\$70M from State Funds, \$25M County matched	Final approval received from BSCC, interviewing in process.
46	Relocation of the Sheriff Training Center	45 John Glenn Drive, Concord	Feasibility	0%	TBD	TBD	Sheriff Law Enforcement Training Center	On hold.
<b>Vetrans Service Office</b>								
47	Replace Elevator	10 Douglas Drive, Martinez	Pre-Construction	50%	12/31/2021	\$600,000	General Fund	Job order issued. Elevator Equipment procurement in progress.
						<b>Subtotal</b>	<b>\$226,370,080</b>	
<b>PROJECTS IN CONSTRUCTION</b>								
<b>Contra Costa Fire District</b>								
48	New Fire Station No. 86	Willow Pass Rd. and Goble Dr. Bay Point	Construction	65%	12/31/2022	\$14,000,000	Fire Protection Fund	In Construction. Started March 15th.
49	F/S 10 - Sewer Line	2955 Treat Blvd, Concord	Construction	90%	9/15/2022	\$400,000	Fire Protection Fund	In construction.
<b>County Administration</b>								
50	M Module Remodel	1000 Ward Street, Martinez	Construction	65%	4/24/2022	\$19,300,000	General Fund	In construction.
<b>Health Services</b>								
51	Adult Shelter Upgrades	847C Brookside Drive. Richmond	Construction	80%	11/15/2022	\$550,000	General Fund; 100% HEAP funding	In Construction.
52	Project to Replace Surgical Lights	2500 Alhambra Avenue, Martinez	Construction	50%	11/1/2022	\$850,000	Hospital Enterprise Fund	In Construction, light fixtures expected mid-Septmeber.

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE**  
**10/01/20 - 08/31/21**

	<b>Project Name</b>	<b>Address</b>	<b>Phase</b>	<b>% Proj. Comp</b>	<b>Est. Proj. Compl. Date</b>	<b>Estimated Proj. Budget</b>	<b>Funding Source</b>	<b>Comments</b>
53	201- Segregate Sewer Lines	2500 Alhambra Avenue, Martinez	Construction	50%	TBD	\$500,000	Hospital Enterprise Fund General Fund; HCD State, FEMA Claimable with 25% match	Construction on hold pending ICRA document from CCRMC.
54	Pittsburg Motel 6 Homeless Center	2101 Loveridge Road, Pittsburg	Construction	90%	10/30/2021	\$1,800,000		
55	COVID Tesing Machine	2500 Alhambra Avenue, Martinez	Construction	98%	9/30/2021	\$550,000	Enterprise 1 Fund	Construction has reached punchlist and clos-out stage.
56	Replace Liquid O2 Tanks	2500 Alhambra Avenue, Martinez	Construction	98%	10/31/2021	\$1,500,000	Hospital Enterprise Fund	Phase 1: Complete. Phase 2: 95% thru Construction. Phase 3: Punchlist.
57	Elevator Modernization	2311 Loveridge Road, Pittsburg	Construction	50%	3/18/2022	\$2,959,200	Hospital Enterprise Fund	Car 3 construction work in progress.
58	Install Clean Room in MIP	2500 Alhambra Avenue, Martinez	Construction	60%	12/31/2021	\$241,306	Hospital Enterprise Fund	
59	Omniceil Pharmacy Dispensing Units	2500 Alhambra Avenue, Martinez	Construction	50%	TBD	TBD	Hospital Enterprise Fund	Start construction.
	<b>Probation</b>							
60	Reconfigure Shower/Restroom	202 Glacier Drive, Martinez	Construction	80%	10/1/2021	\$250,000	General Fund; 100% COVID Relief funds	Construction ongoing.
	<b>Public Works</b>							
61	SunPower - Parking Lot	4545 Delta Fair	Construction	80%	9/15/2021	PPA	General Fund	In construction.
62	SunPower - Parking Lot	4549 Delta Fair	Construction	80%	9/15/2021	PPA	General Fund	In construction.
63	SunPower - Parking Lot/Battery	2530 Arnold	Construction	70%	10/31/2021	PPA	General Fund	In construction.
64	SunPower - Parking Lot/Battery	1000 Ward Street, Martinez	Construction	90%	9/15/2021	PPA	General Fund	In construction.
					<b>Subtotal</b>	<b>\$42,900,506</b>		
					<b>GRAND TOTAL</b>	<b>\$269,270,586</b>		

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

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**FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE**  
**10/01/20 - 8/31/21**

	<b>Project Name</b>	<b>Address</b>	<b>Status</b>	<b>Proj. Budget/Cost</b>
<b>CAPITAL PROJECTS MANAGEMENT FLIP PROJECTS</b>				
<b>IN PROGRESS</b>				
1	ADA/Fire/Life/Safety & Rooftop Equipment (FLIP)	5555 Giant Highway, Richmond	Construction in progress, approximately 75% complete	\$450,000
2	ADA/Fire/Life/Safety Upgrades (FLIP)	1000 Ward St, Martinez	Construction in progress, approximately 70% complete	\$733,889
3	Flip Generator (FLIP)	10 Douglas Drive, Martinez	Awarded and to start Construction	\$478,000
4	North Richmond Pump Station Capital Renewal (FLIP)	North Richmond	Final report received. Project Currently on hold	\$1,700,000
			<b>Subtotal</b>	<b>\$3,361,889</b>
<b>FACILITIES MAINTENANCE FLIP PROJECTS</b>				
<b>IN PROGRESS</b>				
6	Interior LED Upgrade	202 Glacier Drive	In-Progress	TBD
7	LED Upgrade	1960 Muir Road	In-Progress	TBD
8	LED Upgrade	1980 Muir Road	In-Progress	TBD
9	LED Retrofit	50 Douglas Drive	In-Progress	TBD
10	New Refrigeration Units	5555 Giant Highway	In Progress	TBD
11	Countywide Parking Lot Pavement Analysis and Infentory	Countywide	In Progress	\$150,000
12	Walls/HVAC/Electrical Upgrades	1000 Ward Sreett Martinez	In progress	\$3,856,884
13	Interior LED Upgrade	40 Glacier Drive, Martinez	In Progress	Lumped in with multiple projects
14	Plumbing Upgrades	1000 Ward Street, Martinez	In Progress	\$3,500,000
15	Parking Lot Upgrades	Countywide	In Progress	\$150,000
16	Flooring	1000 Ward Street, Martinez	In Progress	\$2,500,000
17	HVAC, Plumbing and Refrigeration	5555 Gian Highway	In Progress	\$3,200,000
18	New Boiler	3811 Bissel	In Progress	\$60,000
19	Electric Exterior Lighting	800 Ferry Street, Martinez	In Progress	\$45,000
20	Switchgear	1960 Muir Road, Martinez	In Progress	\$11,000



**FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE**  
**10/01/20 - 8/31/21**

	<b>Project Name</b>	<b>Address</b>	<b>Status</b>	<b>Proj. Budget/Cost</b>
21	Switchgear	1980 Muir Road, Martinez	In Progress	\$15,000
22	HVAC - HP-2,A/C 3	40 Glacier Drive, Martinez	In Progress	\$100,000
23	Electrical Breaker Testing and Repairs	10 Douglas Drive, Martinez	In Progress	\$50,000
24	Roofing	100 Glacier	In Progress	\$388,000
25	Parking Lot Upgrades - Added per Work Request	50 Douglas Drive, Martinez	In Progress	\$500,000
			<b>Subtotal</b>	<b>\$14,525,884</b>
<b>COMPLETED</b>				
24	Roof, Roof top Equipment, Accessibility and Fire, Life and Safety Upgrades (FLIP)	50 Douglas Drive, Martinez	Completed	\$1,150,000
25	ADA/Fire/Life/Safety & Rooftop Equipment (FLIP) Juvenile Hall	202 Glacier Drive, Martinez	Completed	\$1,000,000
26	ADA/Fire/Life/Safety & Rooftop Equipment (FLIP) Gymnasium	202 Glacier Drive, Martinez	Completed	Combined w/ above Project
27	HVAC Air Conditioning Repairs	10 Douglas	Completed	\$300,000
28	LED Retrofit	100 Glacier	Completed	TBD
<b>CANCELLED</b>				
29	ADA/FLS FLIP	4491 Bixler, Byron	Cancelled	1,180,000
			<b>Subtotal</b>	<b>\$3,630,000</b>
			<b>Grand Total</b>	<b>\$21,517,773</b>

# **POTENTIAL SURPLUS PROPERTY REPORT**

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**Potential Surplus Property – Finance Committee**

**10/01/20 – 08/31/21**

**Potential Surplus Property – Vacant Land**

<b>Location</b>	<b>City</b>	<b>Lot Size</b>	<b>Comments</b>	<b>Current Status</b>
323 Brookside Dr.	Richmond	2.72 Acres	Under lease with Urban Tilth	Scheduled transfer for Urban Tilth, to Board of Supervisors 9/14/21

**Potential Surplus Property – Improved Sites**

<b>Address</b>	<b>City</b>	<b>Lot Size</b>	<b>Comments</b>	<b>Current Status</b>
100 38 <sup>th</sup> Street	Richmond	2.86 Acres	Imp. w / 83,884 sq.ft. 2 story bldg. w/full basement	Exclusive Negotiating Agreement with EDEN Housing as of 12/2019
210 O'Hare	Oakley	.62 Acres	Sheriff Sub-Station	Possible conveyance to the City of Oakley with cost sharing TBD
910 San Pablo Ave.	Pinole	.40 Acres	5,483 sf single story building	RFP for the purchase of the property is in progress – due September 13, 2021



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FINANCE COMMITTEE

5.

**Meeting Date:** 09/13/2021

**Subject:** POLICY REGARDING EVALUATION OF ENHANCED INFRASTRUCTURE FINANCING DISTRICTS (EIFDs)

**Submitted For:** Monica Nino, County Administrator

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** POLICY REGARDING EVALUATION OF ENHANCED INFRASTRUCTURE FINANCING DISTRICTS (EIFDs)

**Presenter:** Timothy Ewell, Chief Assistant County Administrator      **Contact:** Timothy Ewell, Chief Assistant County Administrator

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### **Referral History:**

In 2015, Senate Bill 628 (Chapter 785, Statutes of 2014) created Enhanced Infrastructure Financing Districts (EIFDs) effectively modifying the structure of already existing Infrastructure Financing Districts (IFDs). Following the dissolution of redevelopment, EIFDs serve as a financing mechanism to use tax-increment financing, similar to former redevelopment projects, but with greater collaboration between cities and counties for economic development, housing and other large-scale projects throughout the State. Subsequent to the creation in 2015, statutes authorizing EIFDs have been modified on a regular basis, including broadening the listing of eligible project types and modifying the process for the EIFD to issue bonds to fund those projects.

Similar to financial impacts from former redevelopment agencies, the County's share of the ad valorem property tax is impacted by a redirection of those revenues from the County to an EIFD. The difference is that the County must opt-in to become a partner in the EIFD formation process and pre-negotiate the share of ad valorem property tax to be reallocated to the EIFD. Due to the size of the County and the number of cities within the County there is potential for significant requests of County participation in EIFD development at a commensurate financial cost to the County. As an example, the County Administrator's Office has been approached by the cities of Pittsburg and Brentwood to gauge interest in the participation of the County in EIFDs located within each city. Both cities are in the exploratory phase of EIFD development.

### **Referral Update:**

On September 7, 2021, the Board of Supervisors referred to the Finance Committee the development of a policy related to evaluation of EIFD proposals submitted for review from jurisdictions within the County. Recall that the County took a similar approach to evaluation of Compensation Agreements being requested by cities as part of the redevelopment dissolution process. Adopting and subsequently distributing a policy sets a minimum bar for cities to meet

when it comes to submitting proposals to the County for review and evaluation. It also communicates to cities what projects the County is interested in partnering on, consistent with stated Board of Supervisors policy goals, and acceptable rates of financial participation for such projects by the County.

Today's action is requesting that the Finance Committee review the draft policy assembled by staff related to County participation in joint EIFDs with cities within the County and consider recommending a version of the EIFD policy to the full Board of Supervisors for adoption. Following action by the Finance Committee, the County Administrator's Office will share the proposed final draft version of the policy with our municipal advisor, KNN Public Finance, for any additional input that may be beneficial to development of the policy and include the outcome of the review in the board order transmitting the draft policy to the full Board for consideration.

**Recommendation(s)/Next Step(s):**

REVIEW draft County Policy on evaluation of joint Enhanced Infrastructure Financing Districts with cities within the County; PROVIDE feedback to staff and markups to proposed policy; and DETERMINE whether to forward to the full Board of Supervisors for review and adoption.

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**Attachments**

DRAFT Policy - County Participation in Enhanced Infrastructure Financing Districts (EIFDs)

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## CONTRA COSTA COUNTY

### POLICY ON PARTICIPATION IN ENHANCED INFRASTRUCTURE FINANCING DISTRICTS

Contra Costa County supports economic development projects benefiting the residents of the County and will review proposals from cities seeking financial partnership with the County through an Enhanced Infrastructure Financing Districts (EIFD), pursuant to this Policy. The County will prioritize Commercial and Industrial development that promotes creation of above minimum wage jobs within the region. In addition, projects that offer private investment to complement investment of public funds will be viewed favorably by the County.

Proposals shall be submitted to the Department of Conservation and Development and include the following components for County review:

#### 1. Contribution of Tax Increment

- a. Minimum City Contribution. The City shall contribute at least the same percentage share of tax increment that the County, excluding Affected Taxing Entities as defined by Government Code section 53398.51(a) governed by the County Board of Supervisors.
- b. Maximum County Contribution. The County will contribute no more than 50% of the County share of future *ad valorem* property tax increment generated in the proposed geographic area of the EIFD, as defined further in Section 1(d) below.
- c. Correlation of Contributions. In the case that the actual dollar amount share of the percent contributions outlined in Section 1 (a) and (b) above result in the City contributing a lower dollar amount than the County, then the City will increase its dollar amount contribution to be at least equal the County dollar amount contribution.
- d. Limitations on Tax increment. The County tax increment contribution to the EIFD will only be composed of future *ad valorem* property tax increment growth within the proposed geographic area of the EIFD (the "Future Increment"), excluding the base tax increment of the area (the "Base Increment"). The Base Increment is equal to the *ad valorem* property tax increment of the EIFD area for the fiscal year property tax assessment roll in which the EIFD was created.

#### 2. Term of County Participation in EIFD

- a. Maximum term. The County will participate in joint EIFDs for a period not longer than 25 years. This allows consistency with County policy on the issuance of municipal securities for

a period not longer than 20 years, but also includes an additional five-years for project development and closeout over the life of the EIFD.

b. Procedures for Extension.

- i. The County plans to enter into partnerships with cities for specific projects requiring a regional funding approach best suited for an EIFD model with a duration consistent with Section 2(a) above with the assumption that future extensions will be unnecessary.
- ii. The County will review scenarios for extending its participation in an existing EIFD, at the discretion of the Board of Supervisors, upon receipt of an updated proposal from a City as outlined in Section 3 below and may decide to extend its participation in the EIFD for a period longer than the term in Section 2(a) on a case-by-case basis.

c. Termination Prior to End of Term.

- i. Non-Performance. If project construction has not commenced within two-years following creation of a joint EIFD, then the County, City and EIFD Governing Board shall identify whether the project is likely to commence within one-year. If project construction has not commenced within three-years following creation of a joint EIFD, then the County, City and EIFD Governing Board shall immediately begin proceedings to dissolve the EIFD.
- ii. Change in Project Feasibility. If following creation of an EIFD and prior to the timeline established in Section 2(c)(i) above the County and the City determine that the project is no longer feasible, then the County, City and EIFD Governing Board shall immediately begin proceedings to dissolve the EIFD.
- iii. Mandatory Acknowledgement. The City agrees to the terms set forth in Section 2(c)(i-ii) above as a condition of submitting its project proposal to the County for review.

### 3. Required Elements for City Proposals

- a. Executive Summary. This section should provide an overview of the City's proposal in a summary form easily understood by members of the public outlining the proposed project, including financial impacts and social benefits to the community, as outlined further below.
- b. Project Description. This section should provide details related to the proposed project, including at least the following aspects:
  - i. Proposed Project Details.
    1. Discuss Commercial, Industrial and Residential aspects of the project

2. Related metrics, including number of permanent jobs above the minimum wage, access points to public transit, number and type of housing units (affordable and market rate), business park square footage, etc.
3. Stage of current planning efforts (status of approved entitlements or Disposition and Development Agreements (DDAs) with developers, actions taken by the City Council, etc.)

ii. Demonstration of Social Benefits.

1. Qualitative analysis of why a joint EIFD model is the best approach to implement the City's proposed project within the City limits, such as:
  - a. Why City and developer finances alone are insufficient to finance the project
  - b. Why the County is best suited to partner with the City on the proposed project
2. How are the project goals of the City consistent with the stated goals of the County Board of Supervisors in one or more policy areas, such as:
  - a. Workforce development/job creation
  - b. Transportation improvements
  - c. Homeless Prevention
  - d. Sustainability
3. Projects including a Residential development component should include an affordable housing commitment of 50%; however, a lower percentage may be considered for units made available to households with an Area Median Income (AMI) of 50% or lower, in which case the commitment shall be no less than 20%.

- c. Financial Analysis. This section should provide a comprehensive analysis of the project economics, including financial impacts to the County and the City over the course of the project life and beyond, including at least the following aspects:

i. Financial Details Related to Project

1. Summary of assumptions, including backup context for selecting those assumptions
2. Anticipated net growth in *ad valorem* property tax in the EIFD area, both with and without development of the proposed project
3. Proposed tax increment contributions from each jurisdiction (as percentage and dollar amount)
4. Plan of finance for any municipal securities to be used for the project
5. Assessment of other one-time revenue sources being used to finance the project
6. Related Transient Occupancy Tax (TOT), Sales Tax or other revenues to be generated from proposed project



7. Estimated new ongoing expenditures related to the project area for the provision of municipal services, including a sustainable plan of finance
8. Sensitivity analysis illustrating how market forces may change the above analyses
  - a. Impacts of cost escalation
  - b. Impacts of other assumptions of project feasibility that may not materialize over the term of the EIFD project and beyond

ii. Ongoing Administrative Responsibilities

1. Proposed budget to staff the EIFD over the life of the District
2. Continuing disclosure responsibilities related to the issuance of municipal securities or other loan instruments
3. Ongoing grant reporting responsibilities

- iii. Positive Net Impact to the County. The project proposal must determine that there is a positive net financial impact to County finances.

**4. County Analysis of City Proposal.** In the course of evaluating the City's proposal, it may be necessary for the County to hire consultants to assist in the evaluation. The City shall compensate the County for reasonable costs of outside consultants assisting the County with its evaluation of the City's proposal.

**5. Miscellaneous Provisions.**

- a. The County shall not participate in any EIFD that uses eminent domain.
- b. For projects with an affordable housing component, the County will be interested to explore crediting some of the new housing toward the County's Regional Housing Needs Allocation.
- c. [PLACEHOLDER] Other items?