

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

KAREN MITCHOFF, *CHAIR*, 4TH DISTRICT

FEDERAL D. GLOVER, *VICE CHAIR*, 5TH DISTRICT

JOHN GIOIA, 1ST DISTRICT

CANDACE ANDERSEN, 2ND DISTRICT

DIANE BURGIS, 3RD 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.

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 **888-278-0254** FOLLOWED BY THE ACCESS CODE **843298#**. 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://cccouny-us.zoom.us/j/87344719204>. To indicate you wish to speak on an agenda item, please "raise your hand" in the Zoom app. To provide your contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000.

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.

AGENDA
March 22, 2022

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

Closed Session

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

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. *Emily Amott v. Contra Costa County*, WCAB No. ADJ13972763
2. *Norma Dornaus v. Contra Costa County*, WCAB Nos. ADJ755904; ADJ2791929; ADJ3759024

Inspirational Thought- *"We know that a peaceful world cannot long exist, one-third rich and two-thirds hungry."* - President Jimmy Carter

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.76 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

PRESENTATIONS (5 Minutes Each)

- PR.1** PRESENTATION recognizing the winners of the Contra Costa County Poetry Out Loud 2022 Competition. (Brennan DeFrisco, Poetry Out Loud Coordinator)
- PR.2** PRESENTATION to announce the results of the 2021 Counties Care Holiday Food Fight. (Kim Castaneda, Food Bank of Contra Costa and Solano County and Debi Cooper, County Clerk-Recorder)

DISCUSSION ITEMS

- D.1** ACCEPT update on COVID-19; and PROVIDE direction to staff. (Anna Roth, Health Services Director)
- D.2** APPOINT Marla Stuart to the position of Director of Employment and Human Services – Exempt (SMA XAA2) at Step 2 of the salary range (\$18,530/\$222,353), effective April 11, 2022, including all benefits provided in the current Management Resolution applicable to the position of Director of Employment and Human Services – Exempt, in addition to vacation accruals starting at the rate of four weeks per year. (Monica Nino, County Administrator)
- D.3** CONSIDER adopting Resolution No. 2022/73 pledging to follow best practices of civility and civil discourse. (Supervisor Burgis)
- D.4** RECEIVE report of the Interdepartmental Climate Action Task Force, as recommended by the Directors of the Departments of Conservation and Development and Public Works. (John Kopchik, Conservation and Development Director and Steve Kowalewski, Assistant Deputy Director Public Works)

D. 5 CONSIDER Consent Items previously removed.

D. 6 PUBLIC COMMENT (2 Minutes/Speaker)

D. 7 CONSIDER reports of Board members.

ADJOURN

CONSENT ITEMS

Engineering Services

- C. 1** ADOPT Resolution No. 2022/78 accepting for recording purposes only an Offer of Dedication for Drainage Purposes for development plan permit DP14-03041, for a project being developed by IPT Richmond DC III LLC, as recommended by the Public Works Director, Richmond area. (No fiscal impact)
- C. 2** ADOPT Resolution No. 2022/79 approving the Road Improvement Agreement, for development plan permit DP17-03045, for a project being developed by Scannell Properties #304, LLC, as recommended by the Public Works Director, North Richmond area. (No fiscal impact)

Special Districts & County Airports

- C. 3** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Golden Compass Aviation, LLC., for a south-facing hangar at Buchanan Field Airport effective March 3, 2022, in the monthly amount of \$359, Pacheco area (100% Airport Enterprise Fund).
- C. 4** AWARD and AUTHORIZE the Public Works Director, or designee, to execute a construction contract in the amount of \$875,000 with Aztec Consultants, for the Sheriff's Department Generators Project, Martinez area. (100% California Office of Emergency Services Grant Funds)
- C. 5** Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District, APPROVE publication of a Notice of Intention to consider approving the conveyance of property rights to the City of Antioch on April 12, 2022, in connection with the Lindsey Basin Finalization Tasks and Right of Way Transfer Project, as recommended by the Chief Engineer, Antioch area. (100% Drainage Area 56 Funds)

Claims, Collections & Litigation

- C. 6** DENY claims filed by Ivan Alonso, Corporal Jamilee Crenshaw, Ivan Alonso Gamez, Yolanda Gamez, Cristina Given, Mark Redman, guardian ad litem for R.R. a minor and Yazheng Song, Canyon Lake Property, LLC.

Statutory Actions

- C. 7** APPROVE Board meeting minutes for February 2022, as on file with the Office of the Clerk of the Board.
- C. 8** ACCEPT Board members meeting reports for February 2022.

Honors & Proclamations

- C. 9** ADOPT Resolution No. 2022/92 recognizing the winners of the Contra Costa County Poetry Out Loud 2022 Competition, as recommended by the County Administrator.
- C. 10** ADOPT Resolution No. 2022/84 announcing and celebrating the results of the 2021 Counties Care Holiday Food Fight, as recommended by Supervisor Mitchoff.
- C. 11** ADOPT Resolution No. 2022/83 recognizing the Home Within Court Appointed Special Advocates Therapy Project, as recommended by Supervisor Mitchoff.
- C. 12** ADOPT Resolution No. 2022/93 recognizing Edgar H. Grubb for his years of service on the Treasury Oversight Committee, as recommended by the Treasurer-Tax Collector.
- C. 13** ADOPT Resolution No. 2022/85 supporting the Mount Diablo Beacon Initiative to Honor Veterans, as recommended by Supervisor Andersen.
- C. 14** ADOPT Resolution No. 2022/86 recognizing Mark de la O for his 25 years of service to Contra Costa County, as recommended by the Public Works Director.
- C. 15** ADOPT Resolution No. 2022/95 recognizing John Ko on the occasion of his retirement after 21 years of service to Contra Costa County, as recommended by the County Director of Information Technology.

Appointments & Resignations

- C. 16** ACCEPT the resignation of Edgar H. Grubb, DECLARE a vacancy in the Contra Costa Public Seat #2 on the Treasury Oversight Committee effective immediately for a term ending April 30, 2022, and DIRECT the Clerk of the Board to post the vacancy.

- C. 17** APPROVE the new medical staff, affiliates and tele-radiologist appointments and reappointments, additional privileges, medical staff advancement, and voluntary resignations as recommend by the Medical Staff Executive Committee and by the Health Services Director.
- C. 18** APPOINT Sharon Sakai-Miller to At-Large Seat #20 and Dale Harrington to At-Large Seat #13 on the Advisory Council on Aging for terms ending September 30, 2022; and APPOINT George Lee and Mike Awadalla to Alternate Member-At-Large Seats on the Advisory Council on Aging for terms ending September 30, 2023, as recommended by the Family and Human Services Committee.
- C. 19** REAPPOINT Antoinette (Toni) Warren to the District V Representative Seat on the Contra Costa County Merit Board for a term ending June 30, 2025, as recommended by Supervisor Glover.
- C. 20** REAPPOINT Shauna Polk to the District 3 seat on the Contra Costa Commission for Women and Girls for a term ending February 28, 2026, as recommended by Supervisor Burgis.
- C. 21** ACCEPT the resignation of Joe Arandia from the District V Seat on the Arts and Culture Commission for a term ending June 30, 2023, as recommended by Supervisor Glover.
- C. 22** ACCEPT the resignation of Heather Lurvey, DECLARE a vacancy in the District IV Alternate seat on the Contra Costa County Library Commission, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Mitchoff.
- C. 23** ACCEPT the resignation of Manjit Sappal, DECLARE a vacancy in the Public Safety Representative #1 seat on the Contra Costa Council on Homelessness for a term ending December 31, 2022 and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Health, Housing, and Homeless Services Division Director.
- C. 24** REAPPOINT Emily Barnett to the Member At-Large #3 seat on the Aviation Advisory Committee for a term ending February 28, 2025, as recommended by the Airports Committee.
- C. 25** APPOINT Martha Carter to Member-at-Large Seat 6 and Nicolette Schumacher to Member-at-Large Alternate Seat 1 on the Alcohol and Other Drugs Advisory Board for terms ending on June 30, 2024, as recommended by the Family and Human Services Committee.

- C. 26** REAPPOINT Silvana Mosca-Carreon to Child Care Provider 1 West County, Brenda Brown to Child Care Provider 2 Central/South County, Jacqueline Smith to Child Care Provider 3 Central/South County, Crystal McClendon-Gourdine to Community 1 West County, Stacey Norman to Community 2 Central/South County, Phelicia Lang to Community 4 East County, Laura Rodriguez to Discretionary 4 West County, and John Moon to Public Agency 3 Central/South County seats on the Local Planning and Advisory Council for Early Care and Education (LPC) for terms expiring on April 30, 2025; and APPOINT Rachel Fogelman to Public Agency 4 East County and Amy Mockoski to Discretionary 2 Central/South County seats on the LPC for terms expiring on April 30, 2024, as recommended by the Family and Human Services Committee.
- C. 27** DECLARE vacant the At-Large 9 seat on the Contra Costa Commission for Women and Girls previously held by Dr. Michelle Hernandez for a term ending on February 28, 2023, as recommended by the County Administrator's Office.
- C. 28** REAPPOINT Victoria Smith and APPOINT Joe Doser to the Local Enforcement Agency Independent Hearing Panel to terms that will expire on March 31, 2026, as recommended by the Internal Operations Committee.

Appropriation Adjustments

- C. 29** Fleet Internal Services (0064) Fund: APPROVE Appropriation and Revenue Adjustment No. 5036 authorizing the transfer of appropriations in the amount of \$40,660 from the Public Administrator (0454) to General Services - Fleet Operations (0064) for the purchase of a vehicle for the Public Administrator. (100% Estate fees)

Intergovernmental Relations

- C. 30** ADOPT Resolution No. 2022/64 granting consent to the City of Pleasanton for Contra Costa County to join the renewed Tri-Valley Tourism Marketing District, as recommended by Supervisor Andersen. (No current fiscal impact)
- C. 31** APPROVE and AUTHORIZE the following County officials to execute memoranda of understanding with the Contra Costa County Superior Court allowing certain County department access to the Court's case management system: Sheriff-Coroner, District Attorney, Public Defender, County Counsel, and County Probation Officer. (No fiscal impact)

Personnel Actions

- C. 32** ADOPT Position Adjustment Resolution No. 25851 to reclassify one Network Administrator II (represented) position and incumbent to Information Systems Manager (represented) and reclassify one Election Processing Supervisor (represented) position and incumbent to Elections Services Manager (represented) in the Clerk-Recorder Department. (59% County General Fund, 41% Recorder Micro/Mod Fund)
- C. 33** ADOPT Position Adjustment Resolution No. 25910 to establish the class of Legal Assistant-Project (represented); add three (3) Legal Assistant-Project (represented) positions, add two (2) Intermediate Clerk- Project (represented) positions, add four (4) Deputy Public Defender - Fixed Term (represented) positions, and one (1) Administrative Services Assistant III- Project (represented) position in the Public Defenders Office. (100% State)
- C. 34** ADOPT Position Adjustment Resolution No. 25919 to reassign one Administrative Aide (unrepresented) position from the Public Health Division to the Office of the Director Division in the Health Services Department. (100% Hospital Enterprise Fund I)

Leases

- C. 35** ACCEPT the 2021 Semi-Annual Report of Real Estate Delegation of Leases and Licenses dated July 1, 2021 through December 31, 2021, as recommended by the Public Works Director, Countywide. (No fiscal impact)

Grants & Contracts

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

- C. 36** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the Bay Area Air Quality Management District, to extend the term from June 30, 2022 to December 31, 2022 with no change in the maximum amount payable to the County of \$100,000 for continuation of the Green and Healthy Homes Program for monitoring of retrofit improvements in the homes of high-risk Contra Costa Health Plan members with asthma. (No County match)
- C. 37** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the Martinez Unified School District, to increase the amount payable to the County by \$6,452, to a new total of \$98,616 to provide additional mental health services for severely emotionally disturbed Special Education students, with no change in the term July 1, 2021 through June 30, 2022. (No County Match)

- C. 38** APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a grant award from the Contra Costa Emergency Food and Shelter Program Local Board, to pay the County an amount up to \$151,532 to operate the County's Adult Interim Housing Program for the period November 1, 2021 through April 23, 2023. (No County match)

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

- C. 39** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with ADAPT: A Behavioral Collective, Inc., to increase the payment limit by \$75,000 to a new payment limit of \$450,000 to add the provision of comprehensive diagnosis evaluations services for Contra Costa Health Plan members with no change in the term of September 1, 2021 through August 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 40** APPROVE and AUTHORIZE a contract amendment with AssetWorks LLC, to extend the term from March 31, 2022 through March 31, 2023 with no change to the payment limit of \$935,000, for the Public Works Department vehicle telematics reporting hardware, software and services, Countywide, as recommended by the Public Works Director. (No fiscal impact)
- C. 41** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Bayside Solutions, Inc., to increase the payment limit by \$500,000 to a new payment limit of \$2,500,000 and extend the term from June 30, 2022 to December 31, 2024 for additional temporary consulting, technical support and recruiting services for hard to fill positions. (100% Hospital Enterprise Fund I)
- C. 42** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order amendment with Tri-Pharma, Inc., to increase the payment limit by \$2,385,074 to a new payment limit of \$2,500,000 to procure additional medical supplies for Contra Costa Regional Medical Center and the Contra Costa Health Centers, for the period August 1, 2021, through July 31, 2022. (100% American Rescue Plan Act)
- C. 43** APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract amendment with Dominion Voting Systems, Inc., to increase the payment limit by \$133,680 to a new payment limit of \$5,495,380 with no change in the term of March 1, 2018 through December 31, 2023, to provide additional voting equipment for processing ballots. (100% County General Fund)

- C. 44** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with Ambient Air, Inc., to increase the payment limit by \$100,000 to a new payment limit of \$300,000 with no change to the term of October 1, 2020 through July 31, 2023, for the purchase or repair of additional heating and air conditioning equipment. (100% State and Federal Weatherization Funds)
- C. 45** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Diana Oliveira Urcuyo (dba Fit and Healthy Nutrition), in an amount not to exceed \$300,000 to provide dietetic services to Contra Costa Health Plan members and County recipients for the period April 1, 2022 through March 31, 2025. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 46** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Healthflex Hospice, in an amount not to exceed \$300,000 to provide home health care services for Contra Costa Health Plan members for the period March 1, 2022 through February 28, 2025. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 47** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Brown Miller Communications, Inc., to increase the payment limit by \$325,000 to a new payment limit of \$575,000 with no change in the original term of September 1, 2021 through August 31, 2022 for additional communication support services with regard to the COVID-19. (100% Hospital Enterprise Fund I)
- C. 48** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Maxim Healthcare Services Holdings, Inc., in an amount not to exceed \$2,000,000 to provide applied behavioral analysis services to Contra Costa Health Plan members for the period March 1, 2022 through February 29, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 49** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Richmond Post Acute Care, LLC, in an amount not to exceed \$400,000 to provide skilled nursing facility services for Contra Costa Health Plan members and County recipients for the period April 1, 2022 through March 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 50** AUTHORIZE the Public Works Director, or designee, to advertise for bids for the 2022 Playground Equipment Services Contract(s) for maintenance, repairs and upgrades to playground equipment at various County facilities, Countywide. (100% General Fund)
- C. 51** AUTHORIZE the Public Works Director, or designee, to advertise for bids for the 2022 On-Call Plumbing Services Contract(s) for maintenance and repairs to plumbing systems at various County facilities, Countywide. (100% General Fund)

- C. 52** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), in an amount not to exceed \$2,013,806 to provide housing navigation support services to homeless individuals for the period July 1, 2021 through June 30, 2024. (100% Employment and Human Services Department)
- C. 53** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a blanket purchase order and participating addendum with Cintas Corporation No. 2, in an amount not to exceed \$650,000 for facility management products and solutions for use by all County departments, during the period from March 22, 2022 through October 31, 2023, under the terms of a master contract awarded by the Prince William County Public School Board, as recommended by the Public Works Director. (100% User Departments)
- C. 54** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with ABL Health Care, LLC in an amount not to exceed \$300,000 to provide home health care services for Contra Costa Health Plan members for the period March 1, 2022 through February 29, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 55** APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract amendment with Shaw HR Consulting, Inc., effective May 1, 2022 to extend the contract through June 30, 2022, to provide professional consulting and technical assistance for work relating to the American Disabilities Act. (No fiscal impact)
- C. 56** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Berkeley Pines Skilled Nursing Group, Inc. (dba Berkeley Pines Skilled Nursing Center), in an amount not to exceed \$600,000 to provide skilled nursing facility services to Contra Costa Health Plan members for the period March 1, 2022 through February 28, 2025. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Bay Area Surgical Specialists Services, LLC (dba BASS Surgery Center), in an amount not to exceed \$375,000 to provide ambulatory surgery services to Contra Costa Health Plan members for the period March 1, 2022 through February 28, 2025. (100% Contra Costa Health Plan Enterprise Fund II)

Other Actions

- C. 58** ACCEPT report on the Auditor-Controller's audit activities for 2021 and APPROVE the proposed schedule of financial audits for 2022, as recommended by the Internal Operations Committee.

- C. 59** RECEIVE the housing Successor Annual Report for Fiscal Year 2020-21, and DIRECT staff to file the report with the Department of Housing and Community Development and post the report on the County website, as recommended by the Conservation and Development Director. (No fiscal impact)
- C. 60** APPROVE and AUTHORIZE the Health Service Director, or designee, to execute a contract amendment with the City of San Pablo, to extend the term from March 31, 2022 to May 31, 2022 for the continued use of its Davis Park Multi-Purpose Room for COVID-19 vaccination and testing services. (No fiscal impact)
- C. 61** Acting as the Board of Commissioners of the Housing Authority of Contra Costa County, ADOPT the revised 2022 meeting schedule for the Housing Authority of the County of Contra Costa Board of Commissioners to add a regular meeting on April 26, 2022, as recommended by the County Administrator. (No fiscal impact)
- C. 62** ACCEPT the Treasurer's Quarterly Investment Report as of December 31, 2021, as recommended by the County Treasurer-Tax Collector.
- C. 63** APPROVE amendments to the Contra Costa County Employees' Retirement Association's Conflict of Interest Code, as recommended by County Counsel.
- C. 64** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order amendment with McKesson Medical Surgical, Inc., to increase the payment limit by \$166,000 to a new payment limit of \$365,000 to procure additional reagents, equipment, and supplies for the Clinical Laboratory at the Contra Costa Regional Medical Center (CCRMC) with no change in the original term of July 1, 2020 through June 30, 2022. (100% American Rescue Plan Act)
- C. 65** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to distribute the 2020-21 State Highway property rental revenue in the amount of \$83,309 to the County Road Fund pursuant to the provisions of Section 104.10 of the Streets and Highways Code, as recommended by the County Auditor-Controller. (100% Road Fund)
- C. 66** ADOPT Resolution No. 2022/77 updating and reaffirming the County Debt Management Policy, as recommended by the County Administrator. (No fiscal impact)
- C. 67** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute the second amended and restated memorandum of understanding with the cities and water agencies in east Contra Costa County to implement the adopted groundwater sustainability plan that is exclusive to the East Contra Costa Subbasin, and take related actions. (100% Water Agency funds)

- C. 68** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay an amount up to \$258,171 to Allegis Group Holdings, Inc. (dba TEK Systems, Inc.) for temporary help and recruitment services for the Information Systems Unit rendered during November and December of 2021. (100% Hospital Enterprise Fund I)
- C. 69** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Bay Area Community Services, Inc., to extend the term date from June 30, 2022 to September 30, 2022 with no change in the payment limit of \$2,999,589, to continue to provide wrap around case management and rapid re-housing services for homeless adults in Contra Costa County. (100% Emergency Solutions Grant)
- C. 70** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Samuel Merritt University, for the County's Public Health Division to provide supervised field instruction to occupational and physical therapy students for the period April 1, 2022 through March 31, 2025. (No fiscal impact)
- C. 71** APPROVE the amended Medical Staff Bylaws and Rules and Regulations to address operational needs, as recommended by the Medical Executive Committee, the Joint Conference Committee and Health Services Director.
- C. 72** APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Director, to execute a purchase order amendment with Reliance Wholesale, Inc. to increase the payment limit by \$75,000 to a new payment limit of \$325,000 to procure IV and pharmaceutical drugs and supplies for the Contra Costa Regional Medical Center and Health Centers, with no change in the original term of January 1, 2021 through June 30, 2022. (100% Hospital Enterprise Fund I)
- C. 73** RATIFY action of the Health Services Director's designee, for the issuance a 30-day advance written contract termination notice to Holistic Health Center of Walnut Creek, Inc., effective the end of business on March 28, 2022. (100% by Contra Costa Health Plan Enterprise Fund II)
- C. 74** APPROVE the Contra Costa Commission for Women and Girls Amended Bylaws, as recommended by the Family and Human Services Committee.
- C. 75** AUTHORIZE the Auditor-Controller, or designee, to pay each of the Contra Costa County 2022 Poetry Out Loud competition judges a stipend in an amount between \$150 and \$250 per person to compensate for the time they spent ranking the performance and receiving a training, and to pay each of the student winners a stipend in an amount between \$25 and \$200 for the time they spent preparing for and participating in the County competition, as recommended by the County Administrator. (100% State)

- C. 76** RECEIVE the 2020/21 annual report from the Public Works Director on the Fleet Internal Services Fund and status of the County's Vehicle Fleet, as recommended by the Internal Operations Committee.

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 or to clerkoftheboard@cob.cccounty.us.

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

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

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

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www.contracosta.ca.gov

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 Karen Mitchoff and Diane Burgis) 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 Diane Burgis and Candace Andersen) 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 John Gioia and Karen Mitchoff) 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 John Gioia and Federal D. Glover) 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 Diane Burgis and Candace Andersen) 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 Karen Mitchoff and Diane Burgis) 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 Federal D. Glover and Candace Andersen) 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 Federal D. Glover and John Gioia) 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 Diane Burgis and Candace Andersen) meets on the second Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

Airports Committee	June 8, 2022	11:00 a.m.	See above
Family & Human Services Committee	March 28, 2022	9:00 a.m.	See above
Finance Committee	April 4, 2022 Canceled Next Meeting May 2, 2022	9:00 a.m.	See above

Hiring Outreach Oversight Committee	June 6, 2022	10:30 a.m.	See above
Internal Operations Committee	April 11, 2022	10:30 a.m.	See above
Legislation Committee	April 11, 2022	1:00 p.m.	See above
Public Protection Committee	March 28, 2022	10:30 a.m.	See above
Sustainability Committee	March 28, 2022	1:00 p.m.	See above
Transportation, Water & Infrastructure Committee	April 11, 2022	9:00 a.m.	See above

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

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

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

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

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

LLP Limited Liability Partnership
Local 1 Public Employees Union Local 1
LVN Licensed Vocational Nurse
MAC Municipal Advisory Council
MBE Minority Business Enterprise
M.D. Medical Doctor
M.F.T. Marriage and Family Therapist
MIS Management Information System
MOE Maintenance of Effort
MOU Memorandum of Understanding
MTC Metropolitan Transportation Commission
NACo National Association of Counties
NEPA National Environmental Policy Act
OB-GYN Obstetrics and Gynecology
O.D. Doctor of Optometry
OES-EOC Office of Emergency Services-Emergency Operations Center
OPEB Other Post Employment Benefits
ORJ Office of Reentry and Justice
OSHA Occupational Safety and Health Administration
PACE Property Assessed Clean Energy
PARS Public Agencies Retirement Services
PEPRA Public Employees Pension Reform Act
Psy.D. Doctor of Psychology
RDA Redevelopment Agency
RFI Request For Information
RFP Request For Proposal
RFQ Request For Qualifications
RN Registered Nurse
SB Senate Bill
SBE Small Business Enterprise
SEIU Service Employees International Union
SUASI Super Urban Area Security Initiative
SWAT Southwest Area Transportation Committee
TRANSPAC Transportation Partnership & Cooperation (Central)
TRANSPLAN Transportation Planning Committee (East County)
TRE or **TTE** Trustee
TWIC Transportation, Water and Infrastructure Committee
UASI Urban Area Security Initiative
VA Department of Veterans Affairs
vs. versus (against)
WAN Wide Area Network
WBE Women Business Enterprise
WCCHD West Contra Costa Healthcare District
WCCTAC West Contra Costa Transportation Advisory Committee



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: Update on COVID -19

RECOMMENDATION(S):

ACCEPT update on COVID 19 and PROVIDE direction to staff.

FISCAL IMPACT:

Administrative Reports with no specific fiscal impact.

BACKGROUND:

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Monica Nino

By: , Deputy

cc:

To: Board of Supervisors
 From: Monica Nino, County Administrator
 Date: March 22, 2022



Contra
 Costa
 County

Subject: Appoint Marla Stuart to the position of Director of Employment and Human Services - Exempt

RECOMMENDATION(S):

APPOINT Marla Stuart to the position of Director of Employment and Human Services – Exempt (SMA XAA2) at Step 2 of the salary range (\$18,530/\$222,353), effective April 11, 2022, including all benefits provided in the current Management Resolution applicable to the position of Director of Employment and Human Services – Exempt, in addition to vacation accruals starting at the rate of four weeks per year.

FISCAL IMPACT:

The estimated annual County cost for the Director of Employment and Human Services - Exempt position is \$351,000, of which \$49,600 are pension costs. The estimated cost for the remaining fiscal year 2021/2022 is \$102,472, of which \$14,500 are pension costs based on a start date of April 11, 0222. All costs are budgeted in the Department of Employment and Human Services.

BACKGROUND:

The Director of Employment

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Paula Webb 655-2044

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and Human Services, Kathy Gallagher, informed the County Administrator that she would be retiring effective during March 2022. The County contracted Avery Associates to conduct the recruitment to fill the vacancy. Ads were placed with appropriate industry publications and websites. Invitations and recruitment brochures were sent via traditional and electronic mail to potential candidates targeted by the executive search firm.

The recruitment garnered six (6) applications for further consideration. Applications were screened, and three (3) semi-finalists were forwarded to the County panel and scheduled for interviews on February 9, 2022. The County Interview panel was comprised of Monica Nino, County Administrator, Contra Costa County, David Twa, County Administrator (retired), Contra Costa County and Lori Cox, Director, Alameda County Social Services Agency, and were facilitated by Paul Kimura of Avery Associates. A follow-up candidate interview was conducted by Contra Costa County Administrator Monica Nino on February 25, 2022, along with thorough reference checks. Following the interview, Marla Stuart was selected by the County Administrator for the position of Director of Employment and Human Services.

Ms. Stuart holds a Doctorate in social welfare from the University of California at Berkeley, a Master of Social Work in community organization and planned social change from the University of Washington, Seattle, and a bachelor's degree in history and political science from Greenville College. Since 2019, Ms. Stuart served as the Deputy Director of the Health & Social Services Department in Solano County as part of the executive team responsible for a \$376 million budget and personnel roster of 1300 employees. She brings nine years of specialized executive experience in county Health and Human Services, and six years in her field at the University of California. As the successful applicant, Ms. Stuart is qualified to serve as this County's Director of Employment and Human Services.

CONSEQUENCE OF NEGATIVE ACTION:

The Director of Employment and Human Services position will remain vacant, leaving a vulnerable management position in the Department.



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: March 22, 2022

Subject: In the matter of adopting a resolution pledging to following best practices of civility and civil discourse.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/73 pledging to follow best practices of civility and civil discourse.

FISCAL IMPACT:

None.

BACKGROUND:

Supervisor Diane Burgis, BOS - District 3 has worked with County Counsel and the County Administrator's office along with The League of Women Voters of Diablo Family to bring forward Resolution No. 2022/73 to pledge to follow best practices for civility and civil discourse during public meetings.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Teresa Gerringer 925-252-4500

By: , Deputy

cc:

ATTACHMENTS

Resolution
2022/73

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

In the matter of:

Resolution No. 2022/73

**ADOPTING A RESOLUTION REGARDING BEST PRACTICES FOR CIVILITY AND CIVIL DISCOURSE IN
PUBLIC MEETINGS**

WHEREAS, We the Contra Costa County Board of Supervisors, desire to encourage civility and civil discourse in our meetings and to encourage County elected officers, staff and advisory bodies to follow best practices for civility and civil discourse at their meetings, and

WHEREAS, Best practices for fostering civility and civil discourse include:

- 1) respecting the right of all people to hold different opinions; and
- 2) avoiding rhetoric intended to humiliate, malign, or question the motivation of those whose opinions are different from ours; and
- 3) striving to understand differing perspectives; and
- 4) choosing words carefully and avoiding personal attacks; and
- 5) speaking truthfully without accusation and avoiding distortion of facts; and
- 6) speaking out against violence, prejudice, and incivility should they occur in our meetings, while also recognizing First Amendment rights, including the public's right to criticize programs, procedures, policies or services of the County or the acts or omissions of the County's Board of Supervisors, elected officials, advisory bodies, and staff; and

WHEREAS, this Board of Supervisors desires to build a civil political community in which each person is respected, and spirited public and political debate is aimed at the betterment of Contra Costa County and its people and not at the disparagement of those with whom we may disagree.

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors and all County elected officers, advisory bodies and staff shall endeavor to adhere to and promote the best practices for civility and civil discourse in conducting business at all public meetings.

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, DCD and Brian Balbas, PW
Date: March 22, 2022

Subject: RECEIVE report of the Interdepartmental Climate Action Task Force

RECOMMENDATION(S):

RECEIVE 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:

New or increased costs, with offsetting savings. As County departments proceed with implementing recommendations from the Sustainability Fund Report, there could be both expenditures related to those activities and associated savings. For example, a department might choose to install LED lighting. There would be a cost associated with installing the new lights and, because the lights will use less energy, savings would accrue over time. There may be a small expenditure to provide materials for the G3 Champions (Green Government Group).

BACKGROUND:

The Board of Supervisors (Board) 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. The Department of Conservation and Development (DCD) in partnership with the Department of Public Works (Public Works) share responsibility for convening the Interdepartmental Climate Action Task Force (Task Force), with support from a steering committee of staff from several departments.

The Task Force raised several ideas to the Board in its first report on March 30, 2021, which were favorably received. The second report on October 19, 2021, outlined the work that had occurred 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. The October 2021 report reviewed recommendations from the Public Works Department on how to structure and implement the Sustainability Fund; in a separate agenda item at that meeting, the Board approved the Sustainability Fund as recommended. As part of the second report, the Task Force reviewed opportunities and strategies for County departments to adopt best practices from the County's Green Business Program.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Jody London, 925-655-2815

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In November 2021, the Board directed that \$2.5 million per year be allocated from Measure X to support the Sustainability Fund. The first tranche of these funds will become available in April 2022. The first priority project will be installing electric vehicle chargers to expedite conversion of County fleet vehicles to all-electric. The second priority project likely will be reducing energy use in County facilities, for example, installing LED lights with motion sensors. In general, Public Works proposes that the Sustainability Fund focus primarily on the Distributed Energy Resource Plan – rooftop solar, energy efficiency, electric vehicles, energy storage, automated demand response (shifting energy use from periods of high demand).

The steering committee for the Task Force has been focused since October on building and launching the Green Government Group, known as the G3 Champions, a program to help County departments adopt best practices from the County's Green Business Program. These Champions will be volunteers. The Steering Committee has put together resources to recruit these Champions in coming weeks and help department heads implement this structure. These include a page on the County Intranet site (accessible only to County employees), a guide, recruitment materials, checklists, and more.

Once up and running, the G3 Champions will assist in the County's work to achieve its climate goals by implementing measures (with the assistance of Public Works and the County Administrator's Office) that are best practices in the County's Green Business Program such as reducing waste, improving energy efficiency, and conserving water. The G3 Champions will track progress through a dashboard set up by the California Green Business Program specifically for Contra Costa County to track the progress of the Champions. This dashboard is a user-friendly way to calculate GHG reductions and monitor progress towards County sustainability goals.

Staff look forward to reporting back to the Board on the progress of the Sustainability Fund and the G3 Champions. Staff are not aware of many other counties that are enlisting employees as comprehensively as Contra Costa and are hopeful that our work will be successful and a model for other local governments.

ATTACHMENTS

G3 Champion Guide

G3 Champions Recruitment Flyer

Notes from 2-15-2022 Task Force Meeting

Climate Action Task Force Progress Report



CONTRA COSTA COUNTY



G3 CHAMPIONS GUIDE

This guide serves as an introduction to the Green Government Group. It outlines the roles, responsibilities, and intended outcomes of the work of the G3 Champions.

Interdepartmental
Climate Action Task
Force

SPRING 2022



G3 CHAMPIONS

The mission of the G3 Champions is to help County departments identify actions they can take that will urgently implement the County's Climate Action Plan. The G3 Champions will start by helping County departments adopt best practices from the County's Green Business Program. As volunteers, the G3 Champions will be on the cutting edge of sustainability progress in the County.

While this is a voluntary (unpaid) position, the benefits include:

- Cost savings** – reducing costs associated with waste, energy, transportation, and water.
- Attracting and retaining talent** – employee morale and satisfaction.
- County resident expectations** – strengthening vision and providing leadership by example.
- Regulatory compliance** – staying ahead of legislation.
- Aligning practices with values** – walking the walk!
- Networking** – work with like-minded individuals in your own department and across County government. Meet new colleagues while making a difference!
- Health** – Improve the quality of your workplace making it a healthier and safer environment for all.

Thanks for stepping up to make a difference in the County- we can't do it without you! The following document is to provide guidance as you start your role of G3 Champion. We have modeled this guide after the City of Portland, Oregon's 2019 Green Team Guide. While some language has been adopted, this document is specific for Contra Costa County and the Green Government Group Champions. Together, we can improve sustainability within the County!



Look at the Big Picture!

The G3 Champions exist within each County department, but also within each County department site. Depending on how many sites each department houses, there could be multiple G3 Champions working on similar tasks. If you are part of a department who has 1 location, the actions you take are equally as important as if your department has 10 locations. Make a plan to check in with your fellow department Champions (not just your site-specific Champions) to coordinate efforts.

Recruit team members from all levels and departments within your department. Look for team members who: can regularly attend meetings, are able to take on project work responsibilities, are knowledgeable about the area of the organization they are representing, can serve as a resource for others in the organization, and are enthusiastic about the G3 Champions' mission.

What's the Focus?

The County's roadmap to environmental sustainability involves many key components. Working towards reducing waste, creating healthier work environments, and curbing greenhouse gas emissions are the main pillars of County sustainability efforts. These pillars incorporate many courses of action through which the G3 Champions will work to establish more sustainable practices throughout the County. Each pillar ties into the larger goal of sustainability. Categories of action include the following:

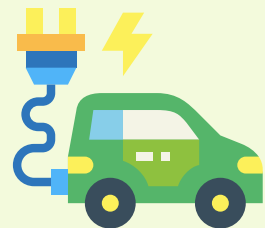


Reduce Water Use:

Reducing water usage is a critical part of working towards Countywide sustainability. Take steps towards water reduction by implementing low-flow toilets, install drought tolerant landscaping, and use recycled water when possible. These actions can reduce overall water consumption and help mitigate the effects of drought.

Conserve Energy:

Reduce energy usage by implementing strategies such as shutting off lights when not in use, powering down computers when leaving for the day, and installing LED efficient lights. Through small efforts as such, coupled with educating colleagues about energy consumption, County departments can take big steps to curb energy consumption.



Improve Transportation/Commute:

Push to increase the number of electric vehicle (EV) charging stations available both to employees, as well as County fleet vehicles. Encourage employees to carpool, bike to work, or take public transit. These smaller steps can add up quickly to reduce greenhouse gas emissions from transportation!

Prevent Pollution:

Work to reduce pollution by educating your department on the benefits of recycling batteries, reducing pesticides in landscaping, and utilizing green infrastructure. Through these actions, the reduction in pollution can lead to healthier, happier work environments as well as make strides towards combatting climate change.



Promote Non-Toxic Cleaners:

Make an effort to switch out janitorial cleaning supplies with non-toxic substitutes. Ensure soaps and other products are eco-friendly. This can go a long way in promoting environmental quality, as well as human health.

Avoid Waste:

Reduce the amount of waste generated by encouraging colleagues to use the printer only when absolutely necessary, bring lunch in reusable containers rather than heavy packaging, and opt for reusable water bottles and coffee cups. These actions are examples of small changes that can be made to improve overall sustainability across departments.



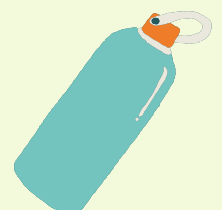
Recycle Materials:

Through educating coworkers on types of items that can be recycled, increasing access to recycling bins, and coordinating with personnel who deal with e-waste and other items like ink and toner to ensure these items end up in the correct place, much can be done to further sustainability efforts around waste.



Invest in Sustainable Products:

By advocating for your department to switch to purchasing items like recycled paper and water coolers for refilling reusable water bottles, and encouraging indoor office plants to improve air quality. These small steps can go a long way in promoting sustainability departmentwide.



While this may seem like a lot to tackle all at once, don't get overwhelmed! A benefit of being a G3 Champion is the organizational support that helps you and your department incorporate these pillars into everyday operations. How do the Champions decide what to work on? There will be an initiative of the quarter, where all efforts will be directed at one of these categories. The categories will rotate quarterly, giving G3 Champions more focused support to achieve their goals. The best way to coordinate these efforts is through implementing the Green Business Program's Best Practices. Here, each Practice is broken down into smaller, attainable actions that work towards meeting the larger goal. You can find these Best Practices [here](#).

What's the Impact?

We are happy you're here! The first course of action is to organize within your Department, and coordinate with your site specific team. Begin by brainstorming with your site/departmentwide team along the lines of the following:

Make a plan!

- Write a simple sustainability plan that incorporates focus areas, baseline information, goals and prioritized action items. The plan will act as a road map for your G3 Champion Team.
- Decide how the team will collect baseline information such as energy and water use, transportation use, garbage generated, etc. Refer to this [document](#) for more details on how to begin to inventory your site.



Set goals for your site!

- The Interdepartmental Climate Task Force Steering Committee will help with this by outlining goals for the quarter. However, the G3 Champions have the opportunity to choose their own priorities!
- To develop an implementation plan, discuss with your group what your long- and short-term goals are. A good goal is specific, contains actions, and can be measured and accomplished in a reasonable timeframe. Choose goals that G3 Champion members, staff, and management can stand behind and be excited about!
- Prioritize actions within each focus area to help achieve your goals. Remember that members of your G3 Champion Group may have different priorities and opinions- remember to take into consideration everyone's perspective.

Prioritize goals!

- The initiative of the quarter paints the big picture, but as a G3 Champion, you decide how your department is going to get there. Here are a few tips to stay on track and remain efficient.
- Pick the low hanging fruit first! For example, if the initiative of the quarter is "Reduce Waste" and your site Champions have already noticed that your department goes through many reams of paper, it's best to start with this!
- Consider the impact/effort ratio when deciding what measures to implement. Effort can mean financial costs, employee time, and/or organizational challenges. Impact can be in regard to the natural environment, the impact on your organization or external stakeholders, and/or human health. This method is used to identify action priorities, as low effort but high reward will in turn have the biggest payoff. Consider avoiding the measures that are high effort and low impact for your department, as your time is most likely best suited elsewhere!
- As a group, identify the focus areas and activities and discuss how they most appropriately should be categorized. This is a good way for you and your team to decide what is most effective to implement.

How to Measure Success



With so many possible implementation practices, how will progress be tracked and success be measured? The Departments of Conservation and Development and Health have taken the lead on reporting mechanisms to track progress and has set up a system the G3 Champions can easily access. The Public Works Department will also be assisting with tracking metrics. This will allow you to monitor change over time, both at your site, and within your entire department. You can also view other Champions and their departments progress. This uniform way of collecting information from all Champions allows the County to track sustainability progress in big ways!

Display Accomplishments

As a project of the Interdepartmental Climate Action Task Force, the G3 Champion Program to display accomplishments. Below are a few ways that you and your team can get the news out about what you've been working on!

- Progress and updates can be displayed on the intranet site. This site, created and maintained by DCD, is designed so Champions can upload information and input progress metrics. The intranet site also highlights the work of the G3 Champions, where their colleagues can see updates, best practices, and helpful tips.
- While intranet site is site is internal facing, semi-annual reports to the Board will allow County residents to be inspired by what their county government is doing to promote sustainability within.
- Mark your calendars for the annual Sustainability Event happening in April for Earth Day! Here you can showcase accomplishments, educate and inspire staff, as well as recruit new people to become G3 Champions.
- Bi-Monthly Meetings/Events over Zoom will take place to connect Champions with one another. This will also be a good time to ask questions about challenges you and your team may be facing. We hope to have in-person gatherings when circumstances allow.
- Lunch & Learn sessions will also take place to strengthen the G3 Champion network. Lunchtime gatherings are a great way to raise awareness and engage and educate employees on sustainability issues. Consider volunteering to organize a Lunch & Learn!



Stay Motivated!

Consider implementing activities to keep staff energized! Events, challenges, and games can keep staff excited about sustainability efforts, and raise awareness about the Best Practices themselves. Below are examples of activities Portland, Oregon companies have used to educate and inspire their employees about their sustainability efforts.

- **Zero Landfill Lunch** – ADP, a document processing company, took waste reduction to the masses with their Pack it in, Pack it out campaign. Disposable coffee cups and plates in the lunchroom were replaced with durable plates and silverware. Each employee was given a travel mug and water bottle. Then for one month they challenged everyone to bring durable lunch containers. If staff forgot and generated trash at lunch they had to pack it home. They also had a screening of The Story of Stuff followed by a discussion to raise awareness about consumption and waste.
- **Paper Hogs** – Law firm Gevertz Menache tackled their paper use with a challenge and a demonstration. First, they calculated how much paper they used in the previous year (about 46 reams per person). Green team members then stacked 46 reams of paper into a pyramid to help staff visualize how much they were using. With this image in mind, every employee committed to the company's goal of reducing their paper use by 10 percent in the following year.
- **Recycle It!** – Marketing firm Wieden and Kennedy organized a game show to educate their employees about their recycling system at a staff meeting. The game featured three contestants, a host, judge and DJ. On stage were containers used in the company's recycling system which captured things out of the usual mix, like composting and plastic film. Contestants were shown real materials generated at work, and had to guess which bin they should go into. The host kept the game moving, and employees laughing, while the DJ made positive/negative noises based on the answer. The judge confirmed (thumbs up) or corrected (thumbs down) the answers given by the contestants.
- **Green Olympics** – Adidas got in the competitive spirit during the Olympics and organized their own Green Games at their headquarters office. Each day employees had a particular contest: getting as many people to work by alternative transit as possible; 'flipping your bin' and not producing any garbage for the day; and bringing in a potted plant or coffee mug to the office. Employees were divided into teams and the team with the most points earned a pizza party.
- **Duel to the Green** – Commercial Realty Advisors organized a Green Office Contest during the week of Earth Day. Staff was divided into four teams, and each team awarded points or penalties to the other teams throughout the week. For example, if they found some recycling in someone's trash they would deduct a point. If they saw someone using a reusable coffee mug or turning off the lights when they left the conference room, they awarded them a point.

Who to Contact?

As you begin this process and begin planning with your team, you may have questions. No worries, we are here to provide support! Below is the contact info for the Department of Conservation and Development Sustainability Coordinator, as well as the Public Works Department liaison who can answer questions that may arise.

Jody London, Sustainability Coordinator:
Jody.London@dcd.cccounty.us (925) 674-7871

Become a G3 Champion

Kickoff event

April 19, 2022, 2 p.m.

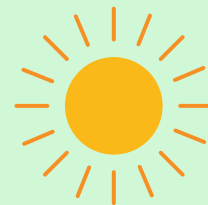


Mission Statement

The mission of the G3 Champions is to help County departments identify actions they can take that will urgently implement the County's Climate Action Plan. The G3 Champions will start by helping County departments adopt best practices from the County's Green Business Program.



The Contra Costa County G3 Champions (Green Government Group) are volunteers from each County department who will help the County achieve its climate action goals.



Would you like to be more involved in helping the County follow the best practices for sustainability? Can you find 1- 3 hours/ month to help? Sign up and volunteer to become a G3 Champion.

The grass is green where you water it

Take the lead and coordinate with other County employees to make change happen!

- help adopt best green business practices
- develop strategies for your department
- share materials
- attend trainings and networking events



Meetings

The G3 Champions will meet once every two months. These are working meetings to:

- Network and exchange ideas
- Build understanding of the County's Climate Action Plan
- Receive training on Green Business Program best practices and how to promote them in each department
- Identify additional actions that departments can take

In addition, there will be an annual celebration of accomplishments from the prior year and recruitment of new members.



Goals and Objectives

- Raise employee consciousness about sustainability practices, policies and opportunities in Contra Costa County through fun events and projects.
- Work with County Departments to adopt best practices from the County's Green Business Program.
- Positively affect personal growth through advocacy among our peers.
- Be a leader of sustainable practices by setting a strong example within the County and for the community and local businesses.
- Support the Office of Sustainability and Interdepartmental Climate Action Task Force to achieve County climate action goals.



What the #1 pollutant from Contra Costa County is?

Come find out the answer and what YOU can do to help fix it!



G3 = Green Government Group

Contact us:

jody.london@dcd.cccounty.us

<https://www.insidecontracosta.org/334/Contra-Costa-Sustainability>

Contra Costa County
Interdepartmental Climate Action Task Force
NOTES

February 15, 2022
1:00-2:30pm

The Contra Costa County Interdepartmental Climate Action Task Force convened on February 15, 2022, to receive an update on actions County government can take to urgently implement the County's Climate Action Plan, and agree on the next semi-annual report to the Board of Supervisors.

Jason Crapo, Department of Conservation and Development (DCD), provided an update on the County's all-electric new construction ordinance which was adopted by the Board this past January. Effectively, all new residential buildings as well as some commercial buildings will be required to have electric plumbing infrastructure rather than natural gas. This is a huge win for the County, as this will go a long way in curbing greenhouse gas emissions. Other big wins for the County included an update from Tom Ta, Employment and Human Services Department (EHSD), on how EHSD has identified several ways to curb climate change and is in the process of implementing those strategies for improving energy efficiency and reducing waste in its facilities. Dan Peddycord updated the group on steps the Health Services Department is taking to fight climate change and improve community resilience. This includes joining Practice Greenhealth, a network of healthcare facilities that work to curb medical waste, as well as implementing various initiatives that curb the impacts of climate change related to human health.

Next, Steve Kowalewski, Public Works Department, gave an update on the status of the Sustainability Fund, to which the Board allocated \$2.5 million/year in Measure X funding to implement climate mitigation and adaptation strategies in County facilities. The first priority for these funds will be the installation of electric vehicle chargers.

The group focused most of the meeting on the launch of the Green Government Group, known as the G3 Champions. Lara Delaney, CAO, provided an overview of this program on behalf of the Sustainability Steering Committee (a working group who put together this program). The G3 Champions will help departments adopt best practices from the County's Green Business Program. These Champions are volunteers, and recruitment is set to begin in the coming weeks. The Steering Committee has put together resources to bring these Champions on board and best equip department heads to implement this structure. Once up and running, the Champions will assist in the County's push towards sustainability by implementing measures (with the assistance of Public Works) that are best practices in the County's Green Business Program such as reducing waste, improving energy efficiency, and conserving water.

Susan Psara, Green Business Program Manager, went over the dashboard set up by the Green Business Program specifically for Contra Costa County to track the progress of the Champions. This dashboard is a user-friendly way to calculate GHG reductions and monitor progress towards County sustainability goals.

Lastly, the Task Force engaged in a Jamboard activity and breakout rooms, where they were able to provide feedback on the G3 Champion Program. Main concerns raised included level of work and time commitment for the Champions, access to recruitment materials, and financial logistics of

accessing the Sustainability Fund. Overall, the Task Force was supportive of these ideas, and the Steering Committee will work to address logistical concerns raised by the group. The Task Force is on track to bring the next report to the Board at the end of March.

Links:

[G3 Champions Intranet Site](#) (for County employees only)

[G3 Champion Guide](#)

[Interdepartmental Climate Action Task Force Web Page](#) (public facing)

Attachments:

Presentation

Jamboard Summary

CONTRA COSTA COUNTY INTERDEPARTMENTAL CLIMATE ACTION TASK FORCE

PROGRESS UPDATE AND NEXT STEPS

February 15, 2022

John Kopchik, Director, Department of Conservation and Development

Brian Balbas, Director, Department of Public Works

Today's Meeting

Goals:

- Receive updates
- Affirm commitment to department “champions”

Today we will:

- Receive update on Task Force progress to date
 - Sustainability Fund
 - G3 Champions (Green Government Group)
 - Tracking progress
- Receive updates on Board of Supervisors, department action on climate change
- Agree on next report to Board



BOARD, DEPARTMENT ACTION ON CLIMATE CHANGE



All-Electric New Construction

On January 18, 2022, the Board of Supervisors adopted an ordinance requiring certain newly constructed buildings be all-electric and not use natural gas as a primary source of power:

- All new residential buildings;
- Some new commercial buildings: Hotels, Offices, Retail Uses

As with electric cars, all-electric buildings will become the norm in California in the coming years. The Board's action helps expedite this transition.

As buildings and cars are powered by electricity, and electricity is increasing generated from non-emitting sources, GHG emissions Statewide will be greatly reduced.

Employment and Human Services

In September 2021, EHSD identified several ways the department can do our part to curb climate change.

GOAL: Clean & Efficient Buildings

- 1. Install solar panels at county-owned buildings*
- 2. Implemented organics recycling at the remaining 5 county-owned EHSD buildings*
- 3. Upgrade all faucets and toilets to low flow*
- 4. Upgrade all county-owned facilities to LED lighting*

STATUS UPDATE – Clean & Efficient Buildings

- ***Low flow faucets and toilets***
- ***LED lighting***

EHSD County-Owned Buildings with Solar Panels

1. *151 Linus Pauling, Hercules*
2. *1305 Macdonald Avenue, Richmond*
3. *4545 Delta Fair Blvd., Antioch **
4. *4549 Delta Fair Blvd., Antioch **

EHSD County-Owned Buildings Organics Recycling

1. *151 Linus Pauling, Hercules*
2. *1305 Macdonald Avenue, Richmond*
3. *4545 Delta Fair Blvd., Antioch*
4. *4549 Delta Fair Blvd., Antioch*
5. *40 Douglas Drive, Martinez*
6. *1650 Cavallo Road, Antioch*

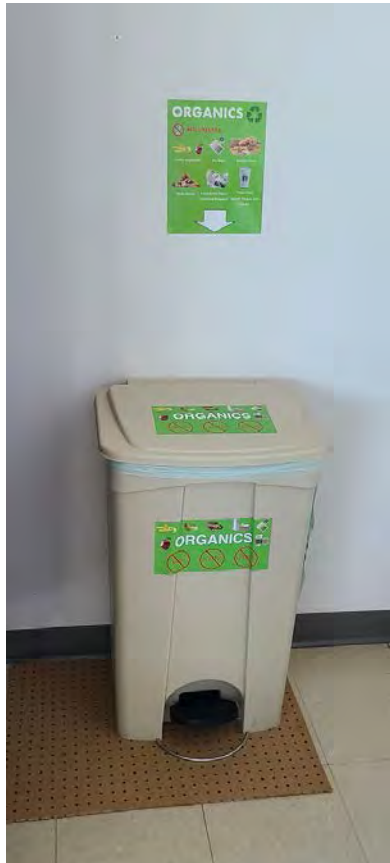
STATUS UPDATE – Clean & Efficient Buildings

4545 Delta Fair Blvd., Antioch



February 15, 2022

STATUS UPDATE – Clean & Efficient Buildings
4549 Delta Fair Blvd., Antioch



February 15, 2022



GOAL: Clean Transportation

- 1. Assess EHSD fleet vehicles to identify vehicles closest to removal from inventory*
- 2. Assess EHSD vehicle needs that will enable us to better serve the community*
- 3. Create a list of zero emission vehicles and hybrid vehicles EHSD will need to continue delivering services and benefits to the community*
- 4. Work with PW's new Energy Manager to install electric charging stations*

STATUS UPDATE - Clean Transportation

Health Services

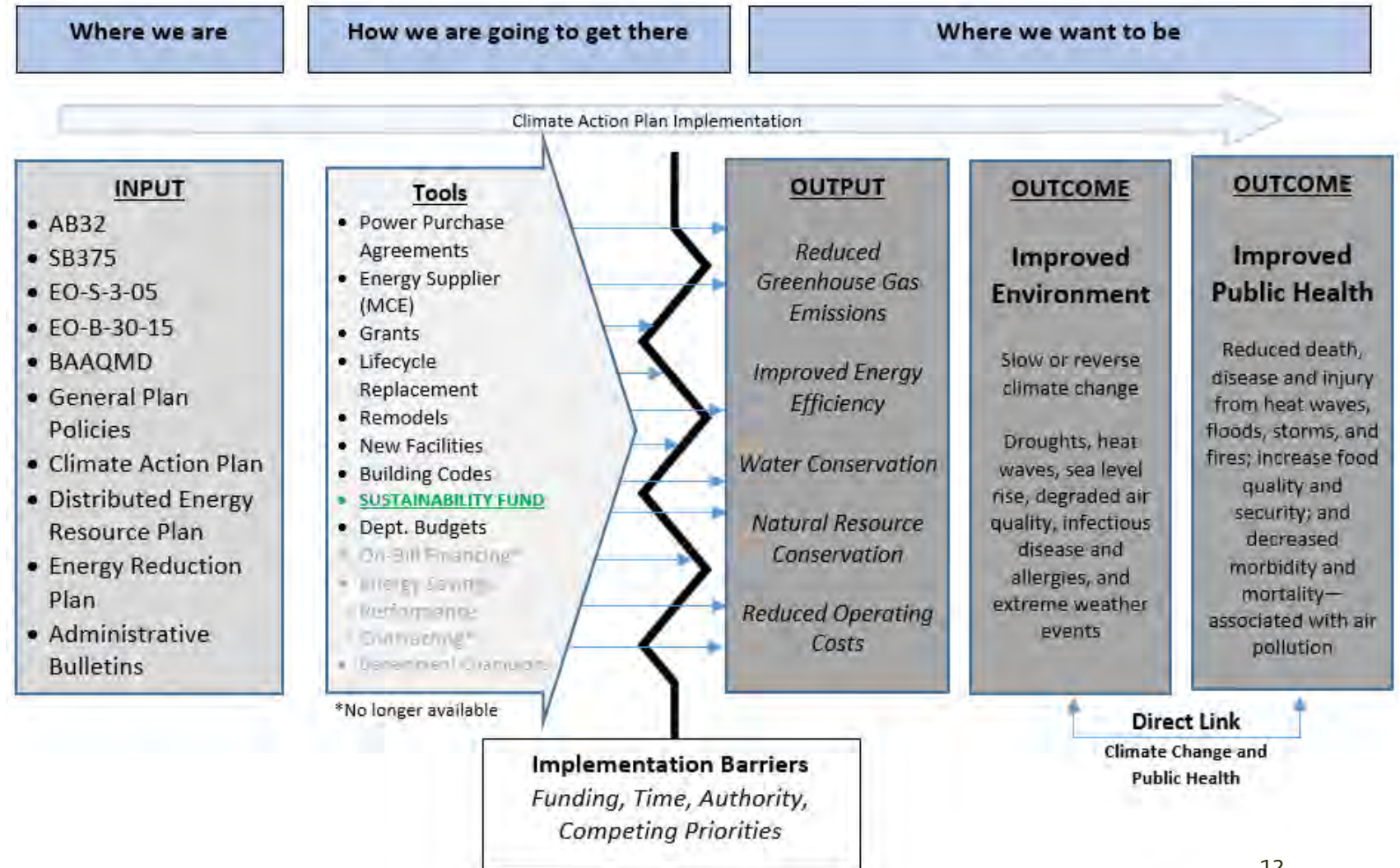
- Joined Practice Green Health
- AB 836 - Clean Air Center Grant
 - To enhance protection from wildfire smoke exposure for vulnerable populations.
 - Application to Bay Area Air Quality Management District due by March 15th.
- CCHS Extreme Heat Response Plan & related Public Safety Power Shutoff Plan
 - State just released its draft Extreme Heat Plan
- Green and Healthy Homes Asthma Prevention Initiative
 - Partnership with Contra Costa Health Program, Department of Conservation and Development, and Public Health Division.



TASK FORCE PROGRESS TO DATE

Sustainability Fund

The Birth of the Sustainability Fund



Sustainability Fund

- Board approved in October 2021
- In November 2021, Board agreed to allocate \$2.5 million/year from Measure X to investments in County facilities
- First priority project is electric vehicle chargers to expedite conversion of County fleet vehicles to electric
- Second priority project is energy use reduction (LED with motion sensors)
- Primary focus on Distributed Energy Resource Plan - Solar PV, Energy Efficiency, Electric Vehicles, Energy Storage, Automated Demand Response
- Future projects - how you can help



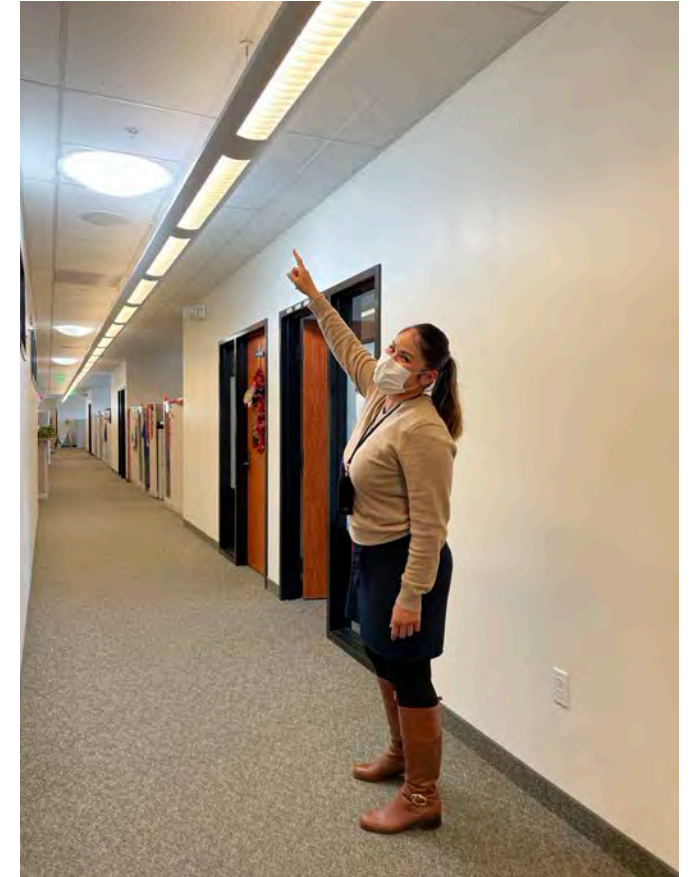
G3 Champions



- Each department will appoint a champion(s) to help the department adopt best practices from the County's Green Business Program.
 - Champions are volunteers
 - Expected time commitment: 2-3 hours/month
 - May need a champion at each site, if your department has multiple sites
- Intranet Site
- G3 Champion Guide and other resources
- Regular meetings of all Champions to be led by Steering Committee (Public Works DCD, Health, Library, CAO, HR)

G3 Champions

- Champion recruitment will begin over coming weeks
- We will provide department heads with resources to find the right people
- Launch no later than Earth Day (April 22)
- [See G3 Champion Intranet Site](https://www.insidecontracosta.org/334/Contra-Costa-Sustainability)
(<https://www.insidecontracosta.org/334/Contra-Costa-Sustainability>)



Tracking Our Progress

Green Business Program has developed a custom dashboard for Contra Costa County!

The dashboard interface includes a top navigation bar with links: 'board', 'My Checklist', 'My Status', 'My Company Profile', 'My Report Card', and 'Communication'. A left sidebar contains a 'GET STARTED' button and a list of categories: ENERGY, Awareness & Maintenance, Lighting & Equipment, POLLUTION PREVENTION, SOLID WASTE, TRANSPORTATION, WASTEWATER, WATER, and COMMUNITY. Below these is a 'PRINT TIER 2' link and a 'PROGRESS' section showing '2 REQUIRED MEASURES' and '19 measures completed'. The main content area features a yellow banner stating 'Tier is available in view mode only.' Below this is a 'MEETING THE REQUIREMENTS' section for 'Tier 2' with a progress bar and the text '10 Tier 2 measures completed. A minimum of 19 Tier 2 measures are required.' The 'Lighting & Equipment' section has 'SAVE' and 'NEXT' buttons, with a 'Last saved 4 days ago' status. The 'CORE MEASURES' section includes a table with columns 'YES', 'NO', and 'N/A', and a 'CATEGORY PROGRESS' bar. The first measure is '1. Use energy-efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs. T-8s should be replaced with T-8 LEDs/integrated LEDs as they burn out. Below, select the lights you have or what you've recently replaced.' with a 'HELP' link. The second measure is 'Lighting Energy Savings [Which fixtures did you retrofit?]' with a 'HELP' link. A right sidebar contains a 'CATEGORY PROGRESS' bar and the text 'You have completed all measures.' Below this is a section titled 'Efficient Lighting Options' with a description: 'When compared to incandescent bulbs, CFL and LED bulbs will not or last 8-10 times longer, but also save businesses thousands of dollars each year in daily lighting costs.'

board My Checklist My Status My Company Profile My Report Card Communication

GET STARTED

Tier is available in view mode only.

MEETING THE REQUIREMENTS

Tier 2

10 Tier 2 measures completed. A minimum of 19 Tier 2 measures are required.

Lighting & Equipment

SAVE **NEXT**

Last saved 4 days ago

CORE MEASURES

YES NO N/A

CATEGORY PROGRESS

You have completed all measures.

1. Use energy-efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs. T-8s should be replaced with T-8 LEDs/integrated LEDs as they burn out. Below, select the lights you have or what you've recently replaced.

HELP

> Lighting Energy Savings [Which fixtures did you retrofit?]

Efficient Lighting Options

When compared to incandescent bulbs, CFL and LED bulbs will not or last 8-10 times longer, but also save businesses thousands of dollars each year in daily lighting costs.

PROGRESS

2 REQUIRED MEASURES

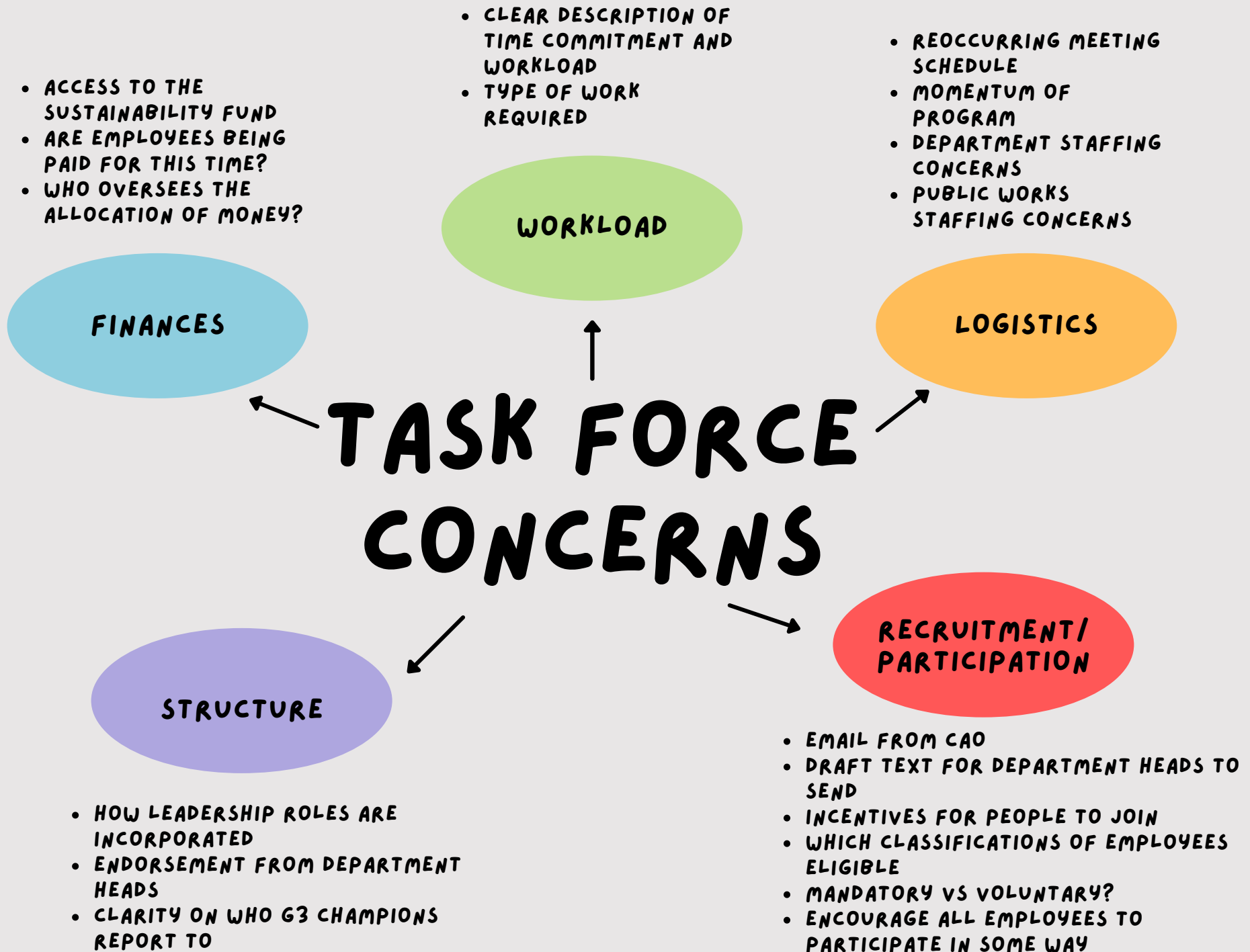
19 measures completed

Questions for the Task Force

- What type of support would be most helpful for you as you recruit G3 Champions?
- What ideas do you have regarding things you'd like your department to work on?
- Do you have concerns about the Sustainability Fund and/or G3 Champions? If yes, how can we help address those?

Next Steps

- Affirm support for G3 Champions
- Volunteers to present to Board on March 22
- Other



CONTRA COSTA COUNTY INTERDEPARTMENTAL CLIMATE ACTION TASK FORCE

PROGRESS UPDATE

March 22, 2022

John Kopchik, Director, Department of Conservation and Development

Steve Kowalewski, Chief Deputy Director, Department of Public Works

Sustainability Fund

- Board approved in October 2021
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- First priority project is electric vehicle chargers to expedite conversion of County fleet vehicles to electric
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- Primary focus on Distributed Energy Resource Plan - Solar PV, Energy Efficiency, Electric Vehicles, Energy Storage, Automated Demand Response



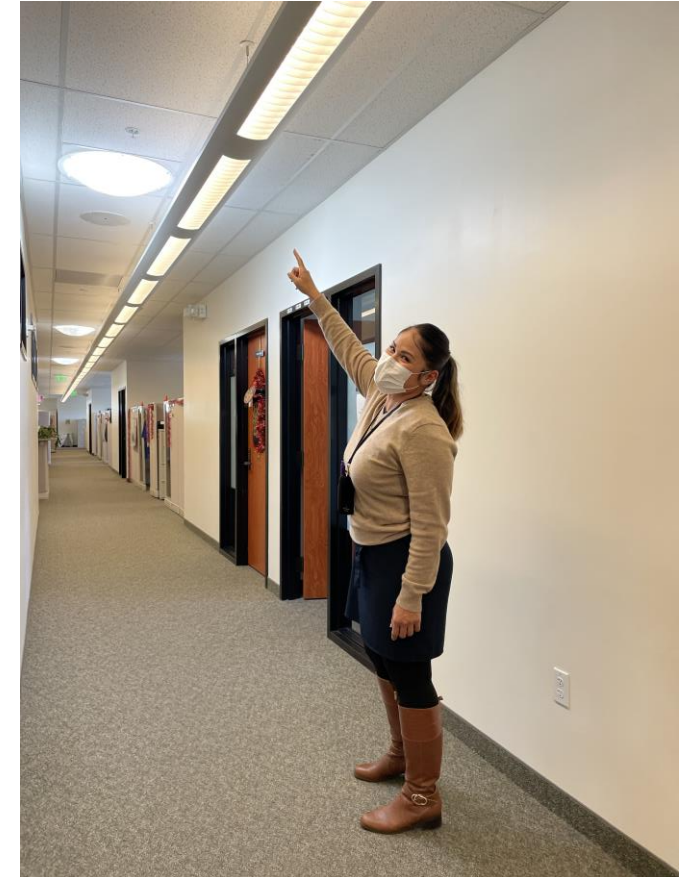
G3 Champions



- Each department will appoint a champion(s) to help the department adopt best practices from the County's Green Business Program.
 - Champions are volunteers
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 - May need a champion at each site, if your department has multiple sites
- [Intranet Site](#)
- G3 Champion Guide and other resources
- Regular meetings of all Champions to be led by Steering Committee (Public Works DCD, Health, Library, CAO, HR)

G3 Champions

- Champion recruitment will begin over coming weeks
- We will provide department heads with resources to find the right people
- Launch around Earth Day (April 22)
- [See G3 Champion Intranet Site](https://www.insidecontracosta.org/334/Contra-Costa-Sustainability) for County employees (<https://www.insidecontracosta.org/334/Contra-Costa-Sustainability>)



Tracking Our Progress

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The screenshot shows a web dashboard for the Green Business Program. At the top, there is a navigation bar with links: "My Checklist", "My Status", "My Company Profile", "My Report Card", and "Communication". Below this is a sidebar with a "GET STARTED" button and a list of categories: "ENERGY", "Awareness & Maintenance", "Lighting & Equipment", "POLLUTION PREVENTION", "SOLID WASTE", "TRANSPORTATION", "WASTEWATER", "WATER", and "COMMUNITY". The main content area is titled "MEETING THE REQUIREMENTS" and "Tier 2". It features a progress bar showing 10 out of 19 measures completed. Below the progress bar, the title "Lighting & Equipment" is displayed, followed by "SAVE" and "NEXT" buttons, and a note "Last saved 4 days ago". The "CORE MEASURES" section includes a table with columns "YES", "NO", and "N/A". The first measure is "1. Use energy-efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs. T-8s should be replaced with T-8 LEDs/integrated LEDs as they burn out. Below, select the lights you have or what you've recently replaced." with a "HELP" button. The second measure is "Lighting Energy Savings [Which fixtures did you retrofit?]" with a "HELP" button. To the right, the "CATEGORY PROGRESS" section shows a progress bar and the text "You have completed all measures." Below this, the "Efficient Lighting Options" section provides information about the benefits of LED bulbs.

My Checklist My Status My Company Profile My Report Card Communication

GET STARTED

ENERGY

Awareness & Maintenance

Lighting & Equipment

POLLUTION PREVENTION

SOLID WASTE

TRANSPORTATION

WASTEWATER

WATER

COMMUNITY

PRINT TIER 2

PROGRESS

2

2 REQUIRED MEASURES

19 measures completed

Tier is available in view mode only.

MEETING THE REQUIREMENTS

Tier 2

10 Tier 2 measures completed. A minimum of 19 Tier 2 measures are required.

Lighting & Equipment

SAVE **NEXT**

Last saved 4 days ago

CORE MEASURES **YES NO N/A**

CATEGORY PROGRESS

You have completed all measures.

1. Use energy-efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs. T-8s should be replaced with T-8 LEDs/integrated LEDs as they burn out. Below, select the lights you have or what you've recently replaced.

HELP

> Lighting Energy Savings [Which fixtures did you retrofit?]

Efficient Lighting Options

When compared to incandescent bulbs, CFL and LED bulbs will not on last 8-10 times longer, but also save businesses thousands of dollars each year in daily lighting costs.



THANK YOU!



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022

Subject: Accepting for recording purposes only an Offer of Dedication for Drainage Purposes for development plan permit DP14-03041, Richmond area.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/78 accepting for recording purposes only an Offer of Dedication for Drainage Purposes for development plan permit DP14-03041, for a project being developed by IPT Richmond DC III LLC, as recommended by the Public Works Director, Richmond area. (District I)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Offer of Dedication for Drainage Purposes is required per Condition of Approval No. 68.

CONSEQUENCE OF NEGATIVE ACTION:

The required easement dedication will remain incomplete and the Offer of Dedication for Drainage Purposes will not be recorded.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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, Deborah Preciado - Engineering Services, Renee Hutchins - Records, Karen Piona- Records, Dante Morabe - Design & Construction, Francisco Avila- DCD, West County Resource Recovery, Inc.

ATTACHMENTS

Resolution No. 2022/78

Offer of Dedication - Drainage
Purposes

Recorded at the request of: Clerk of the Board

Return To: Public Works Dept- Simone Saleh

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

Adopted this Resolution on 03/22/2022 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐

Resolution No. 2022/78

IN THE MATTER OF accepting for recording purposes only an Offer of Dedication for Drainage Purposes for development plan permit DP14-03041, for a project being developed by IPT Richmond DC III LLC, as recommended by the Public Works Director, Richmond area. (District I)

NOW, THEREFORE, BE IT RESOLVED that the following instrument is hereby ACCEPTED FOR RECORDING ONLY:

INSTRUMENT: Offer of Dedication for Drainage Purposes

REFERENCE: APN 409-300-039

GRANTOR: WEST COUNTY RESOURCE RECOVERY, INC.

AREA: Richmond

DISTRICT: I

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

ATTESTED: March 22, 2022

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, Deborah Preciado - Engineering Services, Renee Hutchins - Records, Karen Piona- Records, Dante Morabe - Design & Construction, Francisco Avila- DCD, West County Resource Recovery, Inc.

Recorded at the request of:
Contra Costa County
Public Works Department
Return to:
Contra Costa County
Public Works Department
Records Section

Area: Richmond
Road: Pittsburg Ave
Co. Road No.: 0565N
Development: DP14-3041
APN: 408-180-010/ 408-170-072
Project: Eastern Gap Closure Area

OFFER OF DEDICATION - DRAINAGE PURPOSES

WEST COUNTY RESOURCE RECOVERY, INC., a California corporation, the undersigned, being the present title owner(s) of record of the herein described parcel of land, does hereby make an irrevocable offer of dedication to COUNTY OF CONTRA COSTA, a political subdivision of the State of California, and its successors or assigns, of an easement for storm, flood and surface water drainage, including construction, access or maintenance of work, improvements and structures, whether covered or open, or the clearing of obstructions and vegetation, upon the real property situated in the County of Contra Costa, State of California, described in Exhibit "A" (written description) and shown on Exhibit "B" (plat map) attached hereto.

It is understood and agreed that COUNTY OF CONTRA COSTA and its successors or assigns shall incur no liability with respect to such offer of dedication, and shall not assume any responsibility for the offered parcel of land or any improvements thereon or therein, until such offer has been accepted by appropriate action of the Board of Supervisors, or of the local governing bodies of its successors or assigns.

The provisions hereof shall inure to the benefit of and be binding upon heirs, successors, assigns, and personal representatives of the respective parties hereto.

The undersigned executed this instrument on OCTOBER 28, 2019 (Date).

WEST COUNTY RESOURCE RECOVERY, INC., a
California corporation

By: Michael Caprio
Name: Michael Caprio
Title: Vice President

By: Adrienne Wilhoit
Name: Adrienne Wilhoit
Title: Assistant Secretary

(See attached notaries)

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 OCTOBER 28, 2019, before me, MARTHA AIDA SANCHEZ, NOTARY PUBLIC
Date *(Here Insert Name and Title of the Officer)*

personally appeared MICHAEL ALBERT CAPRIO
Name(s) of Signer(s)

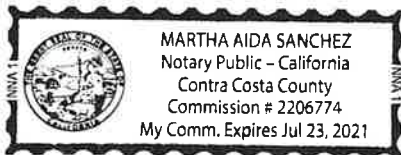
who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in his/~~her~~/their authorized capacity~~(ies)~~, and that by his/~~her~~/their signature~~(s)~~ 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

Marttha Aida Sanchez
Signature of Notary Public



Place Notary Seal Above

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 Arizona)

COUNTY OF Maricopa

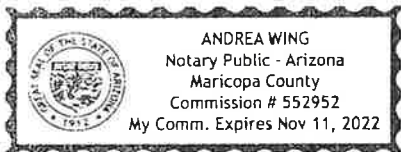
On October 29, 2019, before me, Andrea Wing, Admin Assist.
Date (Here Insert Name and Title of the Officer)

personally appeared Adrienne Wilhoit
Name(s) of Signer(s)

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 Andrea Wing
Signature of Notary Public

Place Notary Seal Above

EXHIBIT "A"
LEGAL DESCRIPTION
DRAINAGE EASEMENT

BEING REAL PROPERTY SITUATE IN AN UNINCORPORATED PORTION OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING A PORTION OF THE PROPERTY CONVEYED TO WEST COUNTY RESOURCE RECOVERY, INC. DESCRIBED IN THAT CERTAIN GRANT DEED, RECORDED ON JUNE 1, 1995, AS INSTRUMENT NO. 95-086866, IN THAT CERTAIN QUITCLAIM DEED, RECORDED ON JUNE 1, 1995, AS INSTRUMENT NO. 95-086867, AND IN THAT CERTAIN GRANT DEED RECORDED JANUARY 19, 1994, AS INSTRUMENT NO. 94-015290, CONTRA COSTA COUNTY RECORDS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID PROPERTY, THENCE ALONG THE WESTERLY LINE OF SAID PROPERTY NORTH 01° 09' 47" EAST, 54.38 FEET;

THENCE LEAVING SAID LINE ALONG THE FOLLOWING TWO (2) COURSES:


- 1) NORTH 57° 00' 00" EAST, 163.56 FEET,
- 2) SOUTH 33° 00' 00" EAST, 43.00 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID PROPERTY, SAID POINT ALSO BEING ON THE NORTHERLY LINE OF THE GRANT DEED TO CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT (CCCFC & WCD) RECORDED FEBRUARY 21, 1992, IN BOOK 17244, PAGE 49, CONTRA COSTA COUNTY RECORDS;

THENCE ALONG SAID SOUTHERLY LINE, AND THE NORTHERLY LINE OF CCCFC & WCD (17244 OR 49) THE FOLLOWING THREE (3) COURSES:

- 1) SOUTH 57° 00' 00" WEST, 55.77 FEET,
- 2) SOUTH 46° 46' 52" EAST, 2.06 FEET;
- 3) SOUTH 57° 00' 00" WEST, 138.82 FEET, TO THE **POINT OF BEGINNING**.

CONTAINING 7,936 SQUARE FEET OR 0.1822 ACRES, MORE OR LESS.

KIER & WRIGHT CIVIL ENGINEERS & SURVEYORS, INC.


GARY K. LAMB, P.L.S. 6627

03-08-22
DATE



Exhibit "B"

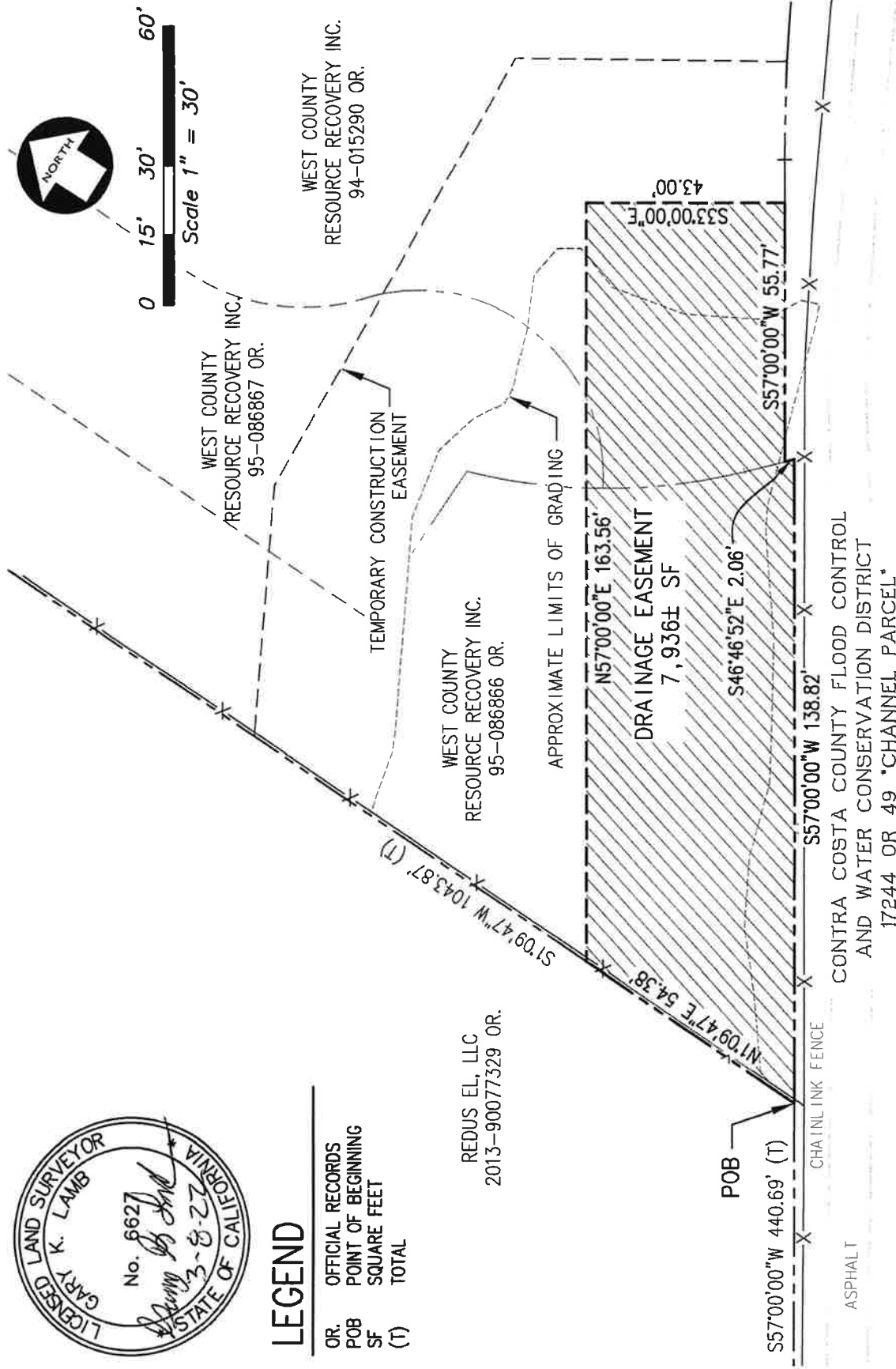
[See attached]



LEGEND

OR. OFFICIAL RECORDS
POB POINT OF BEGINNING
SF SQUARE FEET
(T) TOTAL

REDUS EL, LLC
2013-90077329 OR.



KIER & WRIGHT
CIVIL ENGINEERS & SURVEYORS, INC.
2850 Collier Canyon Road Phone (925) 245-8788
Livermore, California 94551 Fax (925) 245-8796
www.kierwright.com

EXHIBIT "B" DRAINAGE EASEMENT

UNINCORPORATED CONTRA COSTA COUNTY CALIFORNIA

DATE	MARCH, 2022
SCALE	1" = 30'
BY	GKL
JOB NO.	A18625
SHEET	1 OF 1

To: Board of Supervisors
 From: Brian M. Balbas, Public Works Director/Chief Engineer
 Date: March 22, 2022



Contra
Costa
County

Subject: Approving the Road Improvement Agreement, for development plan permit DP17-03045, North Richmond area.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/79 approving the Road Improvement Agreement, for development plan permit DP17-03045, for a project being developed by Scannell Properties #304, LLC, as recommended by the Public Works Director, North Richmond area. (District 1)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Parr Boulevard frontage improvements and pedestrian intersection improvements at Richmond Parkway and Parr Boulevard are required by the conditions of approval for this development. By entering into this agreement and providing improvement security, the developer is allowed to obtain building permits for the development.

CONSEQUENCE OF NEGATIVE ACTION:

The Road Improvement Agreement will not be approved and development of the site will be delayed.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Randolph Sanders (925) 313-2111

By: , Deputy

ATTACHMENTS

Resolution No. 2022/79

Road Improvement Agreement & Improvement Security
Bond

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

Adopted this Resolution on 03/22/2022 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2022/79

IN THE MATTER OF approving the Road Improvement Agreement, for development plan permit DP17-03045, for a project being developed by Scannell Properties #304, LLC, as recommended by the Public Works Director, North Richmond area. (District I)

WHEREAS, these improvements are approximately located near Parr Boulevard and Richmond Parkway.

The following document was presented for Board approval for development plan permit DP17-03045 property located in the North Richmond area, Supervisorial District I.

A Road Improvement Agreement with Scannell Properties #304, LLC, principal, whereby said principal agrees to complete all improvements, as required in said Road Improvement Agreement, within 2 year(s) from the date of said agreement. Improvements generally consist of traffic signal work, installation of street lights, pavement widening, sidewalks, and bioretention basins.

Said document was accompanied by security to guarantee the completion of road improvements, as required by Title 10 of the County Ordinance Code, as follows:

I. Cash Bond

Performance Amount: \$13,000.00

Auditor's Deposit Permit No. DP844476 Date: March 1, 2022

Submitted by: Scannell Properties #304, LLC

II. Surety Bond

Bond Company: The Ohio Casualty Insurance Company

Bond Number and Date: 82C235966 February 9, 2022

Performance Amount: \$1,287,000.00

Labor & Materials Amount: \$650,000.00

Principal: Scannell Properties #304, LLC

All deposit permits are on file with the Public Works Department.

NOW, THEREFORE, BE IT RESOLVED that said Road Improvement Agreement is APPROVED.

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: Randolph Sanders (925) 313-2111

ATTESTED: March 22, 2022

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

By: , Deputy

cc: Larry Gossett- Engineering Services, Randolph Sanders- Engineering Services, Deborah Preciado - Engineering Services, Dante Morabe - Design & Construction, Scannell Properties #304, LLC, The Ohio Casualty Insurance Company, T-01/22/2023

ROAD IMPROVEMENT AGREEMENT

Developer: Scannell Properties #304, LLC

Effective Date: Date approved by BOS

Development: DP17-3045 (Parr Boulevard)

Completion Period: 2 years

Road: Parr Boulevard (0564C) / Richmond Parkway (0572B)

THESE SIGNATURES ATTEST TO THE PARTIES' AGREEMENT HERETO:

CONTRA COSTA COUNTY

Brian M. Balbas, Public Works Director


DEVELOPER

SEE ATTACHED
CALIFORNIA
ACKNOWLEDGEMENT

By: _____

(signature) _____
(print name & title)

RECOMMENDED FOR APPROVAL

By:  _____
Engineering Services Division

(signature) Todd Berryhill
(print name & title) MANAGING DIRECTOR

FORM APPROVED: Victor J. Westman, County Counsel

(NOTE: All signatures to be acknowledged. If Subdivider is incorporated, signatures must conform with the designated representative groups pursuant to Corporations Code §313.)

1. PARTIES & DATE. Effective on the above date, the County of Contra Costa, California, hereinafter called "County," and the above-mentioned Developer, mutually promise and agree as follows concerning this development:

2. IMPROVEMENTS. Developer agrees to install certain road improvements (both public and private), drainage improvements, signs, street lights, fire hydrants, landscaping, and such other improvements (including appurtenant equipment) as required in the improvement plans for this development as reviewed and on file with the Contra Costa County Public Works Department and in conformance with the Contra Costa County Ordinance Code (including future amendments thereto).

Developer shall complete said work and improvements (hereinafter called "work") within the above completion period from date hereof in a good workmanlike manner, in accordance with accepted construction practices and in a manner equal or superior to the requirements of the County Ordinance Code and rulings made thereunder; and where there is a conflict between the improvement plans and the County Ordinance Code, the stricter requirements shall govern.

3. IMPROVEMENT SECURITY. Upon executing this Agreement, the Developer shall, pursuant to the County Ordinance Code, provide as security to the County:

A. For Performance and Guarantee: \$ 13,000.00 cash, plus additional security, in the amount of \$ 1,287,000.00 which together total one hundred percent (100%) of the estimated cost of the work. Such additional security is presented in the form of:

- ☐ Cash, certified check or cashiers check.
☒ Acceptable corporate surety bond.
☐ Acceptable irrevocable letter of credit.

With this security, the Developer guarantees performance under this Agreement and maintenance of the work for one year after its completion and acceptance against any defective workmanship or materials or any unsatisfactory performance.

B. For Payment: Security in the amount of \$ 650,000.00, which is fifty percent (50%) of the estimated cost of the work. Such security is presented in the form of:

- ☐ Cash, certified check, or cashier's check
☒ Acceptable corporate surety bond.
☐ Acceptable irrevocable letter of credit.

With this security, the Developer guarantees payment to the contractor, to his subcontractors, and to persons renting equipment or furnishing labor or materials to them or to the Developer. Upon acceptance of the work as complete by the Board of Supervisors and upon request of the Developer, the amount securities may be reduced in accordance with S94-4.406 and S94-4.408 of the Ordinance Code.

4. GUARANTEE AND WARRANTY OF WORK. Developer guarantees that said work shall be free from defects in material or workmanship and shall perform satisfactorily for a period of one-year from and after the Board of Supervisors accepts the work as complete in accordance with Article 96-4.6, "Acceptance," of the Ordinance Code. Developer agrees to correct, repair, or replace, at his expense, any defects in said work.

The guarantee period does not apply to road improvements for private roads which are not to be accepted into the County road system.

5. **PLANT ESTABLISHMENT WORK.** Developer agrees to perform establishment work for landscaping installed under this agreement. Said plant establishment work shall consist of adequately watering plants, replacing unsuitable plants, doing weed, rodent and other pest control and other work determined by the Public Works Department to be necessary to insure establishment of plants. Said plant establishment work shall be performed for a period of one-year from and after the Board of Supervisors accepts the work as complete.

6. **IMPROVEMENT PLAN WARRANTY.** Developer warrants the improvement plans for the work are adequate to accomplish the work as promised in Section 2 and as required by the Conditions of Approval for the development. If, at any time before the Board of Supervisors accepts the work as complete or during the one-year guarantee period, said improvement plans prove to be inadequate in any respect, Developer shall make whatever changes are necessary to accomplish the work as promised.

7. **NO WAIVER BY COUNTY.** Inspection of the work and/or materials, or approval of work and/or materials or statement by any officer, agent or employee of the County indicating the work or any part thereof complies with the requirements of this Agreement, or acceptance of the whole or any part of said work and/or materials, or payments, therefor, or any combination or all of these acts, shall not relieve the Developer of his obligation to fulfill this agreement as prescribed; nor shall the County be thereby be stopped from bringing any action for damages arising from the failure to comply with any of the terms and conditions hereof.

8. **INDEMNITY:** Developer shall hold harmless and indemnify the indemnitees from the liabilities as defined in this section:

A. The **indemnities** benefitted and protected by this promise are the County, and its special district, elective and appointive boards, commissions, officers, agents, and employees.

B. The **liabilities** protected against are any liability or claim for damage of any kind allegedly suffered, incurred or threatened because of actions defined below, and including personal injury, death, property damage, inverse condemnation, or any combination of these, and regardless of whether or not such liability, claim or damage was unforeseeable at any time before the County reviewed said improvement plans or accepted the work as complete, and including the defense of any suit(s), action(s), or other proceeding(s) concerning said liabilities and claims.

C. The **actions causing liability** are any act or omission (negligent or non-negligent) in connection with the matters covered by this Agreement and attributable to the Developer, contractor, subcontractor, or any officer, agent, or employee of one or more of them;

D. **Non-Conditions:** The promise and agreement in this section are not conditioned or dependent on whether or not any Indemnitee has prepared, supplied, or approved any plan(s) or specification(s) in connection with this work, or has insurance or other indemnification covering any of these matters, or that the alleged damage resulted partly from any negligent or willful misconduct of any Indemnity.

9. **COSTS:** Developer shall pay when due, all the costs of the work, including inspections thereof and relocating existing utilities required thereby.

10. **NON-PERFORMANCE AND COSTS:** If Developer fails to complete the work within the time specified in this Agreement, and subsequent extensions, or fails to maintain the work, the County may proceed to complete and/or maintain the work by contract or otherwise, and Developer agrees to pay all costs and charges incurred by the County (including, but not limited to: engineering, inspection, surveys, contract, overhead, etc.) immediately upon demand.

Developer hereby consents to entry on the development property by the County and its forces, including contractors, in the event the County proceeds to complete and/or maintain the work.

Once action is taken by County to complete or maintain the work, Developer agrees to pay all costs incurred by the County, even if Developer subsequently completes the work.

Should County sue to compel performance under this Agreement or to recover costs incurred in completing or maintaining the work, Developer agrees to pay all attorney's fees, and all other expenses of litigation incurred by County in connection therewith, even if Developer subsequently proceeds to complete the work.

11. **INCORPORATION/ANNEXATION.** If, before the Board of Supervisors accepts the work as complete, the development is included in territory incorporated as a city or is annexed to an existing city, the County's rights under this agreement and/or any deposit, bond, or letter of credit securing said rights shall be transferred to the new or annexing city. Such city shall have all the rights of a third party beneficiary against Developer, who shall fulfill all the terms of this agreement as though Developer had contracted with the city originally.

12. **CONSIDERATION.** In consideration hereof:

(Check applicable section(s))

- ☐ County shall allow Developer to obtain building permits for said development, assuming it fully complies with other applicable regulations.
☐ County agrees to accept the road(s) into the County-maintained road system, after the improvements are complete.
☐ Other (requires County Counsel approval _____)

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 02-15-2022 before me, IAN MCKINLAY, NOTARY PUBLIC
(insert name and title of the officer)

personally appeared TOSS BERRYHILL
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.

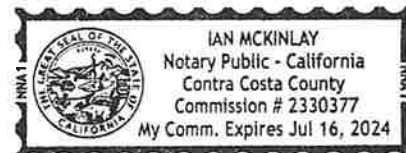
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Ian McKinlay

(Seal)



Bond No.: 82C235966

Development: DP17-3045

**IMPROVEMENT SECURITY BOND
FOR ROAD IMPROVEMENT AGREEMENT
(Performance, Guarantee, and Payment)
(California Government Code §§ 66499 - 66499.10)**

1. **RECITAL OF ROAD IMPROVEMENT AGREEMENT:** The Developer (Principal) has executed a Road Improvement Agreement with the County to install and pay for street, drainage and other improvements on, or along Parr Boulevard/ Richmond Parkway to complete said work within the time specified for completion in the Road Improvement Agreement, all in accordance with State and local laws and rulings.
2. **OBLIGATION:** Scannell Properties #304, LLC, as Principal and The Ohio Casualty Insurance Company, a corporation organized under the laws of the State of New Hampshire, and authorized to transact surety business in California, as Surety, hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns to the County of Contra Costa, California to pay as follows:
 - A. **Performance:** One million two hundred eighty seven thousand and 00/100 Dollars (\$ 1,287,000.00) for itself or any city assignee under the above County Road Improvement Agreement, plus
 - B. **Payment:** Six hundred fifty thousand and 00/100 Dollars (\$ 650,000.00) to secure the claims to which reference is made in Title 15 §§ et seq. of the Civil Code of the State of California.
3. **CONDITION:**
 - A. The Condition of this obligation as to Section (2.A.) above is such that if the above bonded Principal, or principal's heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided on it or its part, to be kept and performed at the time and in the manner therein specified and in all respects according to their true intent and meaning and shall indemnify and save harmless the County of Contra Costa or city assignee, its officers, agents and employees, as therein stipulated, then this obligation shall become

null and void; otherwise it shall be and remain in full force and effect.

As part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included reasonable costs, expenses and fees, including reasonable attorney's fees, incurred by the County of Contra Costa or city assignee, in successfully enforcing such obligation, all to be taxed as costs and included in any judgement rendered.

- B. The condition of this obligation, as to Section (2.B.) above, is such that said Principal and the undersigned as corporate surety are held firmly bound unto the County of Contra Costa and all contractors, subcontractors, laborers, material men and other persons employed in the performance of the aforesaid agreement and referred to in the aforesaid Civil Code, for materials furnished, labor of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor and that said undersigned surety will pay the same in an amount not exceeding the amount herein above set forth and also, in case suit is brought upon this bond, will pay, in addition to the face amount thereof, reasonable costs, expenses and fees, including reasonable attorney's fees, incurred by the County of Contra Costa or city assignee, in successfully enforcing such obligation, to be awarded and fixed by the court, all to be taxed as costs and to be included in the judgement therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 15 (commencing with Section 3082 of Part 4 of Division 3) of the Civil Code of the State of California, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the work under the conditions of this bond be fully performed, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

- C. No alteration of said Road Improvement Agreement or any plan or specification of said work agreed to by the Principal and the County shall relieve the Surety from liability on this bond and consent is hereby given to make such alteration without further notice to or consent by the Surety and the Surety hereby waives the provisions of California Civil Code Section 2819 and holds itself bound without regard to and independently of any action against Principal whenever taken.

4. SIGNED AND SEALED:

The undersigned executed this document on February 9, 2022.

PRINCIPAL:

Scannell Properties #304, LLC

Address: 8801 River Crossing Blvd, Ste 300

City: Indianapolis, IN 46240

By: *Marc Pfleging*

Print Name: Marc Pfleging

Title: Manager

SURETY:

The Ohio Casualty Insurance Company

Address: 175 Berkeley St

City: Boston, MA 02116

By: *Leigh McCarthy*

Print Name: Leigh McCarthy

Title: Attorney-in-Fact



ACKNOWLEDGMENT

PRINCIPAL

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 Indiana
County of Marion

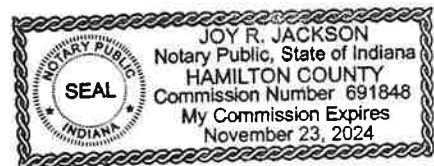
On February 10, 2022 before me, Joy R. Jackson, Notary Public
(insert name and title of the officer)

personally appeared Marc Fleming, Manager of Seawall Properties #304, LLC,
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 Joy R. Jackson (Seal)



ACKNOWLEDGMENT
SURETY

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 Kentucky)
County of Jefferson)

On February 9, 2022 before me, Barbara A. Duncan, Notary Public
(insert name and title of the officer)

personally appeared Leigh McCarthy,
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.

BARBARA A. DUNCAN
Notary Public, State at Large, KY
My comm. expires June 28, 2024
Notary ID #KYNP7318

Signature *Barbara A. Duncan* (Seal)



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205942-014167

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Amy Bowers; Barbara Duncan; Beth Frymire; Brook T. Smith; Deborah Neichter; James H. Martin; James T. Smith; Jason D. Cromwell; Jill Kemp; Leigh McCarthy; Lynnette Long; Mark A. Guidry; Michele D. Lacrosse; Raymond M. Hundley; Sheryon Quinn

all of the city of Louisville state of KY each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 13th day of July, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 13th day of July, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 9th day of Feb., 2022



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



Contra
Costa
County

To: Board of Supervisors
From: Director of Airports
Date: March 22, 2022

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Golden Compass Aviation, LLC., for a south-facing hangar at Buchanan Field Airport effective March 3, 2022, in the monthly amount of \$359.00, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,308.00 annually.

BACKGROUND:

On November 14, 2006, the Contra Costa County Board of Supervisors approved the form of the T-Hangar and Shade Hangar Rental Agreement for use with renting the County's t-hangars, shade hangars, medium hangars, and executive hangars at Buchanan Field Airport.

On February 23, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Rental Agreement for use with the large East Ramp Hangars.

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Beth Lee, 925-681-4200

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements"). The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

Hangar Rental Agmt pg 4-5_Golden Compass Aviation, LLC

CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** **March 3, 2022** ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), **Golden Compass Aviation, LLC** ("Renter"), hereby mutually agree and promise as follows:
2. **RENTER AND AIRCRAFT INFORMATION:** Simultaneous with the execution of this T-Hangar and Shade Hangar Rental Agreement ("**Rental Agreement**") by Renter, Renter shall complete the Renter and Aircraft Information Form. A completed copy of the Renter and Aircraft Information Form is attached hereto as Exhibit "A" and incorporated herein. Renter must also provide to Airport at that time, for inspection and copying, (1) the original current Aircraft Registration or, if the aircraft described in Exhibit A is under construction, the plans for and proof of ownership of such aircraft; and (2) the insurance information required by Section 16 below.
3. **PURPOSE:** The purpose of this Rental Agreement is to provide for the rental of a T-Hangar or Shade Hangar space at the Contra Costa County - Buchanan Field Airport for the storage of the aircraft described in the Renter and Aircraft Information Form ("**Renter's Aircraft**").
4. **PREMISES:** For and in consideration of the rents and faithful performance by Renter of the terms and conditions set forth herein, Airport hereby rents to Renter and Renter hereby rents from Airport that T-Hangar or Shade Hangar shown as # **C-12** on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site ("**T-Hangar Site**") and shall hereinafter be described as the "**T-Hangar.**"

Renter has inspected the T-Hangar and hereby accepts the T-Hangar in its present condition, as is, without any obligation on the part of Airport to make any alterations, improvements, or repairs in or about the T-Hangar.
5. **USE:** The T-Hangar shall be exclusively by Renter for the storage of Renter's Aircraft. In addition to the storage of Renter's Aircraft, Renter may use the T-Hangar for (1) the homebuilding, restoration and/or maintenance of Renter's Aircraft, provided that such homebuilding, restoration and/or maintenance is performed by Renter only and in conformance with all applicable statutes, ordinances, resolutions, regulations, orders, circulars (including but not limited to FAA Advisory Circular 20-27) and policies now in existence or adopted from time to time by the United States, the State of California, the County of Contra Costa and other government agencies with jurisdiction over Buchanan Field Airport; (2) the storage of and materials directly

related to the storage, construction of homebuilt planes homebuilding, restoration, and/or maintenance of Renter's Aircraft; (3) the storage of one boat, or one recreational vehicle, or one motorcycle, or one automobile, provided that Renter first provides to Airport proof of Renter's ownership and original registration of any stored boat or vehicle, for inspection and copying; and/or (4) the storage of comfort items (such as a couch, small refrigerator, etc.) that the Director of Airports, in his sole discretion, determines will not impede the use of the hangar for the storage of Renter's Aircraft, and are not prohibited by applicable building and fire codes. The T-Hangar shall not be used for any purpose not expressly set forth in this Section 5. Use.

The use of all or a portion of the T-Hangar for the storage of aircraft not owned or leased by Renter is prohibited. ("Aircraft not owned or leased by Renter" means any aircraft in which Renter does not have an ownership interest or which is not directly leased to Renter). Renter shall present proof of said ownership interest or lease to Airport upon request in addition to that information provided in Exhibit A.

If Renter's Aircraft is or becomes non-operational, it may be stored in the T-Hangar only if it is being homebuilt or restored by Renter. Prior to the commencement of any such homebuilding or restoration, Renter shall provide to Airport (1) a copy of the purchase agreement or (2) a valid federal registration number. If Renter's Aircraft is not registered as of the Effective Date, upon completion of construction, Renter shall register and apply for an airworthiness certificate for Renter's Aircraft in accordance with all applicable federal statutes and regulations and provide the original registration and certification to Airport, for inspection and copying, immediately upon receipt by Renter. On or before January 1 of each year, if the homebuilding or restoration has not been completed, Renter shall provide a written annual report to the Director of Airports that details the homebuilding or restoration activity performed, work still required to be completed and an estimate of time of completion.

6. **TERM:** This Rental Agreement shall be from month to month commencing **March 3, 2022**, and shall continue until terminated. This Rental Agreement may be terminated by any party upon thirty (30) days written notice to the other party.

7. **RENT:**

- A. **Monthly Rent and Additional Rent.** Renter shall pay \$ **359.00** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022

Subject: Construction Contract for the Generators Project, 1960 and 1980 Muir Road, Martinez area. (WH348B)

RECOMMENDATION(S):

APPROVE the design and bid documents, including the plans and specifications, for the Generators Project, Martinez area.

DETERMINE that the bid submitted by Aztec Consultants, complied with the requirements of the County's Outreach Program for this project, as provided in the project specifications, and FURTHER DETERMINE that Aztec Consultants, submitted the lowest responsive and responsible bid for this project.

AWARD the construction contract for the above project to Aztec Consultants, in the amount of \$875,000 and DIRECT that the Public Works Director, or designee, prepare the contract.

DIRECT that Aztec Consultants, shall submit two good and sufficient security bonds (performance and payment bonds) in the amount of \$875,000.

ORDER that, after the contractor has signed the contract and returned it, together with the bonds, evidence of insurance, and other required documents, and the Public Works Director has reviewed and found them to be sufficient, the Public Works Director or designee, is authorized to sign the contract for this Board.

ORDER that, in accordance with the project specifications and upon signature of the contract by the Public Works Director, or designee, any bid bonds posted by the bidders are exonerated and any checks or cash submitted for bid security shall be returned.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ramesh Kanzaria 925-957-2480

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

AUTHORIZE the Public Works Director, or designee, to sign any escrow agreements prepared for this project to permit the direct payment of retention into escrow or the substitution of securities for monies withheld by the County to ensure performance under the contract, pursuant to Public Contract Code Section 2230.

AUTHORIZE the Public Works Director, or designee, to order changes or additions to the work pursuant to Public Contract Code Section 20142.

DELEGATE, pursuant to Public Contract Code Section 4114, to the Public Works Director, or designee, the Board's functions under Public Code Section 4107 and 4110.

FISCAL IMPACT:

The Office of the Sheriff received Power Resilience Allocation funds through the California Office of Emergency Services (Cal OES) for the purchase of the backup generators. The Office of the Sheriff has agreed to pay the necessary funding to cover all costs related to this project. (100% Cal OES Grant Funds)

BACKGROUND:

The Backup generators at both 1960 and 1980 Muir Road are over 40 years old and have reached the end of their operational life span. These buildings house critical services to the citizens of Contra Costa County that include the Patrol Division, Investigations Unit, SWAT Team, Crime Suppression Unit, Homicide, and the Coroner's Office. Installing new backup generators will ensure safe, reliable and energy-efficient backup power for decades to come.

The construction cost estimate for the project was \$415,000, and the general prevailing wage rates will be the minimum rates paid on this project. Bids were received and opened by the Public Works Department on February 3, 2022, and the bid results are as follows:

<u>BIDDER</u>	<u>BASE BID</u>
Aztec Consultants	\$875,000
D.W. Nicholson Corporation	\$1,029,743
Martinez Sheet Metal, Inc.	\$1,449,482

The Public Works Director recommends that the Board award the construction contract for this project to Aztec Consultants, the lowest responsive and responsible bidder, in the amount of \$875,000.

CONSEQUENCE OF NEGATIVE ACTION:

If the Project is not approved, the new generators will not be installed and the Sheriff's Department will not be able to productively utilize the buildings located at 1960 and 1980 Muir Road in Martinez.



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022

Subject: APPROVE Notice of Intention to convey and assign property rights to the City of Antioch.

RECOMMENDATION(S):

As the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE a publication of a Notice of Intention (NOI) to convey two (2) fee parcels, two (2) Grant of Easements and one (1) Assignment of Easements, to the City of Antioch (City) for flood control purposes, in connection with the Lindsey Basin Finalization Tasks and Right of Way Transfer Project (Project) for flood control purposes, Government Code Section 25365 and Section 6.1 of the Contra Costa County Flood Control and Water Conservation District Act. (CP# 20-19) (Project No. 7566-6D8126)

DECLARE that this Board will meet on April 12, 2022 at 9:00 a.m. or thereafter, in the Board's Chambers, County Administration Building, 1025 Escobar Street, Martinez, California, to consummate the conveyances and assignments.

DIRECT the Real Estate Division of the Public Works Department to publish the attached NOI in a newspaper published in the County pursuant to Government Code Section 6061.

FISCAL IMPACT:

100% Drainage Area 56 Funds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Olivia Reynolds-Freeman 925.
957-2462

By: , Deputy

cc:

BACKGROUND:

On January 5, 2021 the Board of Supervisors approved the proposed project and determined the project was exempt from the California Environmental Quality Act (CEQA), under CEQA Guidelines section 15061(b)(3). The CEQA notice of exemption was filed on January 8, 2021.

The purpose of this project is to transfer property rights for the Lindsey Basin from the District to the City. Lindsey Basin is a local, non-regional flood control facility located in the City of Antioch. It was constructed with the intent to be owned and maintained by the local jurisdiction (the City) after construction. Initial construction of the basin took place around 1988; final modifications were completed in 2007. Lindsey Basin is located on five District-owned parcels that are to be transferred to the City of Antioch. In addition, several utility entities hold easements in the immediate vicinity of those parcels that will be included in the transfer.

Lindsey Basin is situated along East Antioch Creek in the eastern part of the City of Antioch, Contra Costa County. The extents of Lindsey Basin lie southeast of Laurel Road, southwest of Neroly Road, and northeast of Highway 4. (CP# 20-19) (Project No. 7566-6D8126)

CONSEQUENCE OF NEGATIVE ACTION:

The District will continue to be responsible for the ownership and maintenance of a non-regional flood control facility located within a local jurisdiction.

ATTACHMENTS

Publication Request for NOI

PUBLICATION REQUEST

Real Estate Division

TO: Real Estate Clerk

FROM: Olivia D. Reynolds-Freeman
Name

Real Estate Division

(925) 957-2462

PROJECT NAME: Lindsey Basin Finalization Tasks and Right of Way Transfer Project

PROJECT NO.: 7566-6D8126

REQUESTED PUBLICATION DATE(S): April 5, 2022

REQUESTED PUBLISHING PAPER(S): East Bay Times

REQUIRED ATTACHMENTS:

- Board Order
- Documents to be published

Do not type/write below this line – Publication language on following page

RP TECHNICAL ASST. _____

SUBMITTED FOR PUBLICATION ON _____

PUBLICATION CONFIRMATION SENT TO:

- ✓ Finance
- ✓ Requesting Division
- ✓ Chief Clerk BOS

**CONTRA COSTA COUNTY
PUBLIC WORKS DEPARTMENT
255 GLACIER DRIVE
MARTINEZ, CA 94553**

NOTICE OF INTENTION TO TRANSFER REAL PROPERTY

As the Governing Body of the Contra Costa County Flood Control and Water Conservation District, the Board of Supervisors of Contra Costa County intends to convey two Fee parcels, two Grant of Easements and one Assignment of Easements, located in the City of Antioch, California, to the City of Antioch in connection with the Lindsey Basin Finalization Tasks and Right of Way Transfer Project. Descriptions of the proposed Fee areas, Grant of Easements and Assignment of Easements areas to be conveyed and assigned are available at the Contra Costa County Public Works Department, 255 Glacier Drive, Martinez, CA. The Board will meet on Tuesday, April 12, 2022, at 9:00 a.m. or thereafter, in its Chambers, County Administration Building, 1025 Escobar Street, Martinez, California, to consummate the conveyances and assignments.



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by Ivan Alonso, Corporal Jamilee Crenshaw, Ivan Alonso Gamez, Yolanda Gamez, Cristina Given, Mark Redman, guardian at Litem for R.R. a minor and Yazheng Song, Canyon Lake Property, LLC.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Ivan Alonso: Personal injury claim for vehicle collision in the amount of \$100,000.

Corporal Jamilee Crenshaw: Property claim for missing diamond ring in the amount of \$1,000,000.

Ivan Alonso Gamez: Personal injury claim for vehicle collision in the amount of \$100,000

Yolanda Gamez: Personal injury claim for vehicle collision in an amount to be determined.

Cristina Given: Personal injury claim for vehicle collision in an amount to be determined.

Mark Redman, guardian ad Litem for R.R. (a minor): Personal injury claim resulting from dangerous condition in an amount exceeding \$500,000.

Yazheng Song, Canyon Lake Prop., LLC: Property claim for damage to building in the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Risk Management

By: , Deputy

cc:

BACKGROUND: (CONT'D)

amount of \$86,575.

CONSEQUENCE OF NEGATIVE ACTION:

Not acting on the claims could extend the claimants' time limits to file actions against the County.



Contra
Costa
County

To: Board of Supervisors

From:

Date: March 22, 2022

Subject: APPROVE the Board meeting minutes for February 2022

RECOMMENDATION(S):

APPROVE Board meeting minutes for February 2022, 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.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Joellen Bergamini 925.655.2000

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: ACCEPT Board members meeting reports for February 2022

RECOMMENDATION(S):

ACCEPT Board members meeting reports for February 2022.

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. District IV and V has nothing to report.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be in compliance with Government Code 53232.3(d).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Joellen Bergamini 925.655.2000

By: , Deputy

cc:

ATTACHMENTS

District III February 2022 Report

District I February 2022 Report

District II February 2022 Report

Supervisor Diane Burgis - February 2022 AB1234]

(Government Code Section 53232.3(d) requires that members legislative attended for which there has been expense reimbursement (mileage,

Date	Meeting Name	Location
1-Feb	Board of Supervisors Meeting	Web Meeting
2-Feb	Panelist- So You Want to Run for Office Program	Web Meeting
3-Feb	Cal-ID RAN Board Meeting	Web Meeting
4-Feb	Delta Counties Coalition Meeting	Web Meeting
7-Feb	First 5 Committee Meeting	Web Meeting
8-Feb	Board of Supervisors Meeting	Web Meeting
8-Feb	Contra Costa Fire Protection District Meeting	Web Meeting
9-Feb	LAFCO Meeting	Web Meeting
14-Feb	Internal Operations Committee Meeting	Web Meeting
14-Feb	Meeting with County Staff	Web Meeting
16-Feb	Meeting with County Staff	Web Meeting
17-Feb	Illegal Dumping Press Conference with Assemblymember Bauer-Kahan	Antioch
18-Feb	Delta Counties Coalition Meeting	Web Meeting
22-Feb	Special Board of Supervisors Meeting	Web Meeting
22-Feb	Special Contra Costa Fire Protection District Meeting	Web Meeting
23-Feb	Regional Impact Council Steering Committee Meeting	Web Meeting
23-Feb	Tri Delta Transit Board of Directors Meeting	Web Meeting
25-Feb	Meeting with County Administrators Office	Web Meeting
28-Feb	Family & Human Services Committee Meeting	Web Meeting

* Reimbursement may come from an agency other than Contra Costa County

Report

bodies report on meetings
meals, lodging, etc).

Purpose
Meeting
Meeting
Meeting
Meeting
Meeting
Meeting
Meeting
Meeting
Meeting
Meeting
Meeting
Community Outreach
Meeting
Meeting
Meeting
Meeting
Meeting
Meeting

Supervisor John Gioia

February 2022 Monthly Meeting Statement

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, etc.).

1. Meeting Date: February 2 through February 4, 2022

Meeting: California State Assn of Counties Exec Committee Meeting

Location: San Diego, CA

Supervisor Gioia sought reimbursement from the County only for meetings that he attended in his capacity as a County Supervisor during the month of February 2022 located **outside** Contra Costa County.

Supervisor Candace Andersen – Monthly Meeting Report *February 2022*

Date	Meeting	Location
1	Board of Supervisors	Zoom meeting
1	Alamo MAC	Zoom meeting
2	Mental Health Comm	Zoom meeting
3	MP&L	Zoom Meeting
7	SWAT	Zoom Meeting
8	Board of Supervisors	Zoom Meeting
9	CCCERA	Zoom Meeting
9	LAFCO	Zoom meeting
10	East Bay EDA	Zoom meeting
14	CCCTA/LAVTA	Zoom meeting
16	JJC	Zoom meeting
17	CCCTA	Zoom meeting
17	EBLC	Webinar
17	ABAG	Zoom meeting
22	BOS	Zoom meeting
23	CCCERA	Zoom meeting
24	CCCSWA	Zoom meeting
25	Citizen Corp	Zoom meeting
28	Family & Human	Zoom meeting
28	Public Protection	Zoom meeting



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: Recognizing the Winners of the Contra Costa County Poetry Out Loud 2022 Competition

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Lara DeLaney, (925) 655-2057

By: , Deputy

cc:

ATTACHMENTS

Resolution
2022/92

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

In the matter of:

Resolution No. 2022/92

Recognizing Blessing Mahati, Kate Honsik, and Madeline Abellera for placing First, Second, and Third in the Contra Costa County “Poetry Out Loud” 2022 Competition.

WHEREAS, the members of the Board of Supervisors of Contra Costa County are pleased to extend congratulations to Blessing Mahati, Kate Honsik, and Madeline Abellera for placing first, second, and third in the Contra Costa County “Poetry Out Loud” 2022 Competition; and WHEREAS, Blessing Mahati, a senior at Pinole Valley High in Pinole, was awarded First Place, Kate Honsik, a junior at San Ramon Valley High in Danville, was awarded Second Place, and Madeline Abellera, a junior at Las Lomas High School in Walnut Creek, was awarded Third Place in the Contra Costa County “Poetry Out Loud” Competition on February 10, 2022, a competition which emphasizes language skills and public speaking; and WHEREAS, "Poetry Out Loud" is a program started by the National Endowment for the Arts (NEA) and run by the California Arts Council in the State and locally by the Arts and Culture Commission of Contra Costa County, to engage high school students in the presentation of poetry through memorization and performance; and WHEREAS, this is Contra Costa County’s fifteenth year participating in the “Poetry Out Loud” competition; and WHEREAS, students' recitations were performed at the Virtual Screening and Awards Ceremony Facebook Live event which was watched by almost three hundred viewers; and WHEREAS, the pool of finalists included students from the following five high schools in the County: Independence High School, Las Lomas High School, Monte Vista High School, Pinole Valley High School, and San Ramon Valley High School. WHEREAS, Blessing Mahati, Kate Honsik, and Madeline Abellera gave extraordinary recitations along with a very competitive group of finalists; and WHEREAS, the “Poetry Out Loud” program seeks to foster the next generation of literary readers by recognizing the latest trends in poetry recitation and performance; and WHEREAS, to excel as winners of this year's competition as these winners have, a young person must demonstrate, in addition to a great deal of natural ability, an outstanding spirit of dedication, enthusiasm and hard work.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County, California does hereby recognize Blessing Mahati, Kate Honsik, and Madeline Abellera for placing First, Second, and Third in the Contra Costa County “Poetry Out Loud” 2022 Competition and extend this expression of pride in their accomplishments.

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 22, 2022



Contra
Costa
County

Subject: Results of the 2021 Counties Care Holiday Food Fight

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Colleen Awad, 9255217100

By: , Deputy

cc:

ATTACHMENTS

Resolution
2022/84

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

In the matter of:

Resolution No. 2022/84

Recognizing the
EMPLOYEES OF CONTRA COSTA COUNTY
and the 2021 Counties Care Holiday Food Fight

WHEREAS, Contra Costa County departments and employees again demonstrated how much public servants care! They rose to the annual challenge to raise funds for the Food Bank of Contra Costa and Solano during the 2021 holiday season; and

WHEREAS, this Annual Counties Care Challenge has been an important part of the Food Bank of Contra Costa and Solano's holiday fundraising program; and

WHEREAS, in the 2021 drive, Contra Costa County employees raised **\$52,723.89**, bringing this county's cumulative total to over **\$1 MILLION**, that has been raised since 2004; and

WHEREAS, because departments and team leaders entered the annual competition with enthusiasm, despite personal and/or departmental challenges and stress, we salute the following stellar standouts in their leagues;

MINI DEPARTMENTS: Agriculture: Stephanna Hidalgo, Team Leader;
SMALL DEPARTMENTS: County Counsel: Cameron Hughes, Michielle Maurer, Team Leaders;

MIDSIZED DEPARTMENTS: Conservation and Development: Team Leaders too many to Name;

LARGE DEPARTMENTS: Sheriff-Coroner's Office: Christine Weinert, Team Leader;

SUPERVISORS': District III, Diane Burgis, Supervisor: Lea Castleberry, Team Leader;

WHEREAS, all County departments and team leaders showed special ingenuity and energy by raising copious funds and earning kudos as determined by Food Fight organizers, including;

GAYLE B. UILKEMA GOOD EGG AWARD: Debi Cooper, County Clerk-Recorder-Registrar

KRISTIE HIRSCHENBERGER HEART AND SOUL AWARD: Ronda Boler, Treasurer-Tax Collector's Office

WHEREAS, the combined efforts of employees of Contra Costa and Solano counties netted the Food Bank of Contra Costa and Solano a grand total of **\$108,760.89** in 2021, providing more than **217,000 meals** to approximately 180,000 "food-insecure" residents of both counties; and

WHEREAS, since beginning in 2004, this annual effort by both counties has now raised over **\$2 MILLION** for the Food Bank; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County hereby applauds all of the tireless department team leaders and congratulates all participating Contra Costa County departments, department heads, and employees for their inspiring efforts on behalf of their communities and those in need; and **BE IT FURTHER RESOLVED** that the Board of Supervisors of Contra Costa County thanks all County employees and residents who participated in the 2021 Counties Care Holiday Food Fight. We urge all citizens of Contra Costa County and their communities to recognize and match the generosity and public spirit of County employees, by giving generously to the Food Bank of Contra Costa and Solano regularly and often, through the Food Bank’s beneficial programs.

KAREN MITCHOFF
Chair, District IV Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

FEDERAL D. GLOVER
District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 22, 2022

Subject: In the Matter of recognizing the Home Within CASA Therapy Project

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Colleen Awad, 925-521-7100

By: , Deputy

cc:

ATTACHMENTS

Resolution
2022/83

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

In the matter of:

Resolution No. 2022/83

In the Matter of recognizing the Home Within CASA Therapy Project

WHEREAS, Children and young adults who have been removed from their homes and placed in foster care have experienced significant trauma and left unaddressed, childhood trauma and mental health needs contribute to significant challenges in adulthood; and

WHEREAS, the mission of CASA (Court Appointed Special Advocates) is to recruit, train, and support volunteer advocates as a powerful voice for the best interest of abused and neglected children during the court process, in order to help every child ultimately thrive in a stable and permanent home; and

WHEREAS, through their service and commitment, volunteers trained by CASA have helped to restore hope in the lives of children and youth; and

WHEREAS, in November of 2019, CASA launched the CASA Therapy Project (now A Home Within CASA Therapy Project) as a teletherapy program to provide foster youth in Contra Costa County with free therapy, even if they had mild mental health symptoms, and from the same therapist no matter how often or where they moved in California; and

WHEREAS, the program asks licensed and experienced therapists to donate one hour a week to provide teletherapy to one foster youth for as long as the youth wants to participate; and

WHEREAS, the volunteers are licensed and experienced therapists who can help foster youth with often complicated situations; and

WHEREAS, Home Within CASA Therapy Project has matched 60 current and former foster youth with dedicated volunteer therapists, with a goal to serve at least 200 California youth per year; and

WHEREAS, in 2020, Kaiser Permanente and Impact 100 underwrote a pilot launch of the A Home Within CASA Therapy Project and despite the challenges of the pandemic, the project served dozens of youths throughout California while building staff and program infrastructure; and

WHEREAS, in June 2021 the California Governor's Office of Business and Economic Development made a grant of \$900,000 to A Home Within CASA Therapy Project to expand the program statewide.

Now Therefore be it Resolved that the Contra Costa County Board of Supervisors recognizes the dedication and hard work of the Court Appointed Special Advocates (CASA) of Contra Costa County in supporting the mental health of the foster youth in our community.

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: March 22, 2022

Subject: Recognizing Edgar Grubb for His Years of Service on the Treasury Oversight Committee

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ronda Boler (925) 608-9506

By: , Deputy

cc:

ATTACHMENTS

Resolution
2022/93

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

In the matter of:

Resolution No. 2022/93

In the matter of recognizing the contributions of Edgar H. Grubb for his dedication to the Treasury Oversight Committee and his extraordinary service to the citizens of Contra Costa County and to the Office of the County Treasurer-Tax Collector.

WHEREAS, the Board of Supervisors established the Treasury Oversight Committee in April of 1995 per California Government Code 27131 (*Amended in 2004*);

WHEREAS, the responsibilities of the Committee were to:

- Annually review the County's Investment Policy and cause an annual audit to be conducted to determine the County Treasurer's compliance with the Policy;
- Quarterly monitor the County Investment Pool's performance and report on the Pool's performance to the Board of Supervisors;

WHEREAS, the Board of Supervisors set the terms for members of the Committee at four years, and made appointments to the Committee for the first time on April 15, 1996.

WHEREAS, Mr. Grubb was originally appointed by the Board of Supervisors on April 18, 2000, to a four-year term in Public Seat #2 beginning May 1, 2000 through April 30, 2004 on the County Treasury Oversight Committee;

WHEREAS, Mr. Grubb regularly participated in Committee meetings and contributed significantly to the carrying out of its responsibilities;

WHEREAS, Mr. Grubb regularly made invaluable suggestions and recommendations to the County's annual investment policy statement, the quarterly investment report to the Board of Supervisors, and treasury business operations;

WHEREAS, Mr. Grubb served on the Treasury Oversight Committee for nearly twenty-two years and had near perfect attendance at the quarterly meetings, the highest of all the Committee members historically;

WHEREAS, Mr. Grubb resigned from the Treasury Oversight Committee on February 3rd of 2022.

Now, therefore, be it resolved that the Board of Supervisors of Contra Costa County does hereby recognize and commend Edgar H. Grubb for his dedication to the Treasury Oversight Committee and his extraordinary service to the County and to the Office of the County Treasurer-Tax Collector. Passed by a unanimous vote of the Board of Supervisors members present this 22nd day of March 2022.

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 22, 2022



Contra
Costa
County

Subject: Supporting the Mount Diablo Beacon Initiative to Honor Veterans

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Gayle Israel - (925) 957-8860

By: , Deputy

cc:

ATTACHMENTS

Resolution
2022/85

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

In the matter of:

Resolution No. 2022/85

Supporting the Mount Diablo Beacon Initiative to Honor Veterans

WHEREAS, the Mount Diablo Beacon Initiative will Honor Veterans for their service and sacrifice for the defense of our freedoms by lighting the beacon on Mount Diablo on Pearl Harbor Day, Memorial Day, and Veterans Day from sunset to sunrise, beginning in 2022 and every year thereafter;

WHEREAS, the Mount Diablo Beacon is owned by the California Department of State Parks and maintained by Save Mount Diablo, and since 1964 the beacon has been lit on December 7th to commemorate Pearl Harbor Day,

WHEREAS, California State Parks and Save Mount Diablo jointly support the Mt. Diablo Beacon Initiative to light the beacon three times a year,

WHEREAS, the Mount Diablo Beacon Initiative to light the beacon three times a year is supported by the Pearl Harbor Survivors Association, the Sons and Daughters of Pearl Harbor Survivors, and most of the County Veterans Services Organizations,

THEREFORE, BE IT RESOLVED, that the Contra Costa County Board of Supervisors does hereby support the Mount Diablo Beacon Initiative to light the beacon on Mount Diablo on Pearl Harbor Day, Memorial Day, and Veterans Day from sunset to sunrise, beginning in 2022 and every year thereafter.

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022



Contra
Costa
County

Subject: Recognizing Mark de la O for his 25 years of service to Contra Costa County

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Steve Kowalewski (925)
313-2225

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2022/86

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

In the matter of:

Resolution No. 2022/86

IN THE MATTER OF recognizing the contributions of Mark de la O for his 25 years of service to Contra Costa County

WHEREAS Mark de la O began his career with Contra Costa County at the Public Works Department in 1997 as an Engineering Technician – Entry in the Design Division; and

WHEREAS in 1998, Mark was promoted to the position of Engineer – Entry in the Design Division and received recognition for leading his division as a “donor representative” for the 1998 Contra Costa County Combined Charities Drive; and

WHEREAS also in 1998, Mark rotated to the Construction Division and back to the Design Division in November of 1999; and

WHEREAS in 2001, Mark promoted to Engineer – Journey while in the Design Division, and subsequently rotated to the Maintenance Division; and

WHEREAS in 2002, Mark received a J. Michael Walford Award Nomination as Project Manager of the Year Award for his work on the Rodeo Creek Bioengineering Sites; and

WHEREAS in 2004, Mark became a Registered Civil Engineer (P.E.) in the State of California; and

WHEREAS in 2005, Mark received an Award of Excellence for his quick response for a curb installation on Colusa Avenue in Kensington; and

WHEREAS also in 2005, Mark received a “Thank You” from Public Works Director Maurice Shiu for his work on the Rossmoor Basin Project and rotated to the Transportation Division; and

WHEREAS in 2006, Mark received an Award of Excellence for his extensive work on community outreach, in the form of producing a “Community Informer” and was nominated for the J. Michael Walford Team of the Year Award for developing Transportation Engineering’s Community Outreach Program; and

WHEREAS in 2007, Mark promoted to Project Level Engineer in the Transportation Division; and

WHEREAS in 2013, Mark received an A grade in his Public Works Administration class; and

WHEREAS in 2014, Mark received a commendation for coordinating and developing a comprehensive Signing Plan to reduce wayward trucks in Crockett; and

WHEREAS also in 2014, Mark received recognition and commendation from Public Works Director Julia Bueren for attending a special community meeting at the request of Supervisor Glover and the excellent customer service provided at the meeting; and

WHEREAS Mark supports the management of the 19-mile long Iron Horse Corridor (IHC), formerly known as the Southern Pacific right of way. Mark was the IHC manager in 2007 and 2008 which included being the staff person to the IHC Advisory Committee, and working with utilities and residents adjacent to the IHC. Mark has been instrumental in moving IHC projects to completion; and

WHEREAS Mark acted as Bay Point Crossing Guard Program Facilitator for Supervisor Glover’s District V Office from 2007 to 2020; and

WHEREAS Mark acts as the Public Works Liaison for the San Ramon Valley Street Smarts Program from 2008 to present. The San Ramon Valley Street Smarts Program is a collaborative effort among various local agencies to support traffic, bicyclist and pedestrian safety for school children; and

WHEREAS Mark, is a proud Giants and 49ers fan, is widely recognized as a “can do” guy, a great storyteller, and devoted to public service.

NOW, THEREFORE, IT IS RESOLVED, that the Board of Supervisors does hereby recognize and honor Mark de la O for his 25 years of dedicated service to Contra Costa County.

KAREN MITCHOFF
Chair, District IV Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

FEDERAL D. GLOVER
District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: March 22, 2022

Subject: Recognizing John Ko on his retirement and 21 years of service to Contra Costa County

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sarah Bunnell, 925-608-4023

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2022/95

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

In the matter of:

Resolution No. 2022/95

In the matter of recognizing the contributions of John Ko on his retirement and 21 years of service to Contra Costa County

WHEREAS, John Ko began his career with Contra Costa County on March 5, 2001 as a Network Analyst I for the Department of Information Technology - Wide Area Network Group and was promoted to Network Analyst II in April 2002; and

WHEREAS, John was recognized for finding a replacement Blackberry for former Supervisor, Mark DeSaulnier; and

WHEREAS, John exceeded expectations by responding to email disruptions for numerous departments such as the CAO, setting the example through his work ethic and willingness to go above and beyond; and

WHEREAS, John was given kudos by his colleagues for his work on upgrading Windows Server, data recovery and network attached storage for the Agriculture Weights and Measures Department; and

WHEREAS, John has been recognized for working long hours on the weekend to help to recover the data center after a power interruption; and

WHEREAS, John has been recognized for a team effort in helping to recover the data center after a fire; and

WHEREAS, John has been a Lotus Notes, Lotus Domino Server, Microsoft Exchange, Office 365 e-mail guru, a “go-to” person who is always willing to assist whenever needed, and simply gets the job done; and

NOW, THEREFORE, IT IS RESOLVED, that the Board of Supervisors does hereby recognize and honor John Ko on his retirement and for his 21 years of dedicated service to Contra Costa County and for the high quality of work performed by him during his career. *Passed and Adopted on March 22, 2022, by a unanimous vote of the Board of Supervisors of the County of Contra Costa.*

KAREN MITCHOFF

Chair, District IV Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: March 22, 2022

Monica Nino, County Administrator

By: _____, Deputy



**Contra
Costa
County**

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: March 22, 2022

Subject: DECLARE A VACANCY ON THE TREASURY OVERSIGHT COMMITTEE

RECOMMENDATION(S):

ACCEPT the resignation of Edgar H. Grubb, DECLARE a vacancy in the Contra Costa Public Seat #2 on the Treasury Oversight Committee effective immediately for a term ending April 30, 2022, and DIRECT the Clerk of the Board to post the vacancy.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The purpose of the Treasury Oversight Committee is to review the County's investment policy, regularly monitor the County Investment Pool's performance, and report on the pool's performance to the Board of Supervisors. The membership of seven comprises: (1) One representative (or Member) appointed by the Board of Supervisors; (2) The County Superintendent of Schools, or his or her designee; (3) One representative selected by a majority of the presiding officers of the governing bodies of the school districts and the community college district in the County; (4) One representative selected by a majority of the presiding officers of the legislative bodies of the special districts in the County that are required or authorized to deposit funds in the County Treasury; and (5-7) Three members of the public, a majority of whom shall have expertise in, or

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ronda Boler (925) 608-9506

By: , Deputy

cc:

BACKGROUND: (CONT'D)

an academic background in, public finance and who shall be economically diverse and bipartisan in political registration. The Committee may have no fewer than three nor more than 11 members; additional restrictions are on members.

Edgar H. Grubb, who held one of three Public Representative Seats on the Treasury Oversight Committee (Committee) since 2000, notified our office of his decision to retire from the Committee effective immediately on February 3, 2022. Mr. Grubb was originally appointed to the Treasury Oversight Committee Public Seat #2 for a four-year term beginning May 1, 2000 through April 30, 2004. Mr. Grubb has been a resident of Contra Costa County for over 50 years, and he served approximately 22 years of public service on the Committee. During his time on the Committee, Mr. Grubb provided invaluable suggestions and recommendations to the County's annual investment policy statement, the quarterly investment report to the Board of Supervisors, and treasury business operations. Mr. Grubb is also distinguished for his near perfect attendance, the highest of all the Committee members historically.

The term of his seat ends April 30, 2022. A new nomination to replace Mr. Grubb on the Committee will be brought to the Internal Operations Committee for review and recommendation to the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to declare the vacancy before making a new appointment will cause the County to be out of compliance with State law.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Medical Staff Appointments and Reappointments – February 28, 2022

RECOMMENDATION(S):

APPROVE the new medical staff, affiliates and tele-radiologist appointments and reappointments, additional privileges, medical staff advancement, and voluntary resignations as recommend by the Medical Staff Executive Committee, at their February 28, 2022 meeting, and by the Health Services Director.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

The Joint Commission on Accreditation of Healthcare Organizations has requested that evidence of Board of Supervisors approval for each Medical Staff member be placed in his or her Credentials File. The above recommendations for appointment/reappointment were reviewed by the Credentials Committee and approved by the Medical Executive Committee.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Contra Costa Regional Medical and Contra Costa Health Centers' medical staff would not be appropriately credentialed and not be in compliance with The Joint Commission on Accreditation of Healthcare Organizations.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Jaspreet Benepal, 925-370-5101

By: , Deputy

cc:

ATTACHMENTS

Appointments, Reappointments February 28, 2022
List



A. New Medical Staff Members

Matthys, Andrew MD	Internal Medicine- Pulmonary
Slone, Richard, MD	VRAD
Patrick, Lauren, MD	UCSF Tele-Neurology

B. Application for Staff Affiliation

None

C. 6 Month Extensions

None

D. Staff Advancing to Non-Provisional

None

E. Biennial Reappointments

Provider	Department	Staff Status
Berrett, Brian, MD	Psychiatry/Psychology	A
Boisvert, Nichole, MD	DFAM	A
Douglas, Vanja, MD	UCSF Tele-Neurologist	C
Ebbert, Nancy, MD	Psychiatry/Psychology	A
Fentress, Daniel, MD	Emergency Medicine	A
Hay, Sunthara, DO	OB/GYN	A



Kim, Anthony, MD	UCSF Tele-Neurologist	C
Moskin, Ava, MD	DFAM	C
Murphy, Elizabeth, MD	Endocrinology	C
Pierce, Jeffrey, MD	OB/GYN	A
Radu-Radulescu, Ruxandra, MD	OB/GYN	A
Sachs, Neil, MD	Psychiatry/Psychology	A
Sam, Michel, MD	DFAM	A
Setliff, Kristen, DO	DFAM	A
Singh, Jasbir, MD	Psychiatry/Psychology	P
Zheng, Yi, MD	Gastroenterology	A

F. Biennial Renewal of Privileges

Provider	Department	Staff Status
Berger, Christina, NP	DFAM	AFF

G. 3 Month Evaluations

None

H. 6 Month Evaluations

None

I. 9 Month Evaluations

None



J. 12 Month Evaluations

None

K. 18 Month Evaluations

None

L. Biennial Reappointments for Teleradiologists (vRad)

None

M. Voluntary Resignation

Provider	Department
Anderson, Orson, MD	DFAM
Ayala Galdys, MD	Internal Medicine
Chatterjee, Sharmila, MD	DFAM
Forkin, Daniel, MD	Psychiatry/Psychology
Han, Elizabeth, DO	DFAM
Kirkpatrick, Haley, NP	DFAM
Natarajan, Vasantha, MD	DFAM
Wang, Catherine, MD	DFAM
Whalen Jon, MD	Psychiatry/Psychology

To: Board of Supervisors
 From: FAMILY & HUMAN SERVICES COMMITTEE
 Date: March 22, 2022



Contra
 Costa
 County

Subject: Appointments to the Contra Costa Advisory Council on Aging

RECOMMENDATION(S):

APPOINT Sharon Sakai-Miller to At-Large Seat #20 and Dale Harrington to At-Large Seat #13 on the Advisory Council on Aging for terms ending September 30, 2022, and APPOINT George Lee and Mike Awadalla to Alternate Member-At-Large Seats on the Advisory Council on Aging for terms ending September 30, 2023, as recommended by the Family and Human Services Committee.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 to amend governing requirements and policies for making appointments to advisory bodies to the Board of Supervisors. This resolution supercedes Resolution No. 2011/497. Section III.A. of Resolution No. 2020/1, Type 2: At Large/Countywide Appointments, states that when an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Lara DeLaney, (925) 655-2057

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Contra Costa Advisory Council on Aging (ACOA) provides a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of this County. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging. The Advisory Council on Aging consists of 40 members serving 2 year staggered terms, each ending on September 30. The Council consists of representatives of the target population and the general public, including older low-income and military persons; at least one-half of the membership must be made up of actual consumers of services under the Area Plan. The Council includes: 19 representatives recommended from each Local Committee on Aging, 1 representative from the Nutrition Project Council, 1 Retired Senior Volunteer Program, and 19 Members at-Large. Article III, 3.1 of the ACOA Bylaws states that the ACOA may recommend for appointment up to four (4) alternate Member-At-Large (MAL) members, who shall serve and vote in place of members (City or MAL) who are absent from, or who are disqualifying themselves from participating in a meeting of the ACOA.

The Area Agency on Aging, the ACOA and the Clerk of the Board, using Contra Costa TV (CCTV), assisted with recruitment. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County Employment and Human Services Department (EHSD) website contains dedicated web content where interested members of the public are encouraged to apply. The website provides access to the Board of Supervisors official application with instructions on whom to contact for ACOA related inquiries, including application procedures.

At the February 28, 2022 Family and Human Services Committee meeting, the Committee recommended that the Board of Supervisors appoint the following individuals to the ACOA:

At-Large Seat #20: Sharon Sakai-Miller, term expires on September 30, 2022

At-Large Seat #13: Dale Harrington, term expires on September 30, 2022

Alternate Member-At-Large Seat: George Lee, term expires on September 30, 2023

Alternate Member-At-Large Seat: Mike Awadalla, term expires on September 30, 2023

CONSEQUENCE OF NEGATIVE ACTION:

Failure to appoint members is likely to reduce public participation in advising policy development.

ATTACHMENTS

ACOA Roster

Sharon Sakai-Miller Application

Dale Harrington Application

George Lee Application

Mike Awadalla Application

				Incumbent Supervisor District	BoS Appointment Date
Advisory Board	Seat Title	Term Expiration	Current Incumbent		
Advisory Council on Aging	Nutrition Project Council	9/30/2022	Vacant		
Advisory Council on Aging	At-Large 1	9/30/2022	Reed, Penny	I	12/8/2020
Advisory Council on Aging	At-Large 2	9/30/2022	Krohn, Shirley	IV	10/25/2020
Advisory Council on Aging	At-Large 3	9/30/2023	Butler, Rhoda	III	10/19/2021
Advisory Council on Aging	At-Large 4	9/30/2022	Shafiabady, Sara	V	10/25/2020
Advisory Council on Aging	At-Large 5	9/30/2022	Card, Deborah	V	10/25/2020
Advisory Council on Aging	At-Large 6	9/30/2022	Lipson, Steve	I	10/25/2020
Advisory Council on Aging	At-Large 7	9/30/2022	Selleck, Summer	IV	10/25/2020
Advisory Council on Aging	At-Large 8	9/30/2022	Leasure, Nancy	II	10/25/2020
Advisory Council on Aging	At-Large 9	9/30/2023	Richards, Gerald	V	10/19/2021
Advisory Council on Aging	At-Large 10	9/30/2022	Tobey, Terri	II	10/25/2020
Advisory Council on Aging	At-Large 11	9/30/2023	Bhambra, Jagjit	V	10/19/2021
Advisory Council on Aging	At-Large 12	9/30/2022	Neemuchwalla, Nuru	IV	10/25/2020
Advisory Council on Aging	At-Large 13	9/30/2022	Vacant	IV	
Advisory Council on Aging	At-Large 14	9/30/2023	Yee, Dennis	IV	10/19/2021
Advisory Council on Aging	At-Large 15	9/30/2022	Bruns, Mary	IV	10/25/2020
Advisory Council on Aging	At-Large 16	9/30/2023	O'Toole, Brian	IV	10/19/2021
Advisory Council on Aging	At-Large 17	9/30/2022	Donovan, Kevin D.	II	10/25/2020
Advisory Council on Aging	At-Large 18	9/30/2022	Wener, Michael	II	11/2/2021
Advisory Council on Aging	At-Large 19	9/30/2023	Kleiner, Jill	II	10/25/2020
Advisory Council on Aging	At-Large 20	9/30/2023	Vacant	I	
Advisory Council on Aging	Local Committee Antioch	9/30/2022	Fernandez, Rudy	III	10/25/2020
Advisory Council on Aging	Local Committee Brentwood	9/30/2023	Kee, Arthur	III	10/19/2021
Advisory Council on Aging	Local Committee Clayton	9/30/2023	Berman, Michelle	IV	10/19/2021
Advisory Council on Aging	Local Committee Concord	9/30/2023	Haberkorn, John	IV	11/2/2021
Advisory Council on Aging	Local Committee Danville	9/30/2023	Donnelly, James	II	10/19/2021
Advisory Council on Aging	Local Committee El Cerrito	9/30/2022	Vacant	I	
Advisory Council on Aging	Local Committee Hercules	9/30/2022	Doran, Jennifer	V	10/25/2020
Advisory Council on Aging	Local Committee Lafayette	9/30/2023	Partridge, Erin	II	10/19/2021

Advisory Board	Seat Title	Term Expiration	Current Incumbent	Incumbent Supervisor District	BoS Appointment Date
Advisory Council on Aging	Local Committee Martinez	9/30/2022	Vacant		
Advisory Council on Aging	Local Committee Moraga	9/30/2023	Aufhauser, Martin	II	6/16/2020
Advisory Council on Aging	Local Committee Oakley	9/30/2023	Rigsby, Michael	III	12/14/2021
Advisory Council on Aging	Local Committee Orinda	9/30/2023	Evans, Candace	II	10/19/2021
Advisory Council on Aging	Local Committee Pinole	9/30/2022	Vacant		
Advisory Council on Aging	Local Committee Pittsburg	9/30/2023	Carterelliott, Kacey	V	10/19/2021
Advisory Council on Aging	Local Committee Pleasant Hill	9/30/2023	Van Ackeren, Lorna	IV	10/19/2021
Advisory Council on Aging	Local Committee Richmond	9/30/2022	Smith, Frances	I	10/25/2020
Advisory Council on Aging	Local Committee San Pablo	9/30/2022	Vacant		
Advisory Council on Aging	Local Committee San Ramon	9/30/2022	Vacant	II	
Advisory Council on Aging	Local Committee Walnut Creek	9/30/2023	Freitag, Eric	IV	10/19/2021

Term length: 24 months



**Contra
Costa
County**

REDACTED

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

Sharon

Last Name

Sakai-Miller

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
University of Hawaii	Japanese Language	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pepperdine University	M.A., Educational Technology	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pepperdine University	Ed.D, Educational Technology	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Other Training Completed:

Multiple Subject Teaching Credential; Administrative Credential in Education

Board, Committee or Commission Name

Seat Name

ACOA

Member at Large

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☒ Yes

If yes, how many?

10

Please explain why you would like to serve on this particular board, committee, or commission.

I currently serve as the ACOA representative for the City of San Ramon and am committed to working on and completing the new ACOA website of resources for older adults. I realize that I can continue working on the Technology Workgroup without serving on the advisory board, but I believe serving as a member at large would give me a better perspective and greater impact.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have served for a year on ACOA and found that my experience as an educator, school district administrator, long time resident of Contra Costa County (40 years), and conservator for a super senior allows me a solid foundation to be a contributing member. I attended school board meetings for more than 5 years so I have a good understanding of how advisory boards work. When I served as a Technology Coordinator for CCCOE many years ago and I gained a good working knowledge of the cities and towns in the County.

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.

Advisory Council on Aging (current); Technology Workgroup

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: Sharon H. Sakai-Miller

Date: 8/25/2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

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4. Meetings may be held in various locations and some locations may not be accessible by public transportation.

5. Meeting dates and times are subject to change and may occur up to two (2) days per month.

6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.

8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



Contra
Costa
County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Dale

Last Name

Harrington

Home Address - Street

City

Zip Code

Walnut Creek

94595

Phone (best number to reach you)

Email

Resident of Supervisorial District:

2

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

California State University at Sacramento

Social Science

☒ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Council on Aging

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.

I have a history of caring for senior citizens and I am a resident of Rossmoor in Walnut Creek. I am currently on the Golden Rain Foundation Board of Directors and a member of several clubs in Rossmoor.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

For over 20 years I was an Executive Director and Board member for corporations providing housing to elderly people. In addition, I was appointed by the Benicia City Council to serve on the Benicia Housing Authority Board of Directors.

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.

① Benicia Housing Authority
① Affordable Housing Affiliation (Benicia)
① California Association of Homes and Services for the Aging

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:

CA .

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:

4/29/21

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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.

Application Form

REDACT

Submit Date: Aug 16, 2021

Profile

George

First Name

N

Middle Initial

Lee

Last Name

Home Address

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code

Primary Phone

Email Address

Resident of Supervisorial District:

☒ District 5

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Florida Intl University

Degree Type / Course of Study / Major

BBA/Marketing

Degree Awarded?

☒ Yes ☐ No

George N Lee

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 Training Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Aging: Submitted

Seat Name

George N Lee

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☐ No

If Yes, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I feel my business and life experience would allow me to carefully consider business brought before the Council/Committee. I am now retired and so have no commercial conflicts, and have extra time available

George N Lee

Qualifications and Volunteer Experience

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

67 years old. I have run my own Construction material sales company for over 20 years. Prior, was Manager of a national construction supply firm in Oakland and acted as a material consultant to Caltrans, Structural Engineers for projects such as the new Transportation Center in SF, Ferry terminal on peninsula and 4th bore of Caldecott Tunnel; and contractors for concrete admixtures, repair materials, etc. Former president of local chapter Intl Concrete Repair Institute.

[Upload a Resume](#)

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?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ 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?

☐ 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

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 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

REDACT

Print Form



Contra
Costa
County

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Clerk of the Board of Supervisors

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Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Mike

Last Name

Awadalla

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

4

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

San Francisco State University

Microbiology

☒ Yes

☐ No

☐ Yes

☐ No

☐ Yes

☐ No

Other Training Completed:

Certified Senior Advisor (CSA)

Board, Committee or Commission Name

Seat Name

ACOA

Walnut Creek Seat

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☒ Yes

If yes, how many?

10 +

Please explain why you would like to serve on this particular board, committee, or commission.

From my work experience for the last five years with CarePatrol, I have acquired knowledge about issues that affect the elderly. I am also trained as a senior care advisor.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have a BS in Microbiology. I worked as a Microbiologist for about 5 years. My second career was a 20 years in the restaurant business. I owned three restaurants in San Francisco. I have sold all three in 2015 after my dad was diagnosed with the Alzheimer's disease. My dad's sickness is what got me in the senior care business. I served as a caregiver for my dad until he passed in 2018. Currently, I am the owner of CarePatrol of Walnut Creek.

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.

I am a member of SMAC, Senior Mobility Action Council.

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:

Mary Bruns

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:

4/22/2021

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Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 22, 2022

Subject: RE-APPOINT Antoinette (Toni) Warren to the District V Representative Seat on the Contra Costa County Merit Board

RECOMMENDATION(S):

REAPPOINT the following individual to the District V Representative Seat on the Contra Costa County Merit Board to a new term ending June 30, 2025.

Antoinette (Toni) Warren

FISCAL IMPACT:

None.

BACKGROUND:

The Merit Board: Authorized to carry out the duties under the Merit System Ordinance (Ordinance No. 80-47), as required in State law. The Merit Board's jurisdiction shall be to oversee the merit system and to hear and decide the following matters: unlawful discrimination appeals or complaints, appeals from: orders and actions of dismissal, suspension, demotion or reduction of compensation; application of the layoff regulations; coerced resignation and appeals from denial of flexibly staffed promotions.

CONSEQUENCE OF NEGATIVE ACTION:

The position would remain vacant.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Vincent Manuel (925) 608-4200

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: March 22, 2022

Subject: REAPPOINTMENT TO CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS

RECOMMENDATION(S):

REAPPOINT Shauna Polk to the District 3 seat on the Contra Costa Commission for Women and Girls for a term ending February 28, 2026, as recommended by Supervisor Burgis.

Shauna Polk
Brentwood, CA

FISCAL IMPACT:

None

BACKGROUND:

The term for this seat expired February 28, 2022. Applications were accepted and the recommendation to reappoint the above individual was determined.

CONSEQUENCE OF NEGATIVE ACTION:

The seat would remain open.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: March 22, 2022

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

Contact: Alicia Nuchols, 925-655-2335

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 22, 2022

Subject: ACCEPT the resignation of Joe Arandia from the County's Arts and Culture Commission

RECOMMENDATION(S):

ACCEPT the resignation of Joe Arandia from the District V Seat on the Arts and Culture Commission for a term ending June 30, 2023, as recommended by Supervisor Glover.

FISCAL IMPACT:

None.

BACKGROUND:

The Arts and Culture Commission of Contra Costa County was established to advise the Board of Supervisors on matters related to promoting arts and culture as a vital aspect of community engagement. The Arts and Culture Commission is dedicated to advancing the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County so that we may grow creatively as a community that preserves and celebrates our diverse cultural expression.

CONSEQUENCE OF NEGATIVE ACTION:

None.

CHILDREN'S IMPACT STATEMENT:

None.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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ATTESTED: March 22, 2022

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

Contact: Vincent Manuel (925) 608-4200

By: , Deputy

cc:

To: Board of Supervisors
 From: Karen Mitchoff, District IV Supervisor
 Date: March 22, 2022



Contra
 Costa
 County

Subject: ACCEPT the resignation of Heather Lurvey from the Contra Costa County Library Commission and DECLARE the seat vacant

RECOMMENDATION(S):

ACCEPT the resignation of Heather Lurvey, DECLARE a vacancy in the District IV Alternate Seat on the Contra Costa County Library Commission, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Karen Mitchoff.

FISCAL IMPACT:

none

BACKGROUND:

The role of members that serve in an advisory capacity to the Board of Supervisors and the County Librarian are; to provide a community linkage to the County Library; to establish a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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ATTESTED: March 22, 2022

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

Contact: Lisa Chow, (925)521-7100

By: , Deputy

cc:

BACKGROUND: (CONT'D)

forum for the community to express its views regarding goals and operations of the County Library; to assist the Board of Supervisors and the County Librarian to provide library services based on assessed public needs; and to develop and recommend proposals to the Board of Supervisors and the County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

CONSEQUENCE OF NEGATIVE ACTION:

The Supervisor would be unable to appoint a new individual to the seat.



Contra Costa County

To: Board of Supervisors
 From: Anna Roth, Health Services Director
 Date: March 22, 2022

Subject: Council on Homelessness Resignation

RECOMMENDATION(S):

ACCEPT the resignation of Manjit Sappal, DECLARE vacant the Public Safety Representative #1 seat on the Contra Costa Council on Homelessness with a term ending December 31, 2022, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Health, Housing and Homeless Services Division Director.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

Manjit Sappal submitted his formal resignation to the Health, Housing and Homeless Services office via email on March 8, 2022. Chief Sappal was appointed to the Council on Homelessness Public Safety Representative #1 seat on March 13, 2018. The seat appointment will expire December 31, 2022.

The Contra Costa Continuum of Care is governed by the Contra Costa Council on Homelessness (hereinafter referred to as the Council). The Council is appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long range planning and policy formulation of homeless issues in Contra Costa County. The Council serves as the governing body for the Contra Costa County Homelessness Continuum of Care. The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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ATTESTED: March 22, 2022

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

Contact: Jaime Jennett 925-464-0152

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Council also provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness, educate the community on homeless issues, and provide the Contra Costa County Board of Supervisors and Continuum of Care lead agency (Contra Costa Health Services, Health, Housing & Homeless Services Division) on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness.

CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa Council on Homelessness may not be able to meet quorum to vote on items coming before them.



Contra
Costa
County

To: Board of Supervisors
From: Director of Airports
Date: March 22, 2022

Subject: REAPPOINT EMILY BARNETT TO THE AVIATION ADVISORY COMMITTEE MEMBER AT-LARGE SEAT

RECOMMENDATION(S):

REAPPOINT the following individual to the Member At-Large #3 seat on the Aviation Advisory Committee to a term expiring February 28, 2025, as recommended by the Airports Committee:

Ms. Emily Barnett
Pleasant Hill, CA 94523

FISCAL IMPACT:

None.

BACKGROUND:

The AAC was established by the Board of Supervisors (Board) to provide advice and recommendations to the Board on the aviation issues related to the economic viability and security of airports in Contra Costa County (County). The AAC is mandated to cooperate with local, state, and national aviation interests for the safe and orderly operation of airports; advance and promote the interests of aviation; and protect the general welfare of the people living and working near the airport and the County in general.

The AAC may initiate discussions, observations, or investigations and may hear comments on airport and aviation matters from the public or other agencies in order to formulate recommendations to the Board. In conjunction with all the above, the AAC provides a forum for the Director of Airports regarding policy matters at and around the airport.

The AAC comprises 13 members who must work and/or reside in Contra Costa County: one appointed by each Supervisor; one from and nominated to the Board by the City of Concord; one from and nominated to the Board by the City of Pleasant Hill; one from and nominated to the Board by the Contra Costa County Airports Business Association; one from the community of Pacheco and nominated to the Board by the Airport Committee; one from the vicinity of Byron Airport (Brentwood, Byron, Knightsen or Discovery Bay) and nominated to the Board by the Airport Committee; and three At Large to represent the general community, to be nominated by the Airport Committee.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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ATTESTED: March 22, 2022

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

Contact: Beth Lee, 925-681-4200

By: , Deputy

cc:

The Internal Operations (IO) subcommittee generally interviews and makes an appointment recommendation to the Board for the AAC At Large positions. At the IO's July 10, 2017, meeting they recommended that the AAC At Large position interview and selection process be referred to the Airport Committee as they have direct oversight and involvement in Airport related matters. On August 1, 2017, the Board approved referring the AAC At Large position recruitment and selection process to the Airport Committee.

On March 9, 2022, the Airport Committee interviewed the following candidates for an At Large seat on the AAC:

-

BACKGROUND: (CONT'D)

Michael McCarthy, Martinez

- Emily Barnett, Pleasant Hill
- Donald Davidson, Alamo

At the conclusion of the interviews, the Airport Committee decided to recommend the reappointment of Emily Barnett.

CONSEQUENCE OF NEGATIVE ACTION:

The At-Large #3 seat will not have representation as the seat will become vacant.



Contra
Costa
County

To: Board of Supervisors
From: FAMILY & HUMAN SERVICES COMMITTEE
Date: March 22, 2022

Subject: Appointments to Alcohol and Other Drugs Advisory Board

RECOMMENDATION(S):

APPOINT Martha Carter to Member-at-Large Seat 6 and Nicolette Schumacher to Member-at-Large Alternate Seat 1 on the Alcohol and Other Drugs Advisory Board for terms ending on June 30, 2024, as recommended by the Family and Human Services Committee.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

On December 6, 2011, the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors committee. At Large seats on the Alcohol and Other Drugs Advisory Board are assigned to the Family and Human Services Committee (FHS) for review and recommendation to the Board of Supervisors.

At the February 28, 2022 Family and Human Services Committee meeting, the Committee considered and recommended these appointments. The Alcohol and Other Drugs Advisory Board (AODAB) provides input and recommendations to the Board of Supervisors and the Health Services Department

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Lara DeLaney, 925-655-2057

By: , Deputy

cc:

BACKGROUND: (CONT'D)

concerning family and community needs regarding prevention and treatment of alcohol and drug related problems. The mission of the AODAB is to assess family and community needs regarding treatment and prevention of alcohol and drug abuse problems. The board reports their findings and recommendations to the Contra Costa Health Services Department, the Board of Supervisors and the communities they serve. The AODAB works in collaboration with the Alcohol and Other Drugs Services of Contra Costa Health Services. The board provides input and recommendations as they pertain to alcohol and other drugs prevention, intervention, and treatment services.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to appoint members is likely to reduce public participation in advising policy development.

ATTACHMENTS

Martha Carter Application

Nicolette Schumacher Application

AODAB Roster

Application Form

Profile

Martha

First Name

A

Middle Initial

Carter

Last Name

Home Address

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code

Mobile:

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 5

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Los Medanos Community College

Degree Type / Course of Study / Major

Journalism/Communications/Theater/Liberal Arts

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

UC Berkeley

Martha A Carter

Degree Type / Course of Study / Major

Media Studies -Current Student

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?

Alcohol and Other Drugs Advisory Board: Submitted

Seat Name

3

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

As a formerly incarcerated African American Grandmother, wife and scholar it is my responsibility to the communities I represent to be in a responsible environment to serve those communities by giving of myself in service. There could be no better way to serve that to be a part of this committee

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.

(1) Founded Youth Readiness Program for Youth a 501 c 3 in 1996 in Alameda County when AFDC was transitioned into TANF (2) Mentor and advocate for the re-entry populations attending Los Medanos College as founder of CORE a campus club that conducted restorative justice practices and established a safe space for tutoring and support. (3) Current CAB member and Vice Chair for the Policy and Budget Committee

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Resume attached

[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

Martha A Carter

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Martha A. Carter

Pittsburg, CA 94565

Administrative Support Professional

Profile

Administrative support professional with over 20 years' experience. Office management skills and proficient in Microsoft Office programs. Strong planner and problem solver who readily adapts to change works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Education University of California Berkeley

Los Medanos College - AA Liberal Arts, Communications, Journalism and Theater

Key Skills

Office Skills:	Office Management Records Management Database Administration	Spreadsheets/Reports Event Management Calendaring	Front-Desk Reception Executive Support Travel Coordination
Computer Skills:	MS Word MS Excel MS PowerPoint	MS Outlook MS Access HBS Timekeeping Suite	10 key calculators by touch 60 wpm

Experience

Student University of California Berkeley Los Medanos College

2019-current
2015-2018

First African Methodist Episcopal Church of Oakland

2011-2012

Executive Assistant to the Senior Pastor

As the Executive assistant to the senior pastor, responsibilities include maintaining the daily operation of the administrative office. Tasks include scheduling counseling session, screening telephone calls, making detailed travel arrangements, and preparations for the Sunday worship services. The position is also responsible for Preparation of PowerPoint presentations for two Sunday morning services and the Wednesday evening Bible Study. Additionally, responsible for various committee meetings, Board of Directors, Stewards and Trustees.

Kelly Services, San Francisco, CA

Ework, San Francisco, CA

2008-2009

U.C.S.F Medical Center - Mount Zion Hospital

Human Resource Liaison- Payroll and Personnel - Pharmaceutical Services - In Patient Pharmacy

Supported the Pharmaceutical Department as Human Resources Representative for 227 Pharmacists and Pharmacy Technicians. Was responsible for using HBS Timekeeping System to process bi-weekly payroll for the pharmacists, pharmacy technicians and administrative staff. Was responsible for developing and implementing a new Records Management system for Pharmaceutical Services Department personnel files. Maintained access data base for Pharmacists and technician's licenses, pharmaceutical certifications, CPR certification and continuing education curriculum.

United Food and Commercial Workers Local 5

Martinez, CA

2006 to 2008

Administrative Support

As administrative support professional, provided clerical support, for the union attorney, and union representatives. Filed labor grievances for the union members and prepared board of adjustment hearings grievances with Labor Relations Departments for various grocery stores the union represents. Maintained and distributed the negotiated contracts for each grocery store including the editing, printing and binding of negotiated contracts. Collected dues from union members, enrolled new union members and explained membership, contract and health care benefits.

OAKLAND COMMUNITY HOUSING, INC. - Oakland, CA

1994 to 2006

Office Manager

As office manager provided clerical support for the Executive Director and his assistant in addition to interacting with the Board of Directors. Took minutes and transcribed those minutes for the board of director's meetings along with meeting resolutions. Coordinated and assisted in fundraising events for the organization. Proposed and produced Policy and Procedure Handbook for the administrative and property management offices of Oakland Community Housing, Inc. Developed summer workshops. Provided seminars directed at personal development, and the training of interns and new staff.

Application Form

Profile

Nicolette Schumacher

First Name Middle Initial Last Name

Home Address Suite or Apt

Walnut Creek CA 94597

City State Postal Code

Primary Phone

Email Address

Resident of Supervisorial District:

☒ District 4

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Saint Marys College of California

Degree Type / Course of Study / Major

MBA

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Saint Marys College of California

Degree Type / Course of Study / Major

Bachelors of Science in Business

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Training Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Alcohol and Other Drugs Advisory Board: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

It is very important to me I become more involved in serving my community, at a local level. I currently teach at UC Berkeley and serve on a board for independent hearing officers in the office of student code of conduct. As someone who see's cases where mental health is often manifested in that age group, left untreated it can turn to drug use as a form of self medication. Additionally I have witnessed this amongst family members and am very passionate about providing the appropriate care and support to people not only in these situations but in a preventative measure as well. I am more than willing to go through additional training and learn as much as I can to add value.

Qualifications and Volunteer Experience

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am not certain I am entirely qualified. I work full time in the technology industry. I have also taught at UC Berkeley more so because it is my passion, going on 7 years now. My experience in teaching has led me to take on several mentorship roles over the years and inspired me to become more active in serving my community. I joined the contra costa county republican party, I serve on a board with UC Berkeley, and I did spend several years living in San Francisco and volunteering with Big Brothers Big Sisters as well as Hands on Bay Area. I am hoping to contribute to society in a more meaningful and consistent way and in an area that has some of the most personal and profound impact.

Upload a Resume

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?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Contra Costa County Republican Party Treasure and Executive board, as well as outreach program UC Berkeley Independent Code of Conduct Board Big Brothers Big Sisters Hands on Bay Area Fallen Heroes

Conflict of Interest and Certification

Nicolette Schumacher

**Do you have a familial or financial relationship with a member of the Board of Supervisors?
(Please refer to the relationships listed under the "Important Information" section below or
Resolution No. 2021/234)**

☐ 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?**

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

**I CERTIFY that the statements made by me in this application are true, complete, and correct
to the best of my knowledge and belief, and are made in good faith. I acknowledge and
undersand that all information in this application is publicly accessible. I understand that
misstatements and/or omissions of material fact may cause forfeiture of my rights to serve
on a board, committee, or commission in Contra Costa County.**

☒ I Agree

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 2021/234, 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:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Contra Costa County Alcohol and Other Drugs Advisory Board

Seat	Name	District of Residence	Term Expires
District I	Antwon Cloird	I	6/30/2022
District II	Guita Bahramipour	II	6/30/2023
District III	Vacant		
District IV	Dylan Johnston	IV	6/30/2023
District V	Logan Campbell	V	6/30/2022
At Large - 1	Jonathan Ciampi	II	6/30/2023
At Large - 2	Victor Ortiz	IV	6/30/2024
At Large - 3	Talia Moore E.D.D.	I	6/30/2022
At Large - 4	Rhiannon Shires, Psy.D.	II	6/30/2023
At Large - 5	Vacant		
At Large - 6	Vacant	V	6/30/2024
At Large - Alternate 1	Vacant		
At Large - Alternate 2	Candace Cowing	II	6/30/2024
At Large - Alternate 3	Robert Frey	IV	6/30/2024



**Contra
Costa
County**

To: Board of Supervisors
From: FAMILY & HUMAN SERVICES COMMITTEE
Date: March 22, 2022

Subject: Appointments to Local Planning and Advisory Council for Early Care and Education

RECOMMENDATION(S):

REAPPOINT Silvana Mosca-Carreón to Child Care Provider 1 West County, Brenda Brown to Child Care Provider 2 Central/South County, Jacqueline Smith to Child Care Provider 3 Central/South County, Crystal McClendon-Gourdine to Community 1 West County, Stacey Norman to Community 2 Central/South County, Phelicia Lang to Community 4 East County, Laura Rodriguez to Discretionary 4 West County, and John Moon to Public Agency 3 Central/South County seats on the Local Planning and Advisory Council for Early Care and Education (LPC) for terms expiring on April 30, 2025; and APPOINT Rachel Fogelman to Public Agency 4 East County and Amy Mockoski to Discretionary 2 Central/South County seats on the LPC for terms expiring on April 30, 2024, as recommended by the Family and Human Services Committee.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The Local Planning and Advisory Council for Early Care and Education (LPC) coordinates programs and services affecting early childcare and education, including recommendations for the allocation of federal funds to local early childcare and education programs. The LPC consists

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Lara DeLaney, 925-655-2057

By: , Deputy

cc:

BACKGROUND: (CONT'D)

of 20 members: 4 consumer representatives - a parent or person who receives or has received child care services in the past 36 months; 4 child care providers - a person who provides child care services or represents persons who provide child care services; 4 public agency representatives - a person who represents a city, county, city and county, or local education agency; 4 community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations; and 4 discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies. Terms of appointment are 3 years.

On February 28, 2022, the Family and Human Services Committee recommended the above appointments to the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to appoint members is likely to reduce public participation in advising policy development.

ATTACHMENTS

Amy Mockoski Application

Blanca Silvana Application

Brenda Brown Application

John Moon Application

Rachel Fogleman Application

Crystal McClendon-Gourdine Application

Jacqueline Smith Application

Laura Rodriguez Application

Phelicia Lang Application

Stacey Norman Application

LPC Appointments Memos

LPC Roster



Contra Costa County

Print Form

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 Middle Initial Last Name

Home Address - Street City State Postal Code

Primary Phone (best number to reach you) Email Address

Resident of Supervisorial District (if out of County, please enter N/A): [District Locator Tool](#)

Do you work in Contra Costa County? ☒ Yes ☐ No If Yes, in which District do you work?

Current Employer Job Title Length of Employment

How long have you lived or worked in Contra Costa County?

Board, Committee, or Commission Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?
Please check one: ☒ Yes ☐ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
University of California- Santa Cruz	BA/Art History	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
San Jose State University	Masters of Library & Info Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?
☐ Yes ☐ No
☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☒ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

For a number of years I attended the LPC meetings when Library Administration was directly next door to the County Office of Education and I always found them an interesting insight into education and child care for preschool children. I would like to serve on the council in order to assist with countywide policy development issues and priorities for child care funding and planning. The library is one of the greatest resources in the community for early literacy materials, programming and support and by serving on the council I can make sure that the library is always aware of the needs of the community in order to be ready to partner with early education programs and families.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I have been a Librarian in Contra Costa County for 18 years and I've worked in various parts of the County. I am currently a Librarian III for Library Administration in charge of the programs and services for children and families for the entire system. Youth Services Librarians are experts in early literacy and I have been providing direct literacy building programming including storytimes and parent and community educational presentations for my entire career. My current position also allows me the opportunity to provide lots of outreach and I have connections and partnerships set up with many community organizations that serve children, teens and families.

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Head Start Policy Council

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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 under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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: Employee

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.

] Date: [2/10/2022]

**Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553**

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

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Contra Costa County

[Print Form](#)

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 Blanca Silvana Middle Initial Last Name Mosca Carreon

Home Address - Street City State Ca Postal Code

Primary Phone (best number to reach you) Email Address

Resident of Supervisorial District (if out of County, please enter N/A): N/A District Locator Tool

Do you work in Contra Costa County? ☒ Yes ☐ No If Yes, in which District do you work?

Current Employer Director - El Nuevo Mundo Job Title Director Length of Employment 43 years

How long have you lived or worked in Contra Costa County? 43 years

Board, Committee, or Commission Local Planning and Advisory Council - LPA Seat Name Child Care Provider - West

Have you ever attended a meeting of the advisory board for which you are applying?

Please check one: ☐ Yes ☒ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
Holy Names University	Master's in Education	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Santa Maria Catholic University	BA Education- Social Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: ECE Director

Other Trainings Completed: ESL Certificate Awarded for Training? ☒ Yes ☐ No
 TET ☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☒ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I have been a member of the Local Planning Council for more than 15 years. I am an active planning committee member of the children's forum, but my main interest is to work on behalf of the children, primarily the underseved and low income children.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

Please see attached resume

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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 under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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: **01/26/2022**

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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
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Blanca Silvana Mosca Carreon

[REDACTED]

[REDACTED]

[REDACTED]

EDUCATION

State of California Commission on Teaching Credentialing. Child Development program
Director Permit. Valid to December 2022

Holy Name University, Oakland, California. Master of Arts Degree in Education, with emphasis
in International Education, 1978

Holy Name University, Oakland, California. Certificate on teacher Effectiveness Training, 1977

Holy Name University, Oakland, California. Certificate to teach English as a second language.
(ESL Teaching Certificate), 1976.

Catholic University, Santa Maria, Arequipa, Peru. Bachelor of Arts Degree in Education with
emphasis in History, Geography and Social Science, 1973.

EXPERIENCE

June 2011 – To the Present

Full time Director of International Child Resources Institute (ICRI) El nuevo Mundo Children's
Center. Richmond, CA.

Active member of the Contra Costa County Children's Center Directors Association

Working Member of the LPC Children's Forum.

Advisory Board Member of General Chemical/ Chem-Trade.

Member of the C C C Local Planning Council

June 1999 to June 2011:

Full time Director of the National Hispanic University – El Nuevo Mundo Children's Center,
Richmond, CA.

Active member of the Contra Costa County Children's Center Directors Association

Working Member of the LPC Children's Forum.

Advisory Board Member of General Chemical.

Member of the Local Planning Council

June 1992 to 1999:

The National Hispanic University; Education Department Chair, Director of ECE and English as a Second Language.

Instructor of Spanish, Bilingual Terminology and ECE courses.

Coordinator of (ETS) Educational Testing Services, Citizens Tests, Oakland

Spanish Language Assessor, Pacific Bell

Director of El Nuevo Mundo Children's Center

June 1990 to 1992: Consultant, California Department of Education member of the State Program Quality Review Team.

July 1989 to 1992:

The National Hispanic University; Professor of Spanish and coordinator of the ECE program.

Director of SE SABE summer program, Guadalajara, Jalisco, Mexico.

Spanish Language Assessor, Pacific Bell

Director of El Nuevo Mundo Children's Center

July 1987 to June 1989: Consultant, Health Department, Alameda County, Coordinator of the Child Safety program

July 1986 to 1987: The National Hispanic University; Director of the Summer Spanish Program for special education professionals. Technical coordinator of the LAU center.
Supervisor/Director of el Nuevo Mundo Children's Center.

July 1984 to 1986: The National Hispanic University; Professor of Spanish.

Director of the Foreign language Department.

Field Coordinator of the Multifunctional Support Service Center.

June – July 1985 Acting Director of the MFSC.

Supervisor/Director of the El Nuevo Mundo Bilingual Children's Center.

Coordinator of the Special Education Spanish Assessment for Bilingual Educators Program. SE SABE VI.

July 1982 to June 1983: The National Hispanic University; Professor of Spanish.

Field Coordinator and Teacher Trainer of the Bilingual Education Service Center.

Supervisor of the El Nuevo Mundo Bilingual Children 's Center.

Spanish Language Instructor of the SE SABE IV Program, Guadalajara, Jalisco, Mexico, Summer 1983.

July 1981 to June 1982:

The National Hispanic University; Professor of Spanish.

Field Coordinator and Teacher Trainer of the Bilingual Education Service Center.

Supervisor of the El Nuevo Mundo Bilingual Children 's Center.

Spanish Language Instructor of the SE SABE III Program, Guadalajara, Jalisco, Mexico, Summer 1982.

July 1980 to June 1981:

Bay Area Bilingual Education League; (BABEL)

Teacher Trainer and Zone Coordinator of the Bilingual Children's Center.

Spanish Language Instructor of the SE SABE II Program, Guadalajara, Jalisco, Mexico, Summer 1981. Supervisor of El Nuevo Mundo Children's Center.

July 1979 to June 1980:

Bay Area Bilingual Education League; (BABEL)

Teacher Trainer and Zone Coordinator of the Bilingual Children's Center (BESC)

Spanish Language Instructor of the SE SABE I Program, Guadalajara, Jalisco, Mexico, Summer 1980.

July 1978 to June 1979:

Berkeley Unified School District./Bay Area Bilingual Education League; (BABEL)

Teacher Trainer and Zone Coordinator of the Bilingual Children's Center (BESC)

Education Consultant for the Multilingual Assessments Prescription Program. (MAPS), Berkeley U.S.D. Whittier Elementary School

King Junior High School

Berkeley High School

Supervisor of the project Vida Bilingual Childcare Center, Summer 1979.

March 1970 to December 1973:

High School Teacher, San Pedro Elementary and High school, Arequipa, Peru

SPECIAL SKILLS

Fluent Bilingual/Bicultural Spanish and English

15-years of successful track record as coordinator, presenter, designer of local, State and National Conferences.

Conference include:

The Annual Conference for Paraprofessionals.

The third Annual Conference of Multicultural Parents

The National Association for Bilingual Education Conference

The Annual Conference for Bilingual Educators

The National Hispanic University, Annual Convocations

The Multifunctional Support Service Center Regional Conference

The California Association for Bilingual Education Conference

National Hispanic University Founders Day Dinner

REFERENCES

Mr. Ken Jaffe. PHD

Founder and Global Director; International Child Resources Institute

125 University Ave., Berkeley, CA, 94710

Phone: 510-644-1000

Ms. Ruth Fernandez M.A;

Executive Director, First 5 Contra Costa

1485 Civic Court, Suite 1200

Concord, CA 94520

Phone: 925-771-7322

Ms. Erika Leonard;

Program Director. Kid Power California.org

Phone: 510-334-2242



Contra Costa County

Print Form

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1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Brenda	D	Brown	
Home Address - Street	City	State	Postal Code
		CA	
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): Mitchoff District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? Mitchoff			
Current Employer	Job Title	Length of Employment	
Executive Director	Executive Director	37yrs 6 mos	
How long have you lived or worked in Contra Costa County? 59yrs			

Board, Committee, or Commission	Seat Name
Contra Costa County Local Planning Council and Advisory for ECE	Child Care Provider/Central County
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? dozens	

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	Degree Type/ Course of Study/Major	Degree Awarded	
Los Medanos	AA-Child Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Charter Oak State College	BA-Education Leadership	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Brandman University	MA Education-Leadership in ECE	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	Program Director Permit	Certificate Awarded for Training?	
Other Trainings Completed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☒ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

In my position as a director (thus employer) of subsidized child care and development program, I am a strong advocate for children and families. I am a life-long Contra Costa County resident and have actively served in the LPC for the last 5 years and would I like to have the opportunity to continue with my work in this area.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

37 years experience as teacher, supervisor and director of Early Childhood program with funds from California Dept of Ed and Department of Social Services.
State Board member for EveryChild California (membership of state-funded program administrators). Current member LPC.

This year, more than ever, with the expansion of universal preschool, we need strong and experienced voices like mine to help guide the direction of growth in our county.

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

CCC Local Planning and Advisory Council for Early Childhood Education

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

Advocacy Committee, School and Family Partnership Committee, Executive Committee,
State-Funded program Co-chair- with the LPC
Northern section member at large for EveryChild California

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

01/31/2022

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

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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.
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Contra
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Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name John Middle Initial M Last Name Moon

Home Address - Street [REDACTED] City [REDACTED] State CA Postal Code [REDACTED]

Primary Phone (best number to reach you) [REDACTED] Email Address [REDACTED]

Resident of Supervisorial District (if out of County, please enter N/A): 1 [District Locator Tool](#)

Do you work in Contra Costa County? ☒ Yes ☐ No If Yes, in which District do you work? [REDACTED]

Current Employer Contra Costa County Office of Education Job Title Coordinator - CPIN Length of Employment 1.5 years

How long have you lived or worked in Contra Costa County? 3 years

Board, Committee, or Commission LPC Project and Workforce Committee Seat Name Public Agency 3 Central/South

Have you ever attended a meeting of the advisory board for which you are applying?
Please check one: ☐ Yes ☒ No If Yes, how many? [REDACTED]

EDUCATION

Check appropriate box if you possess one of the following:

☐ High School Diploma ☐ CA High School Proficiency Certificate ☒ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded
<u>Frostburg State University</u>	<u>B.A. Early Childhood Elem. Ed</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Johns Hopkins University</u>	<u>MS Instructional Technology</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>George Mason University</u>	<u>MS Educational Leadership and Administration</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Occupational Licenses Completed: [REDACTED]

Other Trainings Completed: CPIN certified Instructor Certificate Awarded for Training? ☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain: [REDACTED]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☒ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to continue to serve on this committee in order to establish relationships and offer service to the broader community as it relates to CPIN - The California Preschool Instructional Network. Serving in this capacity will assist in helping to learn/meet the needs of the early learning providers throughout Contra Costa County.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

This is my 25th year in the field of early childhood/elementary education. Over the course of these many years I've been a teacher and a principal. Now as a coordinator of a large regional program that serves as a direct arm of the California Department of Education, I have great insight into what the field needs and the support structures that I can help provide.

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

LPC Project and Workforce Committee

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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 under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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.

Date:

12/17/2021

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Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Middle Initial Last Name

Home Address - Street City State Postal Code

Primary Phone (best number to reach you) Email Address

Resident of Supervisorial District (if out of County, please enter N/A): [District Locator Tool](#)

Do you work in Contra Costa County? ☒ Yes ☐ No If Yes, in which District do you work?

Current Employer Job Title Length of Employment

How long have you lived or worked in Contra Costa County?

Board, Committee, or Commission Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?
Please check one: ☐ Yes ☒ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded
SFSU	Masters, Elementary Credential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
National University	Special Education Credential, Masters in administration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training? ☒ Yes ☐ No
☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☐ No

Are you a veteran of the U.S Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to serve on the board to support early childhood education and learnign within Contra Costa County. I am passionagte about early learning and the development of Universal TK and Universal preschool.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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 under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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: 2/1/21



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RACHEL FOGLEMAN, MSA, M.ED

PROFESSIONAL SUMMARY: Passionate leader bringing 14+ years of experience in mentorship, curriculum development, and incorporating an inclusive environment for a diverse group of learners. Keen leader who advocates for student and staff continuous improvement programs focused on raising academic levels of student's, and improving educators teaching skills. Highly versatile, able to manage different projects and accomplish them successfully. Adept in technology and incorporating digital resources for teaching and learning. Articulate in both speaking and writing, ready to take on any administrative, coordinator, or director role.

PROFESSIONAL EXPERIENCE

TEACHER ON SPECIAL ASSIGNMENT FOR EARLY CHILDHOOD SERVICE

Oakley Union Elementary School District, Oakley, CA

July, 2014 – **Present**

- Teacher mentor for 1st and 2nd year Special Education Teachers in the BTSA program.
- Serve as school director and Early Childhood Services TOSA coaching educators on best teaching practices and the use of digital resources including: Zoom, G-Suite, WebEx, Class Dojo, and Learning Genie.
- Developed a transitional TK process incorporating the California Framework.
- Raised schools scores to 4/5 and 3/5 aligning with DRDP measures.
- Planned distance learning curriculum and developed thematic units for remote learning aligned with DRDP classroom practices.
- Collaborate with all school specialists to ensure student's needs are being met including: speech therapist, occupational therapist, behavioral therapist, auditory professional, vision impairment professional, and school psychologist.
- Support collaboration for preschool inclusion with special education preschool; modify and adapt activities to meet IFSP and IEP goals.
- Plan and host parent training events to support student's developmental and academic success.
- Attend community partnerships and county office meetings.
- Continually assess the overall curriculum as well as support projects to promote program success.

ONLINE ADJUNCT PROFESSOR

National University, CA

October, 2018 – December, 2016

- Design and deliver curriculum for 25 Special Education student teachers in the California Teaching Credential Program.
- Collaborate with all stakeholders in the program to review and access new courses for the SPED department.
- Build positive relationships with all students and staff.

LEAD TEACHER

North Shoreview Public Montessori, San Mateo, CA

July, 2007 – June, 2014

- Participated in the school site committee to set yearly goals, budgeting, and safety plans.
- Aligned framework that adhered to the California Common Core Standards.

EDUCATION

National University

Master of Science in Administration

- **Present** (Coursework completed)

San Francisco State University

Master of Art in Elementary Education

- **2009**

San Francisco State University

Bachelor of Art in Liberal Studies,

Minor in Writing

- **2006**

CERTIFICATIONS

DIRECTORS PERMIT

California Commission on Teacher

Credentialing - exp. 2023

MULTIPLE SUBJECT

California Commission on Teacher

Credentialing - exp. 2023

MILD/MODERATE SPED

California Commission on Teacher

Credentialing - exp. 2023

EDUCATION SPECIALIST

California Commission on Teacher

Credentialing - exp. 2023

ADULT/CHILD/INFANT

CPR/FIRST AID

KEY SKILLS

- Microsoft Office (word/excel/ppt)
- Google Workplace
- Curriculum Planning
- Teacher Coaching
- Co-Teaching

- Implemented best practices and strategies from the ELA district meetings.
 - Created thematic units helping students identify new interests and drive their own continued learning beyond the curriculum.
 - Generated and delivered lesson plans using Montessori curriculum for a combination class of 2nd, 3rd and 4th graders.
-

- ECE Policies and Regulations
- QRS Assessment System
- CLASS Assessment System
- GLAD Strategies
- SEIS
- ECERS
- Love & Logic in the classroom



Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Crystal	Middle Initial Y	Last Name McClendon-Gourdine	
Home Address - Street [REDACTED]	City [REDACTED]	State CA	Postal Code [REDACTED]
Primary Phone (best number to reach you) [REDACTED]	Email Address [REDACTED]		
Resident of Supervisorial District (if out of County, please enter N/A): Contra Costa District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes No If Yes, in which District do you work? WCCUSD			
Current Employer BabyLove Child Development Inc.	Job Title BabyLove Child Development Inc.	Length of Employment 10 yrs.	
How long have you lived or worked in Contra Costa County? 1999			

Board, Committee, or Commission Local Planning and Advisory Council for Early Care & Education	Seat Name Board Member Community West
Have you ever attended a meeting of the advisory board for which you are applying? Please check one: <input checked="" type="checkbox"/> Yes No If Yes, how many? More than 30	

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	Degree Type/ Course of Study/Major	Degree Awarded
Spelman College	Psychology, BA	<input checked="" type="checkbox"/> Yes No
University of Maryland	Human Development, MA	<input checked="" type="checkbox"/> Yes No
University of Maryland	Educational Psychology, Ph.D.	<input checked="" type="checkbox"/> Yes No

Occupational Licenses Completed:	[REDACTED]	
Other Trainings Completed:	Certificate Awarded for Training?	
	Yes	No
	<input type="checkbox"/> Yes	No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes No

If Yes, please explain: [REDACTED]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes No

Are you a veteran of the U.S. Armed Forces? ☐ Yes No

Please explain why you would like to serve on this particular board, committee, or commission.

I am interested in serving on this Advisory Council as I have been a committed board member since 2012. I have learned and contributed many perspectives, information and served fully on this board consistently. As an early childhood specialist my professional practice aligns with the mission, tasks, activities and core mission of this council and as such, I offer the perspective of a practioner as well as a consumer of child care services.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

See attached resume

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Local Planning and Advisory Council for Early Care & Education

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

Local Planning and Advisory Council for Early Care & Education

List any volunteer and community experience, including any boards on which you have served.

Contra Costa Chapter, Delta Sigma Theta Sorority, Inc.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

McClendon Gourdine

Date:

1/28/22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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
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Crystal McClendon-Gourdine, Ph.D.

EDUCATION

Ph.D. in Educational Psychology, **University of Maryland**
M.A. in Early Childhood, **Mills College**
M.A. in Human Development, **University of Maryland**
B.A. in Psychology, **Spelman College**

RELEVANT EXPERIENCE

2012-Present	Diversity, Equity, & Inclusion Consultant , BabyLove Child Development, Inc.
2013 –Present CA	Coaching Consultant , First 5 CA and San Jose Unified School District, Santa Clara County, CA
2017-2021	Consultant , WestED, Sausalito, CA
2011 – 2016	Early Childhood Consultant , Child Development Training Consortium, Modesto, CA
2012 – 2015	Faculty , Contra Costa College, San Pablo, CA
2003 – 2011	Director , BabyLove Learning Center Inc., Hercules, CA

EQUITY-CENTERED DEVELOPMENT, TRAINING & FACILITATION

2018	Fellow, National Equity Project, nine month leadership cohort designed to engage in Equity-related action research using Equity leadership framework
2019	<i>Taking Steps Together</i> , Equity and Identity workshop series for families of PreK children in collaboration with I3 Institute
2020	<i>Trauma Informed Practices With an Equity Focus</i> , K-12 one day training co-facilitated by Mindful Life Project

CURRENT ACTIVITIES & CERTIFICATIONS

California Director Mentor, Contra Costa College
CLASS Affiliate Trainer, Teachstone Toddler and Preschool certification
Teaching Pyramid
Business Administration Scale (BAS)
Program Administration Scale (PAS)
Chair, Local Planning Council for Childcare & Development, Contra Costa County Office of Education

REFERENCES

Julie Nicholson, Ph.D. Julie.m.nicholson@gmail.com
Ruth Fernandez rfernandez@first5coco.org
Alisa Burton Aburton@oaklandca.gov



Contra
Costa
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Print Form

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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 Jacqueline	Middle Initial M.	Last Name Smith	
Home Address - Street [REDACTED]	City [REDACTED]	State CA	Postal Code [REDACTED]
Primary Phone (best number to reach you) [REDACTED]	Email Address [REDACTED]		
Resident of Supervisorial District (If out of County, please enter N/A): Yes <input checked="" type="checkbox"/> District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 4			
Current Employer Family and Community Partnerships Co	Job Title Family and Community Partnerships Co	Length of Employment 11 years	
How long have you lived or worked in Contra Costa County? 30 years			

Board, Committee, or Commission Local Planning Committee	Seat Name Child Care Provider - Central
Have you ever attended a meeting of the advisory board for which you are applying? Please check one: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, how many? [REDACTED]	

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Cal State East Bay	Sociology/Women Studies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: [REDACTED]

Other Trainings Completed:	CLASS	Certificate Awarded for Training?	
	Circle of Security	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

[REDACTED]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☒ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to continue my service on the Local Planning Committee because it has enhanced my ability to advocate for the consumers I serve. I enjoy meeting with my fellow committee members to discuss trends and plans to promote awareness and understanding of what our parents and children deserve in the educational system.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I have completed my first term and also participate on a sub-committee. I have served families in Head Start for over 11 years and have always been in a role promoting advocacy. I have experience as a Family Advocate, Community Partnerships Coordinator, as well as experience being a Parent Involvement Manager. I am also CLASS, HOVRS and TLC certified.

I am including my resume with this application:

Please check one: ☐ Yes ☒ No

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Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

1. Over 13 years with Hands of Hope Nonprofit
2. 12 years with Give Oakland
3. Annual Holiday Toy Drive with Mayor Aliano for the past three years.
4. Monument Impact Steering Committee for 4 years.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

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Signed: Jacqueline Smith

Date: 1-23-22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

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Contra Costa County

Print Form

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Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Laura	L	Rodriguez	
Home Address - Street	City	State	Postal Code
		CA	
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): yes District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 5			
Current Employer	Job Title	Length of Employment	
Tandem Partners in Learning	Tandem Partners in Learning	7 years	
How long have you lived or worked in Contra Costa County? 42			

Board, Committee, or Commission	Seat Name
Local Planning Commission	Discretionary Appointee 4--West County
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? 2	

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	Degree Type/ Course of Study/Major	Degree Awarded	
California State University, East Bay	BA	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
San Jose State University	MLIS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:		Certificate Awarded for Training?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Trainings Completed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain: Though I may have occasional scheduling conflicts, I can generally prioritize meeting attendance.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☒ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I am committed to ensuring that the needs of children and families in our County are met; that their educational settings are responsive, safe, enriched and respectful; and that their best needs are considered in decision-making processes.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I have worked in the field of early childhood education in Contra Costa County for the last 7 years, and have been a consumer of early care in the County for the last 9 years. I am familiar with the agencies that serve children and families, and with the particular needs of children in West County

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

LPC

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

N/A

List any volunteer and community experience, including any boards on which you have served.

N/A

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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: Laura Rodríguez

Date: 1/21/22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

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Laura Rodriguez

EDUCATION

MA in Library and Information Science

2012

San Jose State University

Focus on children's literacy, and library services to children and Spanish-speaking populations.

BA in Ethnic Studies

2008

California State University, East Bay

Interdisciplinary degree with a focus on ethnic American literature.

EMPLOYMENT

Program Supervisor, Tandem, Partners in Early Learning

2021-present

- Procure books and materials for StoryCycles
- Training of staff, early learning professionals, childcare providers and families in areas of child development, emergent literacy, and trauma informed care.
- Strategic planning and steering, program development and direction

Early Learning Specialist (Senior level), Tandem, Partners in Early Learning

2015-2021

- Design curriculum to train professionals and families on early learning, emergent literacy, and early brain development. Provide concrete strategies for augmenting the early education of children in the classroom and other settings.
- Managing community literacy events and forging collaborative relationships with local libraries.
- Provide services to a roster of child care centers and preschool classrooms, including the provision of books and materials for StoryCycles, and training for staff and families.
- Build community partnerships that will extend Tandem's programming reach and scope.
- Member, Tandem Book Selection Committee.

Children's Librarian, San Rafael Public Library

2013-2015

- Coordinated and delivered all children's programming and other special events. Incorporated parent education into all programs while demonstrating concepts of emergent literacy attainment. Conducted all programs in bilingual format to ensure accessibility.
- Planned and implemented school outreach, preschool class visits, and worked closely with school librarians and other educators. Recommended books and materials to support classroom learning.
- Selected and purchased all books for juvenile collection. Managed collections and data.

Children's Library Associate, Solano County Library

2007-2013

- Paraprofessional position involved in all aspects of children's librarianship.
- Participated in original programming for children and families. Received 5-star reviews on Yelp.com for a bi-weekly Toddler Time program. Created the system's first Bilingual Story-time.
- "Outreach Ambassador": Received specialized training in marketing and public relations. Conducted large-scale advocacy presentations promoting library services to professional and special interest groups.
- Instructed library patrons in using the computer, electronic databases, and the Internet. Assisted to select resources, formulate queries, limit results and cite sources.

From: [REDACTED]
To: [REDACTED]
Subject: Re: Please Renew Your Membership with the LPC - Due January 29th
Date: Tuesday, January 18, 2022 9:33:02 PM

9:21 PM Tue Jan 18

...

28% [REDACTED]



Contra Costa County Advisory Body Application - Copy_202109221732188321

PDF - 9.2 MB



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County

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	Middle Initial	Last Name	
Phelicia	E	Lang	
Home Address - Street	City	State	Postal Code
[REDACTED]	[REDACTED]	CA	[REDACTED]
Primary Phone (best number to reach you)	Email Address		
[REDACTED]	[REDACTED]		
Resident of Supervisorial District (if out of County, please enter N/A): Glover District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? Antioch			
Current Employer	Job Title	Length of Employment	
Antioch Unified	Antioch Unified	20 years	
How long have you lived or worked in Contra Costa County? 36 years			
Board, Committee, or Commission		Seat Name	
Local Planning Council		Community Representative East Coun	
Have you ever attended a meeting of the advisory board for which you are applying?			
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? 15-20			

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	Degree Type/ Course of Study/Major	Degree Awarded	
St. Mary's College CA	Masters Education	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
" "	Reading Spec Credential	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: Multiple Subject Teachers Credential

Other Trainings Completed:	Certificate Awarded for Training?
[REDACTED]	<input type="checkbox"/> Yes <input type="checkbox"/> No
[REDACTED]	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain: My work schedule currently affords me times after 3 pm to volunteer. Exceptions can be made if given advance notices.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☒ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No





Contra Costa County Advisory Body Application - Copy_202109221732188321



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Please explain why you would like to serve on this particular board, committee, or commission.

I would like to be considered to serve on this board because I believe the youngest children are our greatest investments towards a healthy future. I desire to be apart of the change making process to influence existing programs that support early literacy, and to work towards implementing new programs to support early literacy. I know that a small group of committed people can make a big difference, and our LPC is the hub to make positive change for our youngest in our county.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

W
For the past five years I've served on our Local Planning Council's general board and it's School and Family sub-committee. Prior to this appointment and concurrently I served on Antioch Unified School District's Local Control and Advisory Committee, and it's African American Male Initiative. In addition I'm apart of First Fives Ready Kids East County. In all of these roles, My experience and skill in advocating for early learning qualify me for this appointment.

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

I served as a volunteer for six years on Antioch Unified's Local Planning Committee as a parent and community representative to assure equitable solutions, funding allocations, and representation for underserved youth

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:



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From: 

Sent: Tuesday, January 18, 2022 8:32:53 AM

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Signed: Phelicia LangDate: 1-20-21

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Martinez, CA 94553

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Phe Lang resumev2 2020 PDF

Phelicia Lang

EDUCATIONAL ADVOCATE



Profile

Phelicia is a dynamic literacy leader with twenty years plus experience in private, charter, and public-school arenas. As an extraordinary coach, she's developed and coordinated early literacy programs for students, families, teachers, and schools yielding lasting impacts. Phelicia's visionary gifts position her as a collaborative change agent, instrumental in advocating for improvements and innovations in early literacy.

Work Experience

2015 | **Site Literacy Leader & Pre-K Coordinator**

2020 | Antioch Unified School District 501 G Street Antioch, CA 94509

As a district reading interventionist needs were determined, programs were designed, and data collected to assure kindergarten-second grade students were proficient by third grade.

As creator and coordinator of Pre-K program, created curriculum, managed, trained and directed staff, provided intervention, collected data, and trained parents.

- Implemented district and school-wide plans for early literacy achievement
- Trained and coordinated Intervention teams & gave staff developments
- Established intensive summer school intervention for Pre-Kindergarten students

2006 | **Teacher**

2015 | Antioch Unified School District 501 G Street Antioch, CA 94509

Guided Kinder/first, first, third, English Language and Reading Intervention, and K-5 computers in self-contained classrooms. Served on grade level and other support committees to assure continued growth and achievement of students and staff in

- Multicultural literacy expert
- Intensive small group and one-one support
- Literacy Nights Coordinator

2000 | **Certificated Teacher Advocate & Reading Teacher**

2006 | Antioch Unified & Various Charter Schools

Gave academic guidance and technology support to families, administrated and coordinated the SAT/6 testing and facilitated the county Open House for students in the Contra Costa County.

- CAVA (CA Virtual Academy)

Contacts



PHONE :

[REDACTED]



EMAIL :

[REDACTED]

Education

2009

MASTERS READING LANG ARTS
SAINT MARY'S COLLEGE MORAGA, CA

1994

Multiple Subject Teaching
Patten University Oakland, CA

1986

BA Psychology Minor Business
San Jose State University

Software

Microsoft Word

[REDACTED]

Microsoft Power Point

[REDACTED]

Adobe Acrobat

[REDACTED]

Google Slides

[REDACTED]

Work Experience

2020 Workshop Presenter

Lane Community College Eugene Oregon

Developed and implemented staff development on the importance and impact of using culturally relevant tools to engage young learners

- Facilitated interactive workshop
- Administered Staff Development
- Directed an interactive and Hands-on modeling and demonstration

2017 Local Planning and Advisory Council for Early Education

Present Contra Costa Office of Education 77 Santa Barbara Road Pleasant Hill, CA

Represented Antioch Unified School District as an advocate for quality early childhood education and literacy programs. School and Family Partnerships Committee Member, -worked to extend the reach of the Kindergarten Road Map and to develop the Passport to Kindergarten.

- Influenced, planned and implemented Infant-Kindergarten forum
- Helped promote Kindergarten Roadmap and the Passport to Kindergarten
- Advocated for adequate child-care, teacher education, and equitable pay

2013 Educational Community Activist

2019 Antioch Unified School District 501 G Street Antioch, CA

Core steering committee member for development of Brighter Beginnings Kindergarten summer program

- Parent and Teacher Representative for Local Advisory Program
- Advocate African American Male Initiative Program
- Researched, authored and established Bright Beginnings Summer Intervention Program for students entering Kindergarten.

References

REFERENCE NAME

Dr. Lawrence Rasheed

P : +925 726 6162

E : power_1906@yahoo.com

REFERENCE NAME

Dolores Williams

P : 925 216 6001

E : doloreswilliams@antiochschools.net

Social



FACEBOOK :



TWITTER :



LINKEDIN :

Certification

2015

Reading Recovery Certificate

Saint Mary's College CA Moraga

2008

Reading Specialist Credential

Saint Mary's College CA Moraga

Expertise

- Impactful Leadership
- Program Development
- Educational Facilitator
- Staff Development
- Family Advocate
- Administration
- Project Planning
- Skilled Researcher

Language

- English



Contra Costa County

Print Form

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	Middle Initial	Last Name	
Stacey	H	Norman	
Home Address - Street	City	State	Postal Code
		CA	
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): <input checked="" type="checkbox"/> yes District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? <input type="text" value="Contra Costa"/>			
Current Employer	Job Title	Length of Employment	
Adjunct Instructor of Early Childhood Studies	Adjunct Instructor of Early Childhood Studies	3 years	
How long have you lived or worked in Contra Costa County? <input type="text"/>			

Board, Committee, or Commission	Seat Name
Local Planning and Advisory Council for Early Care & Education	Community 2 - Central/South
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? <input type="text"/>	

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	Degree Type/ Course of Study/Major	Degree Awarded	
Cal State Hayward (East Bay)	BA in Liberal Studies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sonoma State	MA in Early Childhood Studies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	California emergency sub credential
Other Trainings Completed:	Positive Guidance and Discipline
	Certificate Awarded for Training?
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☒ Yes ☐ No

If Yes, please explain: A full time job and volunteering with foster youth.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☒ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I am an advocate and educator in the early childhood field and I want to be relevant in my field.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I am an adjunct instructor of early childhood studies at Diablo Valley College (DVC) and I am a former Kindergarten and Pre-K teacher. I have been in the ECE field for 18 years.

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Local Planning and Advisory Council for Early Care & Education

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

Family Outreach

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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: Stacey Norman

Date: 1/19/22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, 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: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



MEMORANDUM

DATE: February 1, 2022

TO: Contra Costa County Board of Supervisors
Family and Human Services Committee
Supervisor Candace Andersen, District II, Chair
Supervisor Diane Burgis, District III, Vice Chair

Contra Costa County Office of Education
Lynn Mackey, Contra Costa County Superintendent of Schools

FROM: Denise Clarke, LPC Coordinator/Manager, Educational Services

SUBJECT: LPC RENWAL APPOINTMENTS
Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)

RECOMMENDATION(S):

1) **APPOINT** the following new members to the Contra Costa Local Planning and Advisory Council for Early Care and Education, as recommended by the LPC:

Name	Seat	Area
Silvana Mosca-Carreón	Child Care Provider 1	West County
Brenda Brown	Child Care Provider 2	Central/South County
Jacqueline Smith	Child Care Provider 3	Central/South County
Crystal McClendon-Gourdine	Community 1	West County
Stacey Norman	Community 2	Central/South County
Phelicia Lang	Community 4	East County
Laura Rodriguez	Discretionary 4	West County
John Moon	Public Agency 3	Central/South County

REASON/S FOR RECOMMENDATION:

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

Membership consists of the following:

- Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Four child care providers - a person who provides child care services or represents persons who provide child care services;
- Four public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Lynn Mackey. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf.



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

February 1, 2022

Family Human Services Committee
Contra Costa County Board of Supervisors
651 Pine Street, Suite 107
Martinez, CA 94553

Subject: Renewal Appointment of LPC Members

Dear County Board of Supervisors:

I have reviewed the memoranda and member renewal applications submitted by the Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC). I recommend approval of the following renewal appointments: Silvana Mosca-Carreon to Child Care Provider 1 – West County, Brenda Brown to Child Care Provider 2 – Central/South County, Jacqueline Smith to Child Care Provider 3 – Central/South County, Crystal McClendon-Gourdine to Community 1 – West County, Stacey Norman to Community 2 – Central/South County, Phelicia Lang to Community 4 – East County, Laura Rodriguez to Discretionary 4 – West County and John Moon to Public Agency 3 Central/South County Representatives.

Based on the applicants' education, background, current employment and continued leadership and commitment to the LPC and the child care community, I have determined that the renewal applicants meet the eligibility definition for Child Care Provider, Public Agency, Community Representative and Discretionary seats in Contra Costa County as defined by the LPC Membership Structure.

I extend my appreciation for their continued commitment in contributing their knowledge and expertise for the improvement of early care and education in Contra Costa County through community service on the LPC.

Thank you,

Lynn Mackey
Superintendent of Schools
Contra Costa County

cc: Denise Clarke, LPC Coordinator
Crystal McClendon-Gourdine, LPC Chair

MEMORANDUM

DATE: February 16, 2022

TO: Contra Costa County Board of Supervisors
Family and Human Services Committee
Supervisor Diane Burgis, District III, Chair
Supervisor Candace Andersen, District II, Vice Chair

Contra Costa County Office of Education
Lynn Mackey, Contra Costa County Superintendent of Schools

FROM: Denise Clarke, LPC Coordinator/Manager, Educational Services

SUBJECT: LPC APPOINTMENTS
Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)

RECOMMENDATION(S):

1) **APPOINT** the following new members to the Contra Costa Local Planning and Advisory Council for Early Care and Education, as recommended by the LPC:

Name	Seat	Area
Rachel Fogleman	Public Agency Representative 4	East County
Amy Mockoski	Discretionary Appointee 2	Central/South County

REASON/S FOR RECOMMENDATION:

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

Membership consists of the following:

- Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Four child care providers - a person who provides child care services or represents persons who provide child care services;

- Four public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Lynn Mackey. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf.



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

February 10, 2022

Family Human Services Committee
Contra Costa County Board of Supervisors
1025 Escobar Street, 4th Floor
Martinez, CA 94553

Subject: Appointment of LPC Members

Dear County Board of Supervisors:

I have reviewed the memoranda and member applications submitted by the Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC). I recommend approval to appoint Rachel Fogleman to the vacant seat of Public Agency 4 – East County and Amy Mockoski to the vacant seat of Discretionary Appointee 2 – Central/South County.

Based on the applicants' education, background, and current employment, I have determined that Ms. Fogleman and Ms. Mockoski meet the eligibility definition for these seats in Contra Costa County as defined by the LPC Membership Structure.

Ms. Fogleman is an early childhood teacher and administrator for state preschool at the Oakley Union Elementary School District. She is a teacher mentor for Special Education teachers and serves as school director and Early Childhood Services coach for educators at the district. Additionally, she holds a multiple subject teaching credential, and an Early Childhood Program Director Permit. She understands the diverse needs of children and families through her work experience as an educator and school site administrator. Ms. Fogleman will prove an asset to the LPC as a representative of early care and education programs based on public school sites. I vote to approve the recommendation submitted by the LPC.

Ms. Mockoski has been a Librarian in Contra Costa County for 18 years and is currently in charge of the programs and services for children and families for the entire county. She is an expert in early literacy and early childhood programming at the libraries. Ms. Mockoski collaborates with many community agencies that serve children and families and looks forward to participating on the LPC to help inform the library of the needs of the community and opportunities to partner with early education programs to serve families. I vote to approve the recommendation submitted by the LPC.

I extend my welcome to Ms. Fogleman and Ms. Mockoski and thank them for their interest in contributing knowledge and expertise for the improvement of early care and education in Contra Costa County through community service on the LPC.

Thank you,

A handwritten signature in blue ink, appearing to read "Lynn Mackey", with a long horizontal flourish extending to the right.

Lynn Mackey
Superintendent of Schools
Contra Costa County

cc:

Denise Clarke, LPC Coordinator
Crystal McClendon-Gourdine, LPC Chair

CONTRA COSTA LOCAL PLANNING AND ADVISORY COUNCIL FOR EARLY CARE AND EDUCATION

Seat Title	Term Expires	Name
Child Care Consumer 1 West County		Vacant
Child Care Consumer 2 Central/South County		Vacant
Child Care Consumer 3 Central/South County		Vacant
Child Care Consumer 4 East County		Vacant
Child Care Provider 1 West County	4/30/2025	Silvana Mosca-Carreon
Child Care Provider 2 Central/South County	4/30/2025	Brenda Brown (Second Chair/(interim chair of S&FP)
Child Care Provider 3 Central/South County	4/30/2025	Jacqueline Smith
Child Care Provider 4 East County	4/30/2024	Stacie Cooper-Roundtree
Community 1 West County	4/30/2025	Dr. Crystal McClendon-Gourdine (Chair)
Community 2 Central/South County	4/30/2025	Stacey Norman
Community 3 Central/South County	4/30/2024	Hannah Michaelson
Community 4 East County	4/30/2025	Phelicia Lang
Discretionary 1 East County	4/30/2024	Candida Duperroir

Discretionary 2 Central/South County	4/30/2024	Amy Mockoski
Discretionary 3 Central/South County	4/30/2024	Cathy Roof (First Chair)
Discretionary 4 West County	4/30/2025	Laura Rodriguez
Public Agency 1 West County	4/30/2024	Amy Wells
Public Agency 2 Central/South County	4/30/2024	Liliana Gonzalez
Public Agency 3 Central/South County	4/30/2025	John Moon
Public Agency 4 East County	4/30/2024	Rachel Fogelman



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: Declare Vacancy on the Commission for Women and Girls

RECOMMENDATION(S):

DECLARE vacant the At-Large 9 seat on the Contra Costa Commission for Women and Girls previously held by Dr. Michelle Hernandez for a term ending February 28, 2023, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the County Administrator's Office.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The Contra Costa Commission for Women and Girls (CCCWG) was formed to educate the community and advise the Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The Commission's mission is to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County.

Dr. Michelle Hernandez was appointed to the Contra Costa Commission for Women and Girls (CCCWG) on November 5, 2019 for a term expiring February 28, 2023. Dr. Hernandez honorably served on the CCCWG until her passing on December 26, 2021. Dr. Hernandez will be missed dearly.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Lara DeLaney, 925-655-2057

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa Commission for Women and Girls would not be able to fill the vacancy to conduct routine business.



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 22, 2022

Subject: RECOMMENDATION FOR APPOINTMENTS TO THE LOCAL ENFORCEMENT AGENCY INDEPENDENT HEARING PANEL

RECOMMENDATION(S):

REAPPOINT Victoria Smith and APPOINT Joe Doser to the Local Enforcement Agency Independent Hearing Panel to terms that will expire on March 31, 2026.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

In 1992, the Board of Supervisors, in its capacity as the governing body of the County Local Enforcement Agency, adopted Resolution No. 92/153, which, among other things, appointed the full Board to serve as the hearing panel, a body that implements enforcement and permitting activities at local solid waste facilities, pursuant to a statute that was later repealed. Under current law, hearings regarding the above matters may be conducted by either a hearing officer or by a hearing panel, which may be either (1) a panel of three members of the LEA governing body or (2) an independent three-member panel appointed. (Pub. Resources Code, § 44308.) The Panel will hear matters related to solid waste enforcement, permits, and appeals.

The California Code of Regulations requires the appointment of either an independent hearing panel or hearing officer when in the jurisdiction of the LEA there exists a publicly owned or operated solid waste facility or disposal site. In Contra Costa County, the following jurisdictions own solid waste facilities: City of El Cerrito (Registration Tier Permit Transfer Station), City of Brentwood (Brentwood Transfer Station), City of Martinez (Martinez City Rubbish-closed landfill), City of Richmond (Naval Fuel Depot Pt. Molate-closed landfill), the City of Antioch (Antioch City Landfill-closed landfill), and the California Department of Water Resources (Banks Delta Pumping-closed dump site in Byron). For this reason, CalRecycle recommended that an independent hearing panel be established. CalRecycle also advised that there can be only one LEA hearing panel.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Julie DiMaggio Enea
925.655.2056

By: , Deputy

cc: CAO (Enea), Victoria Smith, Joe Doser

BACKGROUND: (CONT'D)

On November 5, 2013, the Board of Supervisors adopted Resolution No. 2013/423, establishing the Contra Costa County Local Enforcement Agency Independent Hearing Panel. The Board, at that time, decided that it would not appoint one of its members to the LEA Hearing Panel and subsequently referred to the IOC the recruitment of three County resident nominees, for BOS consideration, to serve on the panel. As a result of the 2013 recruitment, the Board of Supervisors appointed the first Independent LEA Hearing Panel, composed by Daryl Young, Larry Sweetser (technical expert), and Ana Cortez. Ana Cortez was later replaced by Victoria Smith.

The three-year terms of office for all three panel members will expire on March 31, 2022.

Among the specific duties of the County LEA are the permitting of solid waste facilities. Solid waste facilities include solid waste transfer or processing stations, composting facilities, transformation facilities and disposal facilities. The permitting process includes the issuance of solid waste facilities permits as well as the denial, revision, modification, suspension and revocation of permits. The County LEA also performs regular inspections of solid waste facilities. A solid waste facility is required to comply with applicable laws and regulations and the terms and conditions of any solid waste facilities permit issued by the County LEA to the facility. Compliance is usually achieved through inspection reports and compliance schedules. Where violations are found, the County LEA works with affected parties on corrective measures as long as those parties make a good faith effort to comply with the requirements.

Public Resources Code section 44308 governs appointments to the Hearing Panel as follows:

1. No more than one member of the Board of Supervisors shall serve on the Hearing Panel.
2. Members of the Hearing Panel shall be selected for their legal, administrative, or technical abilities in areas relating to solid waste management.
3. At least one member shall be a technical expert with knowledge of solid waste management methods and technology.
4. At least one member shall be a representative of the public at large.
5. A member shall serve for a term of four years and may not serve more than two consecutive terms.

Since its establishment in 2013, the Hearing Panel has met twice in Concord (one hearing, split into two evening sessions).

On February 14, 2022, the IOC approved a recruitment plan and schedule prepared by the County Administrator's Office in consultation with Environmental Health, calling for interviews to be held by the Internal Operations Committee on March 14, 2022. In response to the call for applications, the County received two applications, from incumbent Victoria Smith, who is eligible to serve a second term, and from retired County Environmental Health Specialist Joe Doser. Incumbents Daryl Young and Larry Sweetser are not currently eligible for reappointment because each has just completed two consecutive terms on the panel.

The IOC, at its March 14th meeting, considered the qualifications of the applicants and recommends their appointment. Ms. Smith is a practicing attorney with knowledge of legal matters. Joe Doser meets the requirements of a technical expert in solid waste management and technology.

The County Administrator's Office will continue to recruit, on behalf of the IOC, to fill the Public at Large seat.

CONSEQUENCE OF NEGATIVE ACTION:

The California Code of Regulations requires the appointment of either an independent hearing panel or hearing officer when in the jurisdiction of the LEA there exists a publicly owned or operated solid waste facility or disposal site. Failure to appoint an independent hearing panel would necessitate appointment of a hearing officer.

ATTACHMENTS

Application_Victoria Smith_LEA Independent Hearing Panel

Application_Joe Doser_LEA Independent Hearing Panel

Application Form

Profile

Victoria R Smith
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address

Orinda CA 94563
City State Postal Code

[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

UC Berkeley

Degree Type / Course of Study / Major

Political Science

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

UC Hastings College of Law

Degree Type / Course of Study / Major

Law

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

CA Dept. of Real Estate

Hours Completed

Licensed CA Broker 2002-present

Certificate Awarded?

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Assessment Appeals Board: Submitted

Seat Name

District 2 Alternate

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 assist the residents of Contra Costa County in ensuring fair property tax valuation using my skills as a real estate attorney and licensed real estate broker.

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.

Mayor, Orinda City Council; Member, Central Contra Costa Solid Waste Authority Board; Contra Costa County Local Enforcement Agency Independent Hearing Panel – 2018-current; Contra Costa County Sustainability Commission – 2017 – current. For a full list, please see my attached resume.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Resume attached

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Victoria Smith

Orinda, CA 94563

Education

University of California, Berkeley, CA	A.B., 1978
Hastings College of the Law, San Francisco, CA	J.D., 1981

Professional Experience - Law Practice

1995 - present - Law Office of Victoria Robinson Smith, Orinda, CA

Practice areas: Represent individuals and businesses in real estate, contracts, business and commercial matters.

1987-1995 - Partner, Alborg & Dictor, Oakland and Walnut Creek, CA

Practice areas: Represented individuals and businesses in real estate, professional negligence defense and financial services litigation.

Professional Memberships

Licensed California Real Estate Broker (2002 – present)
Contra Costa County Bar Association - Board of Directors and President Women's Section (1997-2003)
Orinda Chamber of Commerce

Public Service

Mayor, City of Orinda (2008, 2010, 2016), City Council Member, City of Orinda--2004–2016

Orinda Infrastructure Committee

Public Works Aesthetic Review Committee

Liaison to the Moraga-Orinda Fire District

Liaison to the East Bay Regional Park District

Liaison to the Friends of the Creeks

Liaison to the Orinda Unified School District

Liaison to the Acalanes Unified High School District

Alternate Member: School Bus Committee Liaison, Southwest Region Planning Committee (CCTA),
Lamorinda Project Management Committee, Lamorinda Fee & Financing Authority
Planning Commissioner, City of Orinda, 2003-2004

Central Contra Costa Solid Waste Authority -2005-2016 Chair

Contra Costa Mayor's Conference (2014) Board Member/Chair

Contra Costa County Local Enforcement Agency Independent Hearing Panel – 2018-current

Contra Costa County Sustainability Commission – 2017 – current

President, Orinda Senior Village, Inc. and Orinda Senior Housing Foundation – 2017-current

Grants Coordinator, Strive for Change Foundation - 2015–current

Board Member, Contra Costa County Family and Children's Trust Committee – 2000-2004

Registered Adult Leader, Boy Scouts of America -1992–current

Application Form

Profile

Joseph G Doser
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address

Martinez CA 94553
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 5

Retired
Employer Job Title

Length of Employment

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

30 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Local Enforcement Agency Independent Hearing Panel: Submitted

Seat Name

Joseph G Doser

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

1

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

U. of Nevada

Degree Type / Course of Study / Major

B.S./Health Sciences

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

San Jose State

Degree Type / Course of Study / Major

Teaching Credential (awarded)

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

U.C. Berkeley Extension

Degree Type / Course of Study / Major

Cert. in Hazardous Material Mgt. (awarded)

Degree Awarded?

☐ Yes ☒ No

Other Trainings & Occupational Licenses**Other Training A**

Emergency Management Specialist

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Various CalRecycle trainings

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Registered Environmental Health Specialist

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I was previously employed as the supervisor of a local enforcement agency (LEA) for solid waste and have a continued interest in matters related to environmental health, including in the area of solid waste management.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I supervised the County's LEA for solid waste for 7 years. This included providing regulatory oversight of solid waste facilities and enforcement action when necessary to obtain compliance. I was involved in an extensive case that went before the LEA IHP. I served on the State's (CalRecycle) Enforcement Advisory Council for 7 years and was its chair for several years.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☐ Yes ☒ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ 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?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Retiree pension.

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

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 2021/234, 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:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

RESUME

Joseph G. Doser, Jr.

[REDACTED]
Martinez, CA 94553
[REDACTED]
[REDACTED]

EDUCATION

- B.S., University of Nevada
Major: Health Science with extensive coursework in chemistry, biology, and mathematics.
- Hazardous Materials Management Certificate, University of California Berkeley Extension
- California Commission on Teacher Credentialing – Vocational Education Credential
- Emergency Management Specialist Certificate – California Specialized Training Institute

EXPERIENCE

Oct. 05 Supervising Environmental Health Specialist
to Feb. 22 Contra Costa Environmental Health
2120 Diamond Blvd., Suite 200
Concord, CA 94520
(925) 608-5500

Provided supervision in the areas of retail food, consumer protection, plan check, pools/spas/water parks, harmful algal blooms, jails, tattoo/body arts, massage parlors, solid waste, waste tire, code enforcement, body arts, cannabis, illegal prescription drug sales, and medical waste. Also provided the lead for the division's oncall, disaster/emergency preparedness and response, and customer service programs. Monitored staff productivity, work quality, and cost recovery. Provided guidance to staff on complex situations. Developed policies, procedures, and ordinances to promote program goals. Trained staff. Assigned special projects to staff (e.g., illegal haulers, code compilation, website development, etc.). Represented the Division at meetings and public outreach activities, including the statewide solid waste Enforcement Advisory Council (EAC). Conducted administrative hearings. Responded to inquiries from the media, elected officials, and the public. Served on interview panels.

March 92 Senior Environmental Health Specialist
to Oct. 05 Contra Costa Environmental Health

Performed a wide variety of duties in the areas of land use, onsite wastewater disposal, sewage complaints, small public water systems, water wells, environmental wells and soil borings, real estate transaction inspections, retail food establishments, food vehicles, temporary food events, plan check, public swimming pools/spas, massage parlors, and housing.

EXPERIENCE (continued)

Responsibilities included routine inspections; complaint and other investigations; report writing, ordinance writing, review of proposed legislation; program and policy development; development of educational handouts and departmental documents; staff education and training; development and implementation of HACCP programs; public relations, media relations; food handler training; retail food plan check.

Served on statewide CCDEH technical advisory committees in retail food, onsite sewage disposal, and water wells. Participated in State Department of Alcoholic Beverage Control IMPACT inspections. Participated in government/industry groups, including CURFFL Review Committee and speaking to industry groups, schools, service organizations, etc. Provided testimony before elected officials. Debt collection. Prepared cases for enforcement actions and testified in court and during depositions. Conducted soil profile examinations and percolation tests. Reviewed land development projects for planning agency comments. Developed land use and retail food program libraries. Conducted pollution studies. Conducted meat and poultry supply/bio-terrorism survey for the State Department of Food and Agriculture. Interviewed potential hires. Performed supervisory duties when designated by regular supervisors in their absence. Attended community meetings, including Municipal Advisory Councils, Neighborhood Councils, and Crimestoppers.

Also served as Shop Steward, elected Health Services General Negotiator, and member of the Joint Labor Health Coalition for Public Employees Local No. 1.

May 99
to 05

Instructor
Martinez Adult Education
Mt. Diablo Adult Education
West Contra Costa Adult Education

Developed a food manager food certification class. Taught food manager certification classes (ServSafe and NRFSP). Also participated in creating a well-received food safety video and television show for Mt. Diablo Television.

April 1989
to March 92

Environmental Health Specialist
Sutter County Health Department
1160 Civic Center Blvd., Yuba City, CA

Under general supervision performed a wide variety of duties in the areas of land use, onsite wastewater disposal, small public water systems, water wells, retail food establishments, public swimming pools/spas, rabies control, abandoned vehicle abatement, garbage abatement, substandard housing, real estate transaction inspections, infectious/medical wastes, and ambulances.

EXPERIENCE (continued)

Duties included inspections, complaint and other investigations, report writing, ordinance writing, program and policy development, development of educational handouts and program documents, testimony before elected officials, preparing cases for enforcement actions, conducting soil profile examinations, reviewing plans, development of a departmental library, and conducting pollution studies.

May 1987 to Assistant Sanitarian
April 1989 Sutter County Health Department
 1160 Civic Center Blvd., Yuba City, CA

Similar duties as an Environmental Health Specialist but with a lesser degree of responsibility and autonomy.

PUBLICATIONS

- *Environmental Stealth*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, November 1991.
- *Development of a Procedure on Closure of Food Facilities for Immediate Health Hazards*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, Winter 1992
- *Guidelines for Writing Effective Environmental Health Laws*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, Fall 1993
- *Education vs. Pseudoeducation in Environmental Health Programs*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, Summer 1994
- *The Customer is Often Wronged*, by Joseph G. Doser, Jr., California Journal of Environmental Health, Winter 1998
- *How Safe are Self-serve Unpackaged Foods?* by Joseph G. Doser, Jr., Journal of Environmental Health, Vol. 61, No. 8/April 1999

TECHNICAL ADVISORY COMMITTEES

- Bay Area Retail Food - CCDEH
- Septic System – CCDEH
- Water Well – CCDEH
- Enforcement Advisory Council (EAC) – CalRecycle/CCDEH

AWARDS

- California Environmental Health Association, Contributing Author of the Year, 1992.
- City of San Pablo Police Department, Special Recognition, 2004
- Contra Costa Health Services *Service Excellence Honor Roll*, 2005



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Purchase of vehicle for the Public Administrator

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5036 authorizing the transfer of appropriations in the amount of \$40,660.00 from the Public Administrator (0454) to General Services - Fleet Operations (0064) for the purchase of a vehicle for the Public Administrator.

FISCAL IMPACT:

This action increases appropriations in the Fleet Internal Service Fund (0064) and reduces appropriations in Public Administrator (0454) by \$40,660.00. The new vehicle will be fully funded with Public Administrator funds.

BACKGROUND:

The Public Administrator investigates certain cases of deceased Contra Costa County residents and in some cases takes custody of property. The Office of the Public Administrator needs to provide a vehicle to staff so that the duties of the Public Administrator may be fulfilled.

CONSEQUENCE OF NEGATIVE ACTION:

If this appropriation adjustment is not approved, the Public Administrator will not procure a vehicle needed to provide services to those throughout the County in need of the Public Administrator Department's services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Amy Elstermeyer 925-313-7900

By: , Deputy

cc:

ATTACHMENTS

AP00 5036 HSD

**CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT
T/C 27**

2022 FEB 16 PM 12:07

AUDITOR CONTROLLER USE ONLY

Final Approval Needed By:

- ☒ Board Of Supervisors
☐ County Administrator

ACCOUNT CODING		BUDGET UNIT(s): Public Administrator (#0454)		Page 1 of 1	
ORG'N.	EXPENSE SUB-ACCT.	EXPENDITURE ACCOUNT	DESCRIPTION	< DECREASE >	INCREASE
4284	4953	Autos & Trucks			40,660 .00
0454	5011	Reimbursement Gov/Gov			40,660 .00
				0 0	81,320 .00

Approved
AUDITOR - CONTROLLER

By: [Signature] Date: 3/4/22

COUNTY ADMINISTRATOR

By: [Signature] Date: 3/17/22

BOARD OF SUPERVISORS

YES:

NO:

By: _____ Date: _____

EXPLANATION OF REQUEST

This adjustment is necessary to align the budget with projected Annual Expenditures due to the purchase of a vehicle for the Public Administrator Division.

County General Fund will NOT CHANGE as a result of these adjustments.

Summary:

	Expenditure Decrease	Revenue Decrease	Cnty Cntrb. Increase
HSD DEPT #0454	<u>40,660</u>	<u>\$40,660</u>	<u>\$0</u>

[Signature]
SIGNATURE
PATRICK GODLEY

COO/CFO

TITLE

DATE

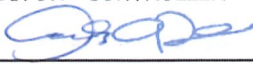
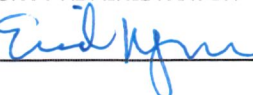

Appropriation
Adj. Journal No.

AP00 5036

CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT
T/C 24

AUDITOR-CONTROLLED
2022 FEB 16 PM 12:07

ACCOUNT CODING		BUDGET UNIT(s): Public Administrator (#0454)	Page 1 of 1	
ORG'N.	REVENUE SUB-ACCT.	REVENUE DESCRIPTION	INCREASE	
			< DECREASE >	
4284	9951	Reimbursement Gov/Gov	40,660	.00
0454	9690	Estate Fund Transfer	40,660	.00
			81,320	.00
			0	.00

<p>Approved AUDITOR - CONTROLLER By:  Date: 3/4/22</p> <p>COUNTY ADMINISTRATOR By:  Date: 3/17/22</p> <p>BOARD OF SUPERVISORS</p> <p>YES:</p> <p>NO:</p> <p>By: _____ Date: _____</p>	<p>EXPLANATION OF REQUEST</p> <p>This adjustment is necessary to align the budget with actual revenue <i>to adjust</i> the adopted budget level.</p> <p>County General Fund will NOT CHANGE as a result of these adjustments.</p> <p>Summary:</p> <table style="width:100%;"> <tr> <td></td> <td align="center">Expenditure Decrease</td> <td align="center">Revenue Decrease</td> <td align="center">Cnty Cntrb. Increase</td> </tr> <tr> <td>HSD DEPT#0454</td> <td align="center"><u>\$40,660</u></td> <td align="center"><u>\$40,660</u></td> <td align="center"><u>\$0</u></td> </tr> </table> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  SIGNATURE PATRICK GODLEY </div> <div style="width: 45%;"> COO/CFO DATE </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Appropriation Adj. Journal No. </div> <div style="width: 45%; text-align: right;"> RA00 5036 </div> </div>		Expenditure Decrease	Revenue Decrease	Cnty Cntrb. Increase	HSD DEPT#0454	<u>\$40,660</u>	<u>\$40,660</u>	<u>\$0</u>
	Expenditure Decrease	Revenue Decrease	Cnty Cntrb. Increase						
HSD DEPT#0454	<u>\$40,660</u>	<u>\$40,660</u>	<u>\$0</u>						



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: March 22, 2022

Subject: Adopt Resolution 2022/64 Granting Consent to the City of Pleasanton for Contra Costa County to Join the Renewed Tri-Valley Tourism Marketing District

RECOMMENDATION(S):

ADOPT Resolution No. 2022/64, granting the Board of Supervisors' consent to the City of Pleasanton for the County of Contra Costa to join the Tri-Valley Tourism Marketing District (TVTMD) and include portions of Contra Costa County in the TVTMD.

FISCAL IMPACT:

None at this time since there are no current or proposed hotels within unincorporated Contra Costa County. If hotels are subsequently established, a fee of 1% of the revenue collected in a jurisdiction would be paid to that jurisdiction to cover collection costs. The Treasurer/Tax Collector would be the County entity responsible for collection. The Treasurer/Tax Collector has been contacted about performing this service and does not object.

BACKGROUND:

The TVTMD is a benefit assessment district designed to help fund sales and marketing and destination development programs for Tri-Valley area lodging businesses. Supervisor Andersen has requested the Board consider this recommendation, because this approach has been used successfully in other destination areas throughout the state to improve tourism and drive additional room nights to assessed lodging businesses. The renewed TVTMD shall include all lodging businesses with five (5) rooms or more located within the boundaries of the Town of Danville (Town), the cities of Dublin, Livermore, and Pleasanton (Cities) and those portions of the unincorporated areas of Contra Costa and Alameda Counties (Counties), which include the communities of Alamo, Blackhawk, and Sunol, the portion of the counties that lies between the cities of Pleasanton and Livermore, and that portion of Alameda County which lies southeast of Interstate 580, as shown in the map in the Management District Plan.

Lodging business owners decided to pursue renewal of the TVTMD in order to continue a revenue source devoted to marketing the Tri-Valley area as a tourist, meeting, and event destination. If renewed, the TVTMD would generate approximately \$2,166,000 on an annual basis for promotion of travel and tourism specific to the Tri-Valley area.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Gayle Israel 925.957.8860

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Property and Business Improvement District Law of 1994 (94 Law) allows for the formation of multi-jurisdictional Business Improvement Districts (BIDs), with consent of the included jurisdictions being granted to one "lead" jurisdiction. The City of Pleasanton has requested consent to act as the lead jurisdiction in the formation of the TVTMD. Adopting this resolution will give the City authority to include the County in the proposed TVTMD. To form the TVTMD, the City will follow the formation proceedings specified in the 94 Law, including accepting petitions, adopting a resolution declaring its intention to form the TVTMD, holding a public meeting and public hearing to allow for comments, and adopting a resolution establishing the TVTMD.

TOURISM MARKETING DISTRICTS

Tourism Marketing Districts (TMDs) utilize the efficiencies of private sector operation in the market-based promotion of tourism. These special assessment districts allow lodging business owners to organize their efforts to increase tourism. Lodging business owners within the TMD fund the TMD, and those funds are used to provide services that are desired by and benefit the lodging businesses within the TMD.

TMD benefits:

- Funds cannot be diverted for other government programs;
- They are customized to fit the needs of each destination;
- They allow for a wide range of services; including: destination marketing, tourism promotion, and sales lead generation;
- They are designed, created and governed by those who will pay the assessment; and
- They provide a stable funding source for tourism promotion.

In California, TMDs are primarily formed pursuant to the Property and Business Improvement District Law of 1994 (94 Law). This law allows for the creation of a special benefit assessment districts to raise funds within a specific geographic area. The key difference between TMDs and other special benefit assessment districts is that funds raised are returned to the private non-profit corporation governing the TMD (Owners Association).

MANAGEMENT DISTRICT PLAN

The Management District Plan (Attachment 1) includes the proposed boundary of the renewed TVTMD, a service plan and budget and a proposed means of governance. The TVTMD shall include all lodging businesses with five (5) rooms or more located within the boundaries of the Town of Danville (Town), the cities of Dublin, Livermore, and Pleasanton (Cities) and those portions of the unincorporated areas of Contra Costa and Alameda Counties (Counties), which include the communities of Alamo, Blackhawk, and Sunol, the portion of the counties that lies between the cities of Pleasanton and Livermore, and that portion of Alameda County which lies southeast of Interstate 580.

The renewed TVTMD will have a ten (10) year life, beginning July 1, 2022, or as soon as possible thereafter, and end ten (10) years from its start date. The renewed TVTMD assessment will be implemented beginning July 1, 2022. Once per year beginning on the anniversary of TVTMD renewal there is a thirty (30) day period in which business owners paying fifty percent (50%) or more of the assessment may protest and begin proceedings to terminate the TVTMD.

The annual assessment rate is three dollars and twenty-five cents (\$3.25) per paid occupied room per night. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days, nor on stays by any Federal or State of California officer or employee when on official business who makes a claim that they are exempt, nor on stays by any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty. The annual assessment rate may be subject to an increase each year starting in the third year, the amount of which shall be determined by the Visit Tri-Valley Board, as described in the Plan. The total assessment rate may not exceed four dollars (\$4.00).

Each City, Town and County shall be responsible for collecting the assessment on a quarterly basis (including any delinquencies, penalties and interest) from each lodging business located in their respective jurisdictions within the boundaries of the TVTMD. Each City, Town and County shall take all reasonable efforts to collect the assessments from each lodging business. On a quarterly basis, each City, Town and County shall forward the assessment collected to the City of Pleasanton, which shall forward the assessments collected to the Owners' Association.

The Pleasanton City Council, through adoption of the Management District Plan, has the right, pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the TVTMD as defined in Streets and Highways Code §36612. The Pleasanton City Council has determined that Visit Tri-Valley (VTV) will continue to serve as the Owners' Association for the TVTMD. More than one-half of the members of the VTV Board of Directors must be representatives of assessed lodging businesses. The Owners' Association is charged with managing funds and implementing programs in accordance with this Plan, and must provide an annual report to membership and the City of Pleasanton. Additional detail on the TVTMD can be found in the attached TVTMD Management District Plan.

If the Board approves this resolution, the City of Pleasanton will handle the renewal process in accordance with state law. While currently there are no hotels in these parts of Contra Costa County, this would lay the groundwork for any future hotels to be included in the benefit district.

CONSEQUENCE OF NEGATIVE ACTION:

The recommended action, adoption of the attached resolution granting consent to the City of Pleasanton to form the TVTMD and include portions of the Contra Costa County in the TVTMD, will enable the City of Pleasanton and Visit Tri-Valley (VTV) to move forward with the TVTMD formation process. Upon successful formation, the TVTMD will be governed by the City of Pleasanton and VTV.

ATTACHMENTS

Resolution 2022/64
Tourism Management District Plan

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

Adopted this Resolution on 03/22/2022 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2022/64

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, GRANTING CONSENT TO THE CITY OF PLEASANTON TO RENEW THE TRI-VALLEY TOURISM MARKETING DISTRICT (TVTMD)

WHEREAS, the City of Pleasanton created the Tri-Valley Tourism Marketing District ("TVTMD") in 2006 pursuant to the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq., to promote tourism and the lodging businesses in the Tri-Valley area; and

WHEREAS, the City Council of the City of Pleasanton has requested consent to renew the TVTMD in a portion of the County of Contra Costa with adoption of Pleasanton City Council Resolution No. 22-1267, dated January 18, 2022;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Contra Costa, that:

Section 1: The above recitals are true and correct.

Section 2: The City of Pleasanton is hereby granted consent to include a portion of the County of Contra Costa in the TVTMD, as shown on the following map, for the renewal of the TVTMD and future renewals.

Section 3: The Board Clerk is hereby directed to transmit a certified copy of this Resolution to the Clerk of the City of Pleasanton City Council.

Section 4: This Resolution is effective 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.

Contact: Gayle Israel 925.957.8860

ATTESTED: March 22, 2022

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

By: , Deputy

cc:

2022-2032



TRI-VALLEY TOURISM MARKETING DISTRICT MANAGEMENT DISTRICT PLAN

*Prepared pursuant to the Property and Business Improvement District
Law of 1994, Streets and Highways Code section 36600 et seq.*

October 19, 2021

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Prepared by
Civitas



I. OVERVIEW

Developed by Visit Tri-Valley (VTV) and lodging business owners, the Tri-Valley Tourism Marketing District (TVTMD) is an assessment district proposed to provide specific benefits to payors, by funding marketing and sales promotion efforts for assessed businesses. This approach has been used successfully in other destination areas throughout the country to provide the benefit of additional room night sales directly to payors. The TVTMD was formed in 2006 as the Tri-Valley TMD for a five (5) year term and renewed in 2010, and again in 2015 for a seven (7) year term. VTV and Tri-Valley area lodging businesses now wish to renew the TVTMD for a ten (10) year term. Pursuant to Streets and Highways Code §36620.5, the City of Pleasanton will continue to act as the lead jurisdiction for renewing the TVTMD. The City of Pleasanton will continue to receive TVTMD annual reports.

Location: The TVTMD includes all lodging businesses with five (5) rooms or more located within the boundaries of the Town of Danville (Town), the cities of Dublin, Livermore, and Pleasanton (Cities) and those portions of the unincorporated areas of Contra Costa and Alameda Counties (Counties), which include the communities of Alamo, Blackhawk, and Sunol, the portion of the counties that lies between the cities of Pleasanton and Livermore, and that portion of Alameda County which lies southeast of Interstate 580, as shown on the map in Section IV.

Services: The TVTMD is designed to provide specific benefits directly to payors by increasing awareness and demand for room night sales. Sales & marketing and destination development programs will increase demand for overnight visits and market payors as tourist, meeting and event destinations, thereby increasing demand for room night sales.

Budget: The total TVTMD annual assessment budget for the initial year of its ten (10) year operation is anticipated to be approximately \$2,166,000. A similar budget is expected to apply to subsequent years, but this budget is expected to fluctuate as room sales do, and if the assessment rate is increased pursuant to this Plan. The budget is based on the most recent revenue reports from 2020.

Cost: The annual assessment rate is three dollars and twenty-five cents (\$3.25) of gross short-term room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days, nor on stays by any Federal or State of California officer or employee when on official business who makes a claim that they are exempt, nor on stays by any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty. The annual assessment rate may be subject to an increase each year starting in the third year, the amount of which shall be determined by the VTV Board, as described in Section V. The total assessment rate may not exceed four dollars (\$4.00).

Collection: Each City, Town and County shall be responsible for collecting the assessment on a quarterly basis (including any delinquencies, penalties and interest) from each lodging business located in their respective jurisdictions within the boundaries of the TVTMD. Each City, Town and County shall take all reasonable efforts to collect the assessments from each lodging business. On a quarterly basis, each City, Town and County shall

forward the assessment collected to the City of Pleasanton, which shall forward the assessments collected to the Owners' Association.

Duration: The renewed TVTMD will have a ten (10) year life, beginning July 1, 2022, or as soon as possible thereafter, and end ten (10) years from its start date. Once per year, beginning on the anniversary of TVTMD renewal, there is a thirty (30) day period in which owners paying fifty percent (50%) or more of the assessment may protest and initiate a City Council hearing on TVTMD termination. At the discretion of the Owners' Association, notification may be sent to lodging business owners by the Owners' Association in advance of the aforementioned thirty (30) day period.

Management: Visit Tri-Valley (VTV) shall continue to serve as the TVTMD's Owners' Association. The Owners' Association is charged with managing funds and implementing programs in accordance with this Plan, and must provide annual reports to the Pleasanton City Council. The Owners' Association must provide an annual report to membership and the City of Pleasanton.

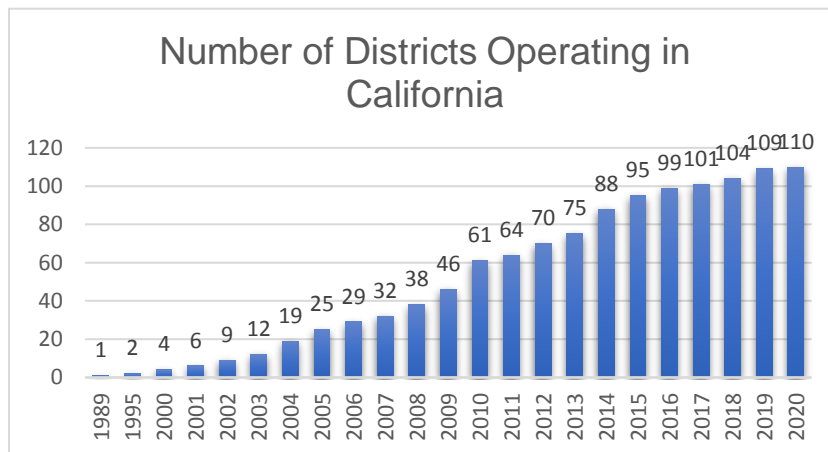
II. ACCOMPLISHMENTS

The TVTMD was initially formed in 2006 and was most recently renewed in 2015 for a seven (7) year term. Over the course of the past seven (7) years, VTV has successfully executed hundreds of marketing campaigns, promotions and generated leads through sales events that brought more ‘heads in beds’ and ‘cheeks in seats’ to the region. With a current team of six (6) full time employees, VTV has accomplished the following highlights over the past two (2) years alone:

- Certification by Destination International as a Destination Marketing Accredited Program (DMAP);
- Recipient of the DMA West Best Idea Award 2019: Tri-Valley Ice Cream Trail;
- National Finalist for the US Travel Association Destiny Award 2019: Best DMO Website;
- Recipient of the Hermes Creative Award 2018 Gold Award: Tri-Valley Ice Cream Trail Video;
- New home of Tri-Valley Film Office;
- Delivered twelve (12) advertising campaigns annually;
- Produced the Tri-Valley Annual Visitors Guide (print and digital) and monthly consumer/stakeholder newsletters, collateral and branded swag;
- Inaugural Taste Tri-Valley Restaurant Week;
- 123k annual referrals to business listings on www.visittrivalley.com;
- Hosted 15+ journalists / 20m media impressions annually;
- Implemented Cultural Heritage Tourism Initiative across two counties;
- International and California Public Relations representation;
- Local Recovery Campaign “ToTriValleywithLove.com” with five (5) cities;
- Created multiple visitor ‘trails’: beer, wine, caffeine, ice cream;
- Collaborated with regional partners and Booking.com for additional hotel revenues;
- Booked high profile sporting events annually with significant ROI for members (i.e.: USA Water Polo, USA Weightlifting and USA Gymnastics);
- Trained front-line staff through “I AM TRI-VALLEY” educational platform;
- Provided free membership in California Hotel & Lodging Association for 40 hotels;
- Attended dozens of industry tradeshow with event and meeting planners for leads;
- Increased social media presence across Instagram, Facebook, Pinterest and Tiktok;
- Sponsored local events/ festivals (Scottish Games, Beer Festival, Concerts in the Park); and
- Provided essential crisis communications during pandemic and fires.

III. BACKGROUND

TMDs are an evolution of the traditional Business Improvement District. The first TMD was formed in West Hollywood, California in 1989. Since then, over 100 California destinations have followed suit. In recent years, other states have begun adopting the California model – Montana, South Dakota, Washington, Colorado, Texas and Louisiana have adopted TMD laws. Several other states are in the process of adopting their own legislation. The cities of Wichita, Kansas and Newark, New Jersey used an existing business improvement district law to form a TBID. And, some cities, like Portland, Oregon and Memphis, Tennessee have utilized their home rule powers to create TMDs without a state law.



California's TMDs collectively raise over \$300 million annually for local destination marketing. With competitors raising their budgets, and increasing rivalry for visitor dollars, it is important that Tri-Valley lodging businesses continue to invest in stable, lodging-specific marketing programs.

TMDs utilize the efficiencies of private sector operation in the market-based promotion of tourism districts. TMDs allow lodging business owners to organize their efforts to increase demand for room night sales. Lodging business owners within the TMD pay an assessment and those funds are used to provide services that increase demand for room night sales.

In California, most TMDs are formed pursuant to the Property and Business Improvement District Law of 1994. This law allows for the creation of a benefit assessment district to raise funds within a specific geographic area. *The key difference between TMDs and other benefit assessment districts is that funds raised are returned to the private non-profit corporation governing the district.*

There are many benefits to TMDs:

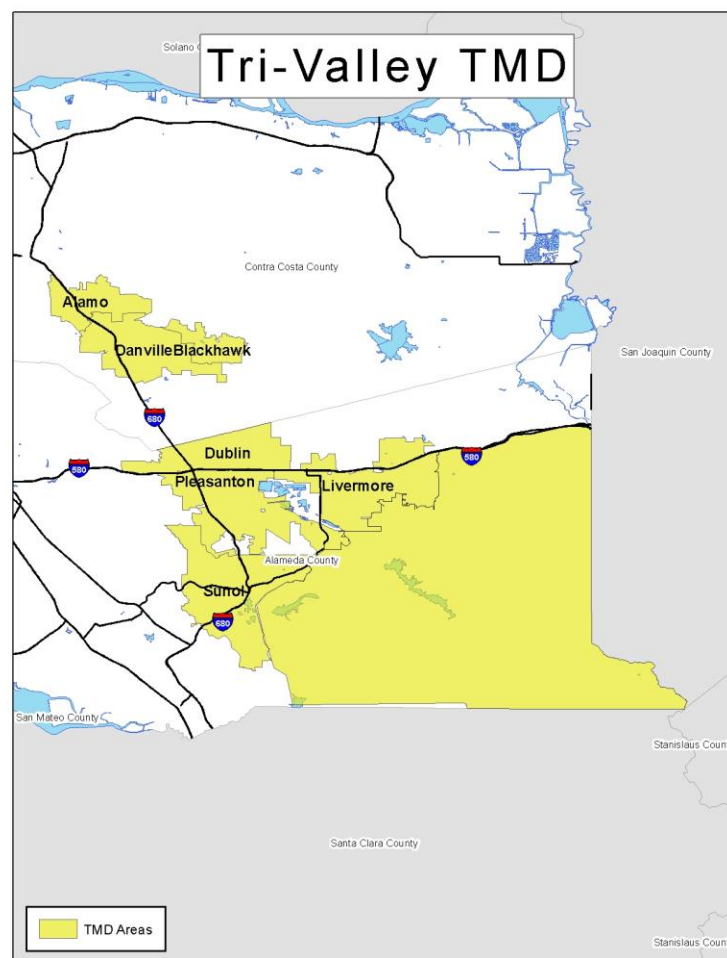
- Funds must be spent on services and improvements that provide a specific benefit only to those who pay;
- Funds cannot be diverted to general government programs;
- They are customized to fit the needs of payors in each destination;
- They allow for a wide range of services;
- They are ***designed, created and governed by those who will pay*** the assessment; and
- They provide a stable, long-term funding source for tourism promotion.

IV. BOUNDARY

The proposed TVTMD includes all lodging businesses with five (5) rooms or more located within the boundaries of the Town of Danville, the cities of Dublin, Livermore, and Pleasanton and those portions of the unincorporated areas of Contra Costa and Alameda Counties shown on the map below, which include the communities of Alamo, Blackhawk, and Sunol, the portion of the counties that lies between the cities of Pleasanton and Livermore, and that portion of Alameda County which lies southeast of Interstate 580.

As used herein the term “lodging business” means any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients for sleeping purposes. Lodging business includes any hotel, apartment complex, inn, motel, studio hotel, bachelor hotel, lodging house, or rooming house. Lodging business does not include vacation rentals.

The TVTMD’s boundaries shall remain conterminous with each participating jurisdiction’s boundaries. Therefore, future lodging businesses annexed into the participating jurisdiction’s after the establishment of the TVTMD shall automatically be included within the TVTMD’s boundaries when the responsible jurisdiction’s Financial Officer issues a lodging license to that lodging business. The TVTMD, as shown below, will initially consist of forty (40) lodging businesses. The boundaries shall be the boundaries as noted above of each jurisdiction as may be amended from time to time. A complete listing of lodging businesses within the TVTMD can be found in Appendix 2.

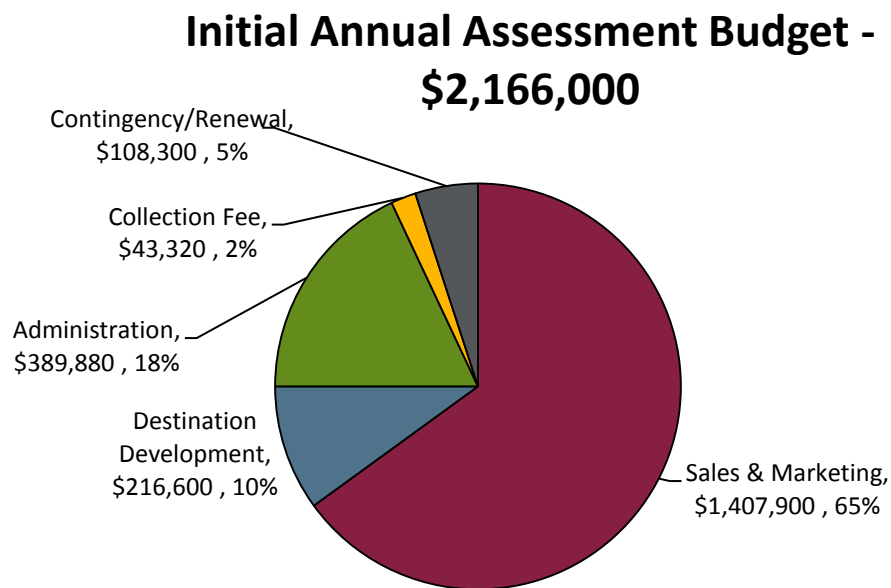


V. ASSESSMENT BUDGET AND SERVICES

A. Annual Service Plan

Assessment funds will be spent to provide specific benefits conferred or privileges granted directly to the payors that are not provided to those not charged, and which do not exceed the reasonable cost to the City of conferring the benefits or granting the privileges. The privileges and services provided with the TVTMD funds are sales & marketing and destination development programs available only to assessed businesses.

A service plan assessment budget has been developed to deliver services that benefit the assessed businesses. A detailed annual assessment budget will be developed and approved by VTV. The table below illustrates the initial annual assessment budget allocations. The total initial assessment budget is \$2,166,000.



Although actual revenues will fluctuate due to market conditions, the proportional allocations of the budget shall remain the same. However, the City and the VTV board shall have the authority to adjust budget allocations between the categories by no more than fifteen percent (15%) of the total budget per year. A description of the proposed improvements and activities for the initial year of operation is below. The same activities are proposed for subsequent years. In the event of a legal challenge against the TVTMD, any and all assessment funds may be used for the costs of defending the TVTMD.

Each budget category includes all costs related to providing that service. For example, the sales and marketing budget includes the cost of staff time dedicated to overseeing and implementing the sales and marketing program. Staff time dedicated purely to administrative tasks is allocated to the administrative portion of the budget. The costs of an individual staff member may be allocated to multiple budget categories. The staffing levels necessary to provide the services below will be determined by the VTV on an as-needed basis.

Sales & Marketing

A sales, marketing, and communications program will promote assessed lodging businesses as a leisure, meeting, and event destinations. The sales, marketing, and communications program will have a central theme of promoting the Tri-Valley area as a desirable place for overnight visits. The program will have the goal of increasing overnight visitation and room night sales at assessed lodging businesses, and may include, but is not limited to, the following activities:

- Internet marketing efforts to increase awareness and optimize internet presence to drive overnight visitation and room sales to assessed lodging businesses; Print ads in magazines and newspapers, television ads, and radio ads targeted at potential visitors to drive overnight visitation and room sales to assessed lodging businesses;
- Building the Tri-Valley branding and local destination marketing to attract overnight visitation to assessed businesses and the TVTMD;
- Attendance of trade shows to promote assessed lodging businesses;
- Sales blitzes or sponsorships for assessed lodging businesses;
- Familiarization tours of assessed lodging businesses;
- Preparation and production of collateral promotional materials such as brochures, guides, flyers and maps featuring assessed lodging businesses;
- Attendance of professional industry conferences and affiliation events to promote assessed lodging businesses;
- Lead generation activities designed to attract tourists and group events to assessed lodging businesses;
- Director of Sales and General Manager meetings to plan and coordinate tourism promotion efforts for assessed lodging businesses;
- Education of hospitality staff on service and safety (related to alcohol and food) designed to create a visitor experience that will bring repeat visits to assessed lodging businesses;
- Education of lodging business management and the Owners' Association on marketing strategies best suited to meet assessed lodging businesses' needs; and
- Efforts supporting the Tri-Valley Film Office.

Destination Development

The Destination Development program will provide funding to assist in the building or financing of well-vetted capital improvement projects or programs which attract overnight visitors to assessed businesses. These projects may include, but is not limited to, the following activities:

- Comprehensive and integrated wayfinding signage system enhancements including signage to parking decks and lots;
- Art and cultural projects or programs, to attract overnight visitors;
- Gateway enhancements to attract overnight visitors;
- Improvements to existing parks and facilities utilized by overnight visitors;
- Safe and fun entertainment complex for young teens and adults utilized by overnight visitors;
- Live music venue which attracts overnight visitors;
- Infrastructure improvements that enhance Tri-Valley's competitive position to attract desirable special events year-round and attract overnight visitors;
- Destination product development research and master planning;
- Advocacy programs, memberships and partnerships dedicated to provide unified communication, engagement and leadership;
- Welcome center and kiosk development and brand-centric visitor services training program for both public and private sector staff; and
- Infrastructure improvements that enhance Tri-Valley's competitive position to attract desirable special events year-round and attract overnight visitors.

Administration and Operations

The administration and operations portion of the budget shall be utilized for administrative staffing costs, office costs, and other general administrative costs such as insurance, legal and accounting fees.

Contingency & Reserve

The budget includes a contingency line item to account for uncollected assessments, if any. If there are contingency funds collected, they may be held in a reserve fund or utilized for other program, administration or renewal costs at the discretion of the VTV Board. Policies relating to contributions to the reserve fund, the target amount of the reserve fund, and expenditure of monies from the reserve fund shall be set by the VTV Board. Contingency/reserve funds may be spent on District programs or administrative and renewal costs in such proportions as determined by the VTV Board. The reserve fund may be used for the costs of renewing the TVTMD.

Collection Fee

The Town of Danville, the cities of Dublin, Livermore, and Pleasanton, and the counties of Alameda and Contra Costa shall each be paid a fee equal to one percent (1%) of the amount of assessment collected within their jurisdiction to cover their costs of collection and administration. The City of Pleasanton shall be paid a fee equal to one percent (1%) of the amount of assessment collected in within its jurisdiction, plus one percent (1%) of the total assessment collected from all jurisdictions, to cover its costs of collection and administration.

B. Annual Budget

The total ten (10) year improvement and service plan budget is projected at approximately \$2,166,000 annually, or \$29,546,246 through 2032 if the maximum assessment rates are adopted. A similar budget is expected to apply to subsequent years, but this budget is expected to fluctuate as room sales do, and if the assessment rate is increased. The budget is based on the most recent revenue reports from 2020.

If the maximum annual assessment increases are adopted by the Owners' Association upon approval from the Pleasanton City Council, the annual budget will increase as illustrated in the table below. The annual assessment rate may be subject to an increase each year starting in the third year, the amount of which shall be determined by the VTV Board. The total assessment rate may not exceed four dollars (\$4.00).

The assessment rate shall be three dollars and twenty-five cents (\$3.25) in the first year of the renewal, and increases may be implemented in later years at the discretion of the Owners' Association. The table below demonstrates the maximum with the assumption that the rates will be increased to the maximum possible rate of four dollars (\$4.00) in year three; as it is a required disclosure, it is not the anticipated course of action. Alternate courses of action may be taken in regards to implementing the assessment rate increase other than what is demonstrated in the chart below, within the parameters of this Management District Plan. Additionally, a three percent (3%) annual increase in the total budget is shown, to account for estimated increased room night sales as a result of TVTMD efforts. This three percent (3%) annual increase is a conservative estimate based on the effects of similarly sized TMD budgets.

**Estimated Annual Budget If Maximum Assessment Rates
Are Adopted**

Year	Sales & Marketing	Destination Development	Administration	Collection Fee	Contingency/ Renewal	Total
2022/23	\$1,407,900	\$216,600	\$389,880	\$43,320	\$108,300	\$2,166,000
2023/24	\$1,450,137	\$223,098	\$401,576	\$44,620	\$111,549	\$2,230,980
2024/25	\$1,838,327	\$282,820	\$509,075	\$56,564	\$141,410	\$2,828,196
2025/26	\$1,893,477	\$291,304	\$524,347	\$58,261	\$145,652	\$2,913,042
2026/27	\$1,950,281	\$300,043	\$540,078	\$60,009	\$150,022	\$3,000,433
2027/28	\$2,008,790	\$309,045	\$556,280	\$61,809	\$154,522	\$3,090,446
2028/29	\$2,069,053	\$318,316	\$572,969	\$63,663	\$159,158	\$3,183,159
2029/30	\$2,131,125	\$327,865	\$590,158	\$65,573	\$163,933	\$3,278,654
2030/31	\$2,195,059	\$337,701	\$607,862	\$67,540	\$168,851	\$3,377,014
2031/32	\$2,260,911	\$347,832	\$626,098	\$69,566	\$173,916	\$3,478,324
Total	\$19,205,060	\$2,954,625	\$5,318,324	\$590,925	\$1,477,312	\$29,546,246

The table below demonstrates the annual improvement and service plan budget with the assumption that the rates will not be increased during the TVTMD's ten (10) year term. Additionally, a three percent (3%) annual increase in the total budget is shown, to account for estimated increased room night sales as a result of TVTMD efforts.

**Estimated Annual Budget If Maximum Assessment Rates
Are Not Adopted**

Year	Sales & Marketing	Destination Development	Administration	Collection Fee	Contingency /Renewal	Total
2022/23	\$1,407,900	\$216,600	\$389,880	\$43,320	\$108,300	\$2,166,000
2023/24	\$1,450,137	\$223,098	\$401,576	\$44,620	\$111,549	\$2,230,980
2024/25	\$1,493,641	\$229,791	\$413,624	\$45,958	\$114,895	\$2,297,909
2025/26	\$1,538,450	\$236,685	\$426,032	\$47,337	\$118,342	\$2,366,847
2026/27	\$1,584,604	\$243,785	\$438,813	\$48,757	\$121,893	\$2,437,852
2027/28	\$1,632,142	\$251,099	\$451,978	\$50,220	\$125,549	\$2,510,988
2028/29	\$1,681,106	\$258,632	\$465,537	\$51,726	\$129,316	\$2,586,317
2029/30	\$1,731,539	\$266,391	\$479,503	\$53,278	\$133,195	\$2,663,907
2030/31	\$1,783,486	\$274,382	\$493,888	\$54,876	\$137,191	\$2,743,824
2031/32	\$1,836,990	\$282,614	\$508,705	\$56,523	\$141,307	\$2,826,139
Total	\$16,139,996	\$2,483,076	\$4,469,537	\$496,615	\$1,241,538	\$24,830,763

C. California Constitutional Compliance

The TVTMD assessment is not a property-based assessment subject to the requirements of Proposition 218. Courts have found Proposition 218 limited the term 'assessments' to levies on real property.¹ Rather, the TVTMD assessment is a business-based assessment, and is subject to Proposition 26. Pursuant to Proposition 26 all levies are a tax unless they fit one of seven exceptions.

¹ *Jarvis v. the City of San Diego* 72 Cal App. 4th 230

Two of these exceptions apply to the TVTMD, a “specific benefit” and a “specific government service.” Both require that the costs of benefits or services do not exceed the reasonable costs to the City of conferring the benefits or providing the services.

1. Specific Benefit

Proposition 26 requires that assessment funds be expended on, “a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.”² The services in this Plan are designed to provide targeted benefits directly to assessed businesses, and are intended only to provide benefits and services directly to those businesses paying the assessment. These services are tailored not to serve the general public, businesses in general, or parcels of land, but rather to serve the specific businesses within the TVTMD. The activities described in this Plan are specifically targeted to increase demand for room night sales for assessed lodging businesses within the boundaries of the TVTMD, and are narrowly tailored. TVTMD funds will be used exclusively to provide the specific benefit of increased demand for room night sales directly to the assessees. Assessment funds shall not be used to feature non-assessed lodging businesses in TVTMD programs, or to directly generate sales for non-assessed businesses. The activities paid for from assessment revenues are business services constituting and providing specific benefits to the assessed businesses.

The assessment imposed by this TVTMD is for a specific benefit conferred directly to the payors that is not provided to those not charged. The specific benefit conferred directly to the payors is an increase in demand for room night sales. The specific benefit of an increase in demand for room night sales for assessed lodging businesses will be provided only to lodging businesses paying the district assessment, with marketing & sales and destination development programs promoting lodging businesses paying the TVTMD assessment. The marketing & sales and destination development programs will be designed to increase room night sales at each assessed lodging businesses. Because they are necessary to provide the marketing & sales and destination development programs that specifically benefit the assessed lodging businesses, the administration and contingency services also provide the specific benefit of increased demand for room night sales to the assessed lodging businesses.

Although the TVTMD, in providing specific benefits to payors, may produce incidental benefits to non-paying businesses, the incidental benefit does not preclude the services from being considered a specific benefit. The legislature has found that, “A specific benefit is not excluded from classification as a ‘specific benefit’ merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific benefit to the payor.”³

2. Specific Government Service

The assessment may also be utilized to provide, “a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.”⁴ The legislature has recognized that marketing and promotions services like those to be provided by the TVTMD are government services within the meaning of Proposition 26⁵. Further, the legislature has determined that “a specific government service is not excluded from classification as a ‘specific government

² Cal. Const. art XIII C § 1(e)(1)

³ Government Code § 53758(a)

⁴ Cal. Const. art XIII C § 1(e)(2)

⁵ Government Code § 53758(b)

service' merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific government service to the payor.”⁶

3. Reasonable Cost

TVTMD services will be implemented carefully to ensure they do not exceed the reasonable cost of such services. The full amount assessed will be used to provide the services described herein. Funds will be managed by the VTV, and reports submitted on an annual basis to the City. Only assessed lodging businesses will be featured in marketing materials, receive sales leads generated from TVTMD-funded activities, be featured in advertising campaigns, and benefit from other TVTMD-funded services. Non-assessed lodging businesses will not receive these, nor any other, TVTMD-funded services and benefits.

The TVTMD-funded programs are all targeted directly at and feature only assessed businesses. It is, however, possible that there will be a spill over benefit to non-assessed businesses. If non-assessed lodging businesses receive incremental room nights, that portion of the promotion or program generating those room nights shall be paid with non-TVTMD funds. TVTMD funds shall only be spent to benefit the assessed businesses, and shall not be spent on that portion of any program which directly generates incidental room nights for non-assessed businesses.

D. Assessment

The annual assessment rate is three dollars and twenty-five cents (\$3.25) of gross short-term room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days, nor on stays by any Federal or State of California officer or employee when on official business who makes a claim that they are exempt, nor on stays by any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty. The annual assessment rate may be subject to an increase each year starting in the third year, the amount of which shall be determined by the VTV Board, as described in Section V. The total assessment rate may not exceed four dollars (\$4.00).

The term “gross room rental revenue” as used herein means: the consideration charged, whether or not received, for the occupancy of space in a lodging business valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits and property and services of any kind or nature, without any deduction therefrom whatsoever. Gross room rental revenue shall not include any federal, state or local taxes collected, including but not limited to transient occupancy taxes.

The assessment is levied upon and a direct obligation of the assessed lodging business. However, the assessed lodging business may, at its discretion, pass the assessment on to transients. The amount of assessment, if passed on to each transient, shall be disclosed in advance and separately stated from the amount of rent charged and any other applicable taxes, and each transient shall receive a receipt for payment from the business. If the TVTMD assessment is identified separately it shall be disclosed as the “TVTMD Assessment.” As an alternative, the disclosure may include the amount of the TVTMD assessment and the amount of the assessment imposed pursuant to the California Tourism Marketing Act, Government Code §13995 et seq. and shall be disclosed as the “Tourism Assessment.” The assessment is imposed solely upon, and is the sole obligation of the assessed lodging business even if it is passed on to transients. The assessment shall not be considered revenue for any purpose, including calculation of transient occupancy taxes.

⁶ Government Code § 53758(b)

Bonds may be issued.

E. Penalties and Interest

The TVTMD shall reimburse the Cities, Town and Counties for any costs associated with collecting unpaid assessments. If sums in excess of the delinquent TVTMD assessment are sought to be recovered in the same collection action by the City, the TVTMD shall bear its pro rata share of such collection costs. Assessed businesses which are delinquent in paying the assessment shall be responsible for paying:

1. Any business which fails to pay any assessment within the time required shall pay a penalty of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment.
2. Any business which fails to remit any delinquent assessment on or before a period of 30 days following the date on which the assessment first became delinquent shall pay a second delinquency penalty of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment and the ten percent (10%) penalty first imposed.
3. If it is determined that the nonpayment of any assessment is due to fraud, a penalty of twenty-five percent (25%) of the amount of the assessment shall be added thereto in addition to the penalties stated above.
4. In addition to the penalties imposed, any business which fails to remit any assessment shall pay interest at the rate of one-half of one percent (0.5%) per month or fraction thereof on the amount of the assessment, exclusive of penalties, from the date on which the assessment first became delinquent until paid.
5. Every penalty imposed and such interest as accrues shall become a part of the assessment required to be paid.

F. Time and Manner for Collecting Assessments

The TVTMD assessment will be implemented beginning beginning July 1, 2022, or as soon as possible thereafter, and end ten (10) years from its start date. Each City, Town and County will be responsible for collecting the assessment on a quarterly basis (including any delinquencies, penalties and interest) from each lodging business located in the boundaries of the TVTMD. Each City Town and County shall take all reasonable efforts to collect the assessments from each lodging business. On a quarterly basis, each City, Town and County shall forward the assessment collected to the City of Pleasanton. The City of Pleasanton shall forward the assessments collected to the Owners' Association.

VI. GOVERNANCE

A. Owners' Association

The Pleasanton City Council, through adoption of this Management District Plan, has the right, pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the TVTMD as defined in Streets and Highways Code §36612. The Pleasanton City Council has determined that Visit Tri-Valley will continue to serve as the Owners' Association for the TVTMD.

More than one-half of the members of the Visit Tri-Valley Board of Directors shall be representatives of assessed lodging businesses.

B. Brown Act and California Public Records Act Compliance

An Owners' Association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. The Owners' Association is, however, subject to government regulations relating to transparency, namely the Ralph M. Brown Act and the California Public Records Act. These regulations are designed to promote public accountability. The Owners' Association acts as a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the VTV board and certain committees must be held in compliance with the public notice and other requirements of the Brown Act. The Owners' Association is also subject to the record keeping and disclosure requirements of the California Public Records Act. Accordingly, the Owners' Association shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

C. Annual Report

The VTV shall present an annual report at the end of each year of operation to the City Council pursuant to Streets and Highways Code §36650 (see Appendix 1). The annual report shall include:

- Any proposed changes in the boundaries of the improvement district or in any benefit zones or classification of businesses within the district.
- The improvements and activities to be provided for that fiscal year.
- An estimate of the cost of providing the improvements and the activities for that fiscal year.
- The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.
- The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
- The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

APPENDIX 1 – LAW

*** THIS DOCUMENT IS CURRENT THROUGH THE 2021 SUPPLEMENT ***
(ALL 2020 LEGISLATION)

STREETS AND HIGHWAYS CODE DIVISION 18. PARKING PART 7. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

CHAPTER 1. General Provisions

ARTICLE 1. Declarations

36600. Citation of part

This part shall be known and may be cited as the “Property and Business Improvement District Law of 1994.”

36601. Legislative findings and declarations; Legislative guidance

The Legislature finds and declares all of the following:

- (a) Businesses located and operating within business districts in some of this state’s communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.
- (b) It is in the public interest to promote the economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses, and prevent the erosion of the business districts.
- (c) It is of particular local benefit to allow business districts to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that receive benefits from those improvements.
- (d) Assessments levied for the purpose of conferring special benefit upon the real property or a specific benefit upon the businesses in a business district are not taxes for the general benefit of a city, even if property, businesses, or persons not assessed receive incidental or collateral effects that benefit them.
- (e) Property and business improvement districts formed throughout this state have conferred special benefits upon properties and businesses within their districts and have made those properties and businesses more useful by providing the following benefits:
 - (1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied.
 - (2) Job creation.
 - (3) Business attraction.
 - (4) Business retention.
 - (5) Economic growth.
 - (6) New investments.
- (f) With the dissolution of redevelopment agencies throughout the state, property and business improvement districts have become even more important tools with which communities can combat blight, promote economic opportunities, and create a clean and safe environment.
- (g) Since the enactment of this act, the people of California have adopted Proposition 218, which added Article XIII D to the Constitution in order to place certain requirements and restrictions on the formation of, and activities, expenditures, and assessments by property-based districts. Article XIII D of the Constitution provides that property-based districts may only levy assessments for special benefits.
- (h) The act amending this section is intended to provide the Legislature’s guidance with regard to this act, its interaction with the provisions of Article XIII D of the Constitution, and the determination of special benefits in property-based districts.
 - (1) The lack of legislative guidance has resulted in uncertainty and inconsistent application of this act, which discourages the use of assessments to fund needed improvements, maintenance, and activities in property-based districts, contributing to blight and other underutilization of property.
 - (2) Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special benefits to exist as a separate and distinct category from general benefits, the

incidental or collateral effects of those special benefits are inherently part of those special benefits. The mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.

(3) It is of the utmost importance that property-based districts created under this act have clarity regarding restrictions on assessments they may levy and the proper determination of special benefits. Legislative clarity with regard to this act will provide districts with clear instructions and courts with legislative intent regarding restrictions on property-based assessments, and the manner in which special benefits should be determined.

36602. Purpose of part

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within property and business improvement districts, to ensure that those assessments conform to all constitutional requirements and are determined and assessed in accordance with the guidance set forth in this act. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

36603. Preemption of authority or charter city to adopt ordinances levying assessments

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

36603.5. Part prevails over conflicting provisions

Any provision of this part that conflicts with any other provision of law shall prevail over the other provision of law, as to districts created under this part.

36604. Severability

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

ARTICLE 2. Definitions

36606. “Activities”

“Activities” means, but is not limited to, all of the following that benefit businesses or real property in the district:

- (a) Promotion of public events.
- (b) Furnishing of music in any public place.
- (c) Promotion of tourism within the district.
- (d) Marketing and economic development, including retail retention and recruitment.
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
- (f) Other services provided for the purpose of conferring special benefit upon assessed real property or specific benefits upon assessed businesses located in the district.

36606.5. “Assessment”

“Assessment” means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and providing activities that will provide certain benefits to properties or businesses located within a property and business improvement district.

36607. “Business”

“Business” means all types of businesses and includes financial institutions and professions.

36608. “City”

“City” means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

36609. “City council”

“City council” means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

36609.4. “Clerk”

“Clerk” means the clerk of the legislative body.

36609.5. “General benefit”

“General benefit” means, for purposes of a property-based district, any benefit that is not a “special benefit” as defined in Section 36615.5.

36610. “Improvement”

“Improvement” means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.
- (b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the district.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

36611. “Management district plan”; “Plan”

“Management district plan” or “plan” means a proposal as defined in Section 36622.

36612. “Owners’ association”

“Owners’ association” means a private nonprofit entity that is under contract with a city to administer or implement improvements, maintenance, and activities specified in the management district plan. An owners’ association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners’ association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners’ association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), for all records relating to activities of the district.

36614. “Property”

“Property” means real property situated within a district.

36614.5. “Property and business improvement district”; “District”

“Property and business improvement district,” or “district,” means a property and business improvement district established pursuant to this part.

36614.6. “Property-based assessment”

“Property-based assessment” means any assessment made pursuant to this part upon real property.

36614.7. “Property-based district”

“Property-based district” means any district in which a city levies a property-based assessment.

36615. “Property owner”; “Business owner”; “Owner”

“Property owner” means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. “Business owner” means any person recognized by the city as the owner of the business. “Owner” means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

36615.5. “Special benefit”

“Special benefit” means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed. Special benefit excludes general enhancement of property value.

36616. “Tenant”

“Tenant” means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

ARTICLE 3. Prior Law

36617. Alternate method of financing certain improvements and activities; Effect on other provisions

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

CHAPTER 2. Establishment

36620. Establishment of property and business improvement district

A property and business improvement district may be established as provided in this chapter.

36620.5. Requirement of consent of city council

A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board

of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

36621. Initiation of proceedings; Petition of property or business owners in proposed district

- (a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.
- (b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:
 - (1) A map showing the boundaries of the district.
 - (2) Information specifying where the complete management district plan can be obtained.
 - (3) Information specifying that the complete management district plan shall be furnished upon request.
- (c) The resolution of intention described in subdivision (a) shall contain all of the following:
 - (1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities, and the location and extent of the proposed district.
 - (2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

36622. Contents of management district plan

The management district plan shall include, but is not limited to, all of the following:

- (a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.
- (b) The name of the proposed district.
- (c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected property and businesses included, which may be made by reference to any plan or map that is on file with the clerk. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.
- (d) The improvements, maintenance, and activities proposed for each year of operation of the district and the maximum cost thereof. If the improvements, maintenance, and activities proposed for each year of operation are the same, a description of the first year's proposed improvements, maintenance, and activities and a statement that the same improvements, maintenance, and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.

- (e) The total annual amount proposed to be expended for improvements, maintenance, or activities, and debt service in each year of operation of the district. If the assessment is levied on businesses, this amount may be estimated based upon the assessment rate. If the total annual amount proposed to be expended in each year of operation of the district is not significantly different, the amount proposed to be expended in the initial year and a statement that a similar amount applies to subsequent years shall satisfy the requirements of this subdivision.
- (f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan also shall state whether bonds will be issued to finance improvements.
- (g) The time and manner of collecting the assessments.
- (h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.
- (i) The proposed time for implementation and completion of the management district plan.
- (j) Any proposed rules and regulations to be applicable to the district.
- (k)
 - (1) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof.
 - (2) In a property-based district, the proportionate special benefit derived by each identified parcel shall be determined exclusively in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the activities. An assessment shall not be imposed on any parcel that exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and a property-based district shall separate the general benefits, if any, from the special benefits conferred on a parcel. Parcels within a property-based district that are owned or used by any city, public agency, the State of California, or the United States shall not be exempt from assessment unless the governmental entity can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.
- (l) In a property-based district, the total amount of all special benefits to be conferred upon the properties located within the property-based district.
- (m) In a property-based district, the total amount of general benefits, if any.
- (n) In a property-based district, a detailed engineer's report prepared by a registered professional engineer certified by the State of California supporting all assessments contemplated by the management district plan.
- (o) Any other item or matter required to be incorporated therein by the city council.

36623. Procedure to levy assessment

- (a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code.
- (b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay

50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.

(c) If a city council proposes to conduct a single proceeding to levy both a new or increased property assessment and a new or increased business assessment, the notice and protest and hearing procedure for the property assessment shall comply with subdivision (a), and the notice and protest and hearing procedure for the business assessment shall comply with subdivision (b). If a majority protest is received from either the property or business owners, that respective portion of the assessment shall not be levied. The remaining portion of the assessment may be levied unless the improvement or other special benefit was proposed to be funded by assessing both property and business owners.

36624. Changes to proposed assessments

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements, maintenance, and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements, maintenance, and activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

36625. Resolution of formation

(a) If the city council, following the public hearing, decides to establish a proposed property and business improvement district, the city council shall adopt a resolution of formation that shall include, but is not limited to, all of the following:

(1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement on whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements need not be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities and the location and extent of the proposed district.

(2) The number, date of adoption, and title of the resolution of intention.

(3) The time and place where the public hearing was held concerning the establishment of the district.

(4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.

(5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.

(6) A statement that the improvements, maintenance, and activities to be conferred on businesses and properties in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements, maintenance, or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district. Notwithstanding the foregoing, improvements and activities that must be provided outside the district boundaries to create a special or specific benefit to the assessed parcels or businesses may be provided, but shall be limited to marketing or signage pointing to the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements, maintenance, and activities funded by the proposed assessments, and, for a property-based district, that property within the district will receive a special benefit.

(8) In a property-based district, the total amount of all special benefits to be conferred on the properties within the property-based district.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

36627. Notice and assessment diagram

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625, the clerk shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

36628. Establishment of separate benefit zones within district; Categories of businesses

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

36628.5. Assessments on businesses or property owners

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements, maintenance, and activities, provided that any property-based assessment conforms with the requirements set forth in paragraph (2) of subdivision (k) of Section 36622.

36629. Provisions and procedures applicable to benefit zones and business categories

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

36630. Expiration of district; Creation of new district

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and the district may be renewed pursuant to this part.

CHAPTER 3. Assessments

36631. Time and manner of collection of assessments; Delinquent payments

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part may be charged interest and penalties.

36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property

(a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.

(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.

(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

36633. Time for contesting validity of assessment

The validity of an assessment levied under this part shall not be contested in an action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36625. An appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

36634. Service contracts authorized to establish levels of city services

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

36635. Request to modify management district plan

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public hearings pursuant to this section shall comply with both of the following:

- (1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public hearing.
- (2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public hearing, to each business owner or property owner affected by the proposed modification.
- (b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

36637. Reflection of modification in notices recorded and maps

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

CHAPTER 3.5. Financing

36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments

(a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.

(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

CHAPTER 4. Governance

36650. Report by owners' association; Approval or modification by city council

(a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements, maintenance, and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.

(b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:

(1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.

(2) The improvements, maintenance, and activities to be provided for that fiscal year.

(3) An estimate of the cost of providing the improvements, maintenance, and activities for that fiscal year.

(4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.

(5) The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.

(6) The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.

The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

36651. Designation of owners' association to provide improvements, maintenance, and activities

The management district plan may, but is not required to, state that an owners' association will provide the improvements, maintenance, and activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

CHAPTER 5. Renewal

36660. Renewal of district; Transfer or refund of remaining revenues; District term limit

(a) Any district previously established whose term has expired, or will expire, may be renewed by following the procedures for establishment as provided in this chapter.

(b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues

shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.

(c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

CHAPTER 6. Disestablishment

36670. Circumstances permitting disestablishment of district; Procedure

(a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:

(1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.

(2) During the operation of the district, there shall be a 30-day period each year in which assesseses may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the district who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

36671. Refund of remaining revenues upon disestablishment or expiration without renewal of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district

(a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

APPENDIX 2 – ASSESSED BUSINESSES

<u>HOTEL/MOTEL NAME</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>
Best Western Sycamore Inn	803 Camino Ramon	Danville	94526
Aloft	4075 Grafton St.	Dublin	94568
Extended Stay America	4500 Dublin Blvd	Dublin	94568
Holiday Inn	6680 Regional St	Dublin	94568
Hyatt Place	4950 Hacienda Dr	Dublin	94568
La Quinta Inn & Suites	6275 Dublin Blvd	Dublin	94568
America's Best Value Inn	1421 First St	Livermore	94550
Del Valle Lodge	3979 First St	Livermore	94551
Extended Stay America	2380 Nissen Dr	Livermore	94550
Motel 6	4673 Lassen Rd	Livermore	94550
Sands Motel	3787 First St	Livermore	94551
Springtown Inn	933 Bluebell Dr	Livermore	94550
Studio Inn	1321 Portola Ave	Livermore	94551
Home2 Suites	2625 Constitution Dr.	Livermore	94551
Residence Inn	5200 Wolf House Drive	Livermore	94588
Best Western Plus Vineyard Inn	7600 Southfront Rd	Livermore	94551
Courtyard by Marriott	2929 Constitution Dr	Livermore	94551
The Good Hotel	720 Las Flores Rd	Livermore	94551
Hampton Inn	2850 Constitution Dr	Livermore	94551
Hawthorn Suites by Wyndham	1700 N. Livermore Ave	Livermore	94551
Hilton Garden Inn	2801 Constitution Dr	Livermore	94551
Holiday Inn Express Hotel & Suites	3000 Constitution Dr	Livermore	94551
Homewood Suites by Hilton	5400 Wolf House Dr.	Livermore	94551
La Quinta Inn	7700 Southfront Rd	Livermore	94551
Purple Orchid Wine Country Resort & Spa	4549 Cross Rd	Livermore	94550
Quality Inn & Suites	5959 Preston Ave	Livermore	94551
SenS Extended-Stay Residence Inn	1000 Airway Blvd	Livermore	94551
Best Western Pleasanton Inn	5375 Owens Ct	Pleasanton	94588
Extended Stay America Deluxe	4555 Chabot Dr	Pleasanton	94588
Motel 6	5102 Hopyard Road	Pleasanton	94588
The Rose Hotel	807 Main St	Pleasanton	94566
Tri-Valley Inn & Suites	2025 Santa Rita Rd	Pleasanton	94566
Courtyard by Marriott	5059 Hopyard Rd	Pleasanton	94588
Doubletree by Hilton Pleasanton at the Club	7050 Johnson Dr	Pleasanton	94588
Four Points by Sheraton	5115 Hopyard Rd	Pleasanton	94588
Hyatt House	4545 Chabot Dr	Pleasanton	94588
Larkspur Landing Hotel	5535 Johnson Dr	Pleasanton	94588
Marriott Pleasanton	11950 Dublin Canyon Rd	Pleasanton	94588
Residence Inn by Marriott	11920 Dublin Canyon Rd	Pleasanton	94588
AC Marriott	5990 Stoneridge Mall Rd	Pleasanton	94588



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: MEMORANDA OF UNDERSTANDING WITH SUPERIOR COURT TO ACCESS THE COURT CASE MANAGEMENT SYSTEM

RECOMMENDATION(S):

APPROVE and AUTHORIZE the following County officials to execute memoranda of understanding with the Contra Costa County Superior Court allowing certain County department access to the Court's case management system: Sheriff-Coroner, District Attorney, Public Defender, County Counsel, and County Probation Officer.

FISCAL IMPACT:

Currently, no fiscal impact is associated with the MOU. However, the Superior Court reserves the right to institute a fee should costs for providing the County access become excessive or unmanageable. Such fee would be borne by each County department.

BACKGROUND:

The Contra Costa County Superior Court is transitioning to a new case management system later this month. The Court has created a Justice Partner Portal and a SQL Server Reporting Services Portal through which the Court will offer information and calendar access to several County departments: the Office of County Counsel, the Public Defender's Office, the District Attorney's Office, the Sheriff's Office and the Probation Department. The access granted each department will be governed by a separate memorandum of understanding (MOU) with the Court. Each MOU will allow a County department to access the Court's case management system to perform official duties and legitimate governmental purposes.

The access being granted to these County departments is substantially similar to the access granted these departments under the Court's existing case management system.

Under each MOU, the County will indemnify the Court from any violation of privacy claim or any other claim that arises out of County staff's access to the Court's electronic records.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board not authorize execution of the MOUs, County departments will not have ready access to the Court's case management system and will, by necessity, be required to obtain the necessary data and documents manually at greater effort, delay, and expense.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Bruce Prell (925) 313-4301

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: March 22, 2022

Subject: Reclassify Two Positions in the Clerk-Recorder Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25851 to reclassify one (1) Network Administrator II (LNSB) (represented) position at salary plan and grade ZA5 1787 (\$7,950 - \$9,663) and incumbent (position #13761) to Information Systems Manager I (LTNA) (represented) at salary plan and grade ZA5 1884 (\$8,751 - \$11,728) and reclassify one (1) Election Services Supervisor (ALHB) (represented) at salary plan and grade ZA5 1406 (\$5,452 - \$6,627) and incumbent (position #14743) to Elections Services Manager (EBSA) (represented) at salary plan and grade ZA5 1776 (\$7,864 - \$9,559) in the Clerk-Recorder Department.

FISCAL IMPACT:

\$96,000 annually. (59% County General Fund, 41% Recorder Micro/Mod Fund)

BACKGROUND:

As a result of an organizational review of the Clerk-Recorder's positions and staffing, it is recommended that the IT positions for both the Elections and Clerk-Recorder Divisions be consolidated under Department Administration. This will allow for shared resources, cross-training of IT staff, and improved department technology support. Because of the large number of integrated systems in both divisions, an Information Systems Manager is required to oversee the department information systems unit.

The Department's existing information security structure and networked systems have historically been run by a single Elections Supervisor with support from two Information Systems Specialists on the Elections side and a Network Administrator II with two support positions on the Clerk-Recorder side of the office. This was sufficient 15 years ago, when the Department's systems were fewer and simpler.

Since then, the Department has changed its voting and tally systems and added other systems, software, equipment, and technologies to provide for changes in legislated or mandated requirements and to provide better services to constituents. These systems have evolved over time to become more sophisticated and complex to manage and maintain. The security requirements alone take an inordinate amount of time to oversee.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Debi Cooper (925) 335-7899

By: , Deputy

cc: Sylvia WongTam, Debi Cooper

BACKGROUND: (CONT'D)

The recommended actions will allow the Elections Services Manager to focus on management and leadership of the Elections Voting Systems/Equipment Unit and the GIS Unit, while the IT unit will be able to focus on networks, technology equipment, security (cyber- and physical), and support for department operations.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the incumbents will be performing above their current job classification, which will impede the organizational structure reorganization of the Elections Division.

ATTACHMENTS

AIR 47908 P300 25851 Reclass positions in CR BOS date 3.22.22

POSITION ADJUSTMENT REQUEST

NO. 25851
DATE 12/2/2021

Department Clerk-Recorder

Department No./
Budget Unit No. 0043 Org No. 2353 Agency No. 24

Action Requested: Reclassify one Network Administrator II position and incumbent (position #13761) to Information Systems Manager (LTNA); and one Election Processing Supervisor position and incumbent (position #14743) to Elections Services Manager (EBSA).

Proposed Effective Date: 1/1/2022

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$96,000.00

Net County Cost \$96,000.00

Total this FY \$48,000.00

N.C.C. this FY \$48,000.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Department budget/Vacancy factor

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Debi Cooper

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

12/2/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/1/2022

Reclassify one Network Administrator II position and incumbent (position #13761) to Information Systems Manager (LTNA); and one Election Processing Supervisor position and incumbent (position #14743) to Elections Services Manager (EBSA).

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Sanyukta Singh

3/1/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/8/21

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

/s/ Julie DiMaggio Enea

(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: Ellen McDonnell, Interim Public Defender
Date: March 22, 2022

Subject: Establish one Legal Assistant-Project & add 10 various positions for the Public Defenders Post-Conviction Relief Pilot Program

RECOMMENDATION(S):

ADOPT Position Adjustment No. 25910 to establish the class of Legal Assistant-Project (2Y71) (represented) at salary plan and grade ZB5 1337 (\$5,092 - \$6,189); and add three (3) full-time Legal Assistant-Project (2Y71) (represented) positions at salary plan and grade ZB5 1337 (\$5,092 - \$6,189); add two (2) full-time Intermediate Clerk-Project (99J3) (represented) positions at salary plan and grade QH5 0946 (\$3,562 - \$4,330); add four (4) full-time Deputy Public Defender - Fixed Term (25WB) (represented) at salary plan and grade JDX 2197 (\$8,685 - \$9,336); and one (1) full-time Administrative Services Assistant III- Project (APT1) (represented) at salary plan and grade ZB5 1631 (\$6,812 - \$8,280) in the Public Defenders Office.

FISCAL IMPACT:

The estimated total annual cost to add the 10 positions is \$1,261,811. The total estimated cost for FY 2021-22 is \$420,604. 100% of the funding for these 10 positions is provided by the California Board of State and Community Corrections (BSCC). There is no local match.

BACKGROUND:

The Public Defenders Office represents indigent individuals charged with crimes in local criminal courts. Over the last several years, various legal reforms have been enacted for the purpose of rectifying inequitable sentences and promoting just outcomes in the criminal justice system. The Budget Act of 2021 (Senate Bill 129) established the Public Defense Pilot Program, and funds were allotted to support indigent defense providers. The statutory provisions included in this pilot program include various laws providing for post-conviction relief.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Erica Ellis Zielinski, (925)
335-8093

By: , Deputy

cc: Erica Ellis, Sylvia WongTam

BACKGROUND: (CONT'D)

The Contra Costa County Post-Conviction Relief Pilot Project will dramatically expand access to post-conviction relief services for indigent individuals in Contra Costa County. This project will fund an expansion of the post-conviction unit at the Public Defender and Alternate Defender Offices and will enable many eligible individuals to receive critical legal relief provided by recently enacted reforms in the areas of immigration vacatur, felony murder resentencing, youthful offender parole, and prosecutor-initiated resentencing. Multi-disciplinary teams will work to rectify inequitable unlawful convictions sentences and to promote just outcomes for these individuals.

In order to support the expansion of the department's Post-Conviction Unit, the following 10 positions are requested in this action:

- 1) 2.0 FTE Intermediate Clerk-Project positions. These positions will open and maintain program client files, prepare client correspondence, file legal pleadings, and provide administrative support for caseloads under all four Penal Codes.
- 2) 3.0 FTE Legal Assistants-Project positions. These positions will assist with client intake interviews, locate and review case records, and provide support to the attorneys with legal tasks. One Legal Assistant will be stationed at our Alternate Public Defender's Office (ADO) and be responsible for all four Penal Codes. The other two Legal Assistants will split the caseloads from the four Penal Codes.
- 3) 1.0 FTE Administrative Services Assistant III-Project position. This position will act as the project administrator overseeing financial management and compliance, data analysis and reporting, and communication for the whole project.
- 4) 4.0 FTE Deputy Public Defender - Fixed Term positions. These attorney positions will represent clients eligible for post-conviction relief in the areas outlined by the grant. One attorney will be stationed at the ADO and cover clients under all four Penal Codes. Three attorneys will be stationed at our main office and split the four Penal Codes amongst each other.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the Office of the Public Defender will not have adequate resources to address the large volume of requests to represent individuals eligible for relief under the Public Defense Pilot Program, and will not be able to participate in the Post-Conviction Relief Pilot Program.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 25910

POSITION ADJUSTMENT REQUEST

NO. 25910
DATE 2/14/2022

Department Public Defender

Department No./
Budget Unit No. 0243 Org No. 2921 Agency No. 043

Action Requested: Establish the class of Legal Assistant-Project (represented); add three (3) Legal Assistant-Project (represented) positions, add two (2) Intermediate Clerk- Project (represented) positions, add four (4) Deputy Public Defender - Fixed Term (represented) positions, and one (1) Administrative Services Assistant III- Project (represented) position in the Public Defenders Office.

Proposed Effective Date: 3/1/2022

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 \$1,261,811.00 Net County Cost \$0.00

Total this FY \$420,604.00 N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State (BSCC Post-Conviction Relief Pilot).

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Erica Ellis Zielinski

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

2/22/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/3/2022

Establish the class of Legal Assistant-Project (represented) and add three Legal Assistant-Project (represented) positions, add two Intermediate Clerk- Project (represented) positions, add four Deputy Public Defender - Fixed Term (represented) positions, and one Administrative Services Assistant III- Project (represented) position

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ ____ (Date)

Gladys Scott Reid

3/3/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/17/2022

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Paul Reyes

(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 Public Defender

Date 2/14/2022

No. _____

1. Project Positions Requested:
Legal Assistant - Project
Clerk - Experienced Level - Project
2. Explain Specific Duties of Position(s)
See attached job descriptions
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Name of project: Contra Costa County Post-Conviction Relief Pilot Project
Name of funding source: Board of State and Community Corrections (BSCC)
Purpose of project: To expand access to post-conviction relief services for indigent individuals in Contra Costa County.
4. Duration of the Project: Start Date 3/1/2022 End Date 3/1/2025
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
3 years
5. Project Annual Cost
 - a. Salary & Benefits Costs: \$1,381,714.00
 - b. Support Costs: \$86,949
(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
 - a) No future costs.
 - b) The department has committed to these positions to BSCC.
 - c) The department will lose significant grant funding.
 - d) None.
 - e) No organizational implications.
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
There are no other alternatives.
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: March 22, 2022

Subject: Reassign one (1) Administrative Aide position in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25919 to reassign one (1) vacant Administrative Aide (AP7A) position #17265, at salary plan and grade B85 - 0972 (\$3,548-\$5,505), from Public Health's (Dept. 0450) Community Education and Information unit (Org 5842) to Hospital and Health Centers' (Dept. 0540) Office of the Director (Org 6549) in the Health Services Department. (Unrepresented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost savings to the Public Health's Community Education & Information unit (0450/5842) of \$118,352, including \$25,619 in pension already included. This cost will be absorbed by Office of the Director (05406549), which is fully funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

The Health Services Department is requesting that one (1) vacant Administrative Aide position be reassigned from Public Health to the Office of the Director. The Office of the Director is responsible for ensuring that Board directives and policies are carried out in the most efficient, cost-effective, and service-oriented manner. There is a critical need to add an additional permanent staff member to support the Office of the Director team due to ongoing demands related to Contra Costa Health Services' (CCHS) COVID response and increased regulatory compliance. The Administrative Aide will provide administrative support to the Office of the Director Administrative Unit, Emergency Management Team, and Department Operations Center Activations, as well as CCHS ongoing response to COVID-19.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Rebecca Reynolds, 925-957-5261

By: , Deputy

cc: Jo-Anne Linares, Rebecca Reynolds, Joshua Sullivan, Erika Jenssen, Cheryl Shipley

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Office of the Director won't have sufficient staff to maintain operations.

ATTACHMENTS

P300 No. 25919 HSD

POSITION ADJUSTMENT REQUEST

NO. 25919
DATE 3/10/2022

Department Health Services

Department No./
Budget Unit No. 0540 Org No. 6549 Agency No. A18

Action Requested: Reassign one (1) vacant Administrative Aide (AP7A) position #17265 from the Public Health Community Education & Information unit (0540) to the Office of the Director in the Hospital and Health Center Division (0540) of the Health Services Department. (Unrepresented)

Proposed Effective Date: 4/1/2022

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 \$118,352.00

Net County Cost \$0.00

Total this FY \$29,588.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost will be fully absorbed by Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Rebecca Reynolds

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

3/15/2022

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 3/17/2022

☐ 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

To: Board of Supervisors
 From: Brian M. Balbas, Public Works Director/Chief Engineer
 Date: March 22, 2022



Contra
 Costa
 County

Subject: ACCEPT the 2021 Semi Annual Report of Real Estate Delegation of Leases and Licenses dated July 1, 2021 through December 31, 2021, Countywide.

RECOMMENDATION(S):

ACCEPT the 2021 Semi-Annual Report of Real Estate Delegation of Leases and Licenses dated July 1, 2021 through December 31, 2021, as recommended by the Public Works Director, to lease real property for use by the County or to obtain the use of real property for the County by license and to amend real property leases or licenses to permit improvements or alterations, or both, under certain circumstances, Countywide.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Pursuant to the Contra Costa County, Ordinance Code, Title 11, Division 1108, Chapter 1108-10.002, the Board of Supervisors authorizes the Public Works Director, or designee, to perform all acts necessary to lease or license real property for use by the County if the term does not exceed five years and the rent does not exceed \$7,500 per month, and to amend real property leases or licenses to permit improvements or alterations, or both, under the following conditions:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Jessica Dillingham, 925.
 957-2453

By: , Deputy

cc:

BACKGROUND: (CONT'D)

(1) the total cost under an amendment may not exceed \$7,500; (2) an amendment may not extend the term of the lease or license; and (3) no more than two amendments, not to exceed \$7,500 each, may be made within a 12-month period.

The Public Works Director shall submit a semi-annual report to the Board of Supervisors on each lease or license done pursuant to this section, including the interest acquired, its price, and the necessity for the lease or license.

There are no Leases or Licenses to report for the period of July 1, 2021 through December 31, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors would not be informed of the leases and licenses accepted by the Public Works Director pursuant to Contra Costa County Ordinance Code.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Grant Amendment Agreement #28-929-2 with the Bay Area Air Quality Management District

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Amendment Agreement #28-929-1 with the Bay Area Air Quality Management District, to extend the termination date from June 30, 2022 to December 31, 2022 with no change in payment to the County not to exceed \$100,000 for the Green and Healthy Homes Program which will monitor retrofit improvements in the homes of high-risk Contra Costa Health Plan (CCHP) members with asthma across Contra Costa County, improving indoor air quality and removing underlying asthma triggers.

FISCAL IMPACT:

Approval of this grant amendment agreement will have no fiscal impact as the original amount payable to the County will remain at up to \$100,000. (No County match)

BACKGROUND:

This grant allows Contra Costa Health Services, and the Contra Costa Department of Conservation and Development, with its partner, Marin Clean Energy (MCE), and the Association for Energy Affordability (AEA) to implement the Green and Healthy Homes Program and monitor retrofit improvements in the homes of high-risk CCHP members with asthma across Contra Costa County, improving indoor air quality and removing underlying asthma triggers.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ori Tzvieli, M.D., 925-608-5267

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

This grant agreement will also allow the partners to align project interests and outcomes to Assembly Bill 617 which aims to establish a new community-scale emissions abatement program to reduce the impact of air pollution.

On August 11, 2020, the Board of Supervisors approved Grant Agreement #28-929 to allow the County to receive \$100,000 for the implementation of the Green and Healthy Homes Program through December 31, 2021.

On October 5, 2021, the Board of Supervisors approved Grant Amendment #28-929-1 which extended the term of the grant from December 31, 2021 to June 30, 2022 with no change in the amount payable to the County not to exceed \$100,000.

Approval of Grant Amendment Agreement #28-929-2 will allow the County to continue the Green and Healthy Homes Program, through December 31, 2022. This agreement includes mutual indemnification to hold harmless both parties for any claims arising out of the performance of this contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract amendment is not approved, the County will be unable to continue the Green and Healthy Homes Program for the period July 1, 2022 through December 31, 2022.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Amendment Agreement #29-816-6 with Martinez Unified School District

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #29-816-6 with the Martinez Unified School District, effective February 1, 2022, to increase the total payment to the County by \$6,452 from \$92,164, to a new amount not to exceed \$98,616 for additional coordination of essential services to seriously emotional disturbed students in the Martinez Unified School District, with no change in the term of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in an additional amount payable to the County in an amount not to exceed \$6,452 for FY 2021-2022.

BACKGROUND:

Contra Costa Behavioral Health Services Division/Mental Health in collaboration with Seneca Family of Agencies will implement the Martinez Unified School District Counseling Enriched Classrooms to provide mental health services for seriously emotionally disturbed youth and families who live in Martinez.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Suzanne Tavano Ph.D.,
925-957-5169

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

In September 2021, the County Administrator approved and the Purchasing Services Manager executed Interagency Agreement #29-816-5 with Martinez Unified School District to pay the County in an amount not to exceed \$92,164 for certain special education students in the Martinez Unified School District, for the period from July 1, 2020 through June 30, 2021.

Approval of Amendment Agreement #29-816-6 will allow the Agency to pay the County for additional mental health intervention services through June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the County will not receive the funding to support mental health intervention services for certain special education students.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



Contra Costa County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Grant Award #20-1011-12 with Contra Costa Emergency Food and Shelter Program Local Board

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a Grant Award #20-1011-12 from the Contra Costa Emergency Food and Shelter Program (EFSP) Local Board to pay the County an amount not to exceed \$151,532, for funding to operate the County's Adult Interim Housing Program for the period November 1, 2021 through April 23, 2023.

FISCAL IMPACT:

The Contra Costa Emergency Food and Shelter Program (EFSP) Local Board is a FEMA-funded program authorized by the McKinney-Vento Homeless Assistance Act of 1987. The program supplements and expands ongoing work of local nonprofit and governmental social service organizations to provide shelter, food, and supportive services to individuals and families who are experiencing, or at risk of experiencing, hunger and/or homelessness. The EFSP National Board is the sole recipient of EFSP grant funds from FEMA and establishes the program's policies, procedures, and guidelines. Approval of this request will result in grant funding of \$151,532 for the Health, Housing and Homelessness Division. No County match is required.,

BACKGROUND:

The Health Services Department's Health Housing and Homeless Program has been awarded funding through EFSP Local Board for operation of the Adult Interim Housing Program.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Christy Saxton, 925-608-6700

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

The Adult Interim Housing Program operates an emergency shelter program at full capacity on a year-round basis. Each year the shelter provides interim housing and support services to over 800 individuals per year. There is continuing concern about the lack of emergency shelter services for homeless men and women; it is critical that we maintain services at their current levels. Acceptance of these FEMA funds would be instrumental in helping Homeless Program continue to accomplish that goal.

On July 14, 2020, the Board of Supervisors approved Grant Award #20-1011-11 with Contra Costa Emergency Food and Shelter Program Local Board to pay the County in an amount not to exceed \$73,789 for funding to operate the County's Adult Interim Housing Program for the period June 1, 2020 through May 31, 2021.

Approval of Grant Award #20-1011-12 will provide Department of Homeland Security Funding through the EFSP Local Board for the Homeless Program to continue to serve Contra Costa County homeless adults through April 23, 2023. The funds requested of the EFSP Local Board are essential to providing adequate emergency housing in the County's Adult Interim Housing Program.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Health Services Department will not receive the additional funds to support the Adult Interim Housing Program and without such funding, may have to operate at a reduced capacity.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Amendment #77-246-2 with ADAPT: A Behavioral Collective, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #77-246-2, with ADAPT: A Behavioral Collective, Inc., a corporation, effective March 1, 2022, to amend Contract #77-246-1, to increase the payment limit by \$75,000, from \$375,000 to a new payment limit of \$450,000, to provide comprehensive diagnosis evaluation (CDE) services and applied behavioral analysis (ABA) services for Contra Costa Health Plan (CCHP) members, with no change in the original term of September 1, 2021 through August 31, 2024.

FISCAL IMPACT:

This amendment will result in additional contractual service expenditures of up to \$75,000 for a three-year period and will be funded 100% by CCHP Enterprise Fund II allocations.

BACKGROUND:

CCHP has an obligation to provide certain specialized ABA services including, but not limited to treatment plans to improve the functioning of CCHP members with pervasive developmental disorder or autism under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been providing ABA services to CCHP members since September 1, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

On September 21, 2021, the Board of Supervisors approved Contract #77-246-1 with ADAPT: A Behavioral Collective, Inc., in an amount not to exceed \$375,000 for the provision of applied behavioral analysis services for CCHP members, for the period September 1, 2021 through August 31, 2024.

Approval of Contract Amendment Agreement #77-246-2 will allow the contractor to provide CDE services in addition to ABA services for CCHP members through August 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, certain specialized ABA and CDE services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided by this contractor.



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022

Subject: APPROVE and AUTHORIZE an amendment to the Contract with AssetWorks LLC.

RECOMMENDATION(S):

APPROVE and AUTHORIZE an extension of the termination date of the AssetWorks LLC, contract from March 31, 2022 to March 31, 2023 with no change to the payment limit of \$935,000, for the Public Works Department vehicle telematics reporting hardware, software and services, Countywide.

FISCAL IMPACT:

There is no fiscal impact with this action. Contract costs are budgeted in the Fleet Internal Service Fund Budget.

BACKGROUND:

On March 29, 2016, the Board of Supervisors approved a contract with AssetWorks for vehicle telematics reporting hardware, software and services. This contract provides the telematics reporting hardware for installation in select vehicles from the County's fleet and internet access to real-time and historical data on the vehicle emissions performance, diagnostic trouble codes, positioning, speed and course. Fleet Services and user departments have found it necessary to occasionally review vehicles' data for a variety of reasons. Light vehicles equipped

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Deanna Brandt (925) 313-7076

By: , Deputy

cc:

BACKGROUND: (CONT'D)

with these telematics devices are eligible to be enrolled in the State's Continuous Smog Testing Program which precludes the need for physical biennial smog inspections resulting in cost savings and reducing downtime of the vehicles. Since receiving Board of Supervisors' approval, Public Works has worked with AssetWorks to install the vehicle telematics reporting hardware and software services. The approval of the year-to-year rollover will allow Public Works to continue procuring equipment, software and services through AssetWorks necessary to utilize telematics reports for programs such as the State's Continuous Smog Testing Pilot Program.

The Public Works Department is requesting to extend the term from March 31, 2022 through March 31, 2023 with no change to the payment limit of \$935,000.

CONSEQUENCE OF NEGATIVE ACTION:

If this is not approved, remote telematic reporting from AssetWorks will cease to operate.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract Amendment Agreement #23-613-7 with Bayside Solutions, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #23-613-7 with Bayside Solutions, Inc., a corporation, effective March 22, 2022, to amend Contract #23-613-5 (as amended by 23-613-6) to increase the payment limit by \$500,000, from \$2,000,000 to a new payment limit of \$2,500,000, and extend the termination date from June 30, 2022, to December 31, 2024, for additional temporary consulting, technical support and recruiting services for hard to fill positions for the Health Services Department's Information Technology Unit.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$500,000 over a 3-year period and will be funded by 100% Hospital Enterprise Fund I (No rate increase).

BACKGROUND:

This contractor has been contracting with the department since January 2017 under contract #23-613, for the provision of temporary specialized project management staff, for their Project Management Office. The department relies on temporary staffing and recruitment agencies for coverage during staff absences/leaves and to find qualified candidates for specialized and hard to fill positions.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Patrick Wilson, 925-335-8777

By: , Deputy

cc: F Carroll, M Wilhelm

BACKGROUND: (CONT'D)

On April 28, 2020, the Board of Supervisors approved contract #23-613-5 with Bayside Solutions, Inc., in the amount of \$2,000,000 for the provision of qualified temporary consulting and technical support services, and contract-to-hire and/or direct placement candidates for hard-to-fill positions in the Health Services Department's Information Systems Unit for the period July 1, 2020, through June 30, 2022. On January 19, 2021, the Board of Supervisors approved contract amendment agreement #23-613-6 with Bayside Solutions, Inc., effective January 1, 2021, to modify the rates for temporary consulting, technical support and recruiting services for hard to fill positions, with no change in the payment limit of \$2,000,000 or term July 1, 2020 through June 30, 2022.

Approval of Contract Amendment Agreement #23-613-7 will allow the contractor to continue providing temporary consulting, technical support, and recruiting services for hard to fill positions to the Health Services Department's Information Technology Unit also allowing the Unit to respond to the increasing needs of other Health Services divisions due to the onset of Covid-19, through December 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Health Services Information Technology Unit will not be able to add the necessary temporary staff as needs arise and would not be able to respond to the needs of all of Health Services in a timely manner.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Amendment to Purchase Order with Tri-Pharma, Inc. (PO# 23201)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, an amendment to Purchase Order #23201 with Tri-Pharma, Inc., to increase the payment limit by \$2,385,074 to a new payment limit of \$2,500,000 to procure medical supplies for Contra Costa Regional Medical Center (CCRMC) and the Contra Costa Health Centers, for the period of August 1, 2021, through July 31, 2022.

FISCAL IMPACT:

Approval of this purchase order amendment will result in additional expenditures of up to \$2,385,074 and will be funded 100% by American Rescue Plan Act (ARPA) funds.

BACKGROUND:

Due to COVID-19, shortages in personal protective equipment (PPE), electronics and raw materials including plastic, glass, and metals have created a bottleneck in production and stressed the supply chain of critical medical supplies and devices. Additionally, cargo containers containing medical supplies are backlogged either at sea or at ports waiting to be unloaded and transported.

In an effort to maintain a consistent stream of medical supplies and comply with the County's mandate of maintaining sufficient PPE and critically needed supplies on-hand, CCRMC has been tasked with sourcing supplies through reputable alternative vendors to maintain

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Marilyn Bybee, (925) 370-5200 Ext. #4188

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and increase its inventory. CCRMC has heavily relied on Tri-Pharma, Inc. to obtain the highest quality FDA approved products at the best prices. Approval of this purchase order amendment will allow the Department to continue working with this vendor, and support its efforts to maintain sufficient inventory of critical medical supplies and devices.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order amendment is not approved, CCRMC will not have expanded access to this vendor's products, which provide the necessary medical supplies and devices needed for clinically appropriate treatment to patients. If the Department cannot stay ahead of supply shortages and maintain sufficient inventory of critical medical devices, potential impacts such as surgical procedures being canceled and patients being transferred to other healthcare facilities may occur. Additionally, not maintaining proper inventory of PPE may place staff at risk.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Deborah R. Cooper, Clerk-Recorder
Date: March 22, 2022

Subject: Voting System Contract Amendment

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract amendment with Dominion Voting Systems, Inc., to increase the payment limit by \$133,680 to a new payment limit of \$5,495,380 for additional voting equipment for processing ballots, with no change in the contract term of March 1, 2018 through December 31, 2023.

FISCAL IMPACT:

The cost of the additional voting equipment is \$579,830, offset with a credit of \$375,000 for the return of 300 ImageCast Evolution precinct scanners, for a total additional cost to the County of \$204,830. This amount is budgeted and appropriated for the FY 2021-22. Software licenses and warranty costs will increase by \$67,750 for the new equipment, but decrease by \$138,900 for the returned equipment, resulting in a net savings of \$71,150. The overall cost of the amendment is \$133,680, bringing the not to exceed value of the contract to \$5,495,380. The cost will be paid from elections capital replacement funds within the County General Fund, dedicated to this purpose. A portion of the cost will be able to be reimbursed by the State and returned to the Elections Capital Replacement Account.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Helen Nolan, 925-335-7808

By: , Deputy

cc:

BACKGROUND:

On March 1, 2018 the County and Dominion Voting Systems, Inc., entered into a Voting System and Services Agreement to replace the County's previous election system. In October 2018, the County amended the contract to exchange certain voting system components and purchase ballot scanners and remote voter software. In February 2020, the County amended the contract to purchase additional scanning equipment in response to an increase in voters.

The current amendment to the contract includes the purchase of two additional ImageCast Central kits, four additional ImageCast Central scanners, ten additional high volume Mobile Ballot Printer (MBP) kits, forty-nine ImageCast X voting booths, seventy-one ImageCast X Transport Bag kits, and a credit for the return of 300 ImageCast Evolution precinct scanner kits.

With the passage of AB 37, all voters are to be sent a vote-by-mail ballot. Vote-by-mail voter participation has increased significantly, and in-person voting has decreased. In response to a decrease in in-person voter participation, the County will be returning 300 ImageCast Evolution precinct scanners to Dominion Voting Systems, Inc., for a credit and savings in annual software license and warranty costs.

CONSEQUENCE OF NEGATIVE ACTION:

Without an approved amendment, the County will not be able to serve its voters in a timely manner, will not be able to tabulate and report election results in the manner expected by the public, media, and candidates, and will bear additional ongoing costs as a result of not returning unused equipment.

ATTACHMENTS

Amendment

THIRD AMENDMENT

VOTING SYSTEM AND SERVICES AGREEMENT BY AND BETWEEN DOMINION VOTING SYSTEMS, INC. AND CONTRA COSTA COUNTY, CA

This Third Amendment to the Voting System and Services Agreement (“Third Amendment”) is made and entered into as of this 22nd day of March 2022 (the “Effective Date”) by and between Contra Costa County, a political subdivision of the State of California, (“Customer”) and Dominion Voting Systems, Inc., a Delaware corporation (“Dominion”).

RECITALS

WHEREAS, on March 1, 2018, the Customer and Dominion entered into a Voting System and Services Agreement (as amended, the “Original Agreement”); and

WHEREAS, on October 23, 2018, the Customer and Dominion entered into the First Amendment to the Voting System and Services Agreement (“First Amendment”); and

WHEREAS, on February 25, 2020, the Customer and Dominion entered into the Second Amendment to the Voting System and Services Agreement (“Second Amendment”) (the Original Agreement, First Amendment, and Second Amendment will collectively be referred to herein as the “Agreement”); and

WHEREAS, the Customer and Dominion now desire to update the scope of the deliverables under the Agreement, to include certain additional voting systems, licenses, and related solutions; and

THEREFORE, in consideration of the mutual covenants and obligations herein contained, and other good and valuable consideration the receipt and adequacy of which are hereby acknowledged, the Customer and Dominion agree as follows:

AMENDMENT

1. Recitals Incorporated. The above recitals are true and correct and incorporated herein by this reference as if fully set forth.

2. Delete and Replace Exhibit A. Exhibit A (Pricing Summary and Deliverables Description) attached to the Agreement is hereby deleted in its entirety and replaced with the Exhibit A (Pricing Summary and Deliverables Description) attached to this Third Amendment.

3. Amendment to Section 21. Section 21 of the Agreement is hereby deleted in its entirety and replaced with the following:

21. Notices. All notices required or permitted to be given hereunder shall be given in writing and shall be deemed to have been given when personally delivered or by nationally recognized overnight carrier or mailed, certified or registered mail, return receipt requested, addressed to the intended recipient as follows:

If to Dominion:

Dominion Voting Systems, Inc.
Attn: Contracts Administrator
PO Box 343
Broomfield, CO 80038

If to the Customer:

Contra Costa County Clerk-Recorder
Attn: Debi Cooper, Clerk-Recorder
555 Escobar St.
Martinez, CA 94553

4. All Other Terms. Except as expressly amended in this Third Amendment, the Agreement shall remain in full force and effect.

IN WITNESS THEREOF, the Parties have caused this Agreement to be duly executed by their authorized representatives as of the Effective Date.

DOMINION VOTING SYSTEMS, INC.

CONTRA COSTA COUNTY

AUTHORIZED SIGNATURE

John Poulos

PRINTED NAME

CEO

TITLE

DATE

AUTHORIZED SIGNATURE

Helen Nolan

PRINTED NAME

Assistant Registrar

TITLE

DATE

DOMINION VOTING SYSTEMS, INC.

AUTHORIZED SIGNATURE

PRINTED NAME

TITLE

DATE

Approved as to form:

Mary Ann McNett Mason, County Counsel

By: _____
Name: Rebecca Hooley
Assistant County Counsel

EXHIBIT A

VOTING SYSTEM AGREEMENT BY AND BETWEEN DOMINION VOTING SYSTEMS AND CONTRA COSTA COUNTY, CA

PRICING SUMMARY AND DELIVERABLES DESCRIPTION

1. **Pricing Summary** - Prices of equipment, technical facilities, software, and other related services for voting, vote counting, and result processing.

Product Description (Purchased Pursuant to Original Agreement and First Amendment)	Quantity	Unit Price	Extended Price
ImageCast Central Tabulator Canon DR-G1130 high speed document scanner, OptiPlex 7440 All-in-One Series with pre-loaded software, ImageCast Central Software, Twain driver, ibutton driver, DR-G1130 driver, One (1) iButton Programmer and (1) iButton Key Switch & Cat5 RJ 45 Cables.	4	\$25,000	\$100,000
ImageCast Central Tabulator – includes: HiPro InterScan scanner: Dominion Software, Dell OptiPlex All-in-One, iButton programmer and key, cables	2	\$183,000	\$366,000
ImageCast Evolution Internal Battery, Internal Modem, Printer w/Paper roll, 2x Flash Memory Cards, 2x iButton	300	\$7,200	\$2,160,000
ImageCast Evolution Ballot Box	300	\$1,000	\$300,000
ATI Accessibly Voting Kit (ICE)	300	\$240	\$72,000
ImageCast Evolution Tech Keys	25	\$25	\$625
ImageCast Evolution Memory Cards (8GB)	700	\$100	\$70,000
ImageCast X – BMD Accessible Units 21 inch touchscreen tablet, ICX Firmware, Tablet, 5 voter activation cards, printer, cables, power cord	400	\$2,750	\$1,100,000
ATI Accessibly Voting Kit (ICX)	400	\$240	\$96,000
ImageCast X Pollworker Smartcards	325	Included	Included
ImageCast X Technician Smartcards	30	Included	Included
ImageCast X Transportation Bags	332	\$125	\$41,500
ImageCast X Voting Booth	354	\$275	\$97,350
USB Flash Drive (8GB)	25	\$17	\$425
Mobile Ballot Printing (MBP) Kits Dell Laptop, MBP software, Oki Data C712 printer, cables	2	\$5,800	\$11,600
Election Management Software & Hardware			
Democracy Suite EMS Server Hardware Kit (22 clients)	2	\$17,000	\$34,000

Product Description (Purchased Pursuant to Original Agreement and First Amendment)	Quantity	Unit Price	Extended Price
Democracy Suite EMS Workstation	4	\$1,400	\$5,600
Democracy Suite Adjudication Hardware Kit	6	\$1,400	\$8,400
EMS Report Printer	2	\$125	\$250
Democracy Suite Standard Software	1	\$365,000	\$365,000
ImageCast Adjudication Application Software	1	\$75,000	\$75,000
Automated Test Deck Application Software	1	\$27,000	\$27,000
Mobile Ballot Printing Application Software	1	\$15,000	\$15,000
ImageCast Remote UOCAVA / RAVBM	1	\$40,000	\$40,000
Shipping			<i>TBD</i>
Voting System Storage Facility (3 Years)	1	\$300,000	\$300,000
Implementation and Training			
Project Management, Implementation & Election Support	30	\$2,000	\$60,000
System Acceptance Testing Training	2	\$2,000	\$4,000
Democracy Suite Training	5	\$2,000	\$10,000
ICE Operator Training	1	\$2,000	\$2,000
ICX Operator Training	1	\$2,000	\$2,000
ICC and Adjudication Operator Training	2	\$2,000	\$4,000
Pollworker Train the Trainer	2	\$2,000	\$4,000
<i>SUBTOTAL</i>			\$5,371,750
<i>Discount</i>			(\$1,023,000)
TOTAL EXTENDED PRICE			\$4,348,750

Product Description (Purchased Pursuant to Second Amendment)	Quantity	Unit Price	Extended Price
ImageCast Central Tabulator – includes: HiPro InterScan scanner: Dominion Software, Dell OptiPlex All-in-One, iButton programmer and key, cables	2	\$183,000	\$366,000
Shipping	1		\$1,000
<i>SUBTOTAL</i>			\$367,000
<i>Discount</i>			(\$18,300)
TOTAL EXTENDED PRICE			\$348,700

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Product Description (Purchased Pursuant to Third Amendment)¹	Quantity	Unit Price	Extended Price
ImageCast Central Kit - HSS (XE3)	2	\$200,000.00	\$400,000.00
ImageCast Central Scanner - DR-G2140 ²	4	\$9,000.00	\$36,000.00
MBP Kit #2 Portable High Volume (3410)	10	\$5,800.00	\$58,000.00
ImageCast X Voting Booth - Standard	49	\$295.00	\$14,455.00
ImageCast X Classic BMD Transport Bag Kit (15"/21" Tablet + Printer)	71	\$125.00	\$8,875.00
Shipping (estimated) – Product Delivery	1	\$10,000.00	\$10,000.00
Shipping (estimated) – Return of 300 ICE Kits	1	\$52,500.00	\$52,500.00
<i>SUBTOTAL</i>			\$579,830.00
<i>Discount³</i>			(\$375,000.00)
TOTAL EXTENDED PRICE			\$204,830.00

¹ System components are subject to change dependent upon availability. An equivalent or superior component model, certified for use by the Customer's state, may be substituted by Dominion.

² The (4) ImageCast Central Scanner – DR – G2140s will replace the (4) Canon DR-G1130 scanners provided to the customer as part of the (4) ImageCast Central Tabulator Kits delivered pursuant to the Original Agreement. Customer will retain possession of the (4) Canon DR-G1130 scanners. Upon delivery of the (4) ImageCast Central Scanner – DR – G2140s, Customer will no longer use the (4) Canon DR-G1130 scanners in conjunction with the voting system components provided by Dominion pursuant to this Agreement.

³ This discount represents a credit for the return of 300 ImageCast Evolution Kits.

ANNUAL SOFTWARE LICENSE

(Annual Software License Fee will be invoiced on January 1 of each Term year)

Year 2 – 2019	Quantity	Unit Price	Extended Price
Democracy Suite Software	1	\$73,000.00	\$73,000.00
ImageCast Adjudication Application	1	\$15,000.00	\$15,000.00
ImageCast Central Tabulator Software (Canon)	4	\$3,175.00	\$12,700.00
ImageCast Central Tabulator Software (HiPro)*	1	\$10,300.00	\$10,300.00
ImageCast Remote UOCAVA/RAVBM Software	1	\$8,000.00	\$8,000.00
Automated Test Deck Application Software	1	\$5,400.00	\$5,400.00
Mobile Ballot Printing Application Software	1	\$3,000.00	\$3,000.00
ImageCast Evolution Software	300	\$228.00	\$68,400.00
ImageCast X – BMD Software	400	\$150.00	\$60,000.00
Total Annual Software License Fee			\$255,800.00

* The additional HiPro Scanner annual license is included for its first year. License fees start in year 3.

Year 3 – 2020	Quantity	Unit Price	Extended Price
Democracy Suite Software	1	\$76,650.00	\$76,650.00
ImageCast Adjudication Application	1	\$15,750.00	\$15,750.00
ImageCast Central Tabulator Software (Canon)	4	\$3,333.75	\$13,335.00
ImageCast Central Tabulator Software (HiPro)	2	\$10,300.00	\$20,600.00

ImageCast Remote UOCAVA/RAVBM Software	1	\$8,400.00	\$8,400.00
Automated Test Deck Application Software	1	\$5,670.00	\$5,670.00
Mobile Ballot Printing Application Software	1	\$3,150.00	\$3,150.00
ImageCast Evolution Software	300	\$239.40	\$71,820.00
ImageCast X – BMD Software	400	\$157.50	\$63,000.00
Total Annual Software License Fee			\$278,375.00

Year 4 – 2021	Quantity	Unit Price	Extended Price
Democracy Suite Software	1	\$80,482.50	\$80,482.50
ImageCast Adjudication Application	1	\$16,537.50	\$16,537.50
ImageCast Central Tabulator Software (Canon)	4	\$3,500.44	\$14,001.75
ImageCast Central Tabulator Software (HiPro)	4	\$10,815.00	\$43,260.00
ImageCast Remote UOCAVA/RAVBM Software	1	\$8,820.00	\$8,820.00
Automated Test Deck Application Software	1	\$5,953.50	\$5,953.50
Mobile Ballot Printing Application Software	1	\$3,307.50	\$3,307.50
ImageCast Evolution Software	300	\$251.37	\$75,411.00
ImageCast X – BMD Software	400	\$165.38	\$66,150.00
Total Annual Software License Fee			\$313,923.75

Year 5 – 2022	Quantity	Unit Price	Extended Price
Democracy Suite Application License	1	\$84,506.63	\$84,506.63
ImageCast Central Adjudication License	1	\$17,364.38	\$17,364.38
ImageCast Central Annual Firmware License - (Canon)	4	\$3,675.46	\$14,701.85
ImageCast Central Annual Firmware License - (HiPro)	4	\$11,355.75	\$45,423.00
ImageCast Remote UOCAVA/RAVBM Software License	1	\$9,261.00	\$9,261.00
Automated Test Deck License	1	\$6,251.18	\$6,251.18
Mobile Ballot Printing License	1	\$3,472.88	\$3,472.88
ImageCast X-Ballot Marking Device Firmware License	400	\$173.65	\$69,459.60
Total Annual Software License			\$250,440.50

Year 6 - 2023	Quantity	Unit Price	Extended Price
Democracy Suite Application License	1	\$88,731.96	\$88,731.96
ImageCast Central Adjudication License	1	\$18,232.59	\$18,232.59
ImageCast Central Annual Firmware License - (Canon)	4	\$3,859.24	\$15,436.94
ImageCast Central Annual Firmware License - (HiPro)	4	\$11,923.54	\$47,694.16
ImageCast Central Annual Firmware License - (HiPro)	2	\$20,000.00	\$40,000.00
ImageCast Remote UOCAVA/RAVBM Software License	1	\$9,724.05	\$9,724.05
Automated Test Deck License	1	\$6,563.73	\$6,563.73
Mobile Ballot Printing License	1	\$3,646.52	\$3,646.52
ImageCast X-Ballot Marking Device Firmware License	400	\$182.33	\$72,932.58
Total Annual Software License			\$302,962.53

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OPTIONAL ANNUAL HARDWARE WARRANTY

(All Annual Hardware Warranty Fees are optional. Optional Annual Hardware Warranty Fees will be invoiced on January 1 of each Term year.)

Year 2 - 2019	Quantity	Unit Price	Extended Price
ImageCast Central Tabulator Warranty (Canon)	4	\$1,500.00	\$6,000.00
ImageCast Central Tabulator Warranty (HiPro)*	1	\$8,500.00	\$8,500.00
ImageCast Evolution Warranty	300	\$ 235.00	\$70,500.00
ImageCast X – BMD Warranty	400	\$ 155.00	\$62,000.00
Total Optional Annual Hardware Warranty Fee			\$147,000.00

* The additional HiPro Scanner annual warranty is included for its first year. Warranty fees start in year 3.

Year 3 - 2020	Quantity	Unit Price	Extended Price
ImageCast Central Tabulator Software (Canon)	4	\$1,575.00	\$6,300.00
ImageCast Central Tabulator Software (HiPro)	2	\$8,500.00	\$17,000.00
ImageCast Evolution Warranty	300	\$246.75	\$74,025.00
ImageCast X – BMD Warranty	400	\$162.75	\$65,100.00
Total Optional Annual Hardware Warranty Fee			\$162,425.00

Year 4 - 2021	Quantity	Unit Price	Extended Price
ImageCast Central Tabulator Warranty (Canon)	4	\$1,653.75	\$6,615.00
ImageCast Central Tabulator Warranty (HiPro)	4	\$8,925.00	\$35,700.00
ImageCast Evolution Warranty	300	\$259.09	\$77,726.25
ImageCast X – BMD Warranty	400	\$170.89	\$68,355.00
Total Optional Annual Hardware Warranty Fee			\$188,396.25

Year 5 - 2022	Quantity	Unit Price	Extended Price
Image Cast Central Kit Warranty (Canon)	4	\$1,736.44	\$6,945.76
Image Cast Central Kit Warranty (HiPro)	4	\$9,371.25	\$37,485.00
ImageCast X-Ballot Marking Device Warranty	400	\$179.43	\$71,772.00
Total Optional Annual Hardware Warranty Fee			\$116,202.76

Year 6 - 2023	Quantity	Unit Price	Extended Price
Image Cast Central Kit Warranty (Canon)	4	\$1,823.26	\$7,293.04
Image Cast Central Kit Warranty (HiPro)	4	\$9,839.81	\$39,359.24
Image Cast Central Kit Warranty (HiPro)	2	\$12,000.00	\$24,000.00
ImageCast X-Ballot Marking Device Warranty	400	\$188.40	\$75,360.00
Mobile Ballot Printer Kit Warranty	10	\$375.00	\$3,750.00
Total Optional Annual Hardware Warranty Fee			\$149,762.28

2. **Payment Schedule** - Dominion shall provide invoices to the Customer as described below. The Customer shall pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice. Payments specified in this Exhibit are exclusive of all excise, sale, use and

other taxes imposed by any governmental authority, all of which taxes shall be paid by the Customer. The estimated California tax for 2018 equals \$346,740.64 (previously paid). The estimated California tax for 2020 equals \$32,162.25 (previously paid). The estimated California sales tax for 2022 equals \$13,877.18. The estimated California tax for each annual payment equals \$36,000.

ID	Payment Invoice Date	Payment Amount
1	Completion of Original System Acceptance (previously paid)	\$4,348,750.00
2	Completion of Acceptance – Additional two (2) 821D HiPro InterScan scanners (previously paid)	\$348,700.00
3	Amendment 3 Signing	\$204,830.00
4	Annual License and Fees – January of each Term Year	Annual Fee Amount

3. **Detailed Deliverables Description.** Dominion shall provide the following hardware, software, training, and support. Capitalized terms used in this Exhibit A and not defined herein have the meaning given in the Agreement to which this Exhibit A is attached.

3.1 ***ImageCast® Central Scanner (ICC).*** Dominion shall provide the ImageCast® Central Scanner for use by The Customer. The ImageCast® Central Scanner is a commercial off-the-shelf digital scanner configured to work with the ImageCast® Software for high speed ballot tabulation. Each ImageCast® Central Scanner includes the following components:

- 3.1.1 Canon DR-G1130 high speed document scanner
- 3.1.2 ImageCast® Central Software including third party Twain software
- 3.1.3 OptiPlex 7440 All-in-One Series with pre-loaded software
- 3.1.4 iButton Security Key
- 3.1.5 iButton Programmer and iButton Key Switch & Cat5 RJ 45 Cables used with Democracy Suite to transfer security and election information to the iButtons for use with the ICC.

3.2 ***ImageCast® Central Scanner (ICC) with interScan HiPRO Series high speed scanner.*** Dominion shall provide the ImageCast® Central Scanner for use by the Customer. The ImageCast® Central Scanner is commercial off-the-shelf digital scanners configured to work with the ImageCast® Software for high speed ballot tabulation. Each ImageCast® Central Scanner includes the following components:

- 3.2.1 interScan HiPRO Series high speed scanner.
- 3.2.2 ImageCast® Central Software
- 3.2.3 OptiPlex 7440 All-in-One Series with pre-loaded software
- 3.2.4 iButton Security Key
- 3.2.5 iButton Programmer and iButton Key Switch & Cat5 RJ 45 Cables used with Democracy Suite to transfer security and election information to the iButtons for use with the ICC.

3.3 ***ImageCast® Evolution (ICE) Scanner and Tabulator (Hardware and Software)*** is a precinct-level all in one, digital scanner, ballot marker, and accessible voting tabulator. Each ImageCast® (ICE) provided to the Customer shall consist of the following items:

- 3.3.1 Two (2) optical imaging heads for creating a duplex scanned image of each side of the ballot. Ballots can be fed in all four (4) orientations.
- 3.3.2 Two (2) Compact Flash 8GB memory cards.
- 3.3.3 An integrated 19" diagonal full color LCD with built-in touch screen.
- 3.3.4 An internal thermal printer and one (1) paper roll for generating reports.
- 3.3.5 An integrated inkjet printer for producing marked paper ballot during the accessible voter sessions.
- 3.3.6 Two (2) administrative security key (iButton) used with an integrated receptacle (physically attached to the top of the unit and electrically connected to the motherboard) used for a variety of verification and security tasks such control, data confidentiality and integrity functions.
- 3.3.7 A motorized paper feed mechanism for detecting and moving the ballot within the scanner. Ballots used with the ImageCast® must be 8.5" wide by a variable length (11", 14", 17", 18", 19", 20 and 22"). The paper feed mechanism is physically capable of moving the ballot forward into the machine, across image sensors, enabling complete image capture of both sides of the ballot.
- 3.3.8 An internal battery which is rated to provide a minimum of two (2) hours of normal use in the absence of AC power.
- 3.3.9 Audit functionality, known as the AuditMark®. For each ballot that is scanned, interpreted and accepted into the unit, a corresponding ballot image is created and stored for audit purposes. The image consists of two parts described below. These images can be used to audit the unit's interpretation of each individual ballot.
 - The top portion of the image contains a scanned image of the ballot.
 - The bottom portion consists of a machine-generated type-out showing each mark that the unit interpreted for that particular ballot. This is referred to as an AuditMark®.
- 3.3.10 The ImageCast Evolution is equipped with an integrated voting feature for voters needing additional assistance. It uses a single ballot path which does not require the voter to have to go to an additional unit to cast the vote. The ImageCast Evolution features several accessible voting interfaces that allow voters with various disabilities to effectively vote, review and cast a paper ballot in a private and independent manner. The ImageCast Evolution offers the following user interfaces - touch screen interface for visual ballot review and ballot casting, accessible ballot marking interface (both audio and visual), assistive input devices for accessible ballot navigation and voting, including an ATI (Audio-Tactile Interface).

3.4 ***ICE Molded Plastic Ballot Box.*** A textured molded plastic ballot box per ImageCast Evolution unit. Ballot Box is made of a three (3) compartments, custom designed for use with the ImageCast Evolution.

3.5 ***ImageCast® X ("ICX") Application*** ImageCast X - BMD is a touchscreen in-person voting

device and ballot marking device. Voting sessions are initiated on the tablet by either a smart card or the entry of a numeric code based on activation. The ballot is loaded directly onto the standalone device. All voting activity is performed at the tablet, including accessible voting. Accessible voting interfaces connect to the tablet via an Audio Tactile Interface or ATI. For all modes of voting, after the voter reviews the ballot selections, a paper ballot is created for the voter from a printer in the voting booth. The printed ballot contains a written summary of the voter's choices, as well as a 2D barcode which is read by Dominion's ImageCast Evolution or Central tabulator. No votes are stored on the ImageCast X-BMD unit. All votes are tabulated and stored on the ImageCast Central or ImageCast Evolution.

- 3.6 ***ATI Accessible Voting Kit.*** ATI is included with the ImageCast product line. The ATI connects to the ImageCast Evolution (using CAT5 cables) or ImageCast X (using USB) via the port located on the units. A set of headphones (also included) connects directly to the ATI controller.
- 3.7 ***Mobile Ballot Printing*** is an application used to search, preview and print ballots via a local printer device. The application makes use of ballot information and PDFs produced by the Election Event Designer application and information provided through the customer voter registration system.
- 3.8 **Democracy Suite EMS** is an Election Management System (EMS) that supports all ImageCast voting channels from a single comprehensive database. The Democracy Suite EMS consists of the following components:
- 3.8.1 Election Event Designer (EED). The EED Client Application is the primary application used for the definition and management of election event. EED is responsible for the definition of election projects. Each election project is represented as an instance of the election domain database with associated set of election project file based artifacts. The definition of the election project can be initiated by importing the election data through the Election Data Translator (EDT) module from external systems or by defining election project entities without importing external data. It is important to note that an election project initiated through EDT can be further modified within the EED Client Application. The system can generate two types of paper ballots:
- Proofing ballots – ballots produced to allow election officials the ability to proof ballot content and styling. These ballots cannot be processed by the ImageCast® as they don't have proper ballot barcodes. These ballots are overprinted with the text "Proofing Ballots – date/time"
 - Official ballots – represent production ready, press ready ballots in PDF format with barcodes and without any overprinting.
- 3.8.2 Results Tally and Reporting (RTR). The RTR Client Application is the application used for the tally, reporting and publishing of election results.
- 3.8.3 Adjudication. Multi-client and server application used to review and adjudicate ImageCast® ballot images. The application uses tabulator results files and scanned images to allow election administrators to electronically adjudicate ballots requiring review based on exception criteria. Exceptions include overvotes, undervotes, blank contests, blank ballots, write-in selections, and marginal marks. After a ballot is

adjudicated, the ballot image is appended with a record of that decision including the user's name, action taken by the user, and date and time of the action. This adjudication AuditMark is appended to the ballot image under the original AuditMark, which was manifested during tabulation.

- 3.8.4 Audio Studio. The system uses Cepstral, a third-party text-to-audio synthesizer, to automatically generate audio ballots for the ImageCast X Ballot Marking Device. The County also has the option to import human-recorded audio, with or without the use of Audio Studio. Pronunciation may be modified using the Cepstral's Swifttalker application. The system outputs audio ballots (PNG images, SPX audio files and XML definition files), definition reports (XML, Excel or HTML files), and election definition files required to program the ImageCast X.
 - 3.8.5 Automated Test Deck (ATD). ATD is an application used to create test decks for running Pre-Logic and Accuracy Test with marking pattern requirements. The application can be used to access the election database and produce a set of print-ready PDFs and results tables for testing.
 - 3.8.6 ImageCast Remote Voting UOCAVA/RAVBM (RAVBM) software offers a secure and efficient means for overseas and military voters, as well as voters with disabilities to receive, mark, print and return their ballot to their local elections office. The RAVBM software ensures the security and transparency of the balloting process while preserving the privacy of voters. The RAVBM software utilizes the same database or election project used for all other ballots. Ballots returned by RAVBM voters can be processed on ImageCast Central, eliminating the need to duplicate ballots or process ballots on a separate system.
- 3.9 ***Implementation Services and Training.*** Dominion will provide the following training as described herein.
- 3.9.1 Project Management Support. Dominion will provide Project management support to oversee the general operations of the Project through the Agreement Term. The Project manager is responsible for arranging all meetings, visits and consultations between the parties and for all administrative matters such as invoices, payments and amendments. The Parties shall develop and finalize a Project implementation plan including a training and delivery schedule. The Parties agree that during the course of the implementation, changes to the Project schedule may be required. Any changes to the Project schedule must be mutually agreed to by both Parties and such agreement shall not be unreasonably withheld.
 - 3.9.2 System Acceptance Testing Support. Dominion will provide direct onsite training and support during the System Acceptance Testing period
 - 3.9.3 ImageCast® Evolution – This training introduces the ImageCast® Evolution system with an emphasis on the operation of the hardware. Students can expect to learn general operations, logic and accuracy testing, Election Day setup and operation, and troubleshooting.
 - 3.9.4 ImageCast® X – This training introduces the ImageCast® X system with an emphasis on the operation of the hardware. Students can expect to learn general operations, logic and accuracy testing, Election Day setup and operation, and troubleshooting.

- 3.9.5 ImageCast® ICC – This training introduces the ImageCast® ICC with an emphasis on the operation of the hardware. Students can expect to learn general operations, logic and accuracy testing, ballot scanning operation, and troubleshooting.
- 3.9.6 EMS Server Installation, Configuration & Testing. Dominion will provide a minimum total of one (1) day of direct onsite support for EMS Server installation, configuration & testing.
- 3.9.7 Democracy Suite® EMS System – Training covers defining an election project in Democracy Suite® EED. Topics include importing jurisdictional information, ballot layout, proofing and printing, election file creation (ICX, ICE, and ICC), automated test deck creation, loading elections, tallying results (including adjudication tally), and generating reports.
- 3.9.8 Pollworker Train the Trainer – This provides training to the Customer staff on operations of a polling location including the ImageCast® X, ICX Card activation, testing and troubleshooting.
- 3.9.9 On-Site Election Day Support. Dominion will provide three (3) days (inclusive of travel) of direct onsite election support for two (2) elections.
- 3.10 ***Travel and Expenses included.*** All costs of Dominion transportation, lodging and meal expenses incurred during the Agreement Term are included in the fees set forth in this Exhibit A.
- 3.11 ***Ongoing telephone support.*** Dominion shall provide telephone support for Customers during the Term of the Agreement at no additional costs.
- 3.12 ***Other Services, Consumables or Equipment.*** Any other services, consumables or equipment not specifically identified in this Agreement are available for purchase by the Customer at the then current Dominion list price.

4. County Central Scanner Options

- 4.1 At the County's option, Dominion shall seek administrative approval at no additional cost to the County from the California Secretary of State's office for quarterly Microsoft security patch updates and E-Filing election results to the California Secretary of State's office.



**Contra
Costa
County**

To: Board of Supervisors
From: Jason Crapo, County Building Official
Date: March 22, 2022

Subject: Weatherization Contract Amendment - Ambient Air (C46815)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with Ambient Air, Inc. (C46815), to increase the payment limit by \$100,000 to a new payment limit of \$300,000, with no change to the original term of October 1, 2020 through July 31, 2023 for the purchase or repair of heating and air conditioning equipment.

FISCAL IMPACT:

100% State and Federal Weatherization Program Funds for a variety of weatherization projects throughout the county. No impact on the County General Fund.

BACKGROUND:

The Department of Conservation and Development (DCD) has partnered with the Employment and Human Services Department (EHSD) for the past 20 years to provide energy-saving home improvements to low income families throughout unincorporated Contra Costa County, as well as the County's 19 cities. This funding is provided by State and federal grant programs including, but not limited to, the Low Income Home Energy Assistance Program (LIHEAP), the Energy Crisis Intervention Program (ECIP), and the Department of Energy (DOE).

With these grants, the Weatherization Program may provide homes with hot water heaters, furnaces, refrigerators, microwaves, doors, windows, LED (light emitting diode) light bulbs, LED night lights, Tier 2 Advanced power strips, occupancy sensors, weather-stripping, ceiling fans, and attic insulation.

Homes receive a blower door test (a diagnostic tool to locate and correct air infiltration), and homes with gas appliances receive a combustion appliance safety test that checks for carbon monoxide gas leakage. Homes with gas appliances are provided with a carbon monoxide alarm.

Many contracts with current Weatherization Program vendors providing services are expiring July 31, 2018. The most recent amendments were approved by the Board on August 1, 2017.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Laura Glass 925-655-3023

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Under its grant funding contract, the Weatherization Program is required to meet minimum unit production goals (number of homes weatherized) by the end of its annual grant contract term. Failure to maintain the required production goals may result in the State reallocating our share of funding to other counties and could jeopardize our future funding. This contract amendment is necessary because we have need for additional services from Ambient Air that will allow the Weatherization Program to have ready access to water heaters and other necessary supplies and equipment to weatherize homes and meet production goals.

CONSEQUENCE OF NEGATIVE ACTION:

A denial would prevent DCD Weatherization Program from replacing or repairing of heating and air conditioning equipment.

CHILDREN'S IMPACT STATEMENT:

Approval of this item will enable the Weatherization Program to purchase materials necessary to provide home energy efficiency improvements to low-income households, which reduces living expenses and improves comfort and quality of life for children residing in the households served. This supports outcomes Nos. 3 and 5 established in the Children's Report Card: (3) Families are economically self-sufficient; and (5) Families are safe, stable and nurturing.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #77-210-1 with Diana Oliveira Urcuyo (dba Fit and Healthy Nutrition)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-210-1 with Diana Oliveira Urcuyo (dba Fit and Healthy Nutrition), a sole proprietor, in an amount not to exceed \$300,000, to provide dietetic services to Contra Costa Health Plan (CCHP) members and County recipients, for the period from April 1, 2022 through March 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized dietetic services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been in the CCHP Provider Network providing these services since April 1, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: Noel Garcia, Marcy Wilhelm

BACKGROUND: (CONT'D)

In April 2019, the County Administrator approved and the Purchasing Services Manager executed Contract #77-210 with Diana Oliveira Urcuyo (dba Fit and Healthy Nutrition), in an amount not to exceed \$60,000 for the provision of dietetic services for CCHP members for the period from April 1, 2019 through March 31, 2022.

Approval of Contract #77-210-1 will allow the contractor to continue providing dietetic services through March 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized dietetic health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #77-434 with Healthflex Hospice

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-434 with Healthflex Hospice, a corporation, in an amount not to exceed \$300,000, to provide hospice services for Contra Costa Health Plan (CCHP) members, for the period from March 1, 2022 through February 28, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II allocations.

BACKGROUND:

CCHP has an obligation to provide certain specialized hospice services including, but not limited to certified home health care aide, medical social worker visits, speech and physical therapy visits according to the terms of their Individual and Group Health Plan membership contracts with the County.

Under new Contract #77-434, the contractor will provide home health care services for CCHP members for the period March 1, 2022 through February 28, 2025.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized home health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Amendment #26-755-14 with Brown Miller Communications, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #26-755-14 with Brown Miller Communications, Inc., a corporation, effective March 1, 2022, to amend Contract #26-755-13, to increase the payment limit by \$325,000, from \$250,000 to a new payment limit of \$575,000 with no change in the term of September 1, 2021 through August 31, 2022, to provide additional communication support services with regard to the COVID-19.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$325,000 and will be funded 100% by Hospital Enterprise Fund I revenues. (No rate increase)

BACKGROUND:

On March 10, 2020, the Board of Supervisors requested that the Governor proclaim a State of Emergency in Contra Costa County (Gov. Code Section 8625) due to COVID-19. The Health Department must use all available preventative measures to combat the spread of COVID-19 which includes testing and vaccine administration. The Department must enter into contracts for these

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Anna Roth, 925-957-5403

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

services and competitive bidding requirements are suspended to the extent necessary to address the effects of COVID-19.

On August 10, 2021, the Board of Supervisors approved Contract #26-755-13 with Brown Miller Communications, Inc., in an amount not to exceed \$250,000, to provide consultation and technical assistance with strategic planning to implement the Affordable Care Act, for the period from September 1, 2021 through August 31, 2022.

Approval of Contract Amendment Agreement #26-755-14 will allow the contractor to provide additional communication support services with regard to COVID-19, through August 31, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not have access to this contractor's strategic communications planning services.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #77-445 with Maxim Healthcare Services Holdings, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-445 with Maxim Healthcare Services Holdings, Inc., a corporation, in an amount not to exceed \$2,000,000, to provide applied behavioral analysis (ABA) services for Contra Costa Health Plan (CCHP) members, for the period March 1, 2022 through February 29, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$2,000,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II allocations.

BACKGROUND:

CCHP has an obligation to provide certain specialized ABA services for CCHP's members under the terms of their Individual and Group Health Plan membership contracts with the county, providing services for members with pervasive developmental disorders or autism including, but not limited to, treatment plans and staff to provide services in the following licensed categories: licensed family therapy, social work, speech and language pathology, educational psychology, and audiology to improve the functioning of members.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

Under new Contract #77-445, the contractor will provide ABA services for CCHP members for the period March 1, 2022 through February 29, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized ABA health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #77-459 with Richmond Post Acute Care, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-459 with Richmond Post Acute Care, LLC, a limited liability company, in an amount not to exceed \$400,000 to provide skilled nursing facility (SNF) services for Contra Costa Health Plan (CCHP) members and County recipients, for the period from April 1, 2022 through March 31, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$400,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain specialized SNF health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Members are released from the hospital to recover at an SNF until they are well enough to be sent home. These services include, but are not limited to: twenty-four (24) hour medical care, social service and case management coordination, wound care, respiratory therapy, nasogastric and gastric tube feeding, physical and speech therapy services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: Noel Garcia, Marcy Wilhelm

BACKGROUND: (CONT'D)

This contractor is new to the CCHP Provider Network.

Under new Contract #77-495, the contractor will provide SNF services for CCHP members and County recipients for the period April 1, 2022 through March 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized SNF health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022

Subject: ADVERTISE for Bids for the 2022 Playground Equipment Services Contract(s)

RECOMMENDATION(S):

AUTHORIZE the Public Works Director, or designee, to advertise for bids for the 2022 Playground Equipment Services Contract(s) for maintenance, repairs and upgrades to playground equipment at various County facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

Public Works Facilities Services is responsible for the maintenance and repairs of playground equipment at various County-owned facilities. The existing contractor provides routine maintenance and repairs to a variety of playgrounds, tables and benches at County maintained parks and Head Start facilities. They can also provide upgrades to debilitated playground equipment and the installation of turf as an eco-friendly alternative. Government Code Section 25358 authorizes the County to contract for maintenance, care and upkeep of County buildings and grounds.

The Public Works Department is requesting authorization to advertise and conduct a formal solicitation for playground maintenance and repair

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Kevin Lachapelle, (925)
313-7082

By: , Deputy

cc:

BACKGROUND: (CONT'D)

services. A Notice to Bidders would be placed in the Contra Costa Times and several building exchanges in accordance with the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission.

The Public Works Department intends to award at least one (1) but not more than two (2) contracts, a total of contracts not to exceed \$1,200,000. Each contract will have a term of three (3) years with the option of two (2) one-year extensions and will be used as needed with no minimum amount that has to be spent.

CONSEQUENCE OF NEGATIVE ACTION:

If the request to advertise is not approved, the Public Works Department will not be able to advertise for playground equipment maintenance and repair services.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022

Subject: ADVERTISE for Bids for the 2022 Plumbing Maintenance and Repair Services Contract(s)

RECOMMENDATION(S):

AUTHORIZE the Public Works Director, or designee, to advertise for bids for the 2022 On-Call Plumbing Services Contract(s) for maintenance and repairs to plumbing systems at various County facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

Public Works Facilities Services is responsible for the maintenance and repairs to plumbing systems at all County-owned facilities. Plumbing services include maintenance and repair services for sewage ejector tanks, septic tanks, grease traps, drainage systems, sewage systems, piped water systems, and other plumbing systems, as well as repair or replacement of plumbing fixtures, valves, flushometers, water lines, traps and reciprocating pumps. Government Code Section 25358 authorizes the County to contract for maintenance, care and upkeep of County buildings and grounds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Kevin Lachapelle, (925)
313-7082

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Public Works Department is requesting authorization to advertise and conduct a formal solicitation for plumbing services. A Notice to Bidders would be placed in the Contra Costa Times and several building exchanges in accordance with the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission.

The Public Works Department intends to award at least one (1) but not more than three (3) contracts, total of contracts not to exceed \$6,000,000. Each contract will have a term of three (3) years with the option of two (2) one-year extensions, and will be used as needed with no minimum amount that has to be spent.

CONSEQUENCE OF NEGATIVE ACTION:

If the request to advertise is not approved, the Public Works Department will not be able to advertise for plumbing services.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #25-098 with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County Contract #25-098 with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), a non-profit corporation, in an amount not to exceed \$2,013,806 to provide housing navigation support services to individuals who are experiencing homelessness or are at risk for homelessness and referred by Employment and Human Services Department's (EHSD) Housing Disability Advocacy Program (HDAP), for the period from July 1, 2021 through June 30, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$2,013,806 over a 3-year period and will be funded 100% by the Employment and Human Services Department.

BACKGROUND:

This contract meets the social needs of the County's population by providing housing navigation support services to Contra Costa County families that are homeless. The contractor will provide housing navigation and housing location services to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Christy Saxton, 925-608-6700

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

individuals approved by EHSD's HDAP program who are experiencing homelessness or at risk of homelessness. EHSD will approve individuals who meet HDAP criteria and appear eligible for Social Security Income (SSI), Social Security Disability Income (SSDI), Veterans benefits, or Cash Assistance Program for Immigrants (CAPI). The contractor will house up to fifty-six (56) homeless and twenty-four (24) individuals at risk of homelessness who are referred by EHSD and are assessed as having potential eligibility to any of the SSI/SSDI, Veterans, or CAPI benefits.

Under Contract #25-098, the contractor will provide housing navigation support services to individuals who are experiencing homelessness or are at risk for homelessness for the period from July 1, 2021 through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, homeless individuals will not have access to this contractor's housing navigation services.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 22, 2022

Subject: Blanket purchase order and participating addendum with Cintas Corporation No. 2

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the County, a blanket purchase order and participating addendum with Cintas Corporation No. 2, in an amount not to exceed \$650,000 for facility management products and solutions, including garment rental and laundry services, fire and safety products, first aid products and janitorial products, during the period from March 22, 2022 through October 31, 2023, under the terms of a master contract awarded by the Prince William County Public School Board, as recommended by the Public Works Director.

FISCAL IMPACT:

Product costs to be paid by County Departments. (100% User Departments)

BACKGROUND:

Contra Costa County Purchasing Services is requesting approval of a blanket purchase order to be used by all County departments for facility management products and solutions. The supplies and equipment are guaranteed through a master contract awarded by the Prince William Public School Board (#R-BB-19002) through the OMNIA Purchasing Cooperative Program. Approval of the purchase order and addendum between Contra Costa County and Cintas Corporation No.2, allows the County to obtain guaranteed pricing available through the OMNIA Partners contract.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Cindy Shehorn 925-957-2495

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The purchase order will support all County departments with 10 to 50 percent off local book prices, early payment terms of a two percent discount if paid within 15 days of the invoice date, and no "Minimum Stop Charges" applied to this account. This will allow the County to consolidate purchases, and maximize savings on products acquired from Cintas Corporation No.2.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the blanket purchase order and addendum, departments would select their own provider and we would not be eligible for volume discounts, thereby increasing costs by not taking advantage of cooperative purchasing discounts.

ATTACHMENTS

Contract R-BB-19002

Participating Addendum 3/22/2022

Pricing Document

PARTICIPATING ADDENDUM
for
Cintas Products and Services under OMNIA Purchasing Cooperative Program

Participating Entity:
CONTRA COSTA COUNTY

Contractor: **Cintas Corporation No. 2**

This Agreement is made and entered into this 22nd day of March 2022, (“Effective Date”) by and between Contra Costa County, a political subdivision of the State of California (“County”), and Cintas Corporation No. 2, a Nevada corporation whose principal place of business is 6800 Cintas Blvd, Mason, OH 45040 (“Cintas”), for the participation in awarded contract R-BB-19002 for Products and Services.

Whereas, Cintas offers goods and services awarded under contract R-BB-19002 (“Master Contract”) and OMNIA Public Purchasing Purchasing Alliance (“OMNIA”).

Whereas, the County has determined that entering into a Participating Addendum under the OMNIA program provides a benefit to the County.

Now therefore, Cintas and the County agree as follows:

1. Term. The term of this Agreement begins on the Effective Date, and it expires on October 31, 2023. The County and Cintas may agree to extend this Agreement by up to five additional years, one year at a time, by amending this Agreement, provided that the Master Contract remains in effect as of the date the term of this Agreement is extended. Any extension of the term of this Agreement is subject to the prior approval of the County’s Board of Supervisors, its governing body. .
2. Payment Limit. The County’s total payments to Cintas under this Agreement shall not exceed \$1,500,000 (“Payment Limit”). Nothing in this Agreement obligates the County to make any purchases, or any particular volume of purchases, under this Agreement.
3. Changes to Master Contract. For the purposes of this Agreement, the terms of the Master Contract are incorporated in, and made a part of, this Agreement, except for those terms of the Master Contract that are modified by this Agreement, as follows:
 - a. Each reference to “PWCS” shall be deemed to mean County for purposes of this Agreement.
4. Registration with Secretary of State. Within 60 days after the Effective Date, Cintas shall provide the County’s Purchasing Manager proof it is registered with the California Secretary of State to do business in California, and, at the same time, Cintas shall provide the County’s Purchasing Manager with the name and address of Cintas’ agent for service of process located in California.
5. Governing Law. Notwithstanding anything to the contrary in the Master Contract, this Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to conflict of law principles. Any litigation to enforce or interpret this Agreement shall be filed and prosecuted in a California court where venue is proper.

PARTICIPATING ADDENDUM
for
Cintas Products and Services under OMNIA Purchasing Cooperative Program

6. No Joint Venture. At all times during the term of this Agreement, neither party will function as or represent it to be the other party or its agent, and no officer, employee or agent of one party shall hold himself or herself out to be an officer, employee or agent of the other party. This Agreement does not create any rights or obligations between the parties other than those expressly set forth herein and nothing in this Agreement shall be construed as conferring any rights upon any third parties or any other party other than the County and Cintas.

7. Amendment. This Agreement may be amended or modified at any time by mutual agreement of the parties in writing.

8. Notices. Notices to the parties shall be provided to:

PARTICIPATING ADDENDUM
for
Cintas Products and Services under OMNIA Purchasing Cooperative Program

Cintas:

Cintas Corporation No. 2
6800 Cintas Blvd
Mason, OH 45040
Telephone: 630-220-9505
Attn: General Counsel

County:

Contra Costa County-Purchasing Services
40 Muir Road, 2nd floor
Martinez, CA 94553
Telephone: 925-957-2495
Contact: Cynthia Shehorn, Procurement Services Manager
Email: cindy.shehorn@pw.cccounty.us

All notices shall be in writing and personally delivered, delivered by overnight carrier with delivery charges for next day deliver prepaid by the sending party, or sent by First Class U.S. Mail, with postage prepared by the sending party. A courtesy copy of a notice may be given by email, but giving a courtesy copy of a notice by email does not relieve the sending party of its obligation to give notice to the receiving party in the manner required by this section. A notice given in accordance with this section shall be deemed received by the receiving party on (a) the same day, if personally delivered, (b) the next business day if timely deposited with an overnight carrier and with delivery charges prepared to ensure next day delivery, and (c) on the fifth day after mailing if mailed by First Class U.S. Mail with postage prepaid.

9. Successors and Assigns; Assignment. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns. This Agreement may not be assigned by either party without the express written permission of the other party, which shall be within that party's sole discretion to provide.

PARTICIPATING ADDENDUM
for
Cintas Products and Services under OMNIA Purchasing Cooperative Program

IN WITNESS, WHEREOF, the parties have executed this Addendum as of the Effective Date.

Participating Entity: Contra Costa County	Contractor: Cintas Corporation No. 2
Signature:	Signature:
Name: Cynthia Shehorn	Name: Christopher Hack
Title: Procurement Services Manager	Title: Account Manager

Approved as to form:

Mary Ann McNett Mason, County Counsel

By: _____

Deputy County Counsel

Attachment:

Master Contract



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education ®

CONTRACT NUMBER: R-BB-19002

This Contract entered into this 13th day December, 2018 by, Cintas Corporation No. 2 (or any of its subsidiaries and affiliates), 6800 Cintas Blvd., Mason OH 45040, hereinafter referred to as the "Contractor" and Prince William County School Board, P.O. Box 389, Manassas, VA 20108, hereinafter referred to as the "Prince William County Public Schools", "Purchasing Agency" or "PWCS".

WITNESSETH that the Contractor and PWCS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. **SCOPE OF CONTRACT:** Contractor shall provide Facilities Management Products and Solutions for Prince William County Schools, Virginia on behalf of all states, local governments, school districts, and higher education institutions in the United States of America, and other governmental agencies and nonprofit organizations.
2. **CONTRACT DOCUMENTS:** The contract documents shall consist of the following:
 - 2.1. This signed Contract document;
 - 2.2. Memorandum of Negotiations dated November 1, 2018 (Attachment A)
3. **CONTRACT TERM AND RENEWAL:**
 - 3.1. The initial term of this contract shall be from December 13, 2018 through October 31, 2023, with the option to renew for two (2) additional two (2) year periods, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.
 - 3.2. The products and services which are the subject of this Master Agreement may be covered by a service or maintenance agreement. The term of the service or maintenance agreement shall be governed by that document and may survive the expiration of this Master Agreement.
4. **CONTRACT ADMINISTRATOR:** As the Contract Administrator, the following individual, or his designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.

Brian Burtner, CPPB, Buyer, (703) 791-8736, burtneba@pwcs.edu
5. **PRICING:** In accordance with applicable percentage discounts and prices, per attached Contractor's response dated September 25, 2018 and negotiated prices/rates negotiated September 25, 2018 (see attached).
6. **PAYMENT TERMS:** 2% Discount Net 15, Standard terms are Net 30 days

7. TERMINATION FOR CONVENIENCE:

- 7.1. If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as a termination fee equal to 50 weeks of rental service.
- 7.2. If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as a termination fee equal to 36 weeks of rental service.
- 7.3. If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as a termination fee equal to 23 weeks of rental service.
- 7.4. If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as a termination fee of 10 weeks of rental service.
- 7.5. Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement or pay for any damaged, lost or unreturned goods at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

Prince William County does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This contract shall constitute the whole agreement between the parties. There are no promises, terms and conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the provision of goods (including leases thereof), services and/or insurances described herein.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by the following duly authorized officials:

CONTRACTOR: Cintas Corporation No. 2

Authorized Signature

Craig Jackson
Type Name

National Director - Government
Title

12/19/18
Date

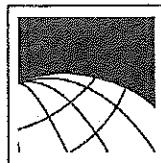
PURCHASING AGENCY:

Authorized Signature

Anthony Crosby, CPPO, CPPB
Type Name

Supervisor of Purchasing
Title

12/21/18
Date



MEMORANDUM OF NEGOTIATIONS
R-BB-19002

Dated: November 13, 2018

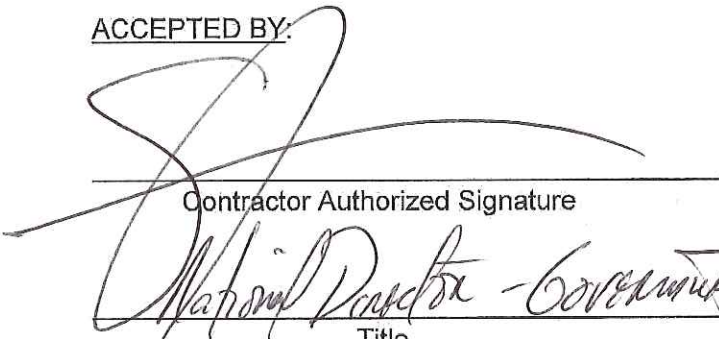
Prince William County Schools (hereinafter called PWCS) and Cintas Corporation No. 2 (hereinafter called the Contractor) hereby agree to the following in the execution of Contract R-BB-19002 for Facilities Management Products and Solutions. The final Contract contains the following documents:

- a. PWCS's Request for Proposal, R-BB-19002, dated July 17, 2018 and Addendum #1, dated August 8, 2018;
- b. Contractor's proposal dated August 13, 2018;
- c. Contractor's responses to Clarification Questions and Negotiations dated September 25, 2018, attached;
- d. Contractor's best and Final Offer, dated October 5, 2018;
- e. PWCS RFP R-BB-19002, General Terms and Conditions, Paragraph 30, Indemnification, is hereby modified to include "to the fullest extent permitted by applicable law".
- f. This Memorandum of Negotiations;
- g. Any subsequent modifications to the Contract.
- h. For FRC garments: Customer agrees it bears sole responsibility for selecting the flame-resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. COMPANY MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. Customer agrees to notify all employees and other agents of Customer who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. Customer acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the garments, including but not limited to any alleged

failure of the FRC to function as flame-resistant or provide protection against fire and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this Agreement or resulting from Customer's or its employees' use of the FRC.

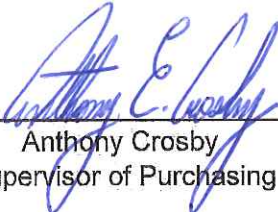
- i. For high visibility garments: Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.

ACCEPTED BY:


Contractor Authorized Signature


Title


Date


Anthony Crosby
Supervisor of Purchasing


Date

1. How often do you update your inventory? Are all new deployments brand new uniforms or are they recycled from past agencies?

All rental uniforms are put through quality inspection weekly when turned in for laundry. If it is determined that a garment needs replaced due to normal wear, it will be upgraded. Age of garment is not a factor as QA is graded upon condition. New wearers could get new uniform if not available in the local stockroom. However, if stock is available, uniforms can be recycled if they are in "like-new" graded condition. Customer can request all new hires get new uniforms, however the lead time to install would be extended.

2. Are your vending options available as a part of this proposal (for scrubs or other uniforms)? If these are available, what is the cost? Yes.

Item Code	Description	List Price	USC Pricing
D10	Small Dispenser		
D16	Medium Dispenser		
D20	Large Dispenser		
R110	Return Unit		
RX	Wall Mounted Unit		

The use of scrub dispensing units is increasing all over college campus' and other public entities. Cintas will continue to focus its sales efforts in this space to also include units that dispense lab coats and other clothing items.

3. Do you offer dielectric testing on your gloves? If so, what would be the cost for this service?

Yes, this is one of Cintas' newest offerings. Please see attached for both additional information about the service and the pricing available.

4. Do you offer wet mats that would be appropriate for showers and locker rooms?

Yes, we offer Drainage Mats which can be used in wet areas. The pricing for this item is

5. Do you offer calibration on the chemical dilution centers free of charge? Are these installed free of charge?

Yes. Yes

6. Do you work on Halon fire suppression systems?

Yes, Cintas provides this service only in certain markets. Because it is not a nationwide service, it is priced locally to with a discount, per the US Communities contract.

7. What is the price for the training programs you offer?

The pricing file for Training is attached.

8. What is the process for coil and carpet cleaning? How do you meet environmental regulations for public agencies (such as MS4) for these types of services? Which public agencies have you provided these types of services for in the past?

We have attached the scope of work for both Coil Cleaning and our process for Tile and Carpet Cleaning. As the work of both services is proprietary, we would ask that the attached relative to those services be redacted. While we do have experience with regulations like MS4. We have also attached our protocol for the discharge of both liquid and solid wastes incurred in the performance of these services. Cintas' Deep Clean Technician, Ultraclean SSR, or Coil Cleaning Technician must sign this document stating that he/she will adhere not only to local, state, and national regulations, but also the procedures set forth in that document. Any violations of the tenets set forth in that document is grounds for the dismissal of the employee.

9. Two of your references were not willing to provide a reference per their statutes and the other three were not responsive. Do you have any other references who could provide feedback on their experience?

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Manatee County Government, BCC
Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205
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Joseph Patterson, MPA, VCO
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10. How long has the TruCount system been in place? If public agencies are having issues with their uniforms being returned in a timely fashion, what steps can be taken to make sure this doesn't affect the agency's ability to work?

Since 2016, Fulling Implemented across all sites for about a year.

11. What is the lead time for new employees to be fit with uniforms?

Fitting within a week of notice. New site estimated at 4 weeks. New employee at existing site is 2-4 weeks from sizing. Can be 1 week turn if sizes are in stock at local Cintas.

12. What is the lead time for embroidery of new uniforms?

About 2 weeks. Stocked garments purchased directly are embroidered on demand and can be shipped in about a week.

13. What efforts can you make to simplify the invoicing process and make this less hands-on?

We are in the process of scheduling with the EC a demonstration of the www.myCintas-ebilling and servicing platform.

14. Is there a reason that you do not offer volume discounts or ecommerce rebates?

Volume discounts would generally be for direct purchase only. Our local reps have the freedom to price lower than the ceiling price of the agreement so volume discounts for direct purchase items is available.

15. Do you offer prompt payment discounts?

Yes, we can offer 2% Net 15 and Net 30 as standard payment terms

16. Why does California have different pricing for fire and safety?

It cost more to do business in California due to regulatory policies, labor laws, etc.

17. On page 142 you mention "minimal" charges for lockers, rolling racks and soiled hampers. Can these be provided at no charge? Can these be repaired or replaced as needed at no charge?

Yes, these will be No Charge.

18. Please explain the additional charges on page 31 for Garment Rental.

Minimum stop Charge: [REDACTED]-this is the minimum a site can average for Cintas to stop the truck. Agency pays the difference to make the service at least [REDACTED] Ex: Actual weekly rental is [REDACTED] for uniforms and mats. Customer is charged [REDACTED] as the "min stop charge" on top of the [REDACTED] To reach a total of [REDACTED] We normally suggest product additions to equal a min stop so the customer is paying for products/services.

Lockers: No charge

Make-up Waived on initial installation and for 30 days of service: this is industry standard charge to set up new uniform wearer after initial install. This covers the cost

on the plant to order, prep, set up the system and sew in the ID tap with the employee information. One-time fee per garment. Ceiling priced.

Emblem-Waived on initial installation and for the first 30 days of service: Local Cost (depending on company name and type of emblem ordered) This is the cost of the actual company emblem that is applied when adding new employee after the initial install.

Name tag- [REDACTED] The cost to set up a name to rental uniform. Normally embroidery. Ceiling Priced.

Size premium per Garment: [REDACTED] this is the price for extended sizes, starting at 2xl and up, there is an addition charge per garment. Ceiling priced.

19. Minimum Order size charges for Garment Rental are not acceptable. Is this negotiable?

Minimum Order charges are fully described as the minimum amount charged to the client for stopping the Cintas vehicle and delivering the product or service contracted by the client. Under the pricing file offered in our proposal, the Minimum Order charge is [REDACTED] Cintas is willing to entertain changing the nomenclature on the contract for this charge to something else that would be acceptable to the EC.

20. What is the cost for tailoring (ex. Shortening of pants)?

[REDACTED]

21. Do you offer "tall/Long" sizes?

We do offer tall/long sizes. The charge for shirts in the extended sizes are the same as for size premiums detailed in the Cintas proposal. There are no additional charges for pants for tall sizes.

22. Do you offer summer internships or student programs for college students?

Cintas would be interested in creating with USC members opportunities for internships that coincide with our normal hiring practices for these positions:

23. In Tab 7, Exceptions, the fee for termination for convenience: Is it acceptable to substitute "termination fee" for "liquidated damages"?

Yes, this is negotiable with the contract

24. Fire Protection sales team: 6 of the states where you have no representation are in U.S. Communities' top 25 states (AL, IA, MN, NC, OR, TN) - are there plans to expand into these states?

Yes, Cintas is striving to grow the division to [REDACTED] in 10 years.

25. Should Brent Schafer be listed as the Executive?

Yes, we can update.

26. What is the Lost Replacement charge for items not listed in the market basket?

The L/R charge will also be reduced by [REDACTED]. See Link below to Cintas full catalog:
www.shopcintas.com

27. Page 85, #7: What happens if a public agency is not able to accommodate net 15 or net 30 payment terms? Is it possible to make the standard payment terms for all product lines Net 30?

Yes, Net 30 is Standard term.

28. Rubber Glove Addendum:

a. What company will be required to purchase from?

Relative to the addendum, the Cintas Head/Hand electrical PPE program is considered a lease only option.

This program is based on Cintas using National Safety Apparel for all PPE items listed as well as inspection/certification of voltage rated gloves being leased.

b. No information listed in Schedule A. No pricing, etc.

See attached excel document with pricing. The addendum was a blank template.

c. Will they test gloves already in use or do we have to purchase the gloves new from them to get the testing completed.

No, this program is based on Cintas setting up a new rental solution for Head/Hand PPE.

29. Classroom Safety Training Cost Breakdown:

d. Line 65906 – Is 10 people a minimum or maximum per class? If multiple classes are needed, is the charge of the instructor per class or one time charge for multiple classes? The class size listed on the price file is the max size per class. This varies per type of class, from 10-25. The charge for the instructor is per class.

e. Line 65908 – What are normal hours and excess hours?

Monday-Friday 8am-5:00pm

Referencing Cintas' response to the initial EC questions/clarifications:

30. Item 15 – Do you offer prompt payment discounts? **This was discussed on the teleconference on September 13. We discussed 2% Net 15 and Net 30 as the standard payment. This needs to be clarified that this is your understanding as well.**

Yes, 2% Net 15 and Net 30 for standard local payment. Updated document.

31. Item 17 – On page 142 you mention "minimal" charges for lockers, rolling racks and soiled hampers. Can you provide these at no charge? Can these be repaired or replaced as needed at no charge? **This was discussed on the teleconference on September 13. This was agreed that these would be at no charge and not that this would be negotiated. Please clarify.**

[REDACTED] Updated document.

Attachment A

32. Item 18 – Please explain additional charges on page 31 for Garment Rental. **This was discussed on the teleconference on September 13. See question 17, this charge should be removed.**

[REDACTED]. Updated document.

33. Item 19 – Stop charges for Garment Rental are not acceptable. Is this negotiable? **This should be called minimum order size, not minimum stop charge.**

Changed language to Minimum Order Size and updated document.

34. Item 26 – What is the Lost Replacement charge for items not listed in the market basket? **Please provide us with a full catalog that the discount by category will be taken from.**

Catalog is online and can be accessed with link: www.shopcintas.com Updated document with the link as well.

35. Item 27 – Page 85, #7: What happens if a public agency is not able to accommodate Net 15 or Net 30 payment terms? Is it possible to make the standard payment terms for all product lines to be Net 30? **This was discussed on the teleconference on September 13. We agreed on Net 30 as standard terms. This needs to be clarified that this is your understanding as well.**

Yes, Net 30 is standard term. Updated document.

Contract #R-BB-19002 - FACILITIES MAINTENANCE SOLUTIONS
DISCOUNT BY PRODUCT CATEGORY

Category	Discount (% from published/ book rate)	Comments
1 Uniform Rental	[REDACTED]	Cintas has committed to US Communities participating public agencies a 10% discount off of National Account Book Pricing for all items. National Account book pricing is, generally, [REDACTED] off of local pricing structure.
2 Uniform Leasing		
3 Uniform Purchase		
4 Shoe Purchase		
5 Mat/Mop Rental		
6 Mat/Mop Leasing		
7 Mat/Mop Purchase		
8 Restroom Supplies		
9 Restroom Services		
10 Deep Cleaning Services		
11 First Aid/Safety Supplies		
12 AEDs		
13 Fire Protection Services		
14 Promotional Products		
15 Miscellaneous		
16 Other		

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Contract #R-BB-19002 - FACILITIES MAINTENANCE SOLUTIONS
ADDITIONAL CHARGES

Deep Clean			
Set Up Charge	Anytime we have to use the truck to clean a customer		
Truck Movement Charge	Anytime we have to move the truck during a service		
Floor Change Charge per Floor	Anytime/All times we have to change floors during a service		
Furniture Moving Charge per Hour	Used if we have to move an excessive amount of furniture that adds up to at least an hour		
Spotting Price per Hour	Used if we are asked to spot only during a service		
Mileage Charge	Charge per Mile Outside of 60 Minutes from the Location		
Minimum Stop Charge	Minimum amount we have to invoice to service the account		
Wait Charge	Used anytime the customer is not prepared to start their cleaning and we have to wait more than an hour		
Cancellation Charge	Used anytime the customer cancels less than 24 hours before the service		

Garment Rental			
Minimum Order Size	\$		
Lockers	\$		
Make Up -Waived on initial installation and for the 1st 30 days of service	\$		
Emblem -Waived on initial installation and for the 1st 30 days of service	Cost		
Name Tag	\$		
Size Premium (starting at 2XL)	\$		

DEEP CLEANING			
Service Description	Description	Price	Pricing Detail
Carpet			
VCT Restoration	Used any time we do a restoration VCT job, which means stripping the floor all the way down and reapplying 4 coats of finish		
VCT Maintenance	Used any time we do a maintenance VCT job, which means top scrubbing the floor down 1-2 coats and reapplying 2 coats of finish		
VCT Maintenance	Used any time we do a cleaning VCT job, which means cleaning the floor with a Pad and Cleaner and NOT reapplying any finish		
Standard Carpet Cleaning	5 Step - PARR Process plus Protectant - Truck Mount		
Standard Carpet Cleaning	4 Step - PARR Process - Truck Mount		
Standard Carpet Cleaning	2 Step - Prespray and Rinse - Truck Mount		
Standard Carpet Cleaning	5 Step - PARR Process plus Protectant - Portable		
Standard Carpet Cleaning	4 Step - PARR Process - Portable		
Standard Carpet Cleaning	2 Step - Prespray and Rinse - Portable		
Wool Carpet Cleaning	2 Step - Prespray and Rinse		
Carpeted Steps	Cleaning Only		If step is determined to be nonstandard, the price is decided locally
Carpet Protectant	If not included with 5 Step		
Carpet Sanitizer	Used anytime we apply a sanitizer after the cleaning		
Carpet Deodorizer	Used anytime we apply a deodorizer after the cleaning		
Low Moisture Process	PreRotoScrub, Prespray, Agitate, Respray Spots (No Vacuuming)		Any vacuuming required is in addition to the sq ft price
Standard Tile	5 Step - PARR Process plus Sealer - Truck Mount		
Standard Tile	5 Step - PARR Process 2" or Less - Truck Mount		
Standard Tile	4 Step - PARR Process >2" - Truck Mount		
Standard Tile	4 Step - PARR Process 2" or Less - Truck Mount		
Sealer (After Cleaning)	Used anytime we apply an impregnating sealer after the cleaning		
Color Seal (After Cleaning)	Color Seal < 2" Tile		
Color Seal (After Cleaning)	Color Seal 2" - 8" Tile		
Color Seal (After Cleaning)	Color Seal > 8" Tile		
Kitchen Cleaning	Used anytime we clean a Kitchen, Does not include Sealer		
Standard Tile	5 Step - PARR Process plus Sealer - Portable		
Standard Tile	5 Step - PARR Process 2" or Less - Portable		
Standard Tile	4 Step - PARR Process >2" - Portable		
Standard Tile	4 Step - PARR Process 2" or Less - Portable		
Concrete Cleaning	Interior - Truck Mount Only		
Concrete Cleaning	Exterior - Truck Mount Only		
Set Up Charge	Anytime we have to use the truck to clean a customer		
Truck Movement Charge	Anytime we have to move the truck during a service		
Floor Change Charge per Floor	Anytime/All times we have to change floors during a service		
Furniture Moving Charge per Hour	Used if we have to move an excessive amount of furniture that adds up to at least an hour		
Spotting Price per Hour	Used if we are asked to spot only during a service		
Mileage Charge	Charge per Mile Outside of 60 Minutes from the Location		
Minimum Stop Charge	Minimum amount we have to Invoice to service the account		
Wait Charge	Used anytime the customer is not prepared to start their cleaning and we have to wait more than an hour		
Cancellation Charge	Used anytime the customer cancels less than 24 hours before the service		
Restroom Cleaning - Sanit. UltraClean	Touchless Restroom Cleaning that sanitizes and removes spots from all surfaces, floors & fixtures		Base Charge - Weekly and Every Other Week \$35.00; Monthly \$55.00

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Uniform Rental Items

Discounts range from 10% to 32% of National Book Rate.

All Prices shown are not-to-exceed rates

Item Number	Make	Supplier/Item Number	UOM	Description	Discount (percentage from Discount by Category)	Price for weekly Lease (no cleaning)	Price for weekly rental (with cleaning)	L/R Charge
1	Cintas	335	EA	Comfort Work Shirts 65/35 Poly Cotton				
2	Cintas	278	EA	High Image Work Shirt 65/35 Poly Cotton				
3	Cintas	66273	EA	High Image Womens Work Shirt 65/35 Poly Cotton				
4	Cintas	945	EA	Comfort Work Pants 65/35 Poly Cotton				
5	Cintas	865	EA	Pleated Comfort Work Pants 65/35 Poly Cotton				
6	Cintas	270	EA	Comfort Work Cargo Pants 65/35 Poly Cotton				
7	Cintas	370	EA	Comfort Work Cargo Short 65/35 Poly Cotton				
8	Cintas	205	EA	Womens Comfort Work Shirt w Pocket 65/35 Poly Cotton				
9	Cintas	330	EA	Cotton Work Shirt 100% Cotton				
10	Cintas	340	EA	Cotton Work Pants 100% Cotton				
11	Cintas	394	EA	Jeans Pant 100% Cotton				
12	Cintas	82570	EA	Chief Coat 65/35 Poly Cotton				
13	Cintas	71125	EA	Elastic Waist Chief Pants w Drawstring 65/35 Poly Cotton				
14	Cintas	335	EA	Food Processing Shirt White/Blue (no pockets, grippers) 65/35 Poly Cotton				
15	Cintas	374	EA	Executive Dress Shirt 57/43 Poly Cotton				
16	Cintas	275	EA	High Image Performance Polo Shirt 100% Microfiber Poly				
17	Cintas	86275	EA	Womens High Image Performance Polo Shirt 100% Microfiber Poly				
18	Cintas	390	EA	Womens Fit Comfort Work Pant (slim)				
19	Cintas	395	EA	Womens Fit Comfort Work Pant				
20	Cintas	259	EA	Pro-Knit Polo Shirts Moisture Wicking 100% Poly				
21	Cintas	268	EA	Pro-Knit Tee Shirt 100% Poly				
22	Cintas	970	EA	Uned Service Jacket 65/35 Poly Cotton				
23	Cintas	366	EA	High Image Jacket 65/35 Poly Cotton				
24	Cintas	912	EA	Coverall 7.5 oz 65/35 Poly Cotton				
25	Cintas	925	EA	White Lab Coat 80/20 Poly Cotton				
26	Cintas	82487	EA	White Polyester Butcher Coat 100% Poly				
27	Carhartt	384	EA	Carhartt Shirt 100% Cotton				
28	Carhartt	381	EA	Carhartt 5 Pocket Jeans 100% Cotton				
29	Carhartt	382	EA	Carhartt Carpenter Jeans 100% Cotton				
30	Carhartt	388	EA	Carhartt Work Pants 100% Cotton				
31	Carhartt	280	EA	Flame Resistant Jean				
32	Carhartt	290	EA	Flame Resistant Carpenter Jean				
33	Carhartt	294	EA	Flame Resistant Work Shirt				
34	Carhartt	371	EA	Flame Resistant Work Pant				
35	Carhartt	391	EA	Flame Resistant Coverall				
36	Happy Chef	517	EA	Food Service, Chef Coat X5-XL				
37	Happy Chef	67627	EA	Food Service, V-Neck Apron One Size				
38	Happy Chef	317	EA	Food Service, Female Chef Coat, X5-XL				
43	Cintas	10756	EA	3X5 Traffic Mat				
42	Cintas	1801	EA	2x3 Spring Mat				
43	Cintas	1802	EA	3x5 Spring Mat				
44	Cintas	84302	EA	3X5 Safety Mat				
45	Cintas	84301	EA	3X5 Logo Mat				
46	Cintas	6913	EA	24 oz Synth Wet Mop				
47	Cintas	9582	EA	Pulse Mop				
48	Cintas	9581	EA	Dual Chamber Mop Bucket				
49	Cintas	7116	EA	12" Microfiber Mop Head				
50	Cintas	7001	EA	36" Microfiber Mop Head				
51	Cintas	7245	EA	Microfiber Mop Handle				

Nationwide Usage				Discount (percentage from Discount by Category)			Proposed Price/Equipment		
Item Number	Make	Supplier Item Number	UOM	Description	Purchase Price	Current CEILING Price	Make/Model of Quoted Item (if different)	Description of Quoted Item (if different)	
1	Cintas	935	EA	Comfort Work Shirt 65/35 Poly/Cotton					
2	Cintas	273	EA	High Image Work Shirt 65/35 Poly/Cotton					
3	Cintas	66273	EA	High Image Womens Work Shirt 65/35 Poly/Cotton					
4	Cintas	945	EA	Comfort Work Pant 65/35 Poly/Cotton					
5	Cintas	865	EA	Pleated Comfort Work Pant 65/35 Poly/Cotton					
6	Cintas	270	EA	Comfort Work Cargo Pant 65/35 Poly/Cotton					
7	Cintas	370	EA	Comfort Work Cargo Short 65/35 Poly/Cotton					
8	Cintas	205	EA	Womens Comfort Work Shirt w/pocket 65/35 Poly/Cot					
9	Cintas	330	EA	Cotton Work Shirt 100% Cotton					
10	Cintas	340	EA	Cotton Work Pant 100% Cotton					
11	Cintas	394	EA	Jeans Pant 100% Cotton					
12	ChefWorks	82470	EA	ChefWorks Chef Coat 65/35 Poly/Cotton Rental Only			65575	ChefWorks Cool Vent Chef Coat 65/35 Poly/Cotton LS Direct Sale	
13	ChefWorks	71125	EA	Elastic Waist Chef Pant w/Drawstring 65/35 Poly/Cotton			35550	Bugey Chef Pant 65/35 Poly/Cotton Direct Sale	
14	Cintas	833	EA	Food Processing Shirt White/Blue (no pockets, grippers)					
15	Cintas	374	EA	Executive Dress Shirt 57/43 Poly/Cotton					
16	Cintas	275	EA	High Image Performance Polo Shirt 100% Microfiber Poly					
17	Cintas	66275	EA	Womens High Image Performance Polo Shirt 100% Micro					
18	Cintas	390	EA	Womens Fit Comfort Work pant 65/35 Poly/Cotton (Slim)					
19	Cintas	395	EA	Womens Fit Comfort Work pant 65/35 Poly/Cotton					
20	Cintas	259	EA	Pre-Knit Polo Shirts Moisture Wicking 100% Poly					
21	Cintas	288	EA	Pro-Knit Polo Shirts 100% Poly					
22	Cintas	970	EA	Lined Service Jacket 65/35 Poly/Cotton					
23	Cintas	366	EA	High Image Jacket 65/35 Poly/Cotton					
24	Cintas	912	EA	Coverall 7.5 oz 65/35 Poly/Cotton					
25	Cintas	925	EA	White Lab Coat 80/20 Poly/Cotton Rental Only			59925	White Lab Coat 80/20 Poly/Cotton LS Direct Sale	
26	Cintas	82497	EA	White Polyester Butcher Coat 100% Poly					
27	Carhartt	394	EA	Carhartt Shirt 100% Cotton Rental Only			332	Cintas Woven Chambray Direct Sale	
28	Carhartt	381	EA	Carhartt Pocket Jeans 100% Cotton Rental Only			74307	Carhartt Pocket Jeans 100% Cotton Direct Sale	
29	Carhartt	382	EA	Carhartt Carpenter Jeans 100% Cotton Rental Only			74308	Carhartt Carpenter Jeans 100% Cotton Direct Sale	
30	Carhartt	363	EA	Carhartt Work Pants 100% Cotton Rental Only			74309	Carhartt Work Pants 100% Cotton Direct Sale	
31	Carhartt	280	EA	Carhartt FR Jean Rental Only			69859	Carhartt Canvas Jean Direct Sale	
32	Carhartt	290	EA	Carhartt FR Carpenter Jean Rental Only			70610	Carhartt FR Carpenter Jean Direct Sale	
33	Carhartt	294	EA	Carhartt FR Work Shirt Rental Only			60087	Carhartt FR Work Shirt Direct Sale	
34	Carhartt	371	EA	Carhartt FR Work Pant Rental Only			70644	Carhartt FR Work Pant Direct Sale	
35	Carhartt	391	EA	Carhartt FR Coverall Rental Only			8723	Tecsafe Plus FR Coverall Direct Sale	
36	Happy Chef	8841	EA	Happy Chef Food Service, Polo Shirt S-XL			65463	Cintas Gripper Snap Polo Direct Sale	
37	Happy Chef	517	EA	Happy Chef Food Service, Chef Coat S-XL			106452	Cintas Classic Chef Coat Direct Sale	
38	Happy Chef	67627	EA	Happy Chef Food Service, V-Neck Apron, One Size			82976	Cintas Bib Apron Direct Sale	
39	Happy Chef	917	EA	Happy Chef Food Service, Female Chef Coat S-XL					
40	Happy Chef	48480	EA	Happy Chef Food Service, Chef Hat, Student (Beret)			106343	Cintas Classic Che Coat Womens Direct Sale	
41	Happy Chef	100445	EA	Happy Chef Food Service, Skull Cap, Flat Top-Chicago					

Hand & Head Protection Program Options			
Cintas Item Number	Hand Protection Program	Lease/Week	LR Rates
869320700	11" Class 00 Rubber Insulating Gloves - Yellow		
869320350	11" Class 00 Rubber Insulating Gloves - Black		
754910300	ARC Guard FR Knit Glove		
869380000	10" Leather Protectors		
601960600	Canvas Glove Bag		
	Hand Protection Weekly Cost	\$	
	Head Protection Program		
601940000	Clear Safety Glass		
745030300	12cal PureView Faceshield		
745010000	MSA Slotted Hard Hat - White		
823370200	12cal Balaclava - NAVY		
744370260	Electric Gear Bag		
	Head Protection Weekly Cost	\$	
	Total Program Weekly Cost	\$	

Available Glove Sizes 8-12

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SAFETY ITEMS

All Prices shown are not-to-exceed rates

Item Number	Make	Supplier Item Number	Description	UOM	Quantity per UOM	Discount (Percentage from Discount by Category)	Unit Price
1	CINTAS	280020	LENS/SCREEN PADS	EA	100		
2	CINTAS	163050	BURN RELIEF PACKET/	BAG	6 packets		
3	CINTAS	1030300	WOUNDSEAL POUR	EA	2		
4	CINTAS	119260	ALLERGY RELIEF	BOX	2/1Dent blister paks		
5	CINTAS	121220	ALEVE SMALL	BAG	5 packs		
6	CINTAS	573772	DAYQUIL SEVERE	BAG	5 packets		
7	CINTAS	79191	MUCINEX SMALL	BAG	3 packets		
8	CINTAS	111929	IBUPROFEN TABS	BOX	20 packets		
9	CINTAS	112039	COLD RELIEF	BOX	40 packets		
10	CINTAS	12221	LIQUID BANDAGE	BAG	5 pipettes		
11	CINTAS	111989	IBUPROFEN TABS	BOX	50 packets		
12	CINTAS	111999	IBUPROFEN TABS LRG	BOX	125 packets		
13	CINTAS	150110	TWEEZERS METAL	PAC	3 tweezers		
14	CINTAS	51030	HAND SANITIZER	BAG	10 packets		
15	CINTAS	130479	EYEWASH, 1/2OZ	BOX	5 bottles		
16	CINTAS	122249	GLUCOSE, SMALL	PAC	2 packs		
17	CINTAS	102435	LIPAD SMALL	BAG	10 packets		
18	CINTAS	102640	BIOFREEZE MUSCLE	BAG	5 packets		
19	CINTAS	119250	ANTI-DIARRHEAL	BOX	12 caplets		
20	CINTAS	43729	X-LONG BANDAGE	BOX	25 bandages		
21	CINTAS	164010	COOL&SOOTHE	BOX	6 packets		
22	CINTAS	111529	PAIN AWAY X-	BAG	25 packets		
23	CINTAS	43658	WATERPROOF CLEAR	BOX	30 bandages		
24	CINTAS	44269	ELASTIC STRIP	BOX	50 bandages		
25	CINTAS	111180	ASPIRIN ORG ST 50CT	BOX	25 packets		
26	CINTAS	130000	THERA TEARS, SMALL	PAC	4 vials		
27	CINTAS	100019	TRIPLE ANTIBIOTIC	BOX	20 packets		
28	CINTAS	112029	COLD RELIEF	BAG	25 packets		
29	CINTAS	44429	LARGE PATCH 2"X3"	BOX	15 bandages		



Item		Description	Comment	Qty	California Price	USC Pricing (from PDF)
Services:						
SC	Minimum Order Size per stop	Per stop.	ea			
IN	Portable Extinguisher Annual Maintenance Inspection Hand Portable Stored Pressure and CO2 Fire Extinguishers - up to 20#	Per unit.	ea			
Unit Test, Recharge and Repair Parts:						
NSDC2.5	2.5# Stored pressure Dry Chemical - Six Year Test	Includes O-Ring, V-Stem, Service Collar and Six Year Internal Maintenance labor; Does not include parts not specifically listed or applicable Inspection (IN) Price.	ea			
NSDC5	5# Stored pressure Dry Chemical - Six Year Test		ea			
NSDC10	10# Stored pressure Dry Chemical - Six Year Test		ea			
NSDC20	20# Stored pressure Dry Chemical - Six Year Test	Includes O-Ring, V-Stem, Service Collar and Hydrostatic Test labor; Does not include parts not specifically listed or applicable Inspection (IN) Price	ea			
NHDC2.5	2.5# Stored pressure Dry Chemical - Hydrostatic Test		ea			
NHDC5	5# Stored pressure Dry Chemical - Hydrostatic Test		ea			
NHDC10	10# Stored pressure Dry Chemical - Hydrostatic Test		ea			
NHDC20	20# Stored pressure Dry Chemical - Hydrostatic Test	Includes Recharge Labor, Agent and Service Collar; Does not include parts not specifically listed or applicable Inspection (IN) Price	ea			
NRDC2.5	2.5# Stored pressure Dry Chemical - Recharge		ea			
NRDC5	5# Stored pressure Dry Chemical - Recharge		ea			
NRDC10	10# Stored pressure Dry Chemical - Recharge		ea			
NRDC20	20# Stored pressure Dry Chemical - Recharge	Per unit.	ea			
EEPIN	Pull Pin		ea			
New Extinguishers:						
5# ABC Ext	5# ABC Dry Chemical Fire Extinguisher	Per unit.	ea			
10# ABC Ext	10# ABC Dry Chemical Fire Extinguisher	Per unit.	ea			
2.5# ABC Ext	2 1/2# ABC Dry Chemical Fire Extinguisher	Per unit.	ea			
20# ABC Ext	20# ABC Dry Chemical Fire Extinguisher	Per unit.	ea			
Emergency Light Parts and Services:						
INPTT	E-Light Push Test Button - 30 Seconds	Per unit.	ea			
INEL	Emergency Exit Light Inspection (Load Test)	Per unit.	ea			
EXB64	E-Light Battery, 6V, 4A	Per unit.	ea			
EXB67	E-Light Battery, 6V, 7A	Per unit.	ea			
EXB610	E-Light Battery, 6V, 10A	Per unit.	ea			
EXB612	E-Light Battery, 6V, 12A	Per unit.	ea			
EXL15T6	E-Light Bulb, 145V, 15W	Per unit.	ea			
EXL20	E-Light Bulb, 120V, 20W	Per unit.	ea			

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF
NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING
WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE
NOT-TO-EXCEED RATES.



Item		Description	Comment	Qty	US Price	California Price	USC Pricing	% Savings from US Price
Inspection & Parts								
INKS	Kitchen System Inspection - single or first tank	Per system.		ea				
INKST	Kitchen System Inspection - remote or additional tank	Per additional tank.		ea				
EELINK	Fusible Link	Per unit.		ea				



Item		Description	Inspection & Parts		Comment	Qty	California Price	USC Price
INSPW		Annual Sprinkler Inspection Wet - Initial Riser	Per riser.			ea		
INSPR		Annual Sprinkler Inspection Wet - Additional Riser	Per riser.			ea		
INSPBFIRE		Fire line backflow test per valve	Per unit.			ea		
INSPD		Sprinkler Inspection (Dry)	Per riser.			ea		
INSPBFDO		Inspection Back Flow - Domestic or Irrigation (per	Per unit.			ea		

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF
NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING WHERE
NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE NOT-TO-
EXCEED RATES.



<u>Item</u>		<u>Description</u>	<u>Comment</u>	<u>Qty</u>	<u>California Price</u>	<u>USC Pricing</u>
Inspection & Parts						
INFA	Annual Fire Alarm System Inspection	Per panel.		ea		
INFAID	Devices Per Device (some det. bell, horn, strobe, pull station)	Per device.		ea		
INFADD	Duct Detectors	Per unit.		ea		

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE NOT-TO-EXCEED RATES.

FIRE LABOR RATES			
ITEM	Unit	CA Price	USC Price
Labor - Regular	ea		
Labor - Overtime	ea		
Labor - Weekend/Holiday	ea		
Emergency Service Call	ea		

Cintas First Aid Training List
for U.S. Communities
#R-BB-19002

Course Material # (SAP)	Course Description	Class Duration	Duration Type	Expiration	Expiration Type	Certification	Class Size	US Communities Contract Ceiling Price	Price Per
65001	CPR/FIRST AID/AED COURSE (HeartSaver First Aid with CPR & AED)	7	Hours	2	Years	AHA	9	\$	Per Class
65013	CPR/FIRST AID/AED/BBP COURSE	1	Days	2	Years	AHA	9	\$	Per Class
65003	BBP AWARENESS CLASS	1	Hours	1	Years	CLMI	0	\$	Per Class
65004	PEDIATRIC FIRST AID COURSE	3 1/2	Hours	2	Years	AHA	9	\$	Per Class
65009	FIRST AID COURSE	3.5	Hours	2	Years	AHA	9	\$	Per Class
65013	INFANT CHILD SUPPLEMENT (CPR/AED)	1	Hours	2	Years	AHA	9	\$	Per Class
65016	CPR/FIRST AID/AED (PER STUDENT)	7	Hours	2	Years	AHA	min 8	\$	Per Person
65017	FIRST AID COURSE (PER STUDENT)	3 1/2	Hours	2	Years	AHA	min 8	\$	Per Person
650018	CPR/AED COURSE (PER STUDENT)	4	Hours	2	Years	AHA	min 8	\$	Per Person
65019	BLS HCP (PER STUDENT)	5	Hours	2	Years	AHA	min 8	\$	Per Person
65021	CPR/AED COURSE	4	Hours	2	Years	AHA	9	\$	Per Class
65022	BLS HEALTHCARE PROVIDER	8	Hours	2	Years	AHA	8	\$	Per Class
65023	OXYGEN AWARENESS CLASS	1	Hours	1	Years	COAST	25	\$	Per Class
65024	AHA HEART SAVER PEDIATRIC 3 HO	3	Hours	2	Years	AHA	9	\$	Per Person

*CPR/First Aid uses the HeartSaver First Aid with CPR & AED student manuals but teach only the First Aid and CPR sections of the course.

**Course hours are based on adult only courses and will be longer if pediatric training is done.

***Open Enrollment classes are based on local schedules and availability.

****Additional charges apply for remote class locations and classes outside of normal business hours.

ONLINE CPR, FIRST AID & AED TRAINING

650311	HEARTSAVER FIRST AID, CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW)	2 1/2	Hours	2	Years	AHA	1	\$	Per Person
650143	HEARTSAVER FIRST AID, CPR & AED SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME)	45	Minutes	2	Years	AHA	1	\$	Per Person
650301	HEARTSAVER FIRST AID ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW)	2	Hours	2	Years	AHA	1	\$	Per Person
650142	HEARTSAVER FIRST AID SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME)	30	Minutes	2	Years	AHA	1	\$	Per Person
650321	HEARTSAVER CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW)	1 1/2	Hours	2	Years	AHA	1	\$	Per Person
650141	HEARTSAVER CPR SKILLS CHECK	20	Minutes	2	Years	AHA	1	\$	Per Person

CLASSROOM SAFETY TRAINING

65205	CONFINED SPACE CLASS	2	Hours	1	Years	CLMI	10	\$	Per Class
65206	FALL PROTECTION CLASS	2	Hours	1	Years	CLMI	10	\$	Per Class
65207	AERIAL LIFT SAFETY CLASS	2	Hours	0	None	CLMI	10	\$	Per Class
65208	FORKLIFT CERTIFICATION CLASS	4	Hours	1	Years	CLMI	10	\$	Per Class
65209	FORKLIFT CERTIFICATION (PER PERSON)	4	Hours	1	Years	CLMI	MIN 5	\$	Per Person
652091	FORKLIFT SKILLS TEST (PER PERSON)	20	Minutes	3	Years	CLMI	MIN 5	\$	Per Person
65211	CRANE SAFETY CLASS	2	Hours	0	None	CLMI	10	\$	Per Class
652111	CRANE SAFETY TESTING	15	Minutes	0	None	CLMI	10	\$	Per Person
65212	SAFETY COMMITTEE CLASS	2	Hours	1	Years	CINTS	15	\$	Per Class
65214	BACK SAFETY CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65216	ERGONOMICS CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65218	EMERGENCY PREPAREDNESS CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65220	EYE PROTECTION CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65221	SLIPS TRIPS & FALLS CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65222	FIRE SAFETY CLASS	2	Hours	1	Years	CINTS	25	\$	Per Class
65226	HAZARD COMMUNICATION CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65230	HEARING SAFETY CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65231	HEAT INJURY PREVENTION CLASS	1	Hour	1	Years	CLMI	25	\$	Per Class
65232	HOUSEKEEPING CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65234	LOCKOUT TAGOUT CLASS	2	Hours	1	Years	CLMI	10	\$	Per Class
65236	MACHINE GUARDING CLASS	2	Hours	1	Years	CLMI	10	\$	Per Class
65240	PPE CLASS	2	Hours	1	Years	CLMI	10	\$	Per Class
65252	RESPIRATORY SAFETY CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65254	SAFETY PROGRAM MGMT CLASS	2	Hours	1	Years	CLMI	15	\$	Per Class
65260	GENERAL SAFETY TOPICS CLASS	2	Hours	1	Years	CINTS	0	\$	Per Class
65290	WRITTEN COMPLIANCE PROGRAM	4	Hours	1	Years	CINTS	0	\$	Per Class
65400	OSHA 10 HOUR GENERAL INDUSTRY	2	Days	3	Years	OSHA	0	\$	Per Person
65402	OSHA 30 HOUR GENERAL INDUSTRY	4	Days	3	Years	OSHA	0	\$	Per Person
65404	OSHA 10 HOUR CONSTRUCTION CLAS	2	Days	3	Years	OSHA	0	\$	Per Person
65406	OSHA 30 HOUR CONSTRUCTION CLAS	4	Days	3	Years	OSHA	0	\$	Per Person

65500	RESPIRATOR FIT TESTING	20	Minutes	1	Years	CINTS	0	\$		Per Person
65501	RESPIRATORY SAFETY CLASS WITH FIT TEST	4	Hours	1	Years	CINTS	12	\$		Per Class
65502	SAFETY AUDIT	2	Hours	1	Years	CINTS	0	\$		Per Class
65503	EMERGENCY RESPONSE TRAINING CL	4	Hours	1	Years	CINTS	0	\$		Per Class
65504	WRITTEN SAFETY & HEALTH PROGRAM	1	Days	1	Years	CINTS	1	\$		Per Person
65905	CLASS CANCELLATION FEE	0	None	0	None	CINTS		\$		
65906	INSTRUCTOR TRAVEL FEE	0	None	0	None	CINTS		\$		Per Class
65908	AFTER HOURS FEE	0	None	0	None	CINTS		\$		Per Class



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

CONTRACT NUMBER: R-BB-19002

This Contract entered into this 13th day December, 2018 by, Cintas Corporation No. 2 (or any of its subsidiaries and affiliates), 6800 Cintas Blvd., Mason OH 45040, hereinafter referred to as the "Contractor" and Prince William County School Board, P.O. Box 389, Manassas, VA 20108, hereinafter referred to as the "Prince William County Public Schools", "Purchasing Agency" or "PWCS".

WITNESSETH that the Contractor and PWCS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. **SCOPE OF CONTRACT:** Contractor shall provide Facilities Management Products and Solutions for Prince William County Schools, Virginia on behalf of all states, local governments, school districts, and higher education institutions in the United States of America, and other governmental agencies and nonprofit organizations.
2. **CONTRACT DOCUMENTS:** The contract documents shall consist of the following:
 - 2.1. This signed Contract document;
 - 2.2. Memorandum of Negotiations dated November 1, 2018 (Attachment A)
3. **CONTRACT TERM AND RENEWAL:**
 - 3.1. The initial term of this contract shall be from December 13, 2018 through October 31, 2023, with the option to renew for two (2) additional two (2) year periods, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.
 - 3.2. The products and services which are the subject of this Master Agreement may be covered by a service or maintenance agreement. The term of the service or maintenance agreement shall be governed by that document and may survive the expiration of this Master Agreement.
4. **CONTRACT ADMINISTRATOR:** As the Contract Administrator, the following individual, or his designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.

Brian Burtner, CPPB, Buyer, (703) 791-8736, burtneba@pwcs.edu
5. **PRICING:** In accordance with applicable percentage discounts and prices, per attached Contractor's response dated September 25, 2018 and negotiated prices/rates negotiated September 25, 2018 (see attached).
6. **PAYMENT TERMS:** 2% Discount Net 15, Standard terms are Net 30 days

7. TERMINATION FOR CONVENIENCE:

- 7.1. If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as a termination fee equal to 50 weeks of rental service.
- 7.2. If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as a termination fee equal to 36 weeks of rental service.
- 7.3. If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as a termination fee equal to 23 weeks of rental service.
- 7.4. If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as a termination fee of 10 weeks of rental service.
- 7.5. Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement or pay for any damaged, lost or unreturned goods at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

Prince William County does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This contract shall constitute the whole agreement between the parties. There are no promises, terms and conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the provision of goods (including leases thereof), services and/or insurances described herein.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by the following duly authorized officials:

CONTRACTOR: Cintas Corporation No. 2

Authorized Signature

Type Name

Title

Date

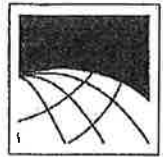
PURCHASING AGENCY:

Authorized Signature

Anthony Crosby, CPPO, CPPB
Type Name

Supervisor of Purchasing
Title

Date



MEMORANDUM OF NEGOTIATIONS
R-BB-19002

Dated: November 13, 2018

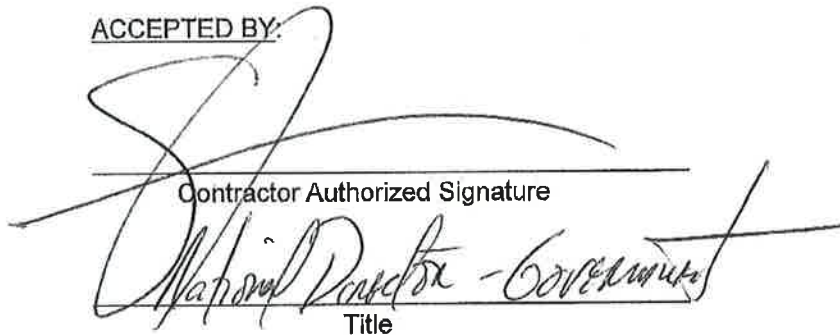
Prince William County Schools (hereinafter called PWCS) and Cintas Corporation No. 2 (hereinafter called the Contractor) hereby agree to the following in the execution of Contract R-BB-19002 for Facilities Management Products and Solutions. The final Contract contains the following documents:

- a. PWCS's Request for Proposal, R-BB-19002, dated July 17, 2018 and Addendum #1, dated August 8, 2018;
- b. Contractor's proposal dated August 13, 2018;
- c. Contractor's responses to Clarification Questions and Negotiations dated September 25, 2018, attached;
- d. Contractor's best and Final Offer, dated October 5, 2018;
- e. PWCS RFP R-BB-19002, General Terms and Conditions, Paragraph 30, Indemnification, is hereby modified to include "to the fullest extent permitted by applicable law".
- f. This Memorandum of Negotiations;
- g. Any subsequent modifications to the Contract.
- h. For FRC garments: Customer agrees it bears sole responsibility for selecting the flame-resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. COMPANY MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. Customer agrees to notify all employees and other agents of Customer who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. Customer acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the garments, including but not limited to any alleged

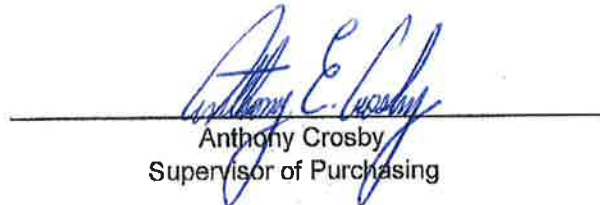
failure of the FRC to function as flame-resistant or provide protection against fire and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this Agreement or resulting from Customer's or its employees' use of the FRC.

- i. For high visibility garments: Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.

ACCEPTED BY:


Contractor Authorized Signature
National Director - Government
Title

12/9/18
Date


Anthony Crosby
Supervisor of Purchasing

12/21/18
Date

Attachment A

1. How often do you update your inventory? Are all new deployments brand new uniforms or are they recycled from past agencies?

All rental uniforms are put through quality inspection weekly when turned in for laundry. If it is determined that a garment needs replaced due to normal wear, it will be upgraded. Age of garment is not a factor as QA is graded upon condition. New wearers could get new uniform if not available in the local stockroom. However, if stock is available, uniforms can be recycled if they are in "like-new" graded condition. Customer can request all new hires get new uniforms, however the lead time to install would be extended.

2. Are your vending options available as a part of this proposal (for scrubs or other uniforms)? If these are available, what is the cost? Yes.

Item Code	Description	List Price	USC Pricing
D10	Small Dispenser	\$ 370.00	\$ 310.00
D16	Medium Dispenser	\$ 416.00	\$ 345.00
D20	Large Dispenser	\$ 462.00	\$ 385.00
R110	Return Unit	\$ 104.00	\$ 90.00
RX	Wall Mounted Unit	\$ 93.00	\$ 90.00

The use of scrub dispensing units is increasing all over college campus' and other public entities. Cintas will continue to focus its sales efforts in this space to also include units that dispense lab coats and other clothing items.

3. Do you offer dielectric testing on your gloves? If so, what would be the cost for this service?

Yes, this is one of Cintas' newest offerings. Please see attached for both additional information about the service and the pricing available.

4. Do you offer wet mats that would be appropriate for showers and locker rooms?

Yes, we offer Drainage Mats which can be used in wet areas. The pricing for this item is \$2.19.

5. Do you offer calibration on the chemical dilution centers free of charge? Are these installed free of charge?

Yes. Yes

6. Do you work on Halon fire suppression systems?

Yes, Cintas provides this service only in certain markets. Because it is not a nationwide service, it is priced locally to with a 10% discount, per the US Communities contract.

7. What is the price for the training programs you offer?

The pricing file for Training is attached.

8. What is the process for coil and carpet cleaning? How do you meet environmental regulations for public agencies (such as MS4) for these types of services? Which public agencies have you provided these types of services for in the past?

Attachment A

We have attached the scope of work for both Coil Cleaning and our process for Tile and Carpet Cleaning. As the work of both services is proprietary, we would ask that the attached relative to those services be redacted. While we do have experience with regulations like MS4. We have also attached our protocol for the discharge of both liquid and solid wastes incurred in the performance of these services. Clint's Deep Clean Technician, Ultraclean SSR, or Coil Cleaning Technician must sign this document stating that he/she will adhere not only to local, state, and national regulations, but also the procedures set forth in that document. Any violations of the tenets set forth in that document is grounds for the dismissal of the employee.

9. Two of your references were not willing to provide a reference per their statutes and the other three were not responsive. Do you have any other references who could provide feedback on their experience?

Bonnie Sletman
Sr. Procurement Agent
Manatee County Government, BCC
Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205
T 941-749-3046 F 941-749-3034
bonnie.sletman@mymanatee.org

Matt Helm
Deputy Director of Purchasing
City of San Diego
Phone: 619-236-6104
mehelm@sandiego.gov

Kevin Mitchell, MBA
Budget and Procurement Director
Lackawanna County
200 Adams Ave.
Scranton, PA 18503
(P) - 570-963-6767
(F) - 570-963-6514
MitchellK@lackawannacounty.org
www.lackawannacounty.org

Joseph Patterson, MPA, VCO
Department of Purchasing
Chesterfield County
Phone: 804.717.6307
Pattersonjo@chesterfield.gov

Attachment A

10. How long has the TruCount system been in place? If public agencies are having issues with their uniforms being returned in a timely fashion, what steps can be taken to make sure this doesn't affect the agency's ability to work?

Since 2016, Fulling Implemented across all sites for about a year.

11. What is the lead time for new employees to be fit with uniforms?

Fitting within a week of notice. New site estimated at 4 weeks. New employee at existing site is 2-4 weeks from sizing. Can be 1 week turn if sizes are in stock at local Cintas.

12. What is the lead time for embroidery of new uniforms?

About 2 weeks. Stocked garments purchased directly are embroidered on demand and can be shipped in about a week.

13. What efforts can you make to simplify the invoicing process and make this less hands-on?

We are in the process of scheduling with the EC a demonstration of the www.myCintas-ebilling and servicing platform.

14. Is there a reason that you do not offer volume discounts or ecommerce rebates?

Volume discounts would generally be for direct purchase only. Our local reps have the freedom to price lower than the ceiling price of the agreement so volume discounts for direct purchase items is available.

15. Do you offer prompt payment discounts?

Yes, we can offer 2% Net 15 and Net 30 as standard payment terms

16. Why does California have different pricing for fire and safety?

It cost more to do business in California due to regulatory policies, labor laws, etc.

17. On page 142 you mention "minimal" charges for lockers, rolling racks and soiled hampers. Can these be provided at no charge? Can these be repaired or replaced as needed at no charge?

Yes, these will be No Charge.

18. Please explain the additional charges on page 31 for Garment Rental.

Minimum stop Charge: \$35.00-this is the minimum a site can average for Cintas to stop the truck. Agency pays the difference to make the service at least \$35.00. Ex: Actual weekly rental is \$30.00 for uniforms and mats. Customer is charged \$5.00 as the "min stop charge" on top of the \$30. To reach a total of \$35. We normally suggest product additions to equal a min stop so the customer is paying for products/services.

Lockers: No charge

Make-up Waived on initial installation and for 30 days of service: this is industry standard charge to set up new uniform wearer after initial install. This covers the cost

Cintas (Christopher Hack)
Agreed to
NOT CHARGE
Courtey Costa
County A
Minimum Stop Charge
(Shehane 3/2022)

Attachment A

on the plant to order, prep, set up the system and sew in the ID tag with the employee information. One-time fee per garment. Ceiling priced.

Emblem-Waived on initial installation and for the first 30 days of service. Local Cost (depending on company name and type of emblem ordered) This is the cost of the actual company emblem that is applied when adding new employee after the initial install.

Name tag- \$1.50: The cost to set up a name to rental uniform. Normally embroidery. Ceiling Priced.

Size premium per Garment: \$1.50 this is the price for extended sizes, starting at 2xl and up, there is an addition charge per garment. Ceiling priced.

19. Minimum Order size charges for Garment Rental are not acceptable. Is this negotiable? Minimum Order charges are fully described as the minimum amount charged to the client for stopping the Cintas vehicle and delivering the product or service contracted by the client. Under the pricing file offered in our proposal, the Minimum Order charge is \$35.00. Cintas is willing to entertain changing the nomenclature on the contract for this charge to something else that would be acceptable to the EC.

20. What is the cost for tailoring (ex. Shortening of pants)?
No charge

21. Do you offer "tall/Long" sizes?
We do offer tall/long sizes. The charge for shirts in the extended sizes are the same as for size premiums detailed in the Cintas proposal. There are no additional charges for pants for tall sizes.

22. Do you offer summer internships or student programs for college students?
Cintas would be interested in creating with USC members opportunities for internships that coincide with our normal hiring practices for these positions:

23. In Tab 7, Exceptions, the fee for termination for convenience: Is it acceptable to substitute "termination fee" for "liquidated damages"?
Yes, this is negotiable with the contract

24. Fire Protection sales team: 6 of the states where you have no representation are in U.S. Communities' top 25 states (AL, IA, MN, NC, OR, TN) - are there plans to expand into these states?

Yes, Cintas is striving to grow the division to \$1billion in 10 years.

25. Should Brent Schafer be listed as the Executive?

Yes, we can update.

26. What is the Lost Replacement charge for items not listed in the market basket?

The L/R charge will also be reduced by 10%. See link below to Cintas full catalog:
www.shopcintas.com

27. Page 85, #7: What happens if a public agency is not able to accommodate net 15 or net 30 payment terms? Is it possible to make the standard payment terms for all product lines Net 30?

Yes; Net 30 is Standard term.

28. Rubber Glove Addendum:

a. What company will be required to purchase from?

Relative to the addendum, the Cintas Head/Hand electrical PPE program is considered a lease only option.

This program is based on Cintas using **National Safety Apparel** for all PPE items listed as well as inspection/certification of voltage rated gloves being leased.

b. No information listed in Schedule A. No pricing, etc.

See attached excel document with pricing. The addendum was a blank template.

c. Will they test gloves already in use, or do we have to purchase the gloves new from them to get the testing completed.

No, this program is based on Cintas setting up a new rental solution for Head/Hand PPE.

29. Classroom Safety Training Cost Breakdown:

d. Line 65906 – Is 10 people a minimum or maximum per class? If multiple classes are needed, is the charge of the instructor per class or one time charge for multiple classes? The class size listed on the price file is the max size per class. This varies per type of class, from 10-25. The charge for the instructor is per class.

e. Line 65908 – What are normal hours and excess hours?

Monday-Friday 8am-5:00pm

Referencing Cintas' response to the initial EC questions/clarifications:

30. Item 15 – Do you offer prompt payment discounts? **This was discussed on the teleconference on September 13. We discussed 2% Net 15 and Net 30 as the standard payment. This needs to be clarified that this is your understanding as well.**

Yes, 2% Net 15 and Net 30 for standard local payment. Updated document.

31. Item 17 – On page 142 you mention "minimal" charges for lockers, rolling racks and soiled hampers. Can you provide these at no charge? Can these be repaired or replaced as needed at no charge? **This was discussed on the teleconference on September 13. This was agreed that these would be at no charge and not that this would be negotiated. Please clarify.**

Yes, No Charge for these items. Updated document.

Attachment A

32. Item 18 – Please explain additional charges on page 31 for Garment Rental. **This was discussed on the teleconference on September 13. See question 17, this charge should be removed.**

Yes, No Charge. Updated document.

33. Item 19 – Stop charges for Garment Rental are not acceptable. Is this negotiable? **This should be called minimum order size, not minimum stop charge.**

Changed language to Minimum Order Size and updated document.

34. Item 26 – What is the Lost Replacement charge for items not listed in the market basket? **Please provide us with a full catalog that the discount by category will be taken from.**

Catalog is online and can be accessed with link: www.shopclintas.com Updated document with the link as well.

35. Item 27 – Page 85, #7: What happens if a public agency is not able to accommodate Net 15 or Net 30 payment terms? Is it possible to make the standard payment terms for all product lines to be Net 30? **This was discussed on the teleconference on September 13. We agreed on Net 30 as standard terms. This needs to be clarified that this is your understanding as well.**

Yes, Net 30 is standard term. Updated document.

Contract #R-BB-19002 - FACILITIES MAINTENANCE SOLUTIONS
DISCOUNT BY PRODUCT CATEGORY

Category	Discount (% from published/ book rate)	Comments
1 Uniform Rental	10%-32%	Cintas has committed to US Communities participating public agencies a 10% discount off of National Account Book Pricing for all items. National Account book pricing is, generally, 20%-25% off of local pricing structure.
2 Uniform Leasing	10%	
3 Uniform Purchase	10%-50%	
4 Shoe Purchase	10%	
5 Mat/Mop Rental	10%-56%	
6 Mat/Mop Leasing	10%	
7 Mat/Mop Purchase	10%	
8 Restroom Supplies	10%	
9 Restroom Services	10%	
10 Deep Cleaning Services	10%	
11 First Aid/Safety Supplies	10%-60%	
12 AEDs	10%	
13 Fire Protection Services	10%	
14 Promotional Products	10%	
15 Miscellaneous	10%	
16 Other	10%	

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE NOT-TO-EXCEED RATES.

Contract #R-BB-19002 - FACILITIES MAINTENANCE SOLUTIONS
ADDITIONAL CHARGES

Deep Clean		
Set Up Charge	Anytime we have to use the truck to clean a customer	\$50 per Service
Truck Movement Charge	Anytime we have to move the truck during a service	\$50 per Movement
Floor Change Charge per Floor	Anytime/All times we have to change floors during a service	\$50 per floor
Furniture Moving Charge per Hour	Used if we have to move an excessive amount of furniture that adds up to at least an hour	\$200 per hour
Spotting Price per Hour	Used if we are asked to spot only during a service	\$200 per hour
Mileage Charge	Charge per Mile Outside of 60 Minutes from the Location	\$.75 per mile
Minimum Stop Charge	Minimum amount we have to invoice to service the account	\$500 per Stop
Wait Charge	Used anytime the customer is not prepared to start their cleaning and we have to wait more than an hour	\$80 per hour
Cancellation Charge	Used anytime the customer cancels less than 24 hours before the service	25% per invoice

Garment Rental

Minimum Order Size	\$	35.00
Lockers	\$	-
Make Up -Waived on initial installation and for the 1st 30 days of service	\$	1.50
Emblem -Waived on initial installation and for the 1st 30 days of service	Cost	
Name Tag	\$	1.50
Size Premium (starting at 2XL)	\$	1.50

DEEP CLEANING

Service Description	Description	Price	Pricing Detail
Carpet			
VCT Restoration	Used any time we do a restoration VCT Job, which means stripping the floor all the way down and reapplying 4 coats of finish	\$90 sq ft	
VCT Maintenance	Used any time we do a maintenance VCT Job, which means top scrubbing the floor down 1-2 coats and reapplying 2 coats of finish	\$60 sq ft	
VCT Maintenance	Used any time we do a cleaning VCT Job, which means cleaning the floor with a Pad and Cleaner and NOT reapplying any finish	\$32 sq ft	
Standard Carpet Cleaning	5 Step - PARR Process plus Protectant - Truck Mount	\$29 Sq Ft	
Standard Carpet Cleaning	4 Step - PARR Process - Truck Mount	\$22.5q Ft	
Standard Carpet Cleaning	2 Step - Prespray and Rinse - Truck Mount	\$14.5q Ft	
Standard Carpet Cleaning	5 Step - PARR Process plus Protectant - Portable	\$22.5q Ft	
Standard Carpet Cleaning	4 Step - PARR Process - Portable	\$14.5q Ft	
Standard Carpet Cleaning	2 Step - Prespray and Rinse - Portable	\$9.5q Ft	
Wool Carpet Cleaning	2 Step - Prespray and Rinse	\$29.5q Ft	
Carpeted Steps	Cleaning Only	\$4.50 per standard step	If step is determined to be nonstandard, the price is decided locally
Carpet Protectant	If not included with 5 Step	\$20.5q Ft	
Carpet Sanitizer	Used anytime we apply a sanitizer after the cleaning	\$0.5 Sq Ft	
Carpet Deodorizer	Used anytime we apply a deodorizer after the cleaning	\$0.5 Sq Ft	
Low Moisture Process	PreRoScrub, Prespray, Agitate, Respray Spots (No Vacuuming)	\$14 Sq Ft	Any vacuuming required is in addition to the sq ft price
TILE			
Standard Tile	5 Step - PARR Process plus Sealer - Truck Mount	\$1.35 Sq Ft	
Standard Tile	5 Step - PARR Process 2" or Less - Truck Mount	\$2.50 Sq Ft	
Standard Tile	4 Step - PARR Process >2" - Truck Mount	\$1.75 Sq Ft	
Standard Tile	4 Step - PARR Process 2" or Less - Truck Mount	\$1.95 Sq Ft	
Sealer (After Cleaning)	Used anytime we apply an impregnating sealer after the cleaning	\$60 Sq Ft	
Color Seal (After Cleaning)	Color Seal < 2" Tile	\$3.60 Sq Ft	
Color Seal (After Cleaning)	Color Seal 2" - 8" Tile	\$2.70 Sq Ft	
Color Seal (After Cleaning)	Color Seal > 8" Tile	\$1.80 Sq Ft	
Kitchen Cleaning	Used anytime we clean a Kitchen, Does not include Sealer	\$1.15 Sq Ft	
Standard Tile	5 Step - PARR Process plus Sealer - Portable	\$1.35 Sq Ft	
Standard Tile	5 Step - PARR Process 2" or Less - Portable	\$2.05 Sq Ft	
Standard Tile	4 Step - PARR Process >2" - Portable	\$1.55 Sq Ft	
Standard Tile	4 Step - PARR Process 2" or Less - Portable	\$1.60 Sq Ft	
Concrete Cleaning	Interior - Truck Mount Only	\$35 Sq Ft	
Concrete Cleaning	Exterior - Truck Mount Only	\$70 Sq Ft	
Set Up Charge	Anytime we have to use the truck to clean a customer	\$50 per Service	
Truck Movement Charge	Anytime we have to move the truck during a service	\$50 per Movement	
Floor Change Charge per Floor	Anytime/All times we have to change floors during a service	\$50 per floor	
Furniture Moving Charge per Hour	Used if we have to move an excessive amount of furniture that adds up to at least an hour	\$200 per hour	
Spotting Price per Hour	Used if we are asked to spot only during a service	\$200 per hour	
Mileage Charge	Charge per Mile Outside of 60 Minutes from the Location	\$1.75 per mile	
Minimum Stop Charge	Minimum amount we have to invoice to service the account	\$500 per Stop	
Wait Charge	Used anytime the customer is not prepared to start their cleaning and we have to wait more than an hour	\$80 per hour	
Cancellation Charge	Used anytime the customer cancels less than 24 hours before the service	25% per Invoice	
Restroom Cleaning			
Restroom Cleaning - Sanit UltraClean	Touchless Restroom Cleaning that sanitizes and removes soils from all surfaces, floors & fixtures	\$1.20 Sq Ft	Base Charge - Weekly and Every Other Week \$35.00; Monthly \$55.00

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Uniform Rental Items

Discounts range from 10% to 32% of National Book Rate.

All Prices shown are net-to-exceed rates

Item Number	Make	Supplier/Item Number	UOM	Description	Discount (percentage from Discount by Category)	Price for weekly cleaning (no discount)	Price for weekly rental (with cleaning)	1/8 Charge
1	Cintas	935	EA	Comfort Work Shirt 65/35 Poly Cotton	10%	\$ 0.15	\$ 0.17	\$ 15.00
2	Cintas	273	EA	High Image Work Shirt 65/35 Poly Cotton	10%	\$ 0.19	\$ 0.25	\$ 23.00
3	Cintas	86273	EA	High Image Womens Work Shirt 65/35 Poly Cotton	10%	\$ 0.19	\$ 0.25	\$ 23.00
4	Cintas	945	EA	Comfort Work Pants 65/35 Poly Cotton	10%	\$ 0.16	\$ 0.19	\$ 18.00
5	Cintas	965	EA	Pleated Comfort Work Pants 65/35 Poly Cotton	10%	\$ 0.20	\$ 0.27	\$ 22.00
6	Cintas	270	EA	Comfort Work Cargo Pants 65/35 Poly Cotton	10%	\$ 0.25	\$ 0.33	\$ 27.00
7	Cintas	370	EA	Comfort Work Cargo Shirt 65/35 Poly Cotton	10%	\$ 0.24	\$ 0.31	\$ 27.00
8	Cintas	205	EA	Womens Comfort Work Shirt w Pocket 65/35 Poly Cotton	10%	\$ 0.13	\$ 0.17	\$ 17.00
9	Cintas	330	EA	Cotton Work Shirt 100% Cotton	10%	\$ 0.19	\$ 0.25	\$ 18.00
10	Cintas	340	EA	Cotton Work Pants 100% Cotton	10%	\$ 0.25	\$ 0.34	\$ 23.00
11	Cintas	394	EA	Jeans Pant 100% Cotton	10%	\$ 0.21	\$ 0.29	\$ 20.00
12	Cintas	71125	EA	Chief Coat 65/35 Poly Cotton	10%	\$ 0.18	\$ 0.24	\$ 23.00
13	Cintas	71125	EA	Elastic Waist Chief Pants w Drawstring 65/35 Poly Cotton	10%	\$ 0.25	\$ 0.32	\$ 26.00
14	Cintas	833	EA	Food Processing Shirt White/Blue (no pockets, grippers) 65/35 Poly Cotton	10%	\$ 0.12	\$ 0.17	\$ 19.50
15	Cintas	374	EA	Executive Dress Shirt 57/43 Poly Cotton	10%	\$ 0.19	\$ 0.25	\$ 22.00
16	Cintas	275	EA	High Image Performance Polo Shirt 100% Microfiber Poly	10%	\$ 0.25	\$ 0.34	\$ 28.00
17	Cintas	86275	EA	Womens High Image Performance Polo Shirt 100% Microfiber Poly	10%	\$ 0.20	\$ 0.27	\$ 21.00
18	Cintas	390	EA	Womens Fit Comfort Work Pant (skin)	10%	\$ 0.20	\$ 0.27	\$ 21.00
19	Cintas	395	EA	Womens Fit Comfort Work Pant	10%	\$ 0.17	\$ 0.23	\$ 20.00
20	Cintas	259	EA	Pro-Knit Polo Shirts Moisture Wicking 100% Poly	10%	\$ 0.13	\$ 0.17	\$ 16.00
21	Cintas	288	EA	Pro-Knit Tee Shirt 100% Poly	10%	\$ 0.19	\$ 0.26	\$ 21.00
22	Cintas	970	EA	Unid Service Jacket 65/35 Poly Cotton	10%	\$ 0.30	\$ 0.40	\$ 45.00
23	Cintas	366	EA	High Image Jacket 65/35 Poly Cotton	10%	\$ 0.26	\$ 0.35	\$ 45.00
24	Cintas	912	EA	Coverall 7.5 oz 65/35 Poly Cotton	10%	\$ 0.19	\$ 0.25	\$ 30.00
25	Cintas	925	EA	White Lab Coat 60/20 Poly Cotton	10%	\$ 0.18	\$ 0.24	\$ 25.00
26	Cintas	82497	EA	White Polyester Butcher Coat 100% Poly	10%	\$ 0.19	\$ 0.25	\$ 24.00
27	Carhartt	384	EA	Carhartt Shirt 100% Cotton	10%	\$ 0.25	\$ 0.33	\$ 25.00
28	Carhartt	381	EA	Carhartt 5 Pocket Jeans 100% Cotton	10%	\$ 0.28	\$ 0.37	\$ 27.00
29	Carhartt	382	EA	Carhartt Carpenter Jeans 100% Cotton	10%	\$ 0.28	\$ 0.37	\$ 27.00
30	Carhartt	383	EA	Carhartt Work-Pants 100% Cotton	10%	\$ 0.32	\$ 0.42	\$ 35.00
31	Carhartt	280	EA	Flame Resistant Jean	10%	N/A	\$ 0.55	\$ 48.00
32	Carhartt	290	EA	Flame Resistant Carpenter Jean	10%	N/A	\$ 0.55	\$ 48.00
33	Carhartt	254	EA	Flame Resistant Work Shirt	10%	N/A	\$ 0.42	\$ 44.00
34	Carhartt	371	EA	Flame Resistant Work Pant	10%	N/A	\$ 0.88	\$ 84.00
35	Carhartt	391	EA	Flame Resistant Coverall	10%	N/A	\$ 0.44	\$ 25.00
36	Happy Chef	517	EA	Food Service, Chef Coat XS-XL	10%	\$ 0.33	\$ 0.44	\$ 25.00
37	Happy Chef	67627	EA	Food Service, V-Neck Apron One Size	10%	\$ 0.51	\$ 0.41	\$ 14.00
38	Happy Chef	317	EA	Food Service, Female Chef Coat, XS-XL	10%	\$ 0.33	\$ 0.44	\$ 25.00
41	Cintas	10756	EA	3x5 Traffic Mat	10%	N/A	\$ 2.00	\$ 46.00
42	Cintas	1801	EA	2x3 Sorting Mat	10%	N/A	\$ 1.50	\$ 52.00
43	Cintas	1802	EA	3x5 Spring Mat	10%	N/A	\$ 3.25	\$ 65.00
44	Cintas	84502	EA	3x5 Safety Mat	10%	N/A	\$ 2.40	\$ 84.00
45	Cintas	84501	EA	3x5 Logo Mat	10%	N/A	\$ 1.80	\$ 15.00
46	Cintas	6913	EA	24 oz Synth Wet Map	10%	N/A	\$ 1.75	\$ 110.00
47	Cintas	9957	EA	Pulse Map	10%	N/A	\$ 2.50	\$ 125.00
48	Cintas	9551	EA	Dual Chamber Map Bucket	10%	N/A	\$ 0.18	\$ 5.00
49	Cintas	7116	EA	12" Microfiber Map Head	10%	N/A	\$ 0.45	\$ 12.00
50	Cintas	7101	EA	36" Microfiber Map Head	10%	N/A	\$ 0.80	\$ 10.00
51	Cintas	7245	EA	Microfiber Map Handle	10%	N/A	\$ 0.80	\$ 10.00

Nationwide Usage				Proposed Price/Equipment				
Item Number	Make	Supplier Item Number	UOM	Description	Discount (percentage from Discount by Category)	Purchase Price Current CEILING Price	Make/Model of Quoted Item (if different)	Description of Quoted Item (if different)
1.	Cintas	935	EA	Comfort Work Shirt 65/35 Poly/Cotton	30%	\$15.99	\$17.59	
2	Cintas	273	EA	High Image Work Shirt 65/35 Poly/Cotton	10%	\$16.99	\$19.69	
3	Cintas	66273	EA	High Image Womens Work Shirt 65/35 Poly/Cotton	10%	\$26.99	\$29.69	
4	Cintas	945	EA	Comfort Work Pant 65/35 Poly/Cotton	36%	\$15.79	\$19.79	
5	Cintas	865	EA	Pleated Comfort Work Pant 65/35 Poly/Cotton	36%	\$17.99	\$19.79	
6	Cintas	270	EA	Comfort Work Cargo Pant 65/35 Poly/Cotton	24%	\$24.99	\$27.49	
7	Cintas	370	EA	Comfort Work Cargo Short 65/35 Poly/Cotton	23%	\$19.99	\$21.99	
8	Cintas	205	EA	Womens Comfort Work Shirt W/Pocket 65/35 Poly Cotton	10%	\$21.59	\$23.75	
9	Cintas	390	EA	Comfort Work Shirt 100% Cotton	39%	\$19.99	\$21.99	
10	Cintas	340	EA	Cotton Work Pant 100% Cotton	33%	\$21.99	\$24.19	
11	Cintas	394	EA	Jeans Pant 100% Cotton	10%	\$25.19	\$27.71	
12	ChefWorks	82570	EA	ChefWorks Chef Coat 65/35 Poly Cotton Rental Only	10%	\$29.69	\$32.66	ChefWorks Cool Vent Chef Coat 65/35 Poly Cotton LS Direct Sale
13	ChefWorks	71125	EA	Elastic Waist Chef Pant W/Drawing 65/35 Poly/Cotton	36%	\$17.99	\$19.79	Baggy Chef Pant 65/35 Poly/Cotton Direct Sale
14	Cintas	833	EA	Food Processing Shirt White/Blue (no pockets, gloves)	10%	\$20.69	\$22.76	
15	Cintas	374	EA	Executive Dress Shirt 57/43 Poly/Cotton	36%	\$17.99	\$19.79	
16	Cintas	275	EA	High Image Performance Polo Shirt 100% Microfiber Polo	10%	\$29.69	\$32.66	
17	Cintas	66275	EA	Womens High Image Performance Polo Shirt 100% Microfibre	10%	\$29.69	\$32.66	
18	Cintas	390	EA	Womens FR Comfort Work pant 65/35 Poly/Cotton (Slim)	96%	\$17.99	\$19.79	
19	Cintas	395	EA	Womens FR Comfort Work pant 65/35 Poly/Cotton	96%	\$17.99	\$19.79	
20	Cintas	259	EA	Pro-Knit Polo Shirts Moisture Wicking 100% Poly	29%	\$19.99	\$21.99	
21	Cintas	268	EA	Pro-Knit Polo Shirts 100% Poly	10%	\$16.19	\$17.81	
22	Cintas	970	EA	Lined Service Jacket 65/35 Poly/Cotton	95%	\$27.99	\$30.79	
23	Cintas	366	EA	High Image Jacket 65/35 Poly/Cotton	12%	\$59.99	\$65.99	
24	Cintas	912	EA	Coverall 7.5 oz 65/35 Poly/Cotton	32%	\$25.99	\$28.59	
25	Cintas	925	EA	White Lab Coat 80/20 Poly/Cotton Rental Only	35%	\$14.99	\$16.49	White Lab Coat 80/20 Poly/Cotton LS Direct Sale
26	Cintas	82497	EA	White Polyester Butcher Coat 100% Poly	10%	\$25.19	\$27.71	
27	Cintas	384	EA	Carhartt Shirt 100% Cotton Rental Only	10%	\$22.89	\$25.89	Cintas Women's Chambray Direct Sale
28	Cintas	381	EA	Carhartt Pocket Jeans 100% Cotton Rental Only	10%	\$36.69	\$42.56	Carhartt Pocket Jeans 100% Cotton Direct Sale
29	Cintas	382	EA	Carhartt Carpenter Jeans 100% Cotton Rental Only	10%	\$43.19	\$47.51	Carhartt Carpenter Jeans 100% Cotton Direct Sale
30	Cintas	363	EA	Carhartt Work Pants 100% Cotton Rental Only	10%	\$47.69	\$52.46	Carhartt Work Pants 100% Cotton Direct Sale
31	Cintas	280	EA	Carhartt FR Jean Rental Only	10%	\$74.69	\$82.16	Carhartt Canvas Jean Direct Sale
32	Cintas	250	EA	Carhartt FR Carpenter Jean Rental Only	10%	\$70.19	\$77.21	Carhartt FR Carpenter Jean Direct Sale
33	Cintas	294	EA	Carhartt FR Work Shirt Rental Only	10%	\$65.69	\$72.26	Carhartt FR Work Shirt Direct Sale
34	Cintas	371	EA	Carhartt FR Work Pant Rental Only	10%	\$47.69	\$52.46	UltraSoft FR Pant Direct Sale
35	Cintas	391	EA	Carhartt FR Coverall Rental Only	10%	\$112.69	\$121.76	TecsaSafe Plus FR Coverall Direct Sale
36	Happy Chef	8841	EA	Happy Chef Food Service, Polo Shirt S-XL	10%	\$20.69	\$22.76	Cintas Gripper Snap Polo Direct Sale
37	Happy Chef	517	EA	Happy Chef Food Service, V-Neck Apron, One Size	10%	\$35.99	\$36.59	Cintas Classic Chef Coat Direct Sale
38	Happy Chef	67627	EA	Happy Chef Food Service, Female Chef Coat S-XL	80%	\$4.99	\$5.49	Cintas Bib Apron Direct Sale
39	Happy Chef	517	EA	Happy Chef Food Service, Chef Hat, Student (Beret)	10%	\$35.99	\$36.59	Cintas Classic One Coat Womens Direct Sale
40	Happy Chef	48480	EA	Happy Chef Food Service, Skull Cap, Flat Top-Chicago	44%	\$4.99	\$5.49	
41	Happy Chef	100446	EA	Happy Chef Food Service, Skull Cap, Flat Top-Chicago	30%	\$6.59	\$7.69	

Hand & Head Protection Program Options			
Cintas Item Number	Hand Protection Program	Lease/Week	LR Rates
869320700	11" Class 00 Rubber Insulating Gloves - Yellow		\$ 55.25
869320350	11" Class 00 Rubber Insulating Gloves - Black		\$ 55.25
754910300	ARC Guard FR Knit Glove		\$ 21.75
869380000	10" Leather Protectors		\$ 21.00
601960600	Canvas Glove Bag		\$ 21.00
	Hand Protection Weekly Cost	\$ 8.07	
	Head Protection Program		
601940000	Clear Safety Glass		\$ 4.00
745030300	12cal PureView Faceshield		\$ 105.00
745010000	MSA Slotted Hard Hat - White		\$ 21.00
823370200	12cal Balaclava - NAVY		\$ 17.00
744370260	Electric Gear Bag		\$ 30.00
	Head Protection Weekly Cost	\$ 3.93	
	Total Program Weekly Cost	\$ 12.00	

Available Glove Sizes 8-12

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SAFETY ITEMS

All Prices shown are not-to-exceed rates

Item Number	Make	Supplier Item Number	Description	UOM	Quantity per UOM	Discount (Percentage from Discount by Category)	Unit Price
1	CINTAS	280020	LENS/SCREEN PADS	EA	100	-59.354	\$8.63
2	CINTAS	163050	BURN RELIEF PACKET/	BAG	6 packets	-70.913	\$3.95
3	CINTAS	1030300	WOUNDSEAL POUR	EA	2	-52.026	\$11.25
4	CINTAS	119260	ALLERGY RELIEF	BOX	2/1Dent blister paks	-57.794	\$8.48
5	CINTAS	121220	ALEVE SMALL	BAG	5 paks	-61.797	\$3.13
6	CINTAS	573772	DAYQUIL SEVERE	BAG	5 packets	-63.703	\$4.45
7	CINTAS	79191	MUCINEX SMALL	BAG	3 packets	-43.260	\$7.45
8	CINTAS	111929	IBUPROFEN TABS	BOX	20 packets	-76.419	\$2.95
9	CINTAS	112039	COLD RELIEF	BOX	40 packets	-66.441	\$7.45
10	CINTAS	12221	LIQUID BANDAGE	BAG	5 pipettes	-49.924	\$6.60
11	CINTAS	111989	IBUPROFEN TABS	BOX	50 packets	-68.944	\$6.00
12	CINTAS	111999	IBUPROFEN TABS LRG	BOX	125 packets	-65.093	\$13.28
13	CINTAS	150110	TWEEZERS, METAL	PAC	3 tweezers	-59.780	\$5.48
14	CINTAS	51030	HAND SANITIZER	BAG	10 packets	-79.193	\$1.63
15	CINTAS	130479	EYEWASH, 1/2OZ	BOX	5 bottles	-55.874	\$7.48
16	CINTAS	122249	GLUCOSE, SMALL	PAC	2 paks	-38.430	\$8.28
17	CINTAS	102435	LIPALID SMALL	BAG	10 packets	-73.490	\$1.98
18	CINTAS	102640	BIOFREEZE MUSCLE	BAG	5 packets	-67.697	\$4.03
19	CINTAS	119250	ANTI-DIARRHEAL	BOX	12 caplets	-61.153	\$5.63
20	CINTAS	43729	X-LONG BANDAGE	BOX	25 bandages	-60.032	\$5.00
21	CINTAS	164010	COOL&SOOTHE	BOX	6 packets	-61.043	\$9.23
22	CINTAS	111529	PAIN AWAY X-	BAG	25 packets	-79.664	\$2.50
23	CINTAS	43658	WATERPROOF CLEAR	BOX	30 bandages	-52.885	\$4.90
24	CINTAS	44269	ELASTIC STRIP	BOX	50 bandages	-62.848	\$3.88
25	CINTAS	111180	ASPIRIN ORG ST 50CT	BOX	25 packets	-74.674	\$3.50
26	CINTAS	130000	THERA TEARS, SMALL	PAC	4 vials	-65.585	\$3.50
27	CINTAS	100019	TRIPLE ANTIBIOTIC	BOX	20 packets	-71.360	\$4.15
28	CINTAS	112029	COLD RELIEF	BAG	25 packets	-69.365	\$4.20
29	CINTAS	44429	LARGE PATCH 2"X3"	BOX	15 bandages	-66.848	\$3.65



				California	USC Pricing
Item	Description	Comment	Qty	Price	(from PDF)
Services:					
SC	Minimum Order Size per stop	Per stop.	ea	\$55.00	\$45.00
IN	Portable Extinguisher Annual Maintenance Inspection Hand Portable Stored Pressure and CO2 Fire Extinguishers - up to 20#	Per unit.	ea	\$10.00	\$5.25
Unit Test, Recharge and Repair Parts:					
NSDC2.5	2.5# Stored pressure Dry Chemical - Six Year Test	Includes O-Ring, V-Stem, Service Collar and Six Year Internal Maintenance labor; Does not include parts not specifically listed or applicable Inspection (IN) Price.	ea	\$30.00	\$30.00
NSDC5	5# Stored pressure Dry Chemical - Six Year Test		ea	\$40.00	\$31.00
NSDC10	10# Stored pressure Dry Chemical - Six Year Test		ea	\$33.00	\$43.00
NSDC20	20# Stored pressure Dry Chemical - Six Year Test		ea	\$70.00	\$68.00
NHDC2.5	2.5# Stored pressure Dry Chemical - Hydrostatic Test	Includes O-Ring, V-Stem, Service Collar and Hydrostatic Test labor; Does not include parts not specifically listed or applicable Inspection (IN) Price.	ea	\$30.00	\$28.00
NHDC5	5# Stored pressure Dry Chemical - Hydrostatic Test		ea	\$40.00	\$33.00
NHDC10	10# Stored pressure Dry Chemical - Hydrostatic Test		ea	\$33.00	\$35.00
NHDC20	20# Stored pressure Dry Chemical - Hydrostatic Test		ea	\$60.00	\$37.00
NRDC2.5	2.5# Stored pressure Dry Chemical - Recharge	Includes Recharge Labor, Agent and Service Collar; Does not include parts not specifically listed or applicable Inspection (IN) Price.	ea	\$30.00	\$28.00
NRDC5	5# Stored pressure Dry Chemical - Recharge		ea	\$40.00	\$33.00
NRDC10	10# Stored pressure Dry Chemical - Recharge		ea	\$33.00	\$35.00
NRDC20	20# Stored pressure Dry Chemical - Recharge		ea	\$60.00	\$37.00
EPPIN	Pull Pin	Per unit.	ea	\$3.25	\$2.75
New Extinguishers:					
5# ABC Ext	5# ABC Dry Chemical Fire Extinguisher	Per unit.	ea	\$65.00	\$59.00
10# ABC Ext	10# ABC Dry Chemical Fire Extinguisher	Per unit.	ea	\$88.00	\$83.00
2.5# ABC Ext	2 1/2# ABC Dry Chemical Fire Extinguisher	Per unit.	ea	\$42.00	\$42.00
20# ABC Ext	20# ABC Dry Chemical Fire Extinguisher	Per unit.	ea	\$195.00	\$195.00
Emergency Light Parts and Services:					
INPTT	E-Light Push Test Button - 30 Seconds	Per unit.	ea	\$10.00	\$4.35
INEL	Emergency Exit Light Inspection (Load Test)	Per unit.	ea	\$18.00	\$12.00
EXB64	E-Light Battery, 6V, 4A	Per unit.	ea	\$29.00	\$29.00
EXB67	E-Light Battery, 6V, 7A	Per unit.	ea	\$37.50	\$37.50
EXB610	E-Light Battery, 6V, 10A	Per unit.	ea	\$39.00	\$39.00
EXB612	E-Light Battery, 6V, 12A	Per unit.	ea	\$45.00	\$45.00
EXL15T6	E-Light Bulb, 145V, 15W	Per unit.	ea	\$9.00	\$8.00
EXL20	E-Light Bulb, 120V, 20W	Per unit.	ea	\$9.00	\$8.00

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF
NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING
WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE
NOT-TO-EXCEED RATES.



Item	Description	Inspection & Parts			Comment	Qty	US Price	California Price	USC Pricing	% Savings from US Price
INKS	Kitchen System Inspection - single or first tank				Per system.	ea	\$125.00	\$125.00	\$105.00	16.00%
INKST	Kitchen System Inspection - remote or additional tank				Per additional tank.	ea	\$95.00	\$95.00	\$85.00	10.53%
EELINK	Fusible Link				Per unit.	ea	\$12.00	\$15.00	\$9.80	18.33%



Item		Description	Comment	Qty	Price	USC Price
Inspection & Parts						
INSPW	Annual Sprinkler Inspection Wet - Initial Riser	Per riser.		ea	\$295.00	\$265.00
INSPR	Annual Sprinkler Inspection Wet - Additional Riser	Per riser.		ea	\$150.00	\$105.00
INSPBFIRE	Fire line backflow test per valve	Per unit.		ea	\$175.00	\$185.00
INSPD	Sprinkler Inspection (Dry)	Per riser.		ea	\$325.00	\$275.00
INSPBFDO	Inspection Back Flow - Domestic or Irrigation (per	Per unit.		ea	\$135.00	\$110.00

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE NOT-TO-EXCEED RATES.



Item	Description	Comment	Qty	California		USC Pricing
				Price		
Inspection & Parts						
INFA	Annual Fire Alarm System Inspection	Per panel.	ea	\$300.00		\$235.00
INFAID	Devices Per Device (some det. bell, horn, strobe, pull station)	Per device.	ea	\$10.00		\$8.50
INFADD	Duct Detectors	Per unit.	ea	\$35.00		\$28.50

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE NOT-TO-EXCEED RATES.

FIRE LABOR RATES			
ITEM	Unit	CA Price	USC Price
Labor - Regular	ea	\$150.00	\$105.00
Labor - Overtime	ea	\$200.00	\$157.50
Labor - Weekend/Holiday	ea	\$300.00	\$210.00
Emergency Service Call	ea	\$350.00	\$275.00

Cintas First Aid Training List
for U.S. Communities
#R-BB-19002

Course Material ID (SAP)	Course Description	Class Duration	Duration Type	Expiration	Expiration Type	Certification	Class Size	U.S. Communities Contract Ceiling Price	Price Per
65001	CPR/FIRST AID/AED COURSE (HeartSaver First Aid with CPR & AED)	7	Hours	2	Years	AHA	9	\$ 685.48	Per Class
65013	CPR/FIRST AID/AED/BBP COURSE	1	Days	2	Years	AHA	9	\$ 808.52	Per Class
65003	BBP AWARENESS CLASS	1	Hours	1	Years	CLMI	0	\$ 401.72	Per Class
65004	PEDIATRIC FIRST AID COURSE	3 1/2	Hours	2	Years	AHA	9	\$ 503.42	Per Class
65009	FIRST AID COURSE	3.5	Hours	2	Years	AHA	9	\$ 457.65	Per Class
65013	INFANT CHILD SUPPLEMENT (CPR/AED)	1	Hours	2	Years	AHA	9	\$ 101.70	Per Class
65016	CPR/FIRST AID/AED (PER STUDENT)	7	Hours	2	Years	AHA	min 8	\$ 76.28	Per Person
65017	FIRST AID COURSE (PER STUDENT)	3 1/2	Hours	2	Years	AHA	min 8	\$ 50.85	Per Person
650018	CPR/AED COURSE (PER STUDENT)	4	Hours	2	Years	AHA	min 8	\$ 50.85	Per Person
65019	BLS HCP (PER STUDENT)	5	Hours	2	Years	AHA	min 8	\$ 55.94	Per Person
65021	CPR/AED COURSE	4	Hours	2	Years	AHA	9	\$ 457.65	Per Class
65022	BLS HEALTHCARE PROVIDER	8	Hours	2	Years	AHA	8	\$ 533.93	Per Class
65025	OXYGEN AWARENESS CLASS	1	Hours	1	Years	COAST	25	\$ 398.32	Per Class
65024	AHA HEART SAVER PEDIATRIC 3 HO	3	Hours	2	Years	AHA	9	\$ 40.68	Per Person

*CPR/First Aid uses the HeartSaver First Aid with CPR & AED student manuals but teach only the First Aid and CPR sections of the course.

**Course hours are based on adult only courses and will be longer if pediatric training is done.

***Open Enrollment classes are based on local schedules and availability.

****Additional charges apply for remote class locations and classes outside of normal business hours.

ONLINE CPR, FIRST AID & AED TRAINING

650311	HEARTSAVER FIRST AID, CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW)	2 1/2	Hours	2	Years	AHA	1	\$ 39.66	Per Person
650143	HEARTSAVER FIRST AID, CPR & AED SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME)	45	Minutes	2	Years	AHA	1	\$ 41.70	Per Person
650301	HEARTSAVER FIRST AID ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW)	2	Hours	2	Years	AHA	1	\$ 27.46	Per Person
650142	HEARTSAVER FIRST AID SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME)	30	Minutes	2	Years	AHA	1	\$ 35.60	Per Person
650321	HEARTSAVER CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW)	1 1/2	Hours	2	Years	AHA	1	\$ 22.37	Per Person
650141	HEARTSAVER CPR SKILLS CHECK	20	Minutes	2	Years	AHA	1	\$ 35.60	Per Person

CLASSROOM SAFETY TRAINING

65205	CONFINED SPACE CLASS	2	Hours	1	Years	CLMI	10	\$ 401.72	Per Class
65206	FALL PROTECTION CLASS	2	Hours	1	Years	CLMI	10	\$ 401.72	Per Class
65207	AERIAL LIFT SAFETY CLASS	2	Hours	0	None	CLMI	10	\$ 401.72	Per Class
65208	FORKLIFT CERTIFICATION CLASS	4	Hours	1	Years	CLMI	10	\$ 401.72	Per Class
65209	FORKLIFT CERTIFICATION (PER PERSON)	4	Hours	1	Years	CLMI	MIN 5	\$ 76.28	Per Person
652091	FORKLIFT SKILLS TEST (PER PERSON)	20	Minutes	3	Years	CLMI	MIN 5	\$ 35.60	Per Person
65211	CRANE SAFETY CLASS	2	Hours	0	None	CLMI	10	\$ 503.42	Per Class
652111	CRANE SAFETY TESTING	15	Minutes	0	None	CLMI	10	\$ 25.43	Per Person
65212	SAFETY COMMITTEE CLASS	2	Hours	1	Years	CINTS	15	\$ 401.72	Per Class
65214	BACK SAFETY CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65216	ERGONOMICS CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65218	EMERGENCY PREPAREDNESS CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65220	EYE PROTECTION CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65221	SLIPS TRIPS & FALLS CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65222	FIRE SAFETY CLASS	2	Hours	1	Years	CINTS	25	\$ 401.72	Per Class
65226	HAZARD COMMUNICATION CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65230	HEARING SAFETY CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65231	HEAT INJURY PREVENTION CLASS	1	Hour	1	Years	CLMI	25	\$ 401.72	Per Class
65232	HOUSEKEEPING CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65234	LOCKOUT TAGOUT CLASS	2	Hours	1	Years	CLMI	10	\$ 401.72	Per Class
65236	MACHINE GUARDING CLASS	2	Hours	1	Years	CLMI	10	\$ 401.72	Per Class
65240	PPE CLASS	2	Hours	1	Years	CLMI	10	\$ 401.72	Per Class
65252	RESPIRATORY SAFETY CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65254	SAFETY PROGRAM MGMT CLASS	2	Hours	1	Years	CLMI	15	\$ 401.72	Per Class
65260	GENERAL SAFETY TOPICS CLASS	2	Hours	1	Years	CINTS	0	\$ 355.95	Per Class
65290	WRITTEN COMPLIANCE PROGRAM	4	Hours	1	Years	CINTS	0	\$ 401.72	Per Class
65400	OSHA 10 HOUR GENERAL INDUSTRY	2	Days	3	Years	OSHA	0	\$ 300.02	Per Person
65402	OSHA 30 HOUR GENERAL INDUSTRY	4	Days	3	Years	OSHA	0	\$ 708.18	Per Person
65404	OSHA 10 HOUR CONSTRUCTION CLAS	2	Days	3	Years	OSHA	0	\$ 300.02	Per Person
65406	OSHA 30 HOUR CONSTRUCTION CLAS	4	Days	3	Years	OSHA	0	\$ 788.18	Per Person

65500	RESPIRATOR FIT TESTING	20	Minutes	1	Years	CINTS	0	\$	85.60	Per Person
65901	RESPIRATORY SAFETY CLASS WITH FIT TEST	4	Hours	1	Years	CINTS	12	\$	483.08	Per Class
65502	SAFETY AUDIT	2	Hours	1	Years	CINTS	0	\$	401.72	Per Class
65503	EMERGENCY RESPONSE TRAINING CL	4	Hours	1	Years	CINTS	0	\$	401.72	Per Class
65504	WRITTEN SAFETY & HEALTH PROGRAM	1	Days	1	Years	CINTS	1	\$	401.72	Per Person
65905	CLASS CANCELLATION FEE	0	None	0	None	CINTS		\$	-	
65906	INSTRUCTOR TRAVEL FEE	0	None	0	None	CINTS		\$	50.85	Per Class
65908	AFTER HOURS FEE	0	None	0	None	CINTS		\$	101.70	Per Class



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #77-440 with ABL Health Care, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-440 with ABL Health Care, LLC, a limited liability company, in an amount not to exceed \$300,000, to provide home health care services for Contra Costa Health Plan (CCHP) members, for the period from March 1, 2022 through February 29, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$300,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II allocations.

BACKGROUND:

CCHP has an obligation to provide certain specialized home health care services including, but not limited to: certified home health care aide, medical social worker visits, speech and physical therapy visits according to the terms of their Individual and Group Health Plan membership contracts with the County.

Under new Contract #77-440, the contractor will provide home health care services for CCHP members through for the period March 1, 2022 through February 29, 2024.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: K Cyr

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized home health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: March 22, 2022

Subject: Contract extension with Shaw HR Consulting, Inc. to provide County with specialized consultation related to ADA program

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract amendment with Shaw HR Consulting, Inc., including modified indemnification language, effective May 1, 2022 to extend the contract through June 30, 2022, to provide professional consulting and technical assistance for work relating to the American Disabilities Act.

FISCAL IMPACT:

There is no change to the contract payment limit.

BACKGROUND:

Shaw HR Consulting (Shaw HRC) will provide professional consulting and technical assistance to the Director of Human Resources, or designee, with regard to specialized consultation in the field of the American Disabilities Act (ADA). Shaw HRC services will include:

- Review of the County's current Interactive Process and Reasonable Accommodations program for employees and applicants/candidates, including reviewing of current policies and procedures. Shaw HRC will provide a recommendation report on the findings of how the County and employees with disabilities who request accommodation work together.
-

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Salma Sadiq, 925-655-2176

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Creation of program materials for the County's Pre-Placement/Post Offer (PEPO) Disability Interactive Process for applicants and for the Disability Interactive Process for employees. The materials will include flow charts, customized forms, letters and scripts. Shaw HRC will work with County to create finalized program materials.

- Training for Human Resource practitioners and supervisors about the disability interactive Process. The trainings will include live training concerning the rollout of the County's revised Disability Interactive Process and Produced Trainings in video format and contain information about how to use the materials and implement the process.
- Provide additional support for more complex ADA employee case files as needed.

This contract extension will allow Shaw HR Consulting to complete its consultation concerning application of the American Disabilities Act (ADA) with respect to individual employee case files.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract extension is not approved, the County will be unable to access the expertise and support of Shaw HR Consulting to assist the County in specialized consultation related to the American Disabilities Act.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #77-427 with Berkeley Pines Skilled Nursing Group, Inc. (dba Berkeley Pines Skilled Nursing Center)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-427 with Berkeley Pines Skilled Nursing Group, Inc. (dba Berkeley Pines Skilled Nursing Center), a corporation, in an amount not to exceed \$600,000 to provide skilled nursing facility (SNF) services for Contra Costa Health Plan (CCHP) members, for the period March 1, 2022 through February 28, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$600,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II.

BACKGROUND:

CCHP has an obligation to provide certain specialized SNF health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Members are released from the hospital to recover at an SNF until they are well enough to be sent home. These services include, but are not limited to: twenty-four (24) hour medical care, social service and case management coordination, wound care, respiratory therapy, nasogastric and gastric tube feeding, physical and speech therapy services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

Under new Contract #77-427, the contractor will provide SNF services for CCHP members for the period March 1, 2022 through February 28, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized SNF health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Contract #77-011-4 with Bay Area Surgical Specialists Services, LLC (dba BASS Surgery Center)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-011-4 with Bay Area Surgical Specialists Services, LLC (dba BASS Surgery Center), a limited liability company, in an amount not to exceed \$375,000 to provide ambulatory surgery center (ASC) services to Contra Costa Health Plan (CCHP) members, for the period March 1, 2022 through February 28, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$375,000 over a two-year period and is funded 100% by CCHP Enterprise Fund II. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized surgical health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. The contractor has been providing ASC services as a CCHP Network Provider since March 1, 2016.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

BACKGROUND: (CONT'D)

On January 14, 2020, the Board of Supervisors approved Contract #77-011-3 with Bay Area Surgical Specialists Services, LLC (dba BASS Surgery Center), in an amount not to exceed \$2,000,000 for the provision of ASC services for CCHP members for the period March 1, 2020 through February 28, 2022.

Approval of Contract #77-011-4 will allow the contractor to continue providing ASC services through February 28, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized ASC health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 22, 2022

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2022

RECOMMENDATION(S):

ACCEPT report on the Auditor-Controller's audit activities for 2021 and APPROVE the proposed schedule of financial audits for 2022.

FISCAL IMPACT:

There is no fiscal impact related to providing input into the annual audit schedule. The financial auditing process may result in positive and negative fiscal impacts, depending on the audit findings.

BACKGROUND:

The Internal Operations Committee (IOC) was asked by the Board in 2000 to review the process for establishing the annual schedule of audits, and to establish a mechanism for the Board to have input in the development of the annual audit schedule and request studies of departments, programs or procedures. The IOC recommended a process that was adopted by the Board on June 27, 2000, which called for the IOC to review the schedule of audits proposed by the Auditor-Controller and the County Administrator each December. However, due to the preeminent need during December for the Auditor to complete the Comprehensive Annual Financial Report, the IOC, some years ago, rescheduled consideration of the Auditor's report to February of each year.

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2021 and transmitting the proposed schedule of financial audits for 2022, which are already in progress.

The IOC, at its regular meeting on March 14, received the attached report presented by Supervising Accountant-Auditor Sandra Bewley. As in past years, the Auditor's Office continues to find a lack of adherence to several of the County's administrative requirements for cash collection; discharge of delinquent accounts; inventories of materials, supplies and capital assets; and petty cash. Noncompliance with procurement card policies, contracting policies and procedures, and MAC fiscal procedures are also repeat findings. Such issues are addressed through training and consultation with County department staff, and periodic follow-up to verify that findings have been corrected.

The IOC accepted the Auditor's report and proposes no changes to the proposed 2022 financial audit schedule.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Joanne Bohren 925-335-8610

By: , Deputy

cc: Auditor (Bewley), CAO (Enea)

ATTACHMENTS

2022 Internal Audit
Plan

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller




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March 14, 2022

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Sandi Bewley, Supervising Accountant-Auditor 

SUBJECT: Internal Audit-Annual Report

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit examinations for the following calendar year. The attached "*Schedule of Internal Audit Examinations*" provides the proposed examination schedule for 2022, and the attached "*Schedule of Internal Audit Examinations for 2021*" summarizes the status of the 2021 examinations.

In 2021, the Internal Audit Division completed twenty-two (22) of the thirty-three (33) scheduled examinations. Of the thirty (33) examinations scheduled, fieldwork has been completed for eight (8) examinations. The Internal Audit Division is in the process of scheduling exit conferences to issue the final examination report. Three (3) examinations were postponed to calendar year 2022 due to the COVID-19 pandemic and implementation of new financial software to prepare the Annual Comprehensive Financial Report.

Examination Report

Objectives:

The necessary tests and procedures were conducted to determine if, within the scope of the examinations, the following financial conditions existed:

- Assets were adequately safeguarded.
- Appropriate internal controls were in place and functional.
- Records were accurate and reliable.
- Statutory, contractual, and administrative requirements were followed.

General Findings:

There is an overall lack of adherence to several of the County's administrative requirements. Many of the departmental examinations included the recommendations in the following areas:

- Lack of compliance with Board Resolution 2020/1 ensuring MAC members have been trained on the Ralph M. Brown Act (Government Code §54950), the County Better Government Ordinance, Contra Costa County's conflict of interest policy, and submitting annual reports to the Contra Costa County Board of Supervisors.
- Lack of compliance with the Administrative Bulletins established for the cash collection process, petty cash, inventories of capital assets, county incentives such as gift cards and transportation vouchers, discharge of delinquent accounts, expense reimbursement, county volunteer programs, safeguarding of physical inventories; and,
- Lack of adherence to the procurement card manual.

Conditions:

Approximately thirty-one percent (31%) of the findings in 2021 were repeated from previous examinations. Common examination conditions included:

- Certificates of training not provided for MAC members and lack of annual reports submitted to the Contra Costa County Board of Supervisors;
- Lack of segregation of duties over cash handling;
- Lack of timeliness of deposits when receiving and depositing cash;
- Nonuse of a mail/transfer record to record cash received;
- Lack of annual replenishment of petty cash;
- Lack of submission of required application and documentation for volunteers;
- Lack of adequate procurement card supporting documentation, lack of approving official authorization of cardholder charges; and,
- Lack of an official County asset tag affixed to capital assets.

In order to timely correct issues and mitigate repetitive findings, the Internal Audit division follows-up with auditees six months after the issuance of the examination report to determine if the recommendations were implemented. No data is available yet on the status of the 2021 findings.

Procurement Card

The quarterly procurement card review continues to reflect compliance issues in the use of the card for recurring payments, services, memberships, printing services, meal payments, software, and capital asset purchases. Per the Procurement Card Manual, Section V.G., the use of a procurement card for recurring payments, services, memberships, printing services, meal payments, software, and capital asset purchases is prohibited. Cardholders are also prohibited from using the procurement card for purchases not authorized in the County's Administrative Bulletins. Additionally, use of cardholder accounts by noncardholder(s) is prevalent and required supporting documentation for payments often is missing or inadequate.

2022 Scheduled Examinations

The Supervising Accountant-Auditor of the Internal Audit division and the Auditor-Controller performed a thorough review of existing and recurring examinations that should be incorporated in the 2022 schedule. The emphasis and priority in scheduling examinations is based on the perceived risk to the County. The schedule is composed of legally required examinations, such as the Treasury cash counts and reoccurring examinations. Twenty (20) examinations have been scheduled for calendar year 2022. The 2022 schedule has been condensed from the prior year due to the implementation of the Contra Costa County Workday Finance Project.

Legally required examinations have their basis in government code. Reoccurring examinations have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Supervising Accountant-Auditor or the Auditor-Controller, a reoccurring examination may be scheduled prior to it being due based on the preferred cycle.

The County's financial operations are subject to audit by a firm of independent external auditors, Macias Gini & O'Connell, LLP, Certified Public Accountants (MGO). The external auditors are responsible for performing an annual audit of the general-purpose financial statements of the County and the Public Financing Authority. The external auditors also perform an annual "Single Audit" of the County's federal financial-assistance programs. Other independent auditors perform annual audits of the Contra Costa County Housing Authority, state grant programs, and the FIRST 5 Contra Costa Children and Families Commission.

Attachments

Schedule of Internal Audit Examinations for 2021

Department Project Description		Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled For 2021	Estimated Hours 2021	Exam Hours 2021
Completed Examinations-Scheduled						
<u>Board of Supervisors</u>						
1102	District 2 General Department Examination (Including MACs)	06/13	4	X	100	145.50
<u>Auditor-Controller</u>						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	06/20	1 (Law)	X	60	7.50
0116	Medical & Dental Premium Payments	04/14	2	X	220	321.00
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	31.00
<u>Treasurer-Tax Collector</u>						
0151	Treasury Cash & Investments - 1st qtr	02/20	1/4 (Law)	X	50	35.00
0151	Treasury Cash & Investments - 2nd qtr	06/20	1/4 (Law)	X	50	30.00
0151	Treasury Cash & Investments - July 1	07/20	1/4 (Law)	X	50	32.00
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	08/20	1/4 (Law)	X	50	34.00
0151	Treasury Cash & Investments - 4th qtr	12/20	1/4 (Law)	X	50	28.00
0151-A	Tax Collector Cash on Hand - 1st qtr	02/20	1/4	X	20	17.00
0151-A	Tax Collector Cash on Hand - 2nd qtr	06/20	1/4	X	20	16.00
0151-A	Tax Collector Cash on Hand - July 1	07/20	1/4	X	20	15.00
0151-A	Tax Collector Cash on Hand - 3rd qtr	08/20	1/4	X	20	16.00
0151-A	Tax Collector Cash on Hand - 4th qtr	12/20	1/4	X	20	26.50
0154	Supplemental Tax Collection	12/13	2	X	200	112.00
0172	Treasury Oversight Committee (calendar year)	12/19	1 (Law)	X	175	188.50
<u>Department of Information Technology</u>						
0147	General Department Examination	04/14	3	X	120	178.00
<u>Sheriff-Coroner</u>						
3005	Inmates' cash	12/13	2	X	400	231.50
<u>Agriculture</u>						
3351	General Department Examination	03/13	4	X	120	214.00
<u>Animal Services</u>						
3661	General Department Examination	05/17	2	X	350	434.00
<u>Health Services</u>						
4521	Environmental Health-Hazardous Materials Div	04/16	2	X	250	149.50
5403	Materials Management	03/13	3	X	200	167.50

Schedule of Internal Audit Examinations for 2021

Department Project Description		Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled For 2021	Estimated Hours 2021	Exam Hours 2021
Employment & Human Services						
5001	Administration	06/16	3	X	200	282.50
Public Works						
1481	Print and Mail Inventory	06/14	3	X	120	88.00
Public Works-Purchasing Division						
1493	Procurement Card Program - 4th qtr	12/19	1/4 (CAO)	X	60	129.50
1493	Procurement Card Program - 1st qtr	03/20	1/4 (CAO)	X	60	152.00
1493	Procurement Card Program - 2nd qtr	06/20	1/4 (CAO)	X	60	151.00
Veterans Affairs						
0580	General Department Examination	NEW	4	X	100	85.00
Contra Costa Fire Protection District						
9502	General Department Examination	03/14	2	X	300	140.00
9501	Other Supplies Inventory	06/13	3	X	80	168.00
Examinations carried to 2022						
Assessor						
0016	General Department Examination	12/16	4	X	160	129.00
Conservation and Development (DCD)						
3571	North Richmond Mitigation Fund	06/17	4	X	250	34.00
Public Works-Purchasing Division						
1493	Procurement Card Program - 3rd qtr	09/20	1/4 (CAO)	X	60	27.00

Schedule of Internal Audit Examinations
Calendar Year 2022

Department		Historical		Prefd.	Scheduled	Exam
Project Description		Estimated	Last Done	Examination	For	Hours
		Hours	Through	Cycle (yrs)	2022	2022
Auditor-Controller						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	06/21	1 (Law)	X	60
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60
Treasurer-Tax Collector						
0151	Treasury Cash & Investments - 1st qtr	50	02/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	04/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	07/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	09/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	12/21	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20	02/21		X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	04/21		X	20
0151-A	Tax Collector Cash on Hand - July 1	20	07/21		X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	09/21		X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20	12/21		X	20
0172	Treasury Oversight Committee (calendar year)	175	12/20	1 (Law)	X	175
Employment & Human Services						
5005	In Home Supportive Services (IHSS)	175	03/15	3	X	175
Health Services						
3641	Public Administrator	120	01/16	2	X	120
Probation						
3081	General Department Examination	240	04/20	2(Law)	X	240
Purchasing:						
1493	Procurement Card Program - 3rd qtr	60	09/21	1/4 (CAO)	X	100
1493	Procurement Card Program - 2nd qtr	60	06/21	1/4 (CAO)	X	100
1493	Procurement Card Program - 1st qtr	60	03/21	1/4 (CAO)	X	100
1493	Procurement Card Program - 4th qtr (2021)	60	12/20	1/4 (CAO)	X	100



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 22, 2022

Subject: Subject: Housing Successor Annual Report for Fiscal Year 2020-21

RECOMMENDATION(S):

RECEIVE the Housing Successor Annual Report for Fiscal Year 2020-21, DIRECT staff to file the report with the Department of Housing and Community Development, and post the report on the County website.

FISCAL IMPACT:

There is no impact to the General Fund in regards to receiving and filing this annual report or extending the timeline for initiating development.

BACKGROUND:

The County is the housing successor to the former Contra Costa County Redevelopment Agency ("Redevelopment Agency"), dissolved on February 1, 2012. Each housing successor is required to prepare an annual report on how it is meeting requirements imposed by Health and Safety Code Section 34176.1.

The annual report is required to contain the following: (1) a summary of housing successor duties; (2) the balance of the Low and Moderate Income Housing Asset Fund ("Housing Asset Fund"); (3) an inventory of properties held in the Housing Asset Fund; and (4) reports on performance thus far in meeting the income and age proportionality requirements of Health and Safety Code Section 34176.1.

The report is due to the California Department of Housing and Community Development by April 1st each year and must be posted on the County's website. This report brings the Housing Successor into compliance with reporting requirements. The report for Fiscal Year 2020-21 is being presented to the Board of Supervisors for its reference.

The County's progress on major requirements is summarized below. The balance of the Housing Asset Fund as of June 30, 2021, was approximately \$8.39 million, of which \$6.09 million is bond proceeds issued prior to dissolution for affordable housing purposes. The Housing Successor received \$61,778 in revenue during 2020-21.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Maureen Toms, 925-655-2895

By: , Deputy

cc:

BACKGROUND: (CONT'D)

As the Housing Successor, the County owned 61 parcels with a statutory value of \$6.67 million as of June 30, 2021. The amount the Housing Successor spent for housing monitoring and administrative costs is well below the current limit as required by Health and Safety Code 34176.1(a)(1). Allowable administrative expenses for fiscal year 2019-20 were limited to \$748,130, an amount equal to 5.0 percent of the total of the amount of loans receivable and statutory value of land held for resale. Table 1 of the report shows actual expenditures and the maximum allowable for each fiscal year.

Non-administrative expenditures from the Housing Asset Fund were focused on expenditures related to Orbisonia Heights, Rodeo Senior and Rodeo Plaza Housing Projects. A Master Development Agreement and Disposition and Development Agreements for Orbisonia Heights, Rodeo Senior and Rodeo Plaza are being drafted.

Pursuant to Health and Safety Code Section 33334.16, activities to develop properties acquired by the Former Redevelopment Agency for affordable housing must be initiated within five (5) years from the date of acquisition; otherwise, the properties must be sold and the proceeds returned to the Successor Agency's Low and Moderate Income Housing Asset Fund. The deadline may be extended only once by an additional five (5)-year period if the Board of Supervisors, by resolution, affirms its intent that the properties be used for the development of affordable housing. Since the dissolution of redevelopment in California, Section 34176.1 (e) of the Health and Safety Code establishes the commencement of the initial five (5)-year timeline of Health and Safety Code Section 33334.16 for various assets owned by the Housing Successor as the date of the Final Decision by DOF, which date was February 6, 2013. The deadline was extended by resolution to February 6, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

The County will be out of compliance with the requirements of Health and Safety Code Section 34176.1.

ATTACHMENTS

Annual Housing Report - FY20-21

County of Contra Costa
as Housing Successor to the
Contra Costa Redevelopment Agency

Annual Housing Report
Fiscal Year 2020-21

March 22, 2022

Annual Report County of Contra Costa Housing Successor

Introduction

This document represents the annual report of the Housing Successor of the County of Contra Costa ("Housing Successor"), acting as housing successor to the former Contra Costa County Redevelopment Agency, which entity was dissolved in 2012 ("Former Agency"). This report is required pursuant to Section 34176.1 of the Health and Safety Code which was effective January 1, 2014 and replaces other types of annual reporting required of former redevelopment agencies. The report summarizes revenues, expenditures and fund balances included in the County's Consolidated Annual Financial Report ("CAFR") and also includes a review of Housing Successor's status on meeting certain housing related requirements. The items to be included in this annual report are specific and are enumerated in Section 34176.1(f) of the Health and Safety Code. Changes to the reporting requirements in Section 34176.1(f) were included in SB 107, which was enacted in September 2015 and became effective immediately. This annual report includes the reporting requirements added by SB 107 and covers the 2020-21 fiscal year.

For 2020-21, the Housing Successor's activities continued to be constrained by the COVID-19 in the United States and the need for staff to concentrate on more urgent matters requiring immediate attention. The World Health Organization has declared the COVID-19 outbreak to be a pandemic, and states of emergency have been declared by the Contra Costa County, the State of California and the United States. In response to health concerns, many states and counties, including Contra Costa County, imposed widespread temporary closures of businesses, parks and schools, and issued temporary stay-at-home orders, which actions have caused widespread unemployment and other financial impact to those in impacted industries. This had the effect of delaying progress on some of the Housing Successor's housing projects that are still in the planning stages.

Redevelopment Dissolution Act

In December 2011, the California Supreme Court issued its opinion in the case of *California Redevelopment Association, et al., v. Matosantos, et al.* The Court upheld the right of the state to dissolve redevelopment agencies pursuant to Part 1.85 (commencing with Section 34170) of Division 24 of the California Health and Safety Code, enacted by AB x1 26, and as amended on June 27, 2012, by AB 1484 (the "Dissolution Act"). Based on modified timelines approved by the Court, all redevelopment agencies, including the Former Agency, were dissolved effective February 1, 2012. The County of Contra Costa elected to serve as the governing body for the Former Agency's low- and moderate-income housing assets ("Housing Successor"). Under the Dissolution Act, successor agencies are charged with winding down the affairs of the former redevelopment agencies and paying their obligations. Housing successors are different legal entities and have different duties under the Dissolution Act. Housing successors received the non-cash housing assets¹ of former redevelopment agencies and are charged with monitoring and maintaining existing low-and moderate-income housing assets and meeting outstanding requirements for former redevelopment agencies.

Under the Dissolution Act, housing successors have no ongoing revenue source except for program income (revenue generated by non-cash housing assets) and 20 percent of loan repayments, if any, made by successor agencies to cities or counties as repayment of loans the cities made to the former redevelopment agencies under the special repayment provisions of the Health and Safety Code (Section 34191.4).

¹ In addition to non-cash housing assets, the Housing Successor/County was able to retain any cash that was encumbered for specific housing obligations.

Definition of Income Levels

Housing successors are required to spend their funds to assist low-income households obtain decent, safe and sanitary housing. These requirements define various types of low-income households. The definitions categorize households with like incomes into groups and label them according to how their income compares to the median income of households in the region. These categorizations are as follows:

Extremely Low Income	incomes at or below 30% of area median income, adjusted for family size
Very Low Income	incomes between 31% and 50% of area median income, adjusted for family size
Low Income	incomes between 51% and 80% of area median income, adjusted for family size
Moderate Income	incomes between 81% and 120% of area median income, adjusted for family size

Current Housing Successor Requirements

SB 341 was enacted in 2013 and imposed new housing requirements on entities acting as housing successors to former redevelopment agencies beginning January 1, 2014, including but not limited to new reporting requirements. Specifically, SB 341 amended Section 34176 and added Section 34176.1 to the Health and Safety Code, which clarified the provisions for the Health and Safety Code that pertain to housing successors and outlined some significant new housing-related requirements. These requirements apply to unencumbered funds held by housing successors and provide that these funds must be used as was previously required for monies in former redevelopment agencies' low and moderate-income housing funds. This clarification was needed because the 2012 dissolution of all redevelopment agencies in the state, including the Former Agency, raised a number of questions as to which part of the housing provisions of the Health and Safety Code were applicable to housing successors.

SB 341, as amended by SB 107 in 2015, made a number of changes to the regulations governing housing related expenditures. Five of the biggest changes that impact this report include:

- **Administrative Costs:** Administrative costs can equal up to 5.0 percent of a housing successor's real property value. From January 1, 2014 to January 1, 2015, administrative costs were capped at 2.0 percent of a housing successor's real property value. Prior to January 1, 2014, the amount spent on administration needed to be "reasonable", but was not quantified.
- **Senior Housing:** The formula for limiting senior housing is loosened somewhat from previous requirements, and is discussed under "Expenditure Targeting by Age, Section 34176.1(f)(11)" below.
- **Excess Surplus:** The formula for excess surplus and the requirements for housing successors that have a surplus were revised and are discussed under "Excess Surplus, Section 34176.1(f)(12)" below.
- **Time Limitations for Land:** The requirements for the length of time Housing Successors may hold land purchased were modified somewhat from prior law and are discussed under "Duration of Land Held: 34176.1(f)(8)" below.

Annual Report Contra Costa County Housing Successor

- **Expenditure Targeting:** Dollar targeting requirements were significantly tightened and essentially prohibit expenditures for moderate income households. In addition, the updated requirements provide new targets on which income levels housing successors must spend their funds to assist. Eighty percent of unencumbered funds must be geared for those households earning 60 percent or less of the median income. The balance is to be spent on households earning 61 to 80 percent of median income. This differs from previous requirements when percentages were different and expenditures for Moderate Income households were permitted. Demonstration of compliance with these requirements is required to be reported for the first time in 2019 and every five years thereafter.

As discussed above, the Contra Costa County Redevelopment Agency was dissolved as of February 1, 2012. This process ceased the Agency's receipt of 20 percent of tax increment revenues to fund housing projects. In addition, unencumbered cash in the possession of the Former Agency as of dissolution was required to be distributed to the base year taxing entities rather than be used for additional housing projects. The only source of annual funding available to the Housing Successor is income received from assets held: principal and interest payments on any funds the Agency/Successor has loaned, land sale proceeds, and interest income. In addition, the Housing Successor has available for eligible expenditures the proceeds of bonds that were issued by the Former Agency for housing purposes.

Reporting for Section 34176.1

The current Section 34176.1 reporting requirements include 13 separate items on which the Housing Successor must report. Many of the requirements involve simply reporting a number or numbers included in the Housing Successor's latest audited financial statements, which are included in the County's Comprehensive Annual Financial Report (CAFR). This report is based on the CAFR for the 2019-20 fiscal year and includes specific reporting for the Housing Successor. For the convenience of the reader, responses to all 13 items are included in Table 1. Those items which require additional calculations to document are included in Tables 2 through 5 and Appendix A. A brief description of each of the reporting requirements as they apply in Contra Costa County is also included below.

County Loan Repayments: 34176.1 (f) (1)

SB 107 added an additional requirement to the reporting requirements outlined by SB 341. The annual report is to include any housing revenue housing successors received from successor agencies. Specifically, an amount equal to 20 percent of certain loan repayments between counties or cities and successor agencies that are subject to Health and Safety Code Section 34191.4 is to be separately reported. Any loans between the Successor Agency and the County of Contra Costa have been repaid and there are no outstanding loan balances.

Housing Fund Deposits: 34176.1 (f) (2)

The annual report is to include reporting on the amounts deposited in the Housing Fund each year. Any amounts received from the Successor Agency for items included on the ROPS are to be reported separately from other funds. As shown on Table 1, the Housing Successor received about \$62,000 in revenue during 2020-21, which amount consisted of interest earnings, loan payments, land sale proceeds and miscellaneous income.

Housing Fund Balance: 34176.1 (f) (3)

SB 341 requires that the annual report include the fund balance in the Housing Fund as of the end of the year. The balance in the fund as of June 30, 2021 was approximately \$8.4 million, of which \$6.1 million is bond proceeds issued prior to dissolution for affordable housing purposes, as shown in Table 1. The value associated with outstanding housing loans and any land owned by the Housing Successor are not included in this balance as they do not represent cash available to the Housing Successor.

Annual Report
Contra Costa County Housing Successor

Annual Expenditures: 34176.1 (f) (4)

The annual report is to include a description of expenditures from the Housing Fund by category. As required, a description of expenditures from the Housing Fund by category is included as items 4 and 7 on Table 1. No expenditures were made by or on behalf of the Housing Successor that were ROPS-related. During 2020-21, the Housing Successor spent \$176,787 for site maintenance, housing monitoring and administrative costs for the 2020-21 fiscal year. This amount is well below the administrative costs limit of 5.0 percent of assets, or over \$700,000, imposed by Health and Safety Code 34176.1(a)(1). While staff continued to advance the status of planned projects, no project-related expenditures occurred in 2020-21 beyond certain consulting costs, which have been included in with administrative costs and have not been separately identified.

Real Property: 34176.1 (f) (5)

SB 341 requires that the Housing Successor report on the statutory value of any real property that it received from the Former Agency.

The value of real property owned by the Housing Successor is included in Table 1, item 5, and equals the total of loans and grants receivable and the statutory value of land held by the Housing Successor, as required. Pursuant to Health and Safety Code 34176.1, statutory value is the value of the property as reported to the state Department of Finance in its formal Housing Asset Transfer form (the "statutory value"). For the Housing Successor, the statutory values of its current land holdings vary somewhat from amounts included in the CAFR. As a result, both the statutory value and the value included in the CAFR have been included in the detail shown in Table 2 and Appendix A-2. The amounts shown in Table 1 are the statutory values, as required by the statute.

Transit Housing: 34176.1 (f) (6)

Housing Successors that are in compliance with housing regulations are permitted under SB 341 to develop transit housing and are to separately report such expenditures in the annual report. For 2020-21, the Housing Successor did not develop or assist in the development of any Transit Housing and thus has no expenditures to report.

ROPS Funding for Housing: 34176.1 (f) (7)

The annual report is to include a description of any project for which the Housing Successor receives revenue through the ROPS process and the status of that project. The Housing Successor does not have any projects that it is funding through the ROPS process.

The Successor Agency did request and receive approval through the ROPS process to spend Successor Agency reserves to pay for some of the Housing Successor's property maintenance and development costs. These monies were paid directly to the vendors by the Successor Agency on behalf of the Housing Successor and were never actually transferred to or spent by the Housing Successor. The last of those expenditures ended in 2015-16. There are no ROPS-related expenditures to report for the 2020-21 fiscal year.

Duration of Land Held: 34176.1 (f) (8)

SB 341 requires that the Agency report on its compliance with new requirements on the amount of time the Housing Successor can hold property acquired for future development from monies in the Housing Fund per 33334.16, as modified by SB 341. A listing of the properties the Housing Successor held as of June 30, 2021 is included in Table 2 along with the current status of activities the Housing Successor has undertaken to realize the development of low income housing.

Health and Safety Code Section 33334.16 limits the amount of time that housing successors have to initiate activities for the properties they own that are consistent with the development of housing for low

Annual Report Contra Costa County Housing Successor

and moderated income housing purposes. Those limitations were amended by SB 341 to five years from the date the Department of Finance approved the transfer of the properties to the Housing Successor: in Contra Costa County that date is February 6, 2013. While development-related activities have been initiated for most properties owned, the Housing Successor approved a 5-year time extension for all properties still under its ownership on June 16, 2020, as allowed by Health and Safety Code 33334.16. As such, the Housing Successor has until February 6, 2023 to initiate development of low income housing on the properties it currently owns.

Housing Production and Housing Replacement: 34176.1 (f) (9)

SB 341 requires the annual reporting by the housing successor to contain a description of any progress that has been made on meeting any of the outstanding replacement housing obligations and/or housing production requirements (pursuant to Health and Safety Code Section 33413) that were outstanding at the time transfer to the housing successor on February 1, 2012. Housing Successor staff estimate that the housing projects assisted by the Former Agency and/or the Housing Successor more than met of the housing production obligation.

The Former Agency did have one replacement housing obligation to meet when it was dissolved in 2012. Twenty-seven affordable units were supposed to be built to replace the units displaced at the Orbisonia Heights Project in the former Bay Point Project Area. Those units were, and are still, intended to be replaced onsite in the newly constructed Orbisonia Heights (Ambrose Village) project. Development of the site was delayed by both the real estate market and the disruption of redevelopment dissolution. As such, due diligence and development entitlements are being completed and an executed disposition and development agreement (DDA) is being negotiated. When the development is completed, the replacement housing obligations for the project and for the Housing Successor will be fully met.

It should be noted that housing production and replacement requirements ceased when the Former Agency was dissolved. As such, the Housing Successor does not need to demonstrate its compliance with these requirements on an annual basis, but will continue to report on the progress in meeting its outstanding replacement housing requirement.

Expenditure Targeting by Income Level: 34176.1 (f) (10)

Unencumbered funds in the Housing Fund that are not spent on allowable administrative costs must be spent primarily on extremely low and very low-income households.² In fact, at least 30 percent of unencumbered funds are to be for extremely low-income households, and 80 percent of must be geared for those households earning 60 percent or less of the median income. This differs from previous requirements when expenditures for Moderate Income households were permitted. Demonstration of compliance with these requirements is required to be reported every five years, starting in 2019.

The Housing Successor demonstrated compliance with this requirement in the 2018-19 Report completed last year. It will next be required to demonstrate compliance in 2024. Table 3 includes a summary of expenditures for the last five years and an annual accounting of expenditures commencing with 2019-20.

Expenditure Targeting by Age: 34176.1 (f) (11)

Section 34176.1(b) provides that previous age targeting requirements no longer apply but rather requires adherence to new restrictions. If the number of assisted units that are restricted for seniors and assisted individually or jointly by the housing successor, its former redevelopment agency and/or the County within the previous 10 years exceeds 50 percent of all units assisted, then the housing successor cannot assist any more senior housing until the number of units assisted for families equal at least 50 percent of total units.

² As of September 2015, the statutes allow the expenditure of up to 5 percent of the value of the Housing Successor's assets to be spent on administering and monitoring housing projects.

Annual Report Contra Costa County Housing Successor

For the County, the Former Agency and the Housing Successor, the last affordable housing project restricted to seniors was completed in 2002. As such, the Housing Successor is in compliance with this requirement. The Housing Successor is currently planning a number of additional housing projects, with at least one project being restricted to seniors. Once those units are completed, a calculation of compliance may be required.

Excess Surplus: 34176.1 (f) (12)

SB 341 changes the definition of excess surplus and the penalties for noncompliance. The term “excess surplus” applies to any monies in the Housing Fund that are greater than \$1 million or the total of the deposits into the Housing Fund in the previous 4 years. If a housing successor does not spend excess surplus funds within 3 years after they become excess surplus, the housing successor will have to transfer the funds to the state Department of Housing and Community Development for use in specified statewide housing programs. SB 341 requires that the Housing Successor report on the amount of any excess surplus and its plans for expenditure of those surplus funds, if applicable. As shown in Table 4, the Housing Successor has an excess surplus as of July 1, 2021, because the deposits to the Housing Fund in unencumbered amount exceeds the sum of deposits in the prior four fiscal years. For the purpose of calculating the excess surplus, the amount of bond proceeds held by the Housing Successor is first deducted as they should not be a part of the excess surplus calculation.

Homeownership Unit Inventory: 34176.1 (f) (13)

SB 341 requires that the Housing Successor report on the number of affordable for-sale housing units (Homeownership Units) the Former Agency or the Housing Successor has assisted that are subject to covenants and restrictions. The annual reporting is to include the number, reason and dollars received by the Housing Successor as a result of the loss of any units that has occurred since July 1, 2013 and annually thereafter. This information is included for the Housing Successor in Table 5 and Appendix A-2.

The Homeownership Units directly assisted by the Former Agency through loans that were transferred to the Housing Successor as of February 1, 2012 were primarily units assisted by the Agency's First Time Homebuyers Program: 21 of the 30 Homeownership Units with Loans were for the First Time Homebuyer's Program. In addition to the First Time Homebuyer's Program, the Agency also transferred land to Habitat to Humanity for the construction or rehabilitation of nine affordability restricted Homeownership Units. The Housing Successor loaned money to the Habitat for Humanity for these units, but did not make individual loans to homeowners. While some of the First Time Homebuyer units contain equity sharing provisions, many of these loan agreements required the homeowners to sell the units to income restricted buyers at affordable housing costs when moving. As a result, none of the Housing Successor's Homeownership Units were lost to the County's affordable housing portfolio during the 2020-21 fiscal year.

In addition to the Homeownership Units for which the Housing Successor has or had loans outstanding as of February 1, 2012, there are 66 Homeownership Units for which the Housing Successor does not have any loans outstanding. It does, however, have covenants recorded on the properties that contain restrictions on the resale of these units.

If both categories of Homeownership Units are combined, there were a total of 96 restricted Homeownership Units as of June 30, 2021 in the County of Contra Costa County's jurisdiction that contain deed restrictions, some of which had received direct assistance from the Successor or Former Agency.

Table 1
Contra Costa County Housing Successor
Annual Report Required by SB 341
Fiscal Year 2020-21

Description	H & S Code	Timeframe	Detail	Total
Successor Agency/City General Fund				
1. Amount Received per Special City Loan (34191.4)	34176.1 (f) (1)	2020-21	\$ - \$	- ⁽¹⁾
Low- and Moderate-Income Asset Fund				
2. Amount Deposited During:	34176.1 (f) (2)	2020-21	\$ - \$	<u>61,778</u> ⁽²⁾
City Loan Repayment (20% of #1 above)			-	
ROPS Related			-	
Other			<u>61,778</u>	
3. Cash Balance in the Fund as of Fiscal Year End	34176.1 (f) (3)	6/30/2021		<u>8,398,138</u> ⁽³⁾
Bond Proceeds			<u>6,099,460</u>	
ROPS Related			-	
Other Funds			<u>2,298,678</u>	
4. Expenditures by Category	34176.1 (f) (4)	2020-21		<u>176,787</u>
Administration			<u>176,787</u>	-
Housing Preservation/Monitoring			-	- ⁽⁴⁾
Heritage Point Affordable Housing Project			-	
Other Projects			-	
Other Reporting Requirements				
5. Non-Cash Assets - Total	34176.1 (f) (5)	6/30/2021		<u>14,962,618</u>
Statutory Value of Real Property (Land)			<u>6,745,633</u>	⁽⁵⁾
Loans and Grants Receivable			<u>8,216,985</u>	
6. Transferred Funds to Develop Transit Housing	34176.1 (f) (6)	6/30/2021		<u>None</u>
7. Projects with Funding Included on the ROPS	34176.1 (f) (7)	2020-21		<u>None</u>
8. Duration of Property Held	34176.1 (f) (8)	6/30/2021		<u>See Table 2</u>
9. Obligations Outstanding per 33413	34176.1 (f) (9)	6/30/2021		
Housing Production				<u>See Narrative</u> ⁽⁶⁾
Housing Replacement				<u>See Narrative</u> ⁽⁶⁾
10. Expenditure Targeting Requirements	34176.1 (f) (10)	from 1/1/2014		<u>See Table 3</u> ⁽⁷⁾
11. Rental Housing Units Restricted for Seniors	34176.1 (f) (11)	6/30/2021		<u>See Narrative</u>
12. Excess Surplus Calculation/Reporting	34176.1 (f) (12)	6/30/2021		<u>See Table 4</u>
13. Homeownership Unit Inventory	34176.1 (f) (13)	6/30/2021		<u>See Table 5</u>
AUDITED FINANCIAL STATEMENTS	34176.1 (f)	2020-21	<i>See Pages 126 to 129 of CAFR</i>	

- (1) The Successor Agency has no loans from the County that are outstanding.
- (2) Excluded from the fund balance shown above are loans receivables and land held for resale, which are shown separately under 5. above.
- (3) Costs reported are administrative costs associated with maintaining and preserving the Successor's assets are included with amounts reported for other administrative costs.
- (4) Equals the total value for all properties held for resale at the end of the fiscal year as reported to the state Department of Finance (DOF) in the Housing Successor's formal Housing Asset Transfer form, which was approved by DOF on February 6, 2013. This amount varies from the CAFR.
- (5) See preceding narrative for a description of the Housing Successor's compliance with these requirements.
- (6) Pertains to requirements to target expenditures towards households earning 80% or less of the median income, as outlined in Health and Safety Code 34176.1(a)(3). See Table 3.

Table 2
Contra Costa County Housing Successor
Land Held for Resale ⁽¹⁾
As of June 30, 2021

Project Name	Effective Acq. Date	Required Initiation Date (2)	Status	Future (3) Disposition Plans	CAFR (4) (6) 20-21 Carrying Asset Values	HAT (5) (6) 20-21 Carrying Asset Values
Orbisonia Heights (Bay Point)	2/6/2013	2/6/2023	ENA 9/12/2017	DDA in Process	5,216,418	5,231,380
North Broadway Property	2/6/2013	2/6/2023	Marketing Site	Notice of Surplus Land Availability Sent 2/22/22	55,790	55,790
Mims / Canal Assemblage	2/6/2013	2/6/2023	Marketing	Notice of Surplus Land Availability Sent 2/22/22	76,109	76,109
190 Bel Aire	2/6/2013	2/6/2023	Marketing Site	Notice of Surplus Land Availability Sent 2/22/22	40,268	40,268
Rodeo Town Center	2/6/2013	2/6/2023	Marketing Site	ENA expires March 20222019	938,792	938,792
Heritage Point – Phase 2 (7)	2/6/2013	2/6/2023	Phase 2 Commercial	Phase 2 Commercial	147,000	210,000
Rodeo Senior	2/6/2013	2/6/2023	DDLA approved 2/1/22	DDLA Executed. Entitlements Pending	188,183	188,183
Vacant	2/6/2013	2/6/2023	Marketing Site	Notice of Surplus Land Availability Sent January 2022	5,111	5,111
Total Carrying Value/Land Held for Resale					6,667,671	6,745,633

- (1) Includes properties held by the Housing Successor for transfer to public or private parties for future low- and moderate-income housing purposes. See Appendix A-2 for parcel level detail.
- (2) The "Effective Acquisition Date" for properties acquired by the Former Agency prior to dissolution is the date the transfer was approved by DOF, which is February 6, 2013. The "Required Initiation Date" is the date by which the Housing Successor must initiate development of affordable housing on these properties.
- (3) Represents current development related activities. See "Duration of Land Held" in the preceding report for a discussion of the timing of the Housing Successor's disposition plans.
- (4) Values shown are the values carried in the Housing Successor's accounting records or Consolidated Annual Financial Report (CAFR).
- (5) Values shown are the same as those included in the Housing Asset Transfer (HAT) forms that the Former Agency was required to send to the state for approval before property transfers to the Housing Successor could be finalized. These values vary from those included in the Successor's CAFRs for certain properties.
- (6) The "Carrying Asset Values" shown above may not be reflective of the current market values for the properties.
- (7) Heritage Point Phase 1 has been sold. CAFR Asset Value includes Phase 1 and 2

Table 3
Contra Costa County Housing Successor
Expenditure Targeting Requirements
by Income Group

Description	# of Units	Percentage Allocation ⁽¹⁾	Years 0 - 5 Carryover ⁽²⁾	Year 6 2019-20	Year 7 2020-21	Year 8 2021-22	Year 9 2022-23	Year 10 2023-24	5 -Year Total	Cumulative Total
				205,645	176,787					
DOLLARS EXPENDED BY PROGRAM ⁽³⁾										
Administration / Preservation	N/A	100.0%	610,165						610,165	992,597
Heritage Point Affordable Housing Project ⁽⁴⁾										
Extremely Low (30% or Below)	5	10.6%	397,445						-	397,445
Very Low (30% to 60%)	42	89.4%	3,338,540						-	3,338,540
Low (60^ to 80%)	0	0.0%	-						-	-
TOTAL HERITAGE POINT	47	100.0%	3,735,985						-	3,735,985
Rodeo Senior Phase 2										
Extremely Low (30% or below)	31				470,000	1,160,900	460,600		4,450,000	4,450,000
Very Low (30% to 60%)	35				530,000	1,309,100	519,400		2,091,500	2,091,500
Low (60^ to 80%)									2,358,500	2,358,500
TOTAL RODEO SENIOR PHASE 2	66				1,000,000	2,470,000	980,000		4,450,000	4,450,000
Future Project #1										
Extremely Low (30% or below)										
Very Low (30% to 60%)										
Low (60^ to 80%)										
FUTURE PROJECT #1										
GRAND TOTAL (Memo Only)										
	113		N/A	176,787	1,176,787	2,470,000	980,000		5,060,165	8,185,985

- (1) Costs have been allocated between the various applicable income categories based on the percentage of units in that category to the total number of assisted units. The actual costs to provide housing for Extremely Low Income Households is higher than Very Low Income Housing because the resulting subsidy requirement is larger.
- (2) Includes cumulative expenses from 2013-14 through 2018-19. For simplicity purposes, expenditures for the entire 2013-14 fiscal year have been included even though reporting was to start January 1, 2014.
- (3) Excludes monies spent by the Successor Agency on the Housing Successor's behalf for items, which expenditures were obligations of the Former Redevelopment Agency at the time of redevelopment dissolution.
- (4) Costs shown exclude the value of land sold to the developer for less than the amount the Agency spent to acquire the property in years prior to 2013-14. Heritage Point was initially approved April 5, 2011, which is prior to the date that Section 34176.1 of the Health and Safety Code became effective. As such, expenditures for this project should be considered exempt from the targeting requirements of the legislation.

Table 4
Contra Costa County Housing Successor
Excess Surplus Calculation
Fiscal Year 2020-21

Description	7/1/2020 Amount	7/1/2021 Amount	Source
Fund Balance as of 6/30	22,842,337	23,282,794	CAFR 2020-21
Less: Land Held for Resale ⁽¹⁾	(6,672,782)	(6,667,671)	CAFR 2020-21
Less: Bond Proceeds (Restricted Cash) ⁽²⁾	(6,099,056)	(6,099,460)	CAFR 2020-21
Less: Loans Receivable	(7,644,281)	(8,216,980)	CAFR 2020-21
Less: Due from Other Funds	-	(5)	CAFR 2020-21
Less: Accounts and Deposits Payable	(0)	-	CAFR 2020-21
Adjusted Fund Balance 6/30/2021	2,426,218	2,298,678	CAFR 2020-21
Amounts Deposited into the Account in Prior Years			
2016-17 ⁽³⁾	3,195,259	0	CAFR 2016-17 / Adjusted
2017-18 ⁽³⁾	687,326	687,326	CAFR 2017-18 / Adjusted
2018-19	192,844	192,844	CAFR 2018-19 / All Income
2019-20	379,848	379,848	CAFR 2019-20 / All Income
2020-21	N/A	61,778	CAFR 2020-21 / All Income
Four Year Total	4,455,277	1,321,796	Various
Difference ⁽⁴⁾	(2,029,058)	976,883	Excess Surplus

(1) Values shown for land represent the book values included in the CAFR, which is slightly lower than the statutory value. See Table 2.

(2) These are funds that are on deposit with the Fiscal Agent and represent bond proceeds, which must be spent in accordance with the bond document restrictions.

(3) Varies from the CAFR in that the above number includes 100 percent of the revenue received for property transfers without offset to account for the loss of an asset.

Table 5
Contra Costa County Housing Successor
Homeownership Inventory Reporting per
34176.1(f)(13) June 30, 2021

34716.1(f) (13), subsection:

A.	An inventory of homeownership units assisted by the Housing Successor (See Appendix)	
	Units where loans were outstanding as of 2/1/2012	30
	Units that were added after 2/1/2012	0
	Units where loans where no monies were or are outstanding	66
	Total Number of Single Family Homes Restricted	96
B.1	Number of units lost during 2019-20	No Units Lost
B.2	Reasons for the Losses	Not Applicable
C.	Any funds returned to the Housing Successor	Not Applicable
D.	Management of Single-Family Housing Units:	County Staff

Many of the Former Agency's Single Family Housing Programs resulted in single-family residential units that contained covenants that required the homes to remain in low- and moderate-income homeownership even after the units are sold by the original homeowners. Thus, no revenues that were received by the Housing Successor from any refinancing are revenues received as the result of losses to the portfolio.

Appendix A

Contra Costa County Housing Successor Annual Report

Appendix A-1
Contra Costa County Housing Successor
Land Held for Resale
As of June 30, 2021

HAT #	Address	Parcel No.	Original Date of Acquisition	Status	6/30/2021 CAFR Value	6/30/2021 Carrying Value/HAT
<u>Orbisonia Heights (Bay Point)</u>						
1- 1	530 S Broadway	094-012-021	01/03/2001	ENA 9/12/2017	9,525	9,525
1- 2	540 S Broadway	094-012-022	3/17/2008	ENA 9/12/2017	124,250	124,250
1- 3	550 S Broadway	094-012-023	4/10/2008	ENA 9/12/2017	194,250	194,250
1- 4	560 S Broadway	094-012-024	10/29/2007	ENA 9/12/2017	64,050	64,050
1- 5	570 S Broadway	094-012-025	2/29/2008	ENA 9/12/2017	113,750	113,750
1- 6	580 S Broadway	094-012-026	11/26/2008	ENA 9/12/2017	175,000	175,000
1- 7	590 S Broadway	094-012-027	10/29/2007	ENA 9/12/2017	133,875	133,875
1- 8	531 Bailey Rd	094 012 030	01/03/2001	ENA 9/12/2017	3,981	3,981
1- 9	541 Bailey Rd	094 012 031	01/03/2001	ENA 9/12/2017	4,459	4,459
1- 10	551 Bailey Rd	094 012 032	01/03/2001	ENA 9/12/2017	5,555	5,513
1- 11	561 Bailey Rd	094 012 033	01/03/2001	ENA 9/12/2017	9,716	9,716
1- 12	571 Bailey Rd	094 012 038	01/03/2001	ENA 9/12/2017	4,459	4,459
1- 13	581 Bailey Road	094-012-039	6/13/2006	ENA 9/12/2017	165,000	165,000
1- 14	591 Bailey Road	094-012-040	1/29/2010	ENA 9/12/2017	192,500	192,500
1- 15	610 S Broadway	094-013-001	3/17/2006	ENA 9/12/2017	197,500	197,500
1- 16	620 S Broadway	094-013-002	2/27/2009	ENA 9/12/2017	136,500	136,500
1- 17	650 S Broadway	094-013-003	12/7/2007	ENA 9/12/2017	157,500	157,500
1- 18	660 S Broadway	094-013-004	12/7/2007	ENA 9/12/2017	126,000	126,000
1- 19	668 S Broadway	094-013-005	10/12/2007	ENA 9/12/2017	135,450	135,450
1- 20	670 S Broadway	094-013-006	10/29/2007	ENA 9/12/2017	161,000	161,000
1- 21	641 S Broadway	094-014-012	10/31/2007	ENA 9/12/2017	168,000	183,004
2- 1	631 Bailey Road	094-013-012	3/17/2008	ENA 9/12/2017	42,350	42,350
2- 2	621 Bailey Road	094-013-013	12/23/2008	ENA 9/12/2017	59,150	59,150
2- 3	615 Bailey Road	094-013-014	9/30/2010	ENA 9/12/2017	227,500	227,500
2- 4	611 Bailey Road	094-013-015	2/27/2009	ENA 9/12/2017	175,000	175,000
2- 5	605 Bailey Road	094-013-016	2/27/2009	ENA 9/12/2017	-	-
2- 6	671 S Broadway	094-014-001	1/30/2009	ENA 9/12/2017	50,750	50,750
2- 7	571 S Broadway	094-014-010	1/30/2009	ENA 9/12/2017	-	-
2- 8	51 Maylard St.	094-014-011	8/16/2007	ENA 9/12/2017	157,500	157,500
2- 9	651 S Broadway	094-014-013	12/7/2007	ENA 9/12/2017	103,250	103,250
2- 10	661 S Broadway	094-014-014	6/12/2008	ENA 9/12/2017	175,000	175,000
2- 11	498 Wollam	094-015-006	4/11/2008	ENA 9/12/2017	175,000	175,000
2- 12	585 S Broadway	094-015-010	10/17/2005	ENA 9/12/2017	199,500	199,500
2- 13	581 S Broadway	094-015-011	9/18/2009	ENA 9/12/2017	176,750	176,750
2- 14	571 S Broadway	094-015-012	1/29/2010	ENA 9/12/2017	175,000	175,000
2- 15	551 S Broadway	094-015-013	10/29/2007	ENA 9/12/2017	152,250	152,250
2- 16	541 S Broadway	094-015-014	10/29/2007	ENA 9/12/2017	105,700	105,700
2- 17	591 S Broadway	094-015-027	11/28/2007	ENA 9/12/2017	183,750	183,750
2- 18	Memorial Way	094 015 028	01/03/2001	ENA 9/12/2017	9,148	9,148
2- 19	495 Wollam	094-016-002	8/21/2008	ENA 9/12/2017	213,500	213,500
2- 20	680 S Broadway	094-026-001	3/17/2008	ENA 9/12/2017	42,000	42,000
3- 1	690 S Broadway	094-026-002	8/10/2007	ENA 9/12/2017	182,000	182,000
3- 2	671 Bailey Road	094-026-007		ENA 9/12/2017	183,750	183,750
3- 3	681 Bailey Road	094-026-008	11/7/2008	ENA 9/12/2017	145,250	145,250
Total Bay Point					5,216,418	5,231,380

Appendix A-1
Contra Costa County Housing Successor
Land Held for Resale
As of June 30, 2021

HAT #	Address	Parcel No.	Original Date of Acquisition	Status	6/30/2021 CAFR Value	6/30/2021 Carrying Value/HAT
<u>North Broadway Property</u>					-	
3- 4	195 N. Broadway (3)	096 041 001	06/23/2003	Vacant Land	26,790	26,790
3- 5	199 N. Broadway (3)	096 041 013	06/23/2003	Vacant Land	-	-
3- 6	187 N. Broadway	096 041 026	11/12/2003	Vacant Land	29,000	29,000
Total North Broadway					55,790	55,790
					-	
<u>Mims / Canal Assemblage</u>						
3- 8	Amerson Ave	097 270 018	04/07/1995	Vacant Land	14,211	14,211
3- 9	231Amerson Ave	097 270 021	04/07/1995	Vacant Land	8,526	8,526
3- 10	235 Amerson Ave	097 270 022	11/30/1995	Vacant Land	14,056	14,056
3- 12	Mims Ave	097 270 074	01/03/2001	Vacant Land	1,700	1,700
3- 13	Amerson (Canal Rd)	097 270 076	12/14/1998	Vacant Land	21,221	21,221
3- 14	Canal Rd	097 270 078	01/03/2001	Vacant Land	5,998	5,998
3- 15	Canal Rd	097 270 080	01/03/2001	Vacant Land	10,397	10,397
Total Mims / Canal					76,109	76,109
					-	
<u>190 Bel Aire</u>					-	
3- 11	190 Bel Air Ln	097 270 056	12/15/1993	In Negotiations	40,268	40,268
<u>Rodeo Town Center</u>						
3- 18	233 Parker Ave	357-161-013	3/31/2006	In Negotiations	787,600	787,600
3- 19	Railroad Ave., Rodeo	357-161-001-7	4/15/2005	In Negotiations	151,192	151,192
3- 20	Railroad Ave., Rodeo	357-161-002-5	4/15/2005	In Negotiations	-	-
Total Rodeo Town Center					938,792	938,792
					-	-

Appendix A-1
Contra Costa County Housing Successor
Land Held for Resale
As of June 30, 2021

HAT #	Address	Parcel No.	Original Date of Acquisition	Status	6/30/2021 CAFR Value	6/30/2021 Carrying Value/HAT
Heritage Point						
		Sold				
4- 4	Grove, Richmond	409-080-001-4	11/17/2010	Sold		
4- 6	3rd, Richmond	409-080-014-7	9/17/2009	Sold		
4- 7	3rd, Richmond	409-080-016-2	2/15/2011	Sold		
4- 11	1538 3rd, Richmond	409-080-015	7/31/2012	Sold		
4- 8	3rd, Richmond	409-080-020-4	12/23/2009	Sold		
4- 5	Chesley, Richmond	409-080-027 *	6/23/2009	Planned for Phase 2	147,000	210,000
Total Heritage Point					147,000	210,000
<u>Rodeo Senior</u>						
3- 16	710 Willow Ave	357 120 074	03/05/1998	DDLA approved	188,183	188,183
<u>Other Vacant Lots</u>						
4- 10	4th, Richmond	409-261-015-5	2/19/2004	Vacant Land	5,111	5,111
Total Other Vacant Lots					5,111	5,111
GRAND TOTAL				Total	6,667,671	6,745,633

* Formerly parcel number 409-080-013-9.

Appendix A-2
Contra Costa County Housing Successor
Homeownership Inventory

No. of Units	Address	City/ Project	APN	Original Loan Amount	Equity Sharing?	Date of Loan	Program	(1) HAT#
Homeownership Units with Loans Outstanding (2)								
1	1726 5TH	Richmond	409-152-027-2	\$23,010	No	5/20/1992	1st Time Homebuyer	1- 10
1	1736 5TH	Richmond	409-152-028-0	31,568	No	11/13/1992	1st Time Homebuyer	1- 11
1	1740 5TH	Richmond	409-152-023-1	38,400	No	4/23/1993	1st Time Homebuyer	1- 7
1	1621 6TH	Richmond	409-141-008-6	35,000	No	8/30/2000	1st Time Homebuyer	1- 5
1	1727 Giaramita	Richmond	409-152-031-4	31,950	No	3/31/1993	1st Time Homebuyer	1- 12
1	1731 Giaramita	Richmond	409-152-025-6	27,500	No	4/27/1993	1st Time Homebuyer	1- 9
1	1741 Giaramita	Richmond	409-152-024-9	375,000	No	8/10/1993	1st Time Homebuyer	1- 8
1	104 Malcom	Richmond	408-230-025-4	3,000	Yes	12/13/2001	1st Time Homebuyer	1- 15
1	110 Malcom	Richmond	408-230-024-7	12,000	Yes	7/27/2001	1st Time Homebuyer	1- 14
1	116 Malcom	Richmond	408-230-023-9	10,000	Yes	2/8/2002	1st Time Homebuyer	1- 13
1	356 Malcom	Richmond	408-250-076-2	19,710	Yes	10/15/2008	1st Time Homebuyer	1- 4
1	440 Malcom	Richmond	408-250-062-2	38,364	Yes	3/11/2009	1st Time Homebuyer	1- 3
1	126 Marcus	Richmond	408-230-044-5	10,262	Yes	2/9/2001	1st Time Homebuyer	1- 16
1	1550 Martin	Richmond	408-230-070-0	10,000	Yes	5/9/2001	1st Time Homebuyer	1- 17
1	1556 Martin	Richmond	408-230-071-8	20,215	Yes	6/20/2001	1st Time Homebuyer	1- 18
1	124 Reid	Richmond	408-240-016-1	7,635	No	1/5/2007	1st Time Homebuyer	1- 1
1	154 Reid	Richmond	408-240-021-1	22,009	No	12/7/2006	1st Time Homebuyer	1- 2
1	2971 Ruby	Richmond		2,971	Yes	10/3/2002	1st Time Homebuyer	2- 3
1	3050 Ruby	Richmond		3,050	Yes	5/15/2001	1st Time Homebuyer	2- 2
1	5000 Ruby	Richmond		5,000	Yes	10/31/2001	1st Time Homebuyer	2- 4
1	14604 Ruby	Richmond		14,604	Yes	5/2/2001	1st Time Homebuyer	2- 1
21	Subtotal First Time Homebuyer Program							
9	Various	Various		1,036,000	No	6/21/2005	Habitat for Humanity	2- 10
30	Total Number of For-Sale Units with Active Loans (2)			\$1,777,248				

----- Continued on Following Page -----

Appendix A-2
Contra Costa County Housing Successor
Homeownership Inventory

No. of Units	Address	City/ Project	APN	Original Loan Amount	Equity Sharing?	Date of Loan	Program	(1) HAT#
Homeownership Units with No Loans Outstanding (3)								
1	174 Anchor	Bay Point	098-560-018-8	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 8
1	185 Anchor	Bay Point	098-560-021-2	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 9
1	191 Anchor	Bay Point	098-560-022-0	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 10
1	3806 Camino Andres	Bay Point	098-560-027-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 13
1	3818 Camino Andres	Bay Point	098-560-025-3	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 12
1	3824 Camino Andres	Bay Point	098-560-024-6	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 11
1	269 Franklin	Bay Point	095-041-028-2	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 14
1	127 Harris	Bay Point	095-420-016-8	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 3
1	6 Lancaster	Bay Point	097-440-019-4	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 5
1	98 Pacifica	Bay Point	098-052-001-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 6
1	81 Shelter	Bay Point	098-560-008-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 7
1	96 Water	Bay Point	097-021-039-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 4
1	182 Catamaran	Pittsburg	095-281-001-8	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 1
1	121 Ellison	Richmond	408-240-009-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 20
1	133 Ellison	Richmond	408-240-007-0	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 11
1	151 Ellison	Richmond	408-240-004-7	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 16
1	157 Ellison	Richmond	408-240-003-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 15
1	115 Henry Clark	Richmond	408-250-013-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 19
1	128 Henry Clark	Richmond	408-240-071-6	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 11
1	145 Henry Clark	Richmond	408-250-008-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 18
1	152 Henry Clark	Richmond	408-240-075-7	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 12
1	163 Henry Clark	Richmond	408-250-005-1	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 17
1	182 Henry Clark	Richmond	408-240-080-7	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 13
1	113 Lucy	Richmond	408-240-066-6	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 10
1	114 Lucy	Richmond	408-240-041-9	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 4
1	137 Lucy	Richmond	408-240-062-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 9
1	144 Lucy	Richmond	408-240-046-8	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 5
1	167 Lucy	Richmond	408-240-057-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 8
1	168 Lucy	Richmond	408-240-050-0	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 6
1	180 Lucy	Richmond	408-240-052-6	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 7
1	140 Malcom	Richmond	408-230-019-7	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 16
1	146 Malcom	Richmond	408-230-018-9	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 15
1	159 Malcom	Richmond	408-230-034-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 11
1	248 Malcom	Richmond	408-230-002-3	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 10
1	254 Malcom	Richmond	408-230-001-5	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 9
1	260 Malcom	Richmond	408-240-094-8	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 16
1	296 Malcom	Richmond	408-240-088-0	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 15
1	308 Malcom	Richmond	408-240-086-4	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 14
1	338 Malcom	Richmond	408-250-079-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 1
1	410 Malcom	Richmond	408-250-067-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 2
1	413 Malcom	Richmond	408-250-053-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 8
1	144 Marcus	Richmond	408-230-041-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 14
1	149 Marcus	Richmond	408-230-053-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 19
1	167 Marcus	Richmond	408-230-050-2	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 18
1	168 Marcus	Richmond	408-230-038-7	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 13

Appendix A-2
Contra Costa County Housing Successor
Homeownership Inventory

No. of Units	Address	City/ Project	APN	Original Loan Amount	Equity Sharing?	Date of Loan	Program	(1) HAT#
1	179 Marcus	Richmond	408-230-048-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 17
1	180 Marcus	Richmond	408-230-036-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 12
1	1532 Martin	Richmond	408-230-067-6	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 17
1	1717 Martin	Richmond	408-250-017-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 3
1	1729 Martin	Richmond	408-250-019-2	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 4
1	1741 Martin	Richmond	408-250-021-8	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 5
1	129 Reid	Richmond	408-240-035-1	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 3
1	130 Reid	Richmond	408-240-017-9	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 1
1	159 Reid	Richmond	408-240-030-2	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 2
1	279 Ruby	Richmond	408-230-085-8	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 1
1	115 Spears	Richmond	408-250-049-9	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 7
1	152 Spears	Richmond	408-250-038-2	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 6
1	35 Cool Creek	Rodeo	357-120-027-2	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 5
1	711 Edward Werth	Rodeo	357-120-070-2	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 10
1	719 Edward Werth	Rodeo	357-120-068-6	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 9
1	724 Edward Werth	Rodeo	357-120-019-9	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 3
1	744 Edward Werth	Rodeo	357-120-026-4	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 4
1	780 Edward Werth	Rodeo	357-120-036-3	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 6
1	788 Edward Werth	Rodeo	357-120-038-9	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 7
1	812 Edward Werth	Rodeo	357-120-044-7	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 8
1	12 Fallen Leaf	Rodeo	357-120-018-1	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 2
N/A	Not For-Sale Housing	Park Regency		N/A	N/A	N/A		6- 18
N/A	Not For-Sale Housing	Avalon Bay Walnut Creek		N/A	N/A	N/A		6- 19
N/A	Not For-Sale Housing	DeAnza Gardens		N/A	N/A	N/A		6- 20
<hr/>								
66	Total Number of Restricted Units with No Loans Outstanding (3)							

- (1) Reference to the location in the Housing Successor's Housing Asset Transfer form approved by DOF on February 6, 2013. Units in the first category (1-1 through 2-10 represent pages 1 and 2 of the tabs/pages labeled 34176(e)(3) Loans and Grants. Units in the second category (5-1 through 8-10) come from an earlier section of the form, 34176(3)(1) Real Property, pages 5 through 8.
- (2) This category includes affordable restricted Homeownership Units for which loans were outstanding as of February 1, 2012.
- (3) This category includes affordable restricted Homeownership Units for which **no** loans were outstanding as of February 1, 2012.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Memorandum of Agreement Amendment #28-940-5 with City of San Pablo

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Service Director, or designee to execute Amendment Memorandum of Agreement #28-940-4 with the City of San Pablo, to allow the County to continue using the City's Davis Park Multi-Purpose Room for COVID-19 vaccination and testing services and to extend the termination date from March 31, 2022 to May 31, 2022.

FISCAL IMPACT:

This is a nonfinancial agreement and there is no cost to the County associated with signing this Memorandum of Agreement (MOA) amendment.

BACKGROUND:

On November 10, 2020, the Board of Supervisors approved Memorandum of Agreement #28-940 with the City of San Pablo to allow the County to provide COVID-19 testing services at its Davis Park Multi-Purpose Room located at 1667 Folsom Avenue, San Pablo, California, for the period from November 10, 2020 through June 30, 2021. This MOA includes mutual indemnification.

On December 14, 2021, Amendment Agreement #28-940-4 modified the MOA to extend the term from December 31, 2021 to March 31, 2022.

The County's Health Officer has determined that continuing to provide accessible, timely testing and immunizations are critical to reducing transmission of the COVID-19 virus and protecting the community. Therefore, the Department has determined the need to extend the term of the MOA through May 31, 2022 is necessary to continue operation of COVID-19 related services.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not be able to provide additional COVID-19 testing and immunization services to West County residents at this facility for two additional months.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Anna Roth, 925-957-2670

By: , Deputy

cc: Marcy Wilhelm

To: Contra Costa County Housing Authority Board of Commissioners
 From: Monica Nino, County Administrator
 Date: March 22, 2022



Contra
Costa
County

Subject: AMEND HOUSING AUTHORITY MEETING SCHEDULE TO ADD A REGULAR MEETING ON APRIL 26, 2022

RECOMMENDATION(S):

ADOPT the revised 2022 meeting schedule (below) for the Housing Authority of the County of Contra Costa Board of Commissioners to add a regular meeting on April 26, 2022.

March 8
 April 26
 May 17
 July 12
 September 13
 December 6

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Each year, the Board of Commissioners 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 Housing Authority Board of Commissioners, in November 2021, adopted its 2022 meeting schedule providing five meetings for the Board of Commissioners. There is now a need to schedule a sixth regular meeting on April 26, 2022. The 2022 revised meeting schedule has been prepared in consultation with the Board Chair and the County Administrator and is recommended for the Board's adoption.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Julie DiMaggio Enea
 925.655.2056

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: March 22, 2022

Subject: ADOPTION OF THE QUARTERLY INVESTMENT REPORT AS OF 12/31/2021

RECOMMENDATION(S):

ACCEPT THE Treasurer's Quarterly Investment Report as of December 31, 2021, as recommended by the County Treasurer-Tax Collector.

FISCAL IMPACT:

None.

BACKGROUND:

Government Code Section 53646 requires the County Treasurer to prepare quarterly reports to the Board of Supervisors describing County investments including type, par value, cost, and market value. Attached please find the report covering the period October 1, 2021 through December 31, 2021.

As of December 31, 2021, the par value, cost, and market value of Contra Costa County Investment Pool were \$4,935,365,830.77, \$4,932,465,499.97, and \$4,926,494,309.11 respectively. The weighted yield to maturity was 0.34% and the weighted average days to maturity were 274 days.

As of December 31, 2021, the Treasurer's investment portfolio was in compliance with Government Code 53600 et. seq. and with the Treasurer's current investment policy. Historical activities combined with future cash flow projections indicate that the County should be able to meet its cash flow needs for the next six months.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ronda Boler (925) 608-9506

By: , Deputy

cc:

ATTACHMENTS

Q4_2021_TOC

Final



CONTRA COSTA COUNTY
TREASURER'S QUARTERLY INVESTMENT REPORT
AS OF DECEMBER 31, 2021

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*No Treasury Pool assets were invested in the CalTRUST Liquidity fund during the quarter.

EXECUTIVE SUMMARY

- The Treasurer's investment portfolio is in compliance with Government Code 53600 et. seq..
- The Treasurer's investment portfolio is in compliance with the Treasurer's current investment policy.
- The Treasurer's investment portfolio has no securities lending, reverse repurchase agreements or derivatives.
- As of 12/31/21, the fair value of the Treasurer's investment portfolio was 99.88% of the cost. Approximately 81 percent of the portfolio or over \$4 billion will mature in less than a year. Historical activities combined with future cash flow projections indicate that the County should be able to meet its cash flow needs for the next six months.
- Treasurer's Investment Portfolio Characteristics

Par	\$4,935,365,830.77
Cost	\$4,932,465,499.97
Market Value	\$4,926,494,309.11
Weighted Yield to Maturity	0.34%
Weighted Average Days to Maturity	274 days
Weighted Duration	0.73 year

Notes:

1. All reporting information is unaudited but due diligence was utilized in its preparation. The information in this report is subject to change without notice.
2. There may be slight differences between the investment pool summary pages and the attached statements and exhibits from time to time. The variances are largely due to the timing difference in recording and/or posting transactions, interests, security values, etc.
3. All securities and amounts reported are denominated in U.S. Dollars.

CONTRA COSTA COUNTY INVESTMENT POOL
As of December 31, 2021

<u>TYPE</u>	<u>PAR VALUE</u>	<u>COST</u>	<u>FAIR VALUE</u>	<u>PERCENT OF TOTAL COST</u>
A. Investments Managed by Treasurer's Office				
1. U.S. Treasuries (STRIPS, Bills, Notes)	\$83,382,000.00	\$83,311,489.26	\$83,330,091.41	1.69%
2. U.S. Agencies				
Federal Home Loan Banks	154,560,000.00	154,553,182.56	153,857,102.20	3.13%
Federal National Mortgage Association	156,000,000.00	155,598,353.00	154,911,640.00	3.15%
Federal Farm Credit Banks	179,356,000.00	179,267,847.41	178,079,598.52	3.63%
Federal Home Loan Mortgage Corporation	120,158,000.00	120,094,244.58	118,452,701.86	2.43%
Subtotal	610,074,000.00	609,513,627.55	605,301,042.58	12.36%
3. Supranationals - International Government	178,000,000.00	177,623,193.67	175,633,970.00	3.60%
4. Money Market Instruments				
Commercial Paper	1,834,543,000.00	1,833,658,018.75	1,834,234,392.01	37.18%
Negotiable Certificates of Deposit	1,206,142,000.00	1,206,142,000.00	1,206,382,129.86	24.45%
Time Deposit	3,404.12	3,404.12	3,404.12	0.00%
Subtotal	3,040,688,404.12	3,039,803,422.87	3,040,619,925.99	61.63%
5. Corporate Notes	201,229,000.00	199,741,270.22	200,301,806.45	4.05%
TOTAL (Section A.)¹	4,113,373,404.12	4,109,993,003.57	4,105,186,836.43	83.33%
B. Investments Managed by Outside Contractors				
1. PFM	77,539,161.29	77,695,830.19	77,337,448.95	1.58%
2. Local Agency Investment Fund (LAIF)	260,261,146.58	260,261,146.58	259,594,649.01 ²	5.28%
3. Allspring Global Investments ⁵	43,943,720.84	44,267,121.69	44,126,976.78 ³	0.90%
4. CAMP	361,739,859.91	361,739,859.91	361,739,859.91	7.33%
5. CalTRUST (Liquidity Fund)	-	-	-	0.00%
6. US Bank (Federated Tax Free Cash Fund)	4,184,466.59	4,184,466.59	4,184,466.59	0.08%
7. Other				
a. EBRCS Bond	1,247,771.14	1,247,771.14	1,247,771.14	0.03%
TOTAL (Section B.)	748,916,126.35	749,396,196.10	748,231,172.38	15.19%
C. Cash	73,076,300.30	73,076,300.30	73,076,300.30	1.48%
⁴GRAND TOTAL (FOR A , B, & C)	\$4,935,365,830.77	\$4,932,465,499.97	\$4,926,494,309.11	100.00%

Notes:

1. Excludes funds managed by PFM retained by Contra Costa School Insurance Group and Community College District
2. Estimated Fair Value
3. Base Market Value plus Accrued Interest
4. Does not include the Futuris Public Entity Trust of the Contra Costa Community College District Retirement Board of Authority
5. After completion of acquisition, WFAM changed the name to Allspring Global Investments in November 2021.

CONTRA COSTA COUNTY INVESTMENT POOL
As of December 31, 2021

CONTRA COSTA COUNTY INVESTMENT POOL - EARNING STATISTICS

	Fiscal Year To Date	Quarter To Date
Average Daily Balance (\$)	3,932,402,257.35	4,091,960,648.45
Net Earnings (\$)	8,341,754.05	4,264,501.70
Earned Income Yield	0.42%	0.41%

CONTRA COSTA COUNTY INVESTMENT POOL - PORTFOLIO STATISTICS

Investment Type	Par Value (\$)	Fair Value (\$)	YTM (%)	WAM (days)	Percentage of Portfolio
U.S. Treasury	83,382,000.00	83,330,091.41	0.09	260	1.69%
Agencies	610,074,000.00	605,301,042.58	0.98	1078	12.29%
Commercial Paper	1,834,543,000.00	1,834,234,392.01	0.15	62	37.23%
NCD/YCD	1,206,142,000.00	1,206,382,129.86	0.16	75	24.49%
Corporate Notes	201,229,000.00	200,301,806.45	1.70	922	4.07%
Time Deposit	3,404.12	3,404.12	0.08	875	0.00%
Supranationals	178,000,000.00	175,633,970.00	0.63	1189	3.57%
PFM	77,539,161.29	77,337,448.95	0.61	751	1.57%
LAIF	260,261,146.58	259,594,649.01	0.21	1	5.27%
CAMP	361,739,859.91	361,739,859.91	0.05	0	7.34%
CalTRUST (Liquidity)	-	-	-	0	0.00%
Allspring Global Investments	43,943,720.84	44,126,976.78	0.44	342	0.90%
US Bank (Federated Tax Free)	4,184,466.59	4,184,466.59	0.01	0	0.08%
Misc. ¹	1,247,771.14	1,247,771.14	N/A	N/A	0.03%
Cash	73,076,300.30	73,076,300.30	0.25 ²	0	1.48%
Total Fund³	4,935,365,830.77	4,926,494,309.11	0.34	274	100.00%

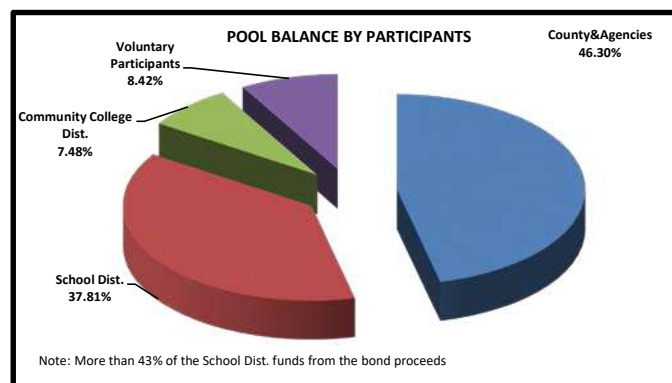
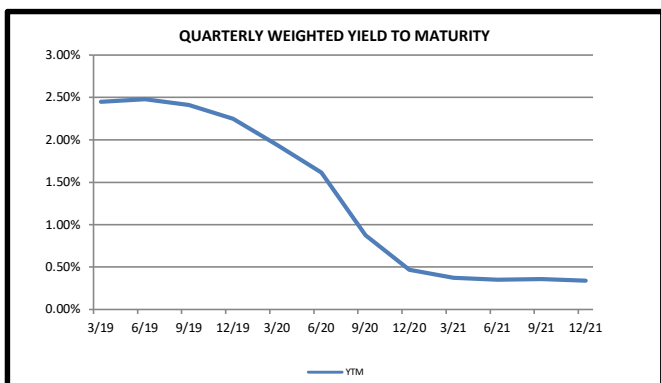
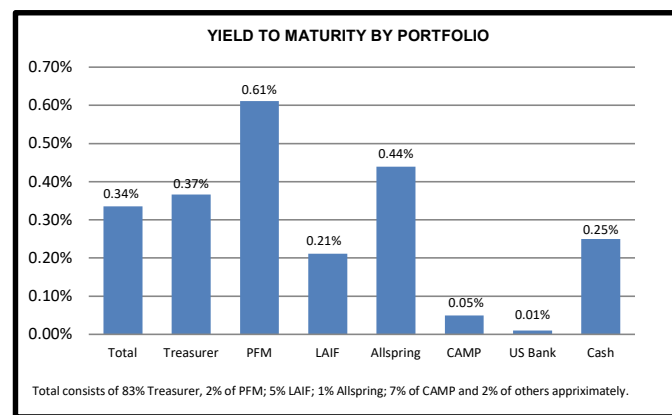
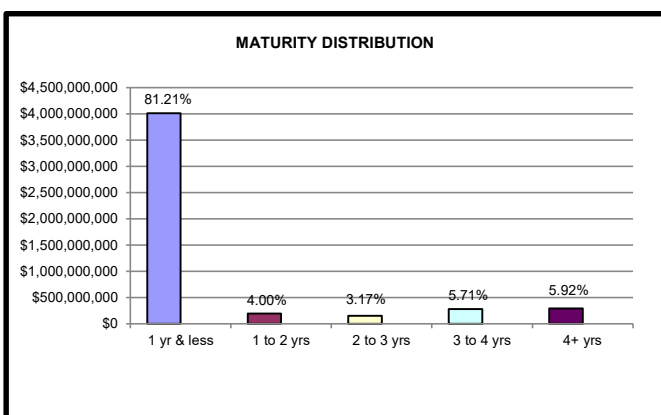
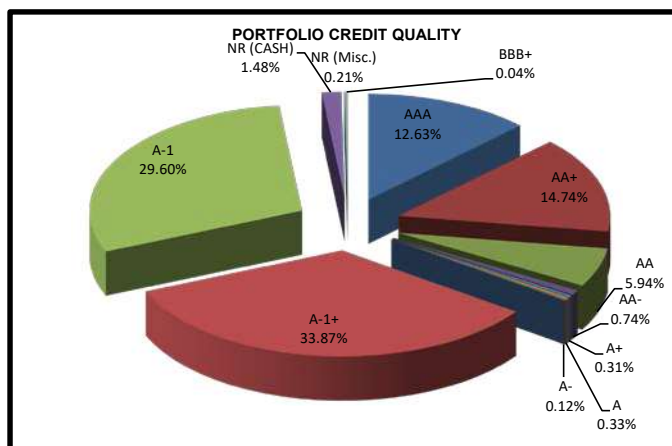
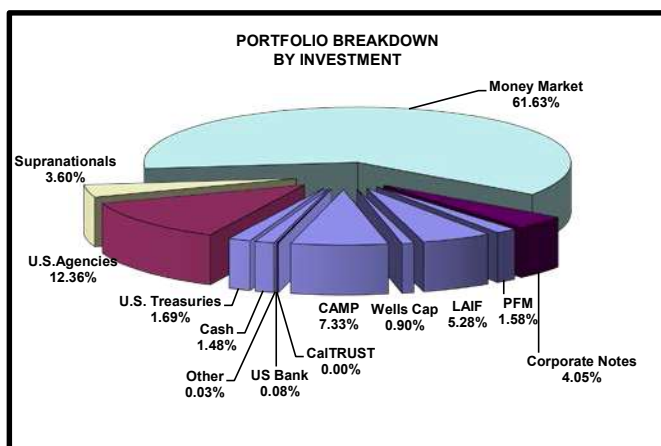
1. East Bay Regional Communications System Authority.

2. Average Earning Allowance for this quarter.

3. Excludes the Futuris Public Entity Trust of the CCCCD Retirement Board of Authority.

CONTRA COSTA COUNTY INVESTMENT POOL AT A GLANCE

As of December 31, 2021

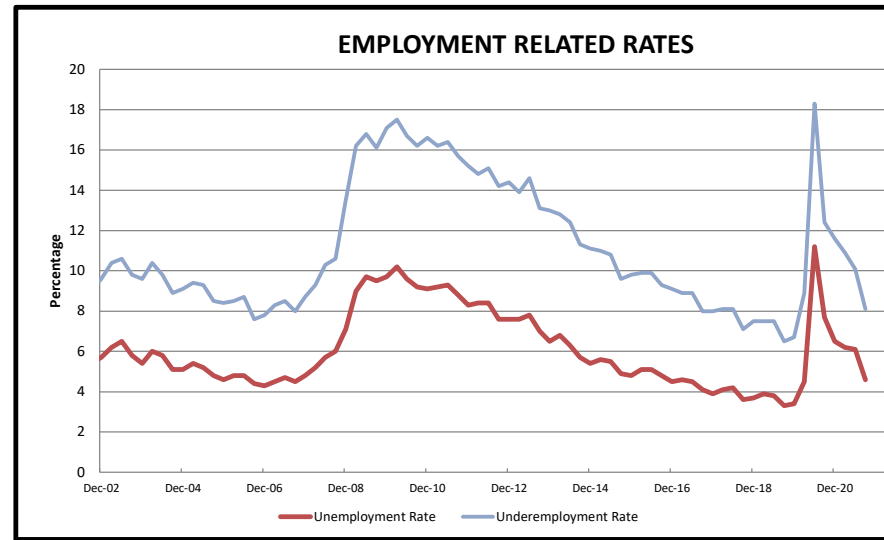
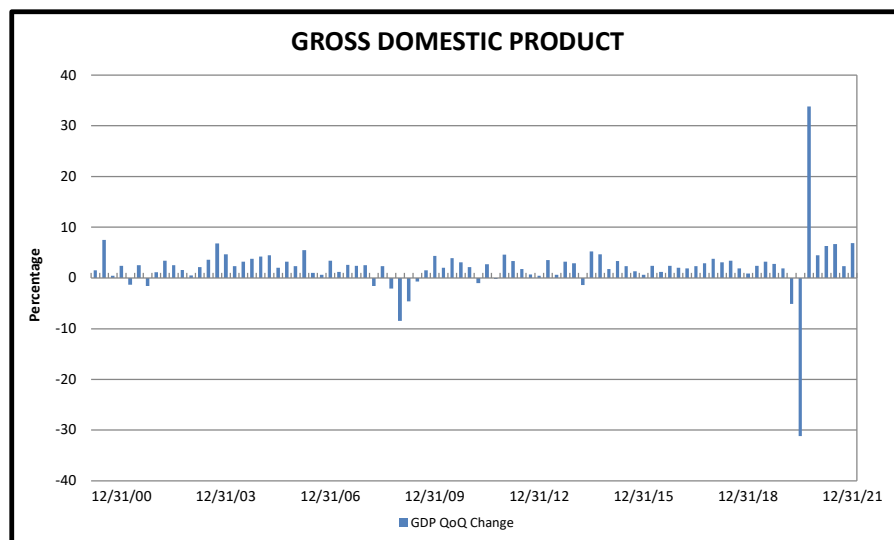
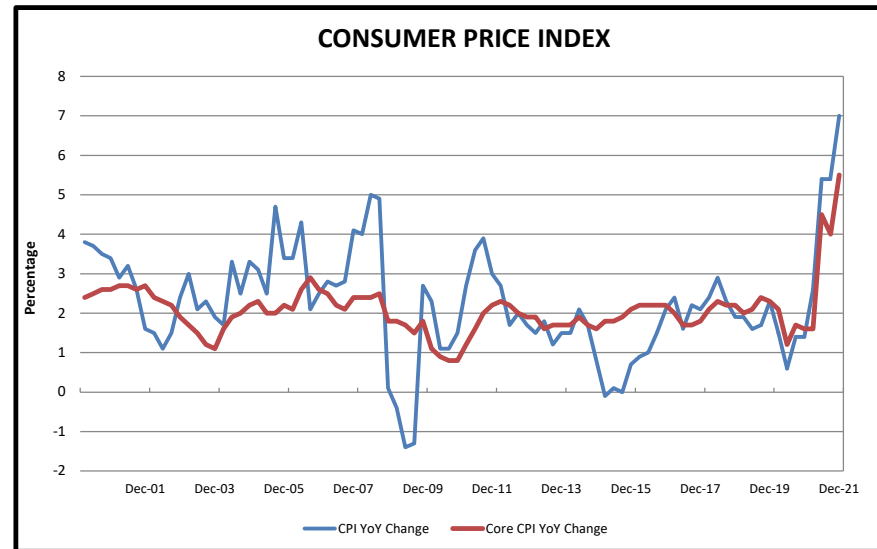
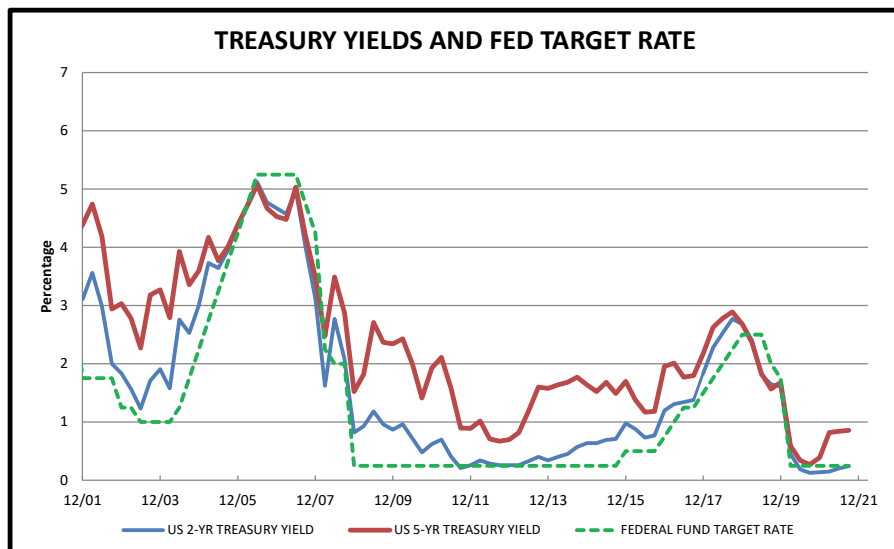


NOTES TO INVESTMENT PORTFOLIO SUMMARY AND AT A GLANCE AS OF DECEMBER 31, 2021

1. All report information is unaudited but due diligence was utilized in its preparation.
2. There may be slight differences between the portfolio summary page and the attached exhibits and statements for investments managed by outside contractors or trustees. The variance is due to the timing difference in recording transactions associated with outside contracted parties during interim periods and later transmitted to the appropriate county agency and/or the Treasurer's Office. In general, the Treasurer's records reflect booked costs at the beginning of a period.
3. All securities and amounts included in the portfolio are denominated in United States Dollars.
4. The Contra Costa County investment portfolio maintains Standard & Poor's highest credit quality rating of AA+ and lowest volatility of S1+. The portfolio consists of a large portion of short-term investments with credit rating of A-1/P-1 or better. The majority of the long-term investments in the portfolio are rated AA or better.
5. In accordance with Contra Costa County's Investment Policy, the Treasurer's Office has constructed a portfolio that safeguards the principal, meets the liquidity needs and achieves a return. As a result, approximately 81% of the portfolio will mature in less than a year with a weighted average maturity of 274 days.

MAJOR MARKET AND ECONOMIC DATA

AS OF DECEMBER 31, 2021



Note:
All data provided by Bloomberg.

SECTION III

APPENDIX

A. INVESTMENT PORTFOLIO DETAIL - MANAGED BY TREASURER'S OFFICE



Inventory by Market Value

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As Of Date: 12/31/2021

Date Basis: Settlement

Run: 01/27/2022 09:19:45 AM

Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
Inv Type: 1 SUPRANATIONALS								
85940	SUPRA IBRD	459058JM6	11/30/2020	.250000	10,000,000.00	9,909,600.00	2,569.44	0.00
			11/24/2023	.286596	9,989,136.67	99.096000	IDC-FIS	-79,536.67
86017	SUPRA IFC	45950VPJ9	01/15/2021	.580000	10,000,000.00	9,701,100.00	26,744.44	0.00
			01/15/2026	.580000	10,000,000.00	97.011000	IDC-FIS	-298,900.00
86039	SUPRA IFC	45950VPL4	02/05/2021	.450000	15,000,000.00	14,473,350.00	27,375.00	0.00
			02/05/2026	.504549	14,959,650.00	96.489000	IDC-FIS	-486,300.00
86079	SUPRA IADB	45818WCZ7	02/24/2021	.650000	10,000,000.00	9,815,800.00	23,652.76	0.00
			02/20/2026	.650000	10,000,000.00	98.158000	IDC-FIS	-184,200.00
86101	SUPRA IADB	45818WDA1	03/11/2021	.800000	10,000,000.00	9,850,100.00	26,004.44	0.00
			03/04/2026	.914003	9,944,620.00	98.501000	IDC-FIS	-94,520.00
86171	SUPRA IBRD	459058JV6	04/20/2021	.125000	20,000,000.00	19,877,200.00	4,930.56	0.00
			04/20/2023	.228796	19,958,600.00	99.386000	IDC-FIS	-81,400.00
86172	SUPRA IADB	4581X0DV7	04/20/2021	.875000	10,000,000.00	9,843,500.00	17,256.94	0.00
			04/20/2026	.969059	9,954,200.00	98.435000	IDC-FIS	-110,700.00
86188	SUPRA IADB	4581X0DV7	04/28/2021	.875000	10,000,000.00	9,843,500.00	17,256.94	0.00
			04/20/2026	.892899	9,991,300.00	98.435000	IDC-FIS	-147,800.00
86225	SUPRA IFC	45950VPX8	05/14/2021	.860000	13,000,000.00	12,758,070.00	14,596.11	0.00
			05/14/2026	.899992	12,974,637.00	98.139000	IDC-FIS	-216,567.00
86228	SUPRA IBRD	459058JL8	05/18/2021	.500000	10,000,000.00	9,746,200.00	8,750.00	0.00
			10/28/2025	.752348	9,889,900.00	97.462000	IDC-FIS	-143,700.00
86254	SUPRA IADB	45818WDH6	06/17/2021	.800000	10,000,000.00	9,845,600.00	3,111.11	0.00
			06/17/2026	.817998	9,991,200.00	98.456000	IDC-FIS	-145,600.00
86352	SUPRA IFC	45950VQE9	09/10/2021	.430000	10,000,000.00	9,994,900.00	13,258.33	0.00
			09/10/2024	.447133	9,994,900.00	99.949000	BOOK	0.00
86372	SUPRA IFC	45950VQH2	09/27/2021	.230000	10,000,000.00	9,996,600.00	6,005.56	0.00
			09/27/2023	.247053	9,996,600.00	99.966000	BOOK	0.00
86377	SUPRA IFC	45950VQJ8	09/28/2021	.600000	10,000,000.00	9,981,450.00	15,500.00	0.00
			02/28/2025	.655011	9,981,450.00	99.814500	BOOK	0.00
86494	SUPRA IFC	45950VQS8	11/24/2021	.610000	10,000,000.00	10,000,000.00	6,269.44	0.00
			11/24/2023	.610000	10,000,000.00	100.000000	BOOK	0.00
86499	SUPRA IADB	45818WDK9	11/29/2021	.920000	10,000,000.00	9,997,000.00	8,177.78	0.00
			11/29/2024	.930163	9,997,000.00	99.970000	BOOK	0.00
Subtotal				.570934	178,000,000.00	175,633,970.00	221,458.85	0.00
				.625482	177,623,193.67	98.670770		-1,989,223.67



Inventory by Market Value

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Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
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Inv Type: 11 TREASURY BILLS

86386	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	250,000.00	249,826.25	53.13	0.00
			10/06/2022	.090084	249,773.12	99.930500	BOOK	0.00
86387	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	5,000,000.00	4,996,525.00	1,062.50	0.00
			10/06/2022	.090082	4,995,462.50	99.930500	BOOK	0.00
86388	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	2,400,000.00	2,398,332.00	510.00	0.00
			10/06/2022	.090082	2,397,822.00	99.930500	BOOK	0.00
86389	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	20,000,000.00	19,986,100.01	4,250.00	0.00
			10/06/2022	.090082	19,981,850.01	99.930500	BOOK	0.00
86390	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	5,000,000.00	4,996,525.00	1,062.50	0.00
			10/06/2022	.090082	4,995,462.50	99.930500	BOOK	0.00
86391	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	200,000.00	199,861.00	42.50	0.00
			10/06/2022	.090082	199,818.50	99.930500	BOOK	0.00
86392	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	300,000.00	299,791.50	63.75	0.00
			10/06/2022	.090082	299,727.75	99.930500	BOOK	0.00
86393	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	200,000.00	199,861.00	42.50	0.00
			10/06/2022	.090082	199,818.50	99.930500	BOOK	0.00
86394	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	1,000,000.00	999,305.00	212.50	0.00
			10/06/2022	.090082	999,092.50	99.930500	BOOK	0.00
86395	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	350,000.00	349,756.75	74.38	0.00
			10/06/2022	.090083	349,682.37	99.930500	BOOK	0.00
86396	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	5,000,000.00	4,996,525.00	1,062.50	0.00
			10/06/2022	.090082	4,995,462.50	99.930500	BOOK	0.00
86397	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	500,000.00	499,652.50	106.25	0.00
			10/06/2022	.090082	499,546.25	99.930500	BOOK	0.00
86398	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	6,000,000.00	5,995,830.01	1,275.00	0.00
			10/06/2022	.090082	5,994,555.01	99.930500	BOOK	0.00
86399	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	250,000.00	249,826.25	53.13	0.00
			10/06/2022	.090084	249,773.12	99.930500	BOOK	0.00
86400	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	2,300,000.00	2,298,401.50	488.75	0.00
			10/06/2022	.090082	2,297,912.75	99.930500	BOOK	0.00
86401	PW GOV US TRESURY B	912796M89	10/08/2021	.090000	150,000.00	149,895.75	31.88	0.00
			10/06/2022	.090085	149,863.87	99.930500	BOOK	0.00
86402	PW GOV US TREASURY	912796M89	10/08/2021	.090000	5,000,000.00	4,996,525.00	1,062.50	0.00
			10/06/2022	.090082	4,995,462.50	99.930500	BOOK	0.00
86403	PW GOV US TREASURY	912796M89	10/08/2021	.090000	600,000.00	599,583.00	127.50	0.00



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86404	PW GOV US TREASURY	912796M89	10/06/2022	.090082	599,455.50	99.930500	BOOK	0.00
			10/08/2021	.090000	8,500,000.00	8,494,092.50	1,806.25	0.00
			10/06/2022	.090082	8,492,286.25	99.930500	BOOK	0.00
86405	PW GOV US TREASURY	912796M89	10/08/2021	.090000	200,000.00	199,861.00	42.50	0.00
			10/06/2022	.090082	199,818.50	99.930500	BOOK	0.00
			10/08/2021	.090000	1,000,000.00	999,305.00	212.50	0.00
86406	PW GOV US TREASURY	912796M89	10/06/2022	.090082	999,092.50	99.930500	BOOK	0.00
			10/08/2021	.090000	3,500,000.00	3,497,567.50	743.75	0.00
			10/06/2022	.090082	3,496,823.75	99.930500	BOOK	0.00
86407	PW GOV US TREASURY	912796M89	10/08/2021	.090000	600,000.00	599,583.00	127.50	0.00
			10/06/2022	.090082	599,455.50	99.930500	BOOK	0.00
			10/08/2021	.090000	400,000.00	399,722.00	85.00	0.00
86408	PW GOV US TREASURY	912796M89	10/06/2022	.090082	399,637.00	99.930500	BOOK	0.00
			10/08/2021	.090000	300,000.00	299,791.50	63.75	0.00
			10/06/2022	.090082	299,727.75	99.930500	BOOK	0.00
86409	PW GOV US TREASURY	912796M89	10/08/2021	.090000	1,500,000.00	1,498,957.50	318.75	0.00
			10/06/2022	.090082	1,498,638.75	99.930500	BOOK	0.00
			10/08/2021	.090000	1,000,000.00	999,305.00	212.50	0.00
86410	PW GOV US TREASURY	912796M89	10/06/2022	.090082	999,092.50	99.930500	BOOK	0.00
			10/08/2021	.090000	900,000.00	899,374.50	191.25	0.00
			10/06/2022	.090082	899,183.25	99.930500	BOOK	0.00
86411	PW GOV US TREASURY	912796M89	10/08/2021	.090000	200,000.00	199,861.00	42.50	0.00
			10/06/2022	.090082	199,818.50	99.930500	BOOK	0.00
			10/08/2021	.090000	1,800,000.00	1,798,749.00	382.50	0.00
86412	PW GOV US TREASURY	912796M89	10/06/2022	.090082	1,798,366.50	99.930500	BOOK	0.00
			10/08/2021	.090000	200,000.00	199,861.00	42.50	0.00
			10/06/2022	.090082	199,818.50	99.930500	BOOK	0.00
86413	PW GOV US TREASURY	912796M89	10/08/2021	.090000	400,000.00	399,722.00	85.00	0.00
			10/06/2022	.090082	399,637.00	99.930500	BOOK	0.00
			10/12/2021	.090000	1,610,000.00	1,608,881.05	326.02	0.00
86414	PW GOV US TREASURY	912796M89	10/06/2022	.090081	1,608,555.03	99.930500	BOOK	0.00
			11/09/2021	.037500	3,501,000.00	3,500,894.97	193.28	40.85
			02/10/2022	.037504	3,500,660.84	99.997000	IDC-FIS	0.00
86415	PW GOV US TREASURY	912796L72	11/09/2021	.037500	2,000,000.00	1,999,940.00	110.42	23.33
			02/10/2022	.037504	1,999,806.25	99.997000	IDC-FIS	0.00
			11/09/2021	.037500	1,101,000.00	1,100,966.97	60.78	12.85
86416	HR GOV US TREASURY	912796L72	02/10/2022	.037504	1,100,893.34	99.997000	IDC-FIS	0.00



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Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
			Subtotal	.085832	83,212,000.00	83,158,558.01	16,628.02	77.03
				.085907	83,141,852.96	99.935776		0.00

Inv Type: 12 TREASURY NOTES

83893	WT GOV US TREASURY	912828258	09/11/2017	1.625000	170,000.00	171,533.40	938.64	1,897.10
			08/31/2022	1.670000	169,636.30	100.902000	IDC-FIS	0.00
			Subtotal	1.625000	170,000.00	171,533.40	938.64	1,897.10
				1.670000	169,636.30	100.902000		0.00

Inv Type: 22 FEDERAL HOME LOAN BANKS

84420	WT GOV FHLB NOTE	3130AE3Q1	05/21/2018	2.735000	165,000.00	166,237.50	890.01	2,279.64
			04/20/2022	2.906513	163,957.86	100.750000	IDC-FIS	0.00
84459	RM GOV FHLB NOTE	3130AEEQ9	06/01/2018	2.650000	2,500,000.00	2,522,525.00	8,281.25	24,842.50
			05/16/2022	2.675015	2,497,682.50	100.901000	IDC-FIS	0.00
84489	RM FHLB NOTE	3130AEBM1	06/08/2018	2.750000	5,000,000.00	5,057,250.00	8,020.66	72,925.00
			06/10/2022	2.832511	4,984,325.00	101.145000	IDC-FIS	0.00
84713	RM GOV FHLB NOTES	3130AEV80	11/27/2018	2.750000	5,000,000.00	5,084,700.00	43,923.61	124,005.00
			09/06/2022	2.965325	4,960,695.00	101.694000	IDC-FIS	0.00
84835	RM GOV FHLB NOTES	3130A3KM5	01/16/2019	2.500000	2,000,000.00	2,039,700.00	3,055.56	48,528.00
			12/09/2022	2.619519	1,991,172.00	101.985000	IDC-FIS	0.00
85182	RM GOV FHLB NOTES	313379Q69	08/06/2019	2.125000	980,000.00	988,094.80	1,214.79	0.00
			06/10/2022	1.617030	993,775.86	100.826000	IDC-FIS	-5,681.06
85183	RM GOV FHLB NOTES	313379Q69	08/06/2019	2.125000	2,920,000.00	2,944,119.20	3,619.59	0.00
			06/10/2022	1.617030	2,961,046.44	100.826000	IDC-FIS	-16,927.24
85255	RM GOV FHLB NOTES	3130AH6Q1	10/03/2019	1.560000	2,000,000.00	2,013,640.00	15,166.68	9,478.00
			07/06/2022	1.483037	2,004,162.00	100.682000	IDC-FIS	0.00
85541	RM GOV FHLB NOTES	3130AJEK1	03/17/2020	.700000	3,995,000.00	3,998,435.70	8,156.46	0.00
			03/16/2022	.557818	4,006,265.90	100.086000	IDC-FIS	-7,830.20
86065	GOV FHLB CALLABLE N	3130AKXB7	02/11/2021	.580000	10,000,000.00	9,736,500.00	22,555.56	0.00
			02/11/2026	.580000	10,000,000.00	97.365000	IDC-FIS	-263,500.00
86175	GOV FHLB CALLABLE N	3130ALX25	04/22/2021	1.000000	10,000,000.00	9,887,000.00	19,166.67	0.00
			04/22/2026	1.000000	10,000,000.00	98.870000	IDC-FIS	-113,000.00
86176	GOV FHLB CALLABLE N	3130ALXV1	04/22/2021	1.100000	10,000,000.00	9,929,800.00	21,083.33	0.00
			04/22/2026	1.100000	10,000,000.00	99.298000	IDC-FIS	-70,200.00
86191	GOV FHLB CALLABLE N	3130AM4P4	04/29/2021	.750000	10,000,000.00	9,926,000.00	12,916.67	0.00



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			07/29/2025	.750000	10,000,000.00	99.260000	IDC-FIS	-74,000.00
86246	GOV FHLB CALLABLE N	3130AMMY5	06/10/2021	1.050000	10,000,000.00	9,907,100.00	6,125.00	0.00
			06/10/2026	1.050000	10,000,000.00	99.071000	IDC-FIS	-92,900.00
86276	GOV FHLB CALLABLE N	3130AMYJ5	06/30/2021	1.000000	10,000,000.00	9,889,700.00	277.78	0.00
			06/30/2026	1.000000	10,000,000.00	98.897000	IDC-FIS	-110,300.00
86279	GOV FHLB CALLABLE	3130AN2Z2	06/30/2021	1.000000	10,000,000.00	9,889,100.00	277.78	0.00
			06/30/2026	1.000000	10,000,000.00	98.891000	IDC-FIS	-110,900.00
86282	GOV FHLB NOTES	3130AN4A5	07/06/2021	.700000	10,000,000.00	9,864,600.00	194.44	0.00
			06/30/2025	.705004	9,998,040.00	98.646000	IDC-FIS	-133,440.00
86442	GOV FHLB CALLABLE N	3130APDQ5	10/28/2021	1.250000	10,000,000.00	10,000,000.00	21,875.00	0.00
			10/28/2026	1.250000	10,000,000.00	100.000000	BOOK	0.00
86511	GOV FHLB CALLABLE N	3130APW43	12/02/2021	1.500000	10,000,000.00	10,000,000.00	12,083.33	0.00
			12/02/2026	1.500000	10,000,000.00	100.000000	BOOK	0.00
86558	GOV FHLB NOTES	3130AQF40	12/22/2021	1.000000	10,000,000.00	10,008,500.00	2,500.00	16,440.00
			12/20/2024	1.026998	9,992,060.00	100.085000	IDC-FIS	0.00
86559	GOV FHLB CALLABLE N	3130AQB7	12/23/2021	1.200000	10,000,000.00	10,004,100.00	2,666.67	4,100.00
			12/23/2024	1.200000	10,000,000.00	100.041000	IDC-FIS	0.00
86574	GOV FHLB CALLABLE N	3130AQ5X7	12/30/2021	1.150000	10,000,000.00	10,000,000.00	319.44	0.00
			12/30/2024	1.150000	10,000,000.00	100.000000	BOOK	0.00
			Subtotal	1.206831	154,560,000.00	153,857,102.20	214,370.28	302,598.14
				1.202917	154,553,182.56	99.545227		-998,678.50

Inv Type: 23 FEDERAL NATIONAL MORTGAGE ASSO

84217	GOV FNMA NOTES	3135G0S38	03/01/2018	2.000000	5,000,000.00	5,000,550.00	48,888.89	107,965.00
			01/05/2022	2.590321	4,892,585.00	100.011000	IDC-FIS	0.00
84248	RM GOV FNMA NOTES	3135G0S38	03/07/2018	2.000000	5,000,000.00	5,000,550.00	48,888.89	102,915.00
			01/05/2022	2.564557	4,897,635.00	100.011000	IDC-FIS	0.00
84892	RM GOV FNMA NOTES	3135G0T94	02/28/2019	2.375000	6,000,000.00	6,123,240.00	64,125.00	160,542.00
			01/19/2023	2.543456	5,962,698.00	102.054000	IDC-FIS	0.00
84909	RM GOV FNMA NOTES	3135G0T94	03/08/2019	2.375000	5,000,000.00	5,102,700.00	53,437.50	120,215.00
			01/19/2023	2.470220	4,982,485.00	102.054000	IDC-FIS	0.00
85033	RM GOV FNMA NOTES	3135G0V59	04/30/2019	2.250000	5,000,000.00	5,029,200.00	24,687.50	37,750.00
			04/12/2022	2.310093	4,991,450.00	100.584000	IDC-FIS	0.00
85280	GOV FNMA NOTES	3135G0W66	10/18/2019	1.625000	20,000,000.00	20,376,400.00	68,611.16	410,600.00
			10/15/2024	1.660850	19,965,800.00	101.882000	IDC-FIS	0.00
85281	GOV FNMA NOTES	3135G0W66	10/18/2019	1.625000	10,000,000.00	10,188,200.00	34,305.61	205,300.00



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			10/15/2024	1.660850	9,982,900.00	101.882000	IDC-FIS	0.00
85679	GOV FNMA NOTES	3135G04Z3	06/19/2020	.500000	20,000,000.00	19,605,400.00	3,888.93	0.00
			06/17/2025	.542067	19,958,600.00	98.027000	IDC-FIS	-353,200.00
85693	GOV FNMA CALLABLE	3136G4XK4	06/30/2020	.650000	20,000,000.00	19,656,600.00	361.11	0.00
			06/30/2025	.650000	20,000,000.00	98.283000	IDC-FIS	-343,400.00
85756	GOV FNMA NOTE CALLA	3136G4S87	08/27/2020	.650000	10,000,000.00	9,817,500.00	22,388.89	0.00
			08/27/2025	.650000	10,000,000.00	98.175000	IDC-FIS	-182,500.00
85871	GOV FNMA CALLABLE N	3136G46N8	10/29/2020	.600000	10,000,000.00	9,795,000.00	10,333.33	0.00
			10/29/2025	.600000	10,000,000.00	97.950000	IDC-FIS	-205,000.00
85911	GOV FNMA NOTES	3135G06G3	11/12/2020	.500000	10,000,000.00	9,759,200.00	7,499.96	0.00
			11/07/2025	.572935	9,964,200.00	97.592000	IDC-FIS	-205,000.00
85957	GOV FNMA CALLABLE N	3135GA6J5	12/07/2020	.320000	10,000,000.00	9,923,900.00	2,133.33	0.00
			12/07/2023	.320000	10,000,000.00	99.239000	IDC-FIS	-76,100.00
85989	GOV FNMA CALLABLE N	3135G06K4	12/17/2020	.650000	10,000,000.00	9,799,800.00	2,527.78	0.00
			12/17/2025	.650000	10,000,000.00	97.998000	IDC-FIS	-200,200.00
86001	GOV FNMA CALLABLE N	3135G06Q1	12/30/2020	.640000	10,000,000.00	9,733,400.00	177.78	0.00
			12/30/2025	.640000	10,000,000.00	97.334000	IDC-FIS	-266,600.00
			Subtotal	1.041361	156,000,000.00	154,911,640.00	392,255.66	1,145,287.00
				1.106092	155,598,353.00	99.302333		-1,832,000.00

Inv Type: 27 FEDERAL FARM CREDIT BANKS

84191	RM GOV FFCB NOTES	3133EH6X6	02/08/2018	2.200000	3,500,000.00	3,501,820.00	36,147.22	35,073.50
			01/12/2022	2.455479	3,466,746.50	100.052000	IDC-FIS	0.00
84289	RM GOV FFCB NOTES	3133EJHC6	03/29/2018	2.600000	5,000,000.00	5,026,550.00	36,111.11	28,950.00
			03/21/2022	2.612688	4,997,600.00	100.531000	IDC-FIS	0.00
85077	RM GOV FFCB NOTE	3133EFN29	05/30/2019	1.650000	3,000,000.00	3,008,970.00	14,575.00	45,717.00
			03/15/2022	2.103694	2,963,253.00	100.299000	IDC-FIS	0.00
85078	RM GOV FFCB NOTE	3133EKKT2	05/30/2019	2.250000	2,900,000.00	2,964,670.00	25,918.75	49,297.10
			02/08/2023	2.100114	2,915,372.90	102.230000	IDC-FIS	0.00
85102	RM GOV FFCB NOTES	3133EKP5	06/14/2019	2.125000	4,956,000.00	5,098,088.52	33,934.84	101,102.40
			09/05/2023	1.920504	4,996,986.12	102.867000	IDC-FIS	0.00
85453	GOV FFCB NOTES	3133ELHR8	01/21/2020	1.600000	20,000,000.00	20,014,600.00	142,222.22	15,800.00
			01/21/2022	1.603060	19,998,800.00	100.073000	IDC-FIS	0.00
85543	GOV FFCB NOTES	3133ELTZ7	03/18/2020	.625000	10,000,000.00	10,011,200.00	17,881.94	24,100.00
			03/18/2022	.690057	9,987,100.00	100.112000	IDC-FIS	0.00
85648	GOV FFCB NOTES	3133ELA87	05/28/2020	.250000	20,000,000.00	19,906,200.00	5,416.67	0.00



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			05/22/2023	.318084	19,959,600.00	99.531000	IDC-FIS	-53,400.00
85691	GOV FFCB CALLABLE	3133ELQ49	06/30/2020	.700000	20,000,000.00	19,764,600.00	388.89	0.00
			06/30/2025	.700000	20,000,000.00	98.823000	IDC-FIS	-235,400.00
85783	GOV FFCB CALLABLE N	3133EL7K4	09/16/2020	.550000	10,000,000.00	9,745,500.00	16,041.67	0.00
			09/16/2025	.550000	10,000,000.00	97.455000	IDC-FIS	-254,500.00
85800	GOV CALLABLE FFCB N	3133EL7K4	09/25/2020	.550000	10,000,000.00	9,745,500.00	16,041.67	0.00
			09/16/2025	.554078	9,998,000.00	97.455000	IDC-FIS	-252,500.00
85874	GOV FFCB CALLABLE N	3133EMFR8	11/03/2020	.540000	10,000,000.00	9,751,200.00	8,700.00	0.00
			11/03/2025	.573523	9,983,500.00	97.512000	IDC-FIS	-232,300.00
85938	GOV FFCB CALLABLE N	3133EMHL9	11/30/2020	.310000	10,000,000.00	9,922,300.00	2,669.44	0.00
			11/30/2023	.310000	10,000,000.00	99.223000	IDC-FIS	-77,700.00
86128	GOV FFCB CALLABLE N	3133EMUK6	03/25/2021	1.050000	10,000,000.00	9,919,800.00	28,000.00	0.00
			03/25/2026	1.050000	10,000,000.00	99.198000	IDC-FIS	-80,200.00
86252	GOV FFCB CALLABLE N	3133EMH21	06/15/2021	.900000	10,000,000.00	9,834,800.00	4,000.00	0.00
			06/15/2026	.900000	10,000,000.00	98.348000	IDC-FIS	-165,200.00
86278	GOV FFCB CALLABLE	3133EMP22	06/30/2021	.910000	10,000,000.00	9,870,400.00	252.78	0.00
			06/30/2026	.910000	10,000,000.00	98.704000	IDC-FIS	-129,600.00
86538	GOV FFCB CALLABLE N	3133ENHC7	12/14/2021	1.600000	10,000,000.00	9,996,700.00	7,555.56	0.00
			12/14/2026	1.600000	10,000,000.00	99.967000	IDC-FIS	-3,300.00
86550	GOV FFCB CALLABLE N	3133ENHC7	12/16/2021	1.600000	10,000,000.00	9,996,700.00	7,555.56	0.00
			12/14/2026	1.600000	10,000,888.89	99.967000	IDC-FIS	-3,300.00
			Subtotal	1.004137	179,356,000.00	178,079,598.52	403,413.32	300,040.00
				1.022433	179,267,847.41	99.288342		-1,487,400.00

Inv Type: 29 FHLMC NOTES

84250	WT GOV FHLMC NOTES	3134GBA69	03/07/2018	2.375000	158,000.00	160,001.86	1,480.15	3,990.61
			08/09/2022	2.678470	156,011.25	101.267000	IDC-FIS	0.00
85683	GOV FHLMC CALLABLE	3134GVV96	06/24/2020	.500000	20,000,000.00	19,815,000.00	1,944.44	0.00
			06/24/2024	.500000	20,000,000.00	99.075000	IDC-FIS	-185,000.00
85688	GOV FHLMC NOTES	3137EAS4	06/26/2020	.250000	20,000,000.00	19,905,400.00	694.44	0.00
			06/26/2023	.347927	19,941,600.00	99.527000	IDC-FIS	-36,200.00
85769	GOV FHLMC NOTES	3137EAEW5	09/04/2020	.250000	10,000,000.00	9,933,100.00	7,847.20	0.00
			09/08/2023	.261009	9,996,700.00	99.331000	IDC-FIS	-63,600.00
85795	GOV FHLMC CALLABLE	3134GWWT9	09/30/2020	.550000	10,000,000.00	9,780,500.00	13,902.78	0.00
			09/30/2025	.550000	10,000,000.00	97.805000	IDC-FIS	-219,500.00
85805	GOV FHLMC CALLABLE	3134GWUE4	09/30/2020	.500000	10,000,000.00	9,762,700.00	12,638.89	0.00



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			09/30/2025	.500000	10,000,000.00	97.627000	IDC-FIS	-237,300.00
85860	GOV FHLMC CALLABLE	3134GW3Z7	10/28/2020	.600000	10,000,000.00	9,789,400.00	10,500.00	0.00
			10/28/2025	.600000	10,000,000.00	97.894000	IDC-FIS	-210,600.00
85866	GOV FHLMC CALLABLE	3134GWVC7	09/29/2020	.500000	10,000,000.00	9,762,800.00	12,777.78	0.00
			09/29/2025	.500000	10,000,000.00	97.628000	IDC-FIS	-237,200.00
85928	GOV FHLMC CALLABLE	3134GXEJ9	11/24/2020	.640000	10,000,000.00	9,776,800.00	6,577.78	0.00
			11/24/2025	.640000	10,000,000.00	97.768000	IDC-FIS	-223,200.00
85937	GOV FHLMC CALLABLE	3134GXFA7	11/30/2020	.650000	10,000,000.00	9,840,300.00	6,319.42	0.00
			11/26/2025	.650000	10,000,000.00	98.403000	IDC-FIS	-159,700.00
85939	GOV FHLMC CALLABLE	3134GXCA0	11/30/2020	.320000	10,000,000.00	9,926,700.00	3,288.89	0.00
			11/24/2023	.320226	9,999,933.33	99.267000	IDC-FIS	-73,233.33
			Subtotal	.461763	120,158,000.00	118,452,701.86	77,971.77	3,990.61
				.479353	120,094,244.58	98.580787		-1,645,533.33

Inv Type: 71 COMMERCIAL PAPER DISCOUNT

86237	CP CREDIT SUISSE NY	2254EBA35	06/01/2021	.160000	25,000,000.00	24,999,861.11	23,777.78	83.33
			01/03/2022	.160154	24,976,000.00	99.999444	IDC-FIS	0.00
86249	CP TOYOTA MOTOR CRE	89233HCB8	06/14/2021	.140000	35,000,000.00	34,993,291.67	27,358.33	2,683.34
			03/11/2022	.140147	34,963,250.00	99.980833	IDC-FIS	0.00
86250	CP ROYAL BANK OF CA	78015DBE9	06/14/2021	.110000	35,000,000.00	34,995,722.22	21,495.83	427.78
			02/14/2022	.110082	34,973,798.61	99.987778	IDC-FIS	0.00
86259	CP ROYAL BANK OF CA	78015DBE9	06/18/2021	.120000	35,000,000.00	34,995,722.22	22,983.34	855.55
			02/14/2022	.120096	34,971,883.33	99.987778	IDC-FIS	0.00
86263	CP ROYAL BANK OF CA	78015DBG4	06/22/2021	.120000	25,000,000.00	24,996,805.56	16,083.34	638.89
			02/16/2022	.120096	24,980,083.33	99.987222	IDC-FIS	0.00
86270	CP ROYAL BANK OF CA	78015DBR0	06/25/2021	.140000	35,000,000.00	34,994,652.78	25,861.11	2,138.89
			02/25/2022	.140134	34,966,652.78	99.984722	IDC-FIS	0.00
86277	CP ROYAL BANK OF CA	78015DBQ2	06/30/2021	.140000	35,000,000.00	34,994,750.00	25,180.56	2,100.00
			02/24/2022	.140130	34,967,469.44	99.985000	IDC-FIS	0.00
86359	CP NORDEA BANK	65558KBB9	09/17/2021	.115000	30,000,000.00	29,996,583.33	10,158.33	512.50
			02/11/2022	.115054	29,985,912.50	99.988611	IDC-FIS	0.00
86385	CP MUFG BANK	62479MA52	10/07/2021	.090000	35,000,000.00	34,999,611.11	7,525.00	0.00
			01/05/2022	.090020	34,992,125.00	99.998889	IDC-FIS	-38.89
86421	CP TOYOTA MOTOR CRE	89233HAA2	10/14/2021	.080000	30,000,000.00	29,999,250.00	5,266.67	0.00
			01/10/2022	.080016	29,994,133.33	99.997500	IDC-FIS	-150.00
86423	CP TORONTO DOMINION	89119BBU9	10/18/2021	.140000	30,000,000.00	29,995,166.67	8,750.00	1,933.34



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			02/28/2022	.140072	29,984,483.33	99.983889	IDC-FIS	0.00
86424	CP TOYOTA MOTOR CRE	89233HAB0	10/18/2021	.080000	30,000,000.00	29,999,166.67	5,000.00	0.00
			01/11/2022	.080015	29,994,333.33	99.997222	IDC-FIS	-166.66
86425	CP MUFG Bank	62479MAJ2	10/19/2021	.110000	30,000,000.00	29,998,583.33	6,783.34	141.66
			01/18/2022	.110031	29,991,658.33	99.995278	IDC-FIS	0.00
86427	CP TORONTO DOMINION	89119BBJ4	10/20/2021	.140000	30,000,000.00	29,996,000.00	8,516.67	1,600.00
			02/18/2022	.140066	29,985,883.33	99.986667	IDC-FIS	0.00
86439	CP Toronto Dominion	89119BAU0	10/29/2021	.100000	30,000,000.00	29,997,750.00	5,333.33	0.00
			01/28/2022	.100025	29,992,416.67	99.992500	IDC-FIS	0.00
86440	CP MUFG BK	62479MAS2	10/28/2021	.110000	35,000,000.00	34,997,569.44	6,951.39	243.05
			01/26/2022	.110030	34,990,375.00	99.993056	IDC-FIS	0.00
86443	CP MUFG BK	62479MAQ6	10/26/2021	.110000	30,000,000.00	29,998,083.33	6,141.67	191.66
			01/24/2022	.110030	29,991,750.00	99.993611	IDC-FIS	0.00
86444	CP TOYOTA MOTOR CRE	89233HBA1	11/02/2021	.110000	30,000,000.00	29,996,666.67	5,500.00	333.34
			02/10/2022	.110034	29,990,833.33	99.988889	IDC-FIS	0.00
86447	PW CP SOCIETE GENER	83369CB29	11/03/2021	.095000	4,147,000.00	4,146,631.38	645.67	0.00
			02/02/2022	.095023	4,146,004.14	99.991111	IDC-FIS	-18.43
86448	PW CP SOCIETE GENER	83369CB29	11/03/2021	.095000	2,160,000.00	2,159,808.00	336.30	0.00
			02/02/2022	.095023	2,159,481.30	99.991111	IDC-FIS	-9.60
86449	PW CP SOCIETE GENER	83369CB29	11/03/2021	.095000	4,742,000.00	4,741,578.49	738.30	0.00
			02/02/2022	.095023	4,740,861.26	99.991111	IDC-FIS	-21.07
86450	PW CP SOCIETE GENER	83369CB29	11/03/2021	.095000	3,994,000.00	3,993,644.98	621.84	0.00
			02/02/2022	.095022	3,993,040.89	99.991111	IDC-FIS	-17.75
86456	CP TOYOTA MOTOR CRE	89233HAR5	10/27/2021	.110000	35,000,000.00	34,997,666.67	7,058.33	233.34
			01/25/2022	.110030	34,990,375.00	99.993333	IDC-FIS	0.00
86457	CP NORDEA BANK	65558KBQ6	10/27/2021	.105000	35,000,000.00	34,994,750.00	6,737.50	262.50
			02/24/2022	.105037	34,987,750.00	99.985000	IDC-FIS	0.00
86476	CP CREDIT AGRICOLE	22533UB85	11/16/2021	.120000	25,000,000.00	24,997,361.11	3,833.33	527.78
			02/08/2022	.120034	24,993,000.00	99.989444	IDC-FIS	0.00
86477	CP TOYOTA MOTOR CRE	89233HCA0	11/16/2021	.130000	25,000,000.00	24,995,277.78	4,152.78	1,416.67
			03/10/2022	.130054	24,989,708.33	99.981111	IDC-FIS	0.00
86481	CP MUFG BANK	62479MB93	11/18/2021	.110000	30,000,000.00	29,996,750.00	4,033.33	325.00
			02/09/2022	.110028	29,992,391.67	99.989167	IDC-FIS	0.00
86482	CP CREIT AGRICOLE	22533UBH5	11/19/2021	.130000	25,000,000.00	24,996,736.11	3,881.94	979.17
			02/17/2022	.130042	24,991,875.00	99.986944	IDC-FIS	0.00
86490	CP TORONTO DOMINION	89116FDR8	11/24/2021	.190000	35,000,000.00	34,988,916.67	7,019.45	9,975.00
			04/25/2022	.190153	34,971,922.22	99.968333	IDC-FIS	0.00



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86493	CP ROYAL BANK OF CA	78015DBP4	11/24/2021	.160000	35,000,000.00	34,994,847.22	5,911.11	3,091.67
			02/23/2022	.160065	34,985,844.44	99.985278	IDC-FIS	0.00
86502	CP TOYOTA MOTOR CRE	89233HCV4	11/30/2021	.150000	30,000,000.00	29,992,750.00	4,000.00	3,625.00
			03/29/2022	.150074	29,985,125.00	99.975833	IDC-FIS	0.00
86505	CP TOYOTA MOTOR CRE	89233HD19	12/01/2021	.150000	30,000,000.00	29,992,500.00	3,875.00	3,750.00
			04/01/2022	.150076	29,984,875.00	99.975000	IDC-FIS	0.00
86506	CP TOYOTA MOTOR CRE	89233HD19	12/01/2021	.160000	30,000,000.00	29,992,500.00	4,133.33	4,500.00
			04/01/2022	.160086	29,983,866.67	99.975000	IDC-FIS	0.00
86507	CP TORONTO DOMINION	89116FCU2	12/01/2021	.170000	30,000,000.00	29,992,833.33	4,391.67	5,016.66
			03/28/2022	.170094	29,983,425.00	99.976111	IDC-FIS	0.00
86508	CP MUFG BANK	62479MC19	12/01/2021	.160000	30,000,000.00	29,995,083.33	4,133.33	2,950.00
			03/01/2022	.160064	29,988,000.00	99.983611	IDC-FIS	0.00
86509	CP BANK OF NOVA SCO	06417KC23	12/02/2021	.190000	35,000,000.00	34,994,166.67	5,541.67	5,250.00
			03/02/2022	.190090	34,983,375.00	99.983333	IDC-FIS	0.00
86512	CP CREDIT AGRICOLE	22533UC35	12/03/2021	.190000	30,000,000.00	29,994,916.67	4,591.67	4,575.00
			03/03/2022	.190090	29,985,750.00	99.983056	IDC-FIS	0.00
86514	CP TOYOTA MOTOR CRE	89233HD76	12/06/2021	.180000	25,000,000.00	24,993,333.33	3,250.00	5,333.33
			04/07/2022	.180110	24,984,750.00	99.973333	IDC-FIS	0.00
86515	CP TOYOTA MOTOR CRE	89233HCP7	12/06/2021	.170000	25,000,000.00	24,994,375.00	3,069.44	3,937.50
			03/23/2022	.170086	24,987,368.06	99.977500	IDC-FIS	0.00
86517	CP MUFG BANK	62479MC76	12/07/2021	.180000	25,000,000.00	24,995,486.11	3,125.00	3,611.11
			03/07/2022	.180081	24,988,750.00	99.981944	IDC-FIS	0.00
86520	CP KOCH INDUSTRIES	50000ECA0	12/08/2021	.140000	30,000,000.00	29,994,333.33	2,800.00	2,266.66
			03/10/2022	.140050	29,989,266.67	99.981111	IDC-FIS	0.00
86522	CP BANK NOVA SCOTIA	06417KCB3	12/08/2021	.210000	40,500,000.00	40,492,237.50	5,670.00	8,538.75
			03/11/2022	.210114	40,478,028.75	99.980833	IDC-FIS	0.00
86527	CP MUFG BANK LTD	62479MCB7	12/10/2021	.170000	30,000,000.00	29,994,250.00	3,116.67	4,025.00
			03/11/2022	.170073	29,987,108.33	99.980833	IDC-FIS	0.00
86528	CP MUFG BANK	62479MCA9	12/10/2021	.170000	30,000,000.00	29,994,333.33	3,116.67	3,966.66
			03/10/2022	.170072	29,987,250.00	99.981111	IDC-FIS	0.00
86529	CP TOYOTA MOTOR CRE	89233HDS0	12/10/2021	.210000	30,000,000.00	29,990,416.67	3,850.00	10,541.67
			04/26/2022	.210168	29,976,025.00	99.968056	IDC-FIS	0.00
86530	CP BANK OF NOVA SCO	06417KCA5	12/10/2021	.210000	30,000,000.00	29,994,333.33	3,850.00	6,233.33
			03/10/2022	.210110	29,984,250.00	99.981111	IDC-FIS	0.00
86535	CP TOYOTA MOTOR CRE	89233HEA8	12/13/2021	.220000	35,000,000.00	34,987,458.33	4,063.89	15,050.00
			05/10/2022	.220199	34,968,344.44	99.964167	IDC-FIS	0.00
86536	CP KOCH INDUSTRIES	50000EC93	12/13/2021	.130000	34,000,000.00	33,993,672.22	2,332.78	1,898.33



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			03/09/2022	.130040	33,989,441.11	99.981389	IDC-FIS	0.00
86537	CP CREDIT AGRICOLE	22533UBJ1	12/14/2021	.130000	35,000,000.00	34,995,333.33	2,275.00	1,400.00
			02/18/2022	.130031	34,991,658.33	99.986667	IDC-FIS	0.00
86539	CP WESTPAC SEC NY	96122HDC4	12/14/2021	.260000	35,000,000.00	34,990,180.56	4,550.00	15,711.12
			04/12/2022	.260224	34,969,919.44	99.971944	IDC-FIS	0.00
86540	CP METLIFE ST FD	59157UCB4	12/14/2021	.130000	35,000,000.00	34,993,291.67	2,275.00	2,012.50
			03/11/2022	.130041	34,989,004.17	99.980833	IDC-FIS	0.00
86541	CP METLIFE ST FD	59157UCF5	12/14/2021	.140000	35,000,000.00	34,992,902.78	2,450.00	2,838.89
			03/15/2022	.140050	34,987,613.89	99.979722	IDC-FIS	0.00
86544	CP CREDIT AGRICOLE	22533UC84	12/09/2021	.200000	30,000,000.00	29,994,500.00	3,833.33	5,500.00
			03/08/2022	.200099	29,985,166.67	99.981667	IDC-FIS	0.00
86551	CP MUFG BANK	62479MBG7	12/16/2021	.120000	25,000,000.00	24,996,805.56	1,333.35	638.96
			02/16/2022	.120027	24,994,833.25	99.987222	IDC-FIS	0.00
86552	CP ROYAL BANK OF CA	78015DDB3	12/17/2021	.230000	30,000,000.00	29,991,666.67	2,875.00	10,833.34
			04/11/2022	.230169	29,977,958.33	99.972222	IDC-FIS	0.00
86553	CP MUFG BANK	62479MBH5	12/17/2021	.120000	30,000,000.00	29,996,083.33	1,500.00	783.33
			02/17/2022	.120025	29,993,800.00	99.986944	IDC-FIS	0.00
86557	CP BANK OF NOVA SCO	06417KCN7	12/22/2021	.200000	35,000,000.00	34,992,222.22	1,944.44	7,777.78
			03/22/2022	.200100	34,982,500.00	99.977778	IDC-FIS	0.00
86561	CP MUFG BANK LTD	62479MBU6	12/27/2021	.140000	35,000,000.00	34,994,361.11	680.56	2,255.55
			02/28/2022	.140034	34,991,425.00	99.983889	IDC-FIS	0.00
86562	CP CREDIT AGRICOLE	22533UCH4	12/27/2021	.140000	30,000,000.00	29,993,750.00	583.33	2,499.97
			03/17/2022	.140043	29,990,666.70	99.979167	IDC-FIS	0.00
86569	CP BANK OF MONTREAL	06369MCU5	12/28/2021	.230000	35,000,000.00	34,991,638.89	894.44	10,869.45
			03/28/2022	.230132	34,979,875.00	99.976111	IDC-FIS	0.00
86570	CP CREDIT AGRICOLE	22533UCQ4	12/28/2021	.150000	35,000,000.00	34,992,027.78	583.33	3,986.00
			03/24/2022	.150052	34,987,458.45	99.977222	IDC-FIS	0.00
86571	CP CREDIT AGRICOLE	22533UCW1	12/29/2021	.160000	35,000,000.00	34,991,444.44	466.66	5,133.18
			03/30/2022	.160063	34,985,844.60	99.975556	IDC-FIS	0.00
			Subtotal	.149803	1,834,543,000.00	1,834,234,392.01	378,792.13	198,003.53
				.149880	1,833,658,018.75	99.983178		-422.40

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86241	YCD ROYAL BANK OF C	78012UM85	06/04/2021	.120000	30,000,000.00	30,003,672.84	21,100.00	3,672.84
			03/04/2022	.120000	30,000,000.00	100.012243	IDC-FIS	0.00
86251	YCD ROYAL BANK OF C	78012UN68	06/15/2021	.120000	25,000,000.00	25,003,595.15	16,666.67	3,595.15



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			03/15/2022	.120000	25,000,000.00	100.014381	IDC-FIS	0.00
86253	YCD ROYAL BANK OF C	78012UN76	06/16/2021	.120000	30,000,000.00	30,004,372.48	19,900.00	4,372.48
			03/16/2022	.120000	30,000,000.00	100.014575	IDC-FIS	0.00
86269	YCD ROYAL BANK OF C	78012UP33	06/25/2021	.150000	35,000,000.00	35,008,162.50	27,708.33	8,162.50
			03/25/2022	.150000	35,000,000.00	100.023321	IDC-FIS	0.00
86420	YCD WESTPAC BANKING	96130AKU1	10/14/2021	.150000	30,000,000.00	30,000,854.09	9,875.00	854.09
			04/13/2022	.150000	30,000,000.00	100.002847	IDC-FIS	0.00
86445	YCD BANK OF MONTREAL	06367CN60	11/02/2021	.130000	30,000,000.00	30,002,066.30	6,500.00	2,066.30
			01/31/2022	.130000	30,000,000.00	100.006888	IDC-FIS	0.00
86446	YCD TORONTO DOMINIO	89114WK46	11/02/2021	.180000	30,000,000.00	30,004,060.54	9,000.00	4,060.54
			05/02/2022	.180000	30,000,000.00	100.013535	IDC-FIS	0.00
86451	YCD BANK OF MONTREAL	06367CND5	11/03/2021	.130000	30,000,000.00	30,002,132.96	6,391.67	2,132.96
			02/01/2022	.130000	30,000,000.00	100.007110	IDC-FIS	0.00
86461	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	4,380,000.00	4,380,298.03	773.80	298.03
			02/04/2022	.120000	4,380,000.00	100.006804	IDC-FIS	0.00
86462	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	5,411,000.00	5,411,368.19	955.94	368.19
			02/04/2022	.120000	5,411,000.00	100.006804	IDC-FIS	0.00
86463	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	140,000.00	140,009.53	24.73	9.53
			02/04/2022	.120000	140,000.00	100.006804	IDC-FIS	0.00
86464	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	3,969,000.00	3,969,270.07	701.19	270.07
			02/04/2022	.120000	3,969,000.00	100.006804	IDC-FIS	0.00
86465	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	2,400,000.00	2,400,163.31	424.00	163.31
			02/04/2022	.120000	2,400,000.00	100.006804	IDC-FIS	0.00
86466	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	400,000.00	400,027.22	70.67	27.22
			02/04/2022	.120000	400,000.00	100.006804	IDC-FIS	0.00
86467	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	5,090,000.00	5,090,346.34	899.23	346.34
			02/04/2022	.120000	5,090,000.00	100.006804	IDC-FIS	0.00
86468	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	1,035,000.00	1,035,070.43	182.85	70.43
			02/04/2022	.120000	1,035,000.00	100.006804	IDC-FIS	0.00
86469	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	2,510,000.00	2,510,170.79	443.43	170.79
			02/04/2022	.120000	2,510,000.00	100.006804	IDC-FIS	0.00
86470	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	3,048,000.00	3,048,207.40	538.48	207.40
			02/04/2022	.120000	3,048,000.00	100.006804	IDC-FIS	0.00
86471	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	19,730,000.00	19,731,342.50	3,485.63	1,342.50
			02/04/2022	.120000	19,730,000.00	100.006804	IDC-FIS	0.00
86472	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	1,843,000.00	1,843,125.40	325.60	125.40
			02/04/2022	.120000	1,843,000.00	100.006804	IDC-FIS	0.00



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86473	PW YCD CREDIT AGRIC	22535CST4	11/09/2021	.120000	486,000.00	486,033.07	85.86	33.07
			02/04/2022	.120000	486,000.00	100.006804	IDC-FIS	0.00
86474	YCD CREDIT AGRICOLE	22535C6E6	11/12/2021	.120000	30,000,000.00	30,002,391.25	5,000.00	2,391.25
			02/10/2022	.120000	30,000,000.00	100.007971	IDC-FIS	0.00
86479	YCD NORDEA BANK NY	65558UJQ6	11/17/2021	.100000	30,000,000.00	29,996,866.47	3,750.00	0.00
			04/04/2022	.100000	30,000,000.00	99.989555	IDC-FIS	-3,133.53
86483	YCD NORDEA BANK	65558UJV5	11/19/2021	.100000	25,000,000.00	25,002,777.15	2,986.11	2,777.15
			03/21/2022	.100000	25,000,000.00	100.011109	IDC-FIS	0.00
86484	YCD BANK OF MONTREAL	06367CP50	11/22/2021	.150000	25,000,000.00	25,003,679.99	4,166.67	3,679.99
			02/22/2022	.150000	25,000,000.00	100.014720	IDC-FIS	0.00
86495	YCD BANK NOVA SCOTIA	06417MSZ9	11/24/2021	.150000	35,000,000.00	35,005,152.00	5,541.67	5,152.00
			02/22/2022	.150000	35,000,000.00	100.014720	IDC-FIS	0.00
86496	YCD BANK OF MONTREAL	06367CPB7	11/24/2021	.160000	35,000,000.00	35,005,774.14	5,911.11	5,774.14
			02/23/2022	.160000	35,000,000.00	100.016498	IDC-FIS	0.00
86497	YCD BANK NOVA SCOTIA	06417MTC9	11/24/2021	.150000	35,000,000.00	35,005,249.20	5,541.67	5,249.20
			02/23/2022	.150000	35,000,000.00	100.014998	IDC-FIS	0.00
86501	YCD TORONTO DOMINION	89114WLS2	11/30/2021	.200000	30,000,000.00	30,010,998.02	5,333.33	10,998.02
			03/29/2022	.200000	30,000,000.00	100.036660	IDC-FIS	0.00
86504	YCD TORONTO DOMINION	89114WLT0	11/30/2021	.200000	30,000,000.00	30,010,873.06	5,333.33	10,873.06
			03/28/2022	.200000	30,000,000.00	100.036244	IDC-FIS	0.00
86516	YCD ROYAL BANK OF CANADA	78012U2G9	12/07/2021	.210000	35,000,000.00	35,006,665.04	5,104.17	6,665.04
			04/08/2022	.210000	35,000,000.00	100.019043	IDC-FIS	0.00
86519	YCD SVENSKA HANDELSBANKEN	86959RVR8	12/08/2021	.150000	30,000,000.00	30,005,582.55	3,000.00	5,582.55
			03/08/2022	.150000	30,000,000.00	100.018608	IDC-FIS	0.00
86521	YCD SVENSKA HANDELSBANKEN	86959RVR8	12/08/2021	.150000	35,000,000.00	35,006,512.97	3,500.00	6,512.97
			03/08/2022	.150000	35,000,000.00	100.018608	IDC-FIS	0.00
86523	YCD CREDIT AGRICOLE	22536ABC7	12/09/2021	.200000	30,000,000.00	30,008,498.85	3,833.33	8,498.85
			03/09/2022	.200000	30,000,000.00	100.028330	IDC-FIS	0.00
86531	YCD TORONTO DOMINION	89114WMV4	12/10/2021	.210000	30,000,000.00	30,005,713.09	3,850.00	5,713.09
			04/08/2022	.210000	30,000,000.00	100.019044	IDC-FIS	0.00
86532	YCD NORDEA BANK NY	65558UKG6	12/10/2021	.080000	30,000,000.00	30,001,824.67	1,466.67	1,824.67
			03/14/2022	.080000	30,000,000.00	100.006082	IDC-FIS	0.00
86534	YCD TORONTO DOMINION	89114WN27	12/13/2021	.230000	35,000,000.00	35,009,007.28	4,248.61	9,007.28
			04/13/2022	.230000	35,000,000.00	100.025735	IDC-FIS	0.00
86542	YCD SWEDBANK NY	87019V5N3	12/14/2021	.170000	35,000,000.00	35,008,515.52	2,975.00	8,515.52
			03/14/2022	.170000	35,000,000.00	100.024330	IDC-FIS	0.00
86543	YCD SWEDBANK NY	87019V5P8	12/14/2021	.130000	35,000,000.00	35,003,577.41	2,275.00	3,577.41



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			02/15/2022	.130000	35,000,000.00	100.010221	IDC-FIS	0.00
86546	YCD CREDIT AGRICOLE	22536ABR4	12/15/2021	.200000	35,000,000.00	35,011,081.84	3,305.56	11,081.84
			03/17/2022	.200000	35,000,000.00	100.031662	IDC-FIS	0.00
86547	YCD BANK OF MONTREAL	06367CQ67	12/15/2021	.180000	35,000,000.00	35,009,477.89	2,975.00	9,477.89
			03/16/2022	.180000	35,000,000.00	100.027080	IDC-FIS	0.00
86548	YCD BANK OF MONTREAL	06367CQ75	12/15/2021	.180000	30,000,000.00	30,008,015.60	2,550.00	8,015.60
			03/15/2022	.180000	30,000,000.00	100.026719	IDC-FIS	0.00
86554	YCD BANK OF MONTREAL	06367CQK6	12/17/2021	.200000	30,000,000.00	30,009,498.75	2,500.00	9,498.75
			03/17/2022	.200000	30,000,000.00	100.031663	IDC-FIS	0.00
86555	YCD BANK OF MONTREAL	06367CQP5	12/20/2021	.220000	30,000,000.00	30,011,331.85	2,200.00	11,331.85
			03/21/2022	.220000	30,000,000.00	100.037773	IDC-FIS	0.00
86556	YCD BANK OF MONTREAL	06367CQR1	12/21/2021	.220000	35,000,000.00	35,013,385.75	2,352.78	13,385.75
			03/22/2022	.220000	35,000,000.00	100.038245	IDC-FIS	0.00
86560	YCD BANK OF MONTREAL	06367CR33	12/23/2021	.220000	30,000,000.00	30,011,615.18	1,650.00	11,615.18
			03/23/2022	.220000	30,000,000.00	100.038717	IDC-FIS	0.00
86572	YCD TORONTO DOMINIO	89114WZN4	12/29/2021	.200000	30,000,000.00	30,005,397.59	500.00	5,397.59
			04/18/2022	.200000	30,000,000.00	100.017992	IDC-FIS	0.00
86573	YCD CREDIT AGRICOLE	22536ACX0	12/30/2021	.140000	35,000,000.00	35,007,786.52	272.22	7,786.52
			03/30/2022	.140000	35,000,000.00	100.022247	IDC-FIS	0.00
86575	YCD TORONTO DOMINIO	89114WNT8	12/27/2021	.130000	3,000,000.00	3,000,373.30	54.17	373.30
			02/25/2022	.130000	3,000,000.00	100.012443	IDC-FIS	0.00
86576	YCD TORONTO DOMINIO	89114WNT8	12/27/2021	.130000	2,100,000.00	2,100,261.31	37.92	261.31
			02/25/2022	.130000	2,100,000.00	100.012443	IDC-FIS	0.00
86577	YCD TORONTO DOMINIO	89114WNT8	12/27/2021	.130000	11,800,000.00	11,801,468.32	213.06	1,468.32
			02/25/2022	.130000	11,800,000.00	100.012443	IDC-FIS	0.00
86578	YCD TORONTO DOMINIO	89114WNT8	12/27/2021	.130000	3,800,000.00	3,800,472.85	68.61	472.85
			02/25/2022	.130000	3,800,000.00	100.012443	IDC-FIS	0.00
86579	YCD TORONTO DOMINIO	89114WNV3	12/27/2021	.260000	35,000,000.00	35,017,955.31	1,263.89	17,955.31
			06/03/2022	.260000	35,000,000.00	100.051301	IDC-FIS	0.00
			Subtotal	.164818	1,206,142,000.00	1,206,382,129.86	219,812.96	243,263.39
				.164818	1,206,142,000.00	100.019909		-3,133.53

Inv Type: 75 CORPORATE NOTES

84370	CORP MICROSOFT CORP	594918BA1	04/26/2018	2.375000	10,000,000.00	10,004,200.00	91,701.39	255,500.00
			02/12/2022	3.081219	9,748,700.00	100.042000	IDC-FIS	0.00
84590	CORP JOHNSON AND JO	478160CD4	09/05/2018	2.250000	10,284,000.00	10,301,482.80	75,844.50	219,049.20



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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
			03/03/2022	2.844617	10,082,433.60	100.170000	IDC-FIS	0.00
84596	CORP JOHNSON AND JO	478160CD4	09/07/2018	2.250000	10,000,000.00	10,017,000.00	73,750.00	220,500.00
			03/03/2022	2.867054	9,796,500.00	100.170000	IDC-FIS	0.00
84889	CORP MICROSOFT CORP	594918BW3	02/25/2019	2.400000	15,000,000.00	15,001,800.00	145,000.00	124,350.00
			02/06/2022	2.689934	14,877,450.00	100.012000	IDC-FIS	0.00
85009	CORP CHEVRON CORP	166764AB6	04/18/2019	2.355000	10,000,000.00	10,126,800.00	17,008.33	243,800.00
			12/05/2022	2.695009	9,883,000.00	101.268000	IDC-FIS	0.00
85010	CORP WALMART INC	931142DU4	04/17/2019	2.350000	10,000,000.00	10,166,000.00	10,444.44	276,600.00
			12/15/2022	2.668610	9,889,400.00	101.660000	IDC-FIS	0.00
85015	CORP CHEVRON CORP	166764BN9	04/16/2019	2.498000	7,500,000.00	7,513,275.00	61,409.17	36,525.00
			03/03/2022	2.609881	7,476,750.00	100.177000	IDC-FIS	0.00
85315	CORP BANK OF NEW YO	06406RAL1	10/24/2019	2.100000	5,500,000.00	5,642,615.00	21,495.83	144,155.00
			10/24/2024	2.105929	5,498,460.00	102.593000	IDC-FIS	0.00
85316	CORP BANK OF NEW YO	06406RAL1	10/24/2019	2.100000	4,500,000.00	4,616,685.00	17,587.50	117,945.00
			10/24/2024	2.105929	4,498,740.00	102.593000	IDC-FIS	0.00
85501	CORP TOYOTA MOTOR C	89236TGT6	02/13/2020	1.800000	13,150,000.00	13,352,115.50	90,735.00	233,412.50
			02/13/2025	1.850055	13,118,703.00	101.537000	IDC-FIS	0.00
86060	CORP APPLE INC	037833EB2	02/08/2021	.700000	10,000,000.00	9,801,000.00	27,805.56	0.00
			02/08/2026	.711991	9,994,120.00	98.010000	IDC-FIS	-193,120.00
86061	CORP APPLE INC	037833EB2	02/08/2021	.700000	10,000,000.00	9,801,000.00	27,805.56	0.00
			02/08/2026	.726114	9,987,200.00	98.010000	IDC-FIS	-186,200.00
86223	CORP AMAZON.COM INC	023135BX3	05/12/2021	1.000000	10,000,000.00	9,907,300.00	13,611.11	0.00
			05/12/2026	1.066303	9,967,800.00	99.073000	IDC-FIS	-60,500.00
86224	CORP AMAZON.COM INC	023135BX3	05/13/2021	1.000000	5,000,000.00	4,953,650.00	6,805.56	0.00
			05/12/2026	1.080998	4,980,350.00	99.073000	IDC-FIS	-26,700.00
86226	CORP AMAZON.COM INC	023135BX3	05/14/2021	1.000000	5,000,000.00	4,953,650.00	6,805.56	0.00
			05/12/2026	1.081040	4,980,350.00	99.073000	IDC-FIS	-26,700.00
86244	CORP NEW YORK LIFE	64952WED1	06/09/2021	1.150000	10,000,000.00	9,861,300.00	7,027.78	0.00
			06/09/2026	1.160115	9,995,100.00	98.613000	IDC-FIS	-133,800.00
86258	CORP TOYOTA MOTOR C	89236TJH9	06/18/2021	.500000	10,000,000.00	9,854,400.00	1,805.56	0.00
			06/18/2024	.566319	9,980,300.00	98.544000	IDC-FIS	-125,900.00
86281	CORP NEW YORK LIFE	64952WDW0	07/01/2021	.850000	10,000,000.00	9,765,800.00	39,194.44	0.00
			01/15/2026	1.079049	9,898,800.00	97.658000	IDC-FIS	-133,000.00
86289	CORP APPLE INC	037833EB2	02/18/2021	.700000	10,000,000.00	9,801,000.00	27,805.56	0.00
			02/08/2026	.758096	9,971,700.00	98.010000	IDC-FIS	-170,700.00
86327	CORP JOHNSON & JOHN	478160CN2	08/12/2021	.550000	15,295,000.00	14,951,933.15	28,040.83	0.00
			09/01/2025	.765988	15,164,013.62	97.757000	IDC-FIS	-212,080.47



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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
86549	CORP GUARDIAN LIFE	40139LAG8	12/02/2021	1.100000	10,000,000.00	9,908,800.00	2,444.44	0.00
			06/23/2025	1.239989	9,951,400.00	99.088000	IDC-FIS	-42,600.00
			Subtotal	1.494267	201,229,000.00	200,301,806.45	794,128.12	1,871,836.70
				1.701677	199,741,270.22	99.539235		-1,311,300.47

Inv Type: 99 MONEY MARKET ACCOUNTS

83381	AUUSD MM DREYFUS TR	X9USDDRE0	08/08/2016	.000000	0.00	0.00	0.00	0.00
			01/01/2022	.000000	0.00	.000000	BOOK	0.00
			Subtotal	.000000	0.00	0.00	0.00	0.00
				.000000	0.00	.000000		0.00

Inv Type: 1000 TD WITH CALC CODE OF CSC-00

86232	CCCCD CD BERTA KAMM	NA	05/24/2021	.080000	3,404.12	3,404.12	1.68	0.00
			05/24/2024	.080000	3,404.12	100.000000	BOOK	0.00
			Subtotal	.080000	3,404.12	3,404.12	1.68	0.00
				.080000	3,404.12	100.000000		0.00

Grand Total			Count 257	.356397	4,113,373,404.12	4,105,186,836.43	2,719,771.43	4,066,993.50
				.372488	4,109,993,003.57	99.800977		-9,267,691.90



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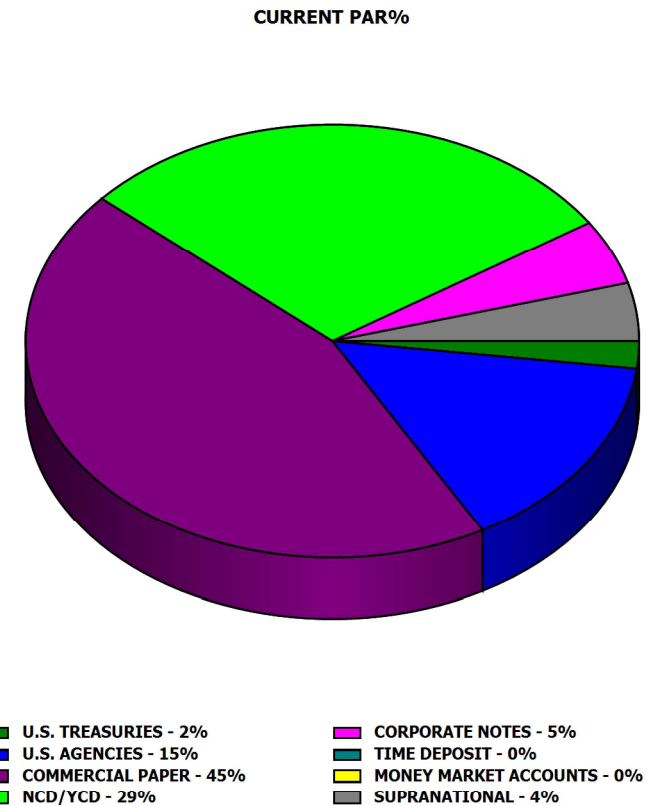
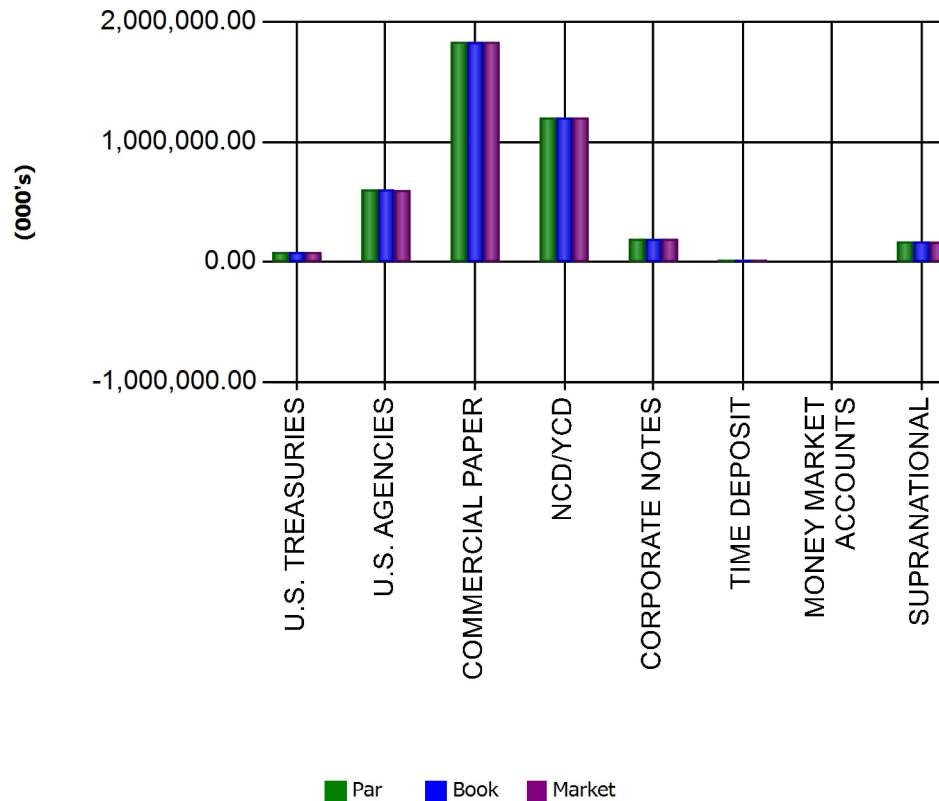
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Reporting Currency: Local

Contra Costa County

Assets (000's)	Current Par	Current Book	Market	MKT/Book	Un Gain/Loss	Yield
U.S. TREASURIES	83,382.00	83,311.49	83,330.09	100.02 %	1.97	0.09 %
U.S. AGENCIES	610,074.00	609,513.63	605,301.04	99.31 %	-4,211.70	0.98 %
COMMERCIAL PAPER	1,834,543.00	1,833,658.02	1,834,234.39	100.03 %	197.58	0.15 %
NCD/YCD	1,206,142.00	1,206,142.00	1,206,382.13	100.02 %	240.13	0.16 %
CORPORATE NOTES	201,229.00	199,741.27	200,301.81	100.28 %	560.54	1.70 %
TIME DEPOSIT	3.40	3.40	3.40	100.00 %	0.00	0.08 %
MONEY MARKET ACCOUNTS	0.00	0.00	0.00	0.00 %	0.00	0.00 %
SUPRANATIONAL	178,000.00	177,623.19	175,633.97	98.88 %	-1,989.22	0.63 %
Totals(000's)	4,113,373.40	4,109,993.00	4,105,186.84	99.88 %	-5,200.70	0.37 %

Asset Allocation





601 Riverside Avenue, Jacksonville, FL 32204
Tel. 877.482.8786 | Fax. 904.357.1105 | fisglobal.com

January 14, 2022

Ms. Belinda Zhu
Assistant County Treasurer
Contra Costa County
625 Court Street, Room 100
Martinez, CA 94533

Dear Belinda,

Per your request, this is a confirmation letter as to the source of the FIS/APS2 market pricing data for as of December 31, 2021.

Monthly, your request pricing from four pricing files maintained in FIS/APS2 library called: **MARKET, PRICES, RAPID, and MBPRCS**. The data within these four files are obtained from *Interactive Data Corporation/ICE*.

- 1) **MARKET** file consists of prices for Corporate Bonds, Treasury Bills, Treasury Notes/Bonds, Agency Bonds, and Equities.
- 2) **PRICES** file consists of prices for Commercial Papers (CPs), Certificate of Deposits (CDs), Bankers Acceptances (BAs), Overnight Repos (REPOS), and Time Deposits (TDs).
- 3) **RAPID** file consists of prices for some Agency Discount Notes not found in **MARKET** file.
- 4) **MBPRCS** file consists of prices for Agency Mortgage Backed Pools (MBS Pools). No prices are available for the Collateralized Mortgage Obligations (CMOs) or Asset Back Securities (ABSs) such as credit cards or auto loans.

If you need further information, please do not hesitate to contact me at 805-341-5354.

Sincerely,

A handwritten signature in blue ink that reads 'Rozali Feiz'.

FIS/APS2

Rozali Feiz

Rozali.Feiz@Fisglobal.com

805-341-5354

SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

B.1. PFM



Inventory by Market Value

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As Of Date: 12/31/2021

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Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
Inv Type: 1 SUPRANATIONALS								
85650	CCCSIG SUPRA IADB	4581X0DM7	04/24/2020	.500000	650,000.00	649,265.50	334.03	0.00
			05/24/2023	.511143	649,779.00	99.887000	IDC-FIS	-513.50
85931	CCCSIG SUPRA INTL B	459058JM6	11/24/2020	.250000	520,000.00	515,299.20	133.61	0.00
			11/24/2023	.322071	518,882.00	99.096000	IDC-FIS	-3,582.80
86169	CCCSIG SUPRA INTL B	459058JV6	04/20/2021	.125000	550,000.00	546,623.00	135.59	0.00
			04/20/2023	.228796	548,861.50	99.386000	IDC-FIS	-2,238.50
86365	CCCSIG SUPRA IADB	4581X0DZ8	09/23/2021	.500000	755,000.00	744,996.25	1,027.64	0.00
			09/23/2024	.524894	754,441.30	98.675000	IDC-FIS	-9,445.05
			Subtotal	.364260	2,475,000.00	2,456,183.95	1,630.87	0.00
				.412961	2,471,963.80	99.239756		-15,779.85

Inv Type: 12 TREASURY NOTES

85440	CCCSIG GOV US TREAS	912828P38	01/06/2020	1.750000	1,925,000.00	1,951,988.50	14,097.49	19,092.99
			01/31/2023	1.612298	1,932,895.51	101.402000	IDC-FIS	0.00
85522	CCCSIG GOV US TREAS	912828Q29	03/05/2020	1.500000	1,625,000.00	1,644,938.75	6,227.68	0.00
			03/31/2023	.800646	1,659,404.30	101.227000	IDC-FIS	-14,465.55
85532	CCCSIG GOV US TREAS	912828Q29	03/04/2020	1.500000	1,650,000.00	1,670,245.50	6,323.49	0.00
			03/31/2023	.785976	1,685,707.03	101.227000	IDC-FIS	-15,461.53
85664	CCCSIG GOV US TREAS	912828ZP8	06/05/2020	.125000	1,125,000.00	1,118,587.50	182.58	0.00
			05/15/2023	.247634	1,120,957.03	99.430000	IDC-FIS	-2,369.53
85672	CCCSIG GOV US TREAS	912828ZU7	06/16/2020	.250000	750,000.00	746,542.50	87.57	0.00
			06/15/2023	.206836	750,966.80	99.539000	IDC-FIS	-4,424.30
85689	CCCSIG GOV US TREAS	912828ZU7	06/29/2020	.250000	775,000.00	771,427.25	90.49	0.00
			06/15/2023	.206319	775,999.02	99.539000	IDC-FIS	-4,571.77
85850	CCCSIG GOV US TREAS	91282CAP6	10/15/2020	.125000	1,600,000.00	1,584,192.00	428.57	0.00
			10/15/2023	.189013	1,596,937.50	99.012000	IDC-FIS	-12,745.50
85945	CCCSIG GOV US TNOTE	91282CAW1	12/03/2020	.250000	1,630,000.00	1,616,764.40	529.07	0.00
			11/15/2023	.224744	1,631,209.77	99.188000	IDC-FIS	-14,445.37
86033	CCCSIG GOV US TREAS	91282CBG5	02/03/2021	.125000	235,000.00	234,191.60	122.92	0.00
			01/31/2023	.113216	235,030.23	99.656000	IDC-FIS	-838.63
86034	CCCSIG GOV US TREAS	91282CBE0	02/03/2021	.125000	1,150,000.00	1,135,671.00	664.06	0.00
			01/15/2024	.178173	1,148,203.13	98.754000	IDC-FIS	-12,532.13
86090	CCCSIG GOV US TREAS	91282CBM2	03/03/2021	.125000	2,150,000.00	2,122,286.50	1,015.12	0.00
			02/15/2024	.272383	2,140,677.73	98.711000	IDC-FIS	-18,391.23



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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
86148	CCCSIG GOV US TREAS	912828X70	04/07/2021	2.000000	750,000.00	770,482.50	2,569.06	0.00
			04/30/2024	.408618	786,298.83	102,731,000	IDC-FIS	-15,816.33
86170	CCCSIG GOV US TREAS	91282CBU4	04/20/2021	.125000	900,000.00	895,887.00	287.43	0.00
			03/31/2023	.155176	899,472.66	99,543,000	IDC-FIS	-3,585.66
86190	CCCSIG GOV US TREAS	91282CBV2	04/29/2021	.375000	775,000.00	767,374.00	622.77	0.00
			04/15/2024	.349785	775,575.20	99,016,000	IDC-FIS	-8,201.20
86197	CCCSIG GOV US TREAS	912828YM6	05/06/2021	1.500000	950,000.00	965,105.00	2,440.61	0.00
			10/31/2024	.446757	984,548.83	101,590,000	IDC-FIS	-19,443.83
86242	CCCSIG GOV US TREAS	912828YV6	06/07/2021	1.500000	750,000.00	761,985.00	989.01	0.00
			11/30/2024	.427080	777,773.44	101,598,000	IDC-FIS	-15,788.44
86257	CCCSIG GOV US TREAS	91282CCG4	06/17/2021	.250000	660,000.00	650,410.20	77.06	0.00
			06/15/2024	.332659	658,375.78	98,547,000	IDC-FIS	-7,965.58
86260	CCCSIG GOV US TREAS	91282CCG4	06/21/2021	.250000	1,575,000.00	1,552,115.25	183.89	0.00
			06/15/2024	.475737	1,564,479.49	98,547,000	IDC-FIS	-12,364.24
86274	CCCSIG GOV US TREAS	91282CCG4	06/29/2021	.250000	1,000,000.00	985,470.00	116.76	0.00
			06/15/2024	.464048	993,710.94	98,547,000	IDC-FIS	-8,240.94
86275	CCCSIG GOV US TREAS	91282CCG4	06/29/2021	.250000	1,000,000.00	985,470.00	116.76	0.00
			06/15/2024	.466717	993,632.81	98,547,000	IDC-FIS	-8,162.81
86283	CCCSIG GOV US TREAS	91282CCG4	07/07/2021	.250000	1,000,000.00	985,470.00	116.76	0.00
			06/15/2024	.472355	993,515.63	98,547,000	IDC-FIS	-8,045.63
86306	CCCSIG GOV US TREAS	91282CCL3	08/09/2021	.375000	475,000.00	469,228.75	822.86	0.00
			07/15/2024	.379015	475,065.35	98,785,000	IDC-FIS	-5,715.59
86308	CCCSIG GOV US TREAS	91282CCL3	08/09/2021	.375000	1,550,000.00	1,531,167.50	2,685.12	0.00
			07/15/2024	.337474	1,552,090.18	98,785,000	IDC-FIS	-20,527.81
86326	CCCSIG GOV US TREAS	91282CCL3	08/12/2021	.375000	700,000.00	691,495.00	1,212.64	0.00
			07/15/2024	.438253	698,914.57	98,785,000	IDC-FIS	-7,219.84
86347	CCCSIG GOV US TREAS	91282CCT6	09/07/2021	.375000	1,550,000.00	1,529,896.50	2,195.48	0.00
			08/15/2024	.412491	1,548,667.97	98,703,000	IDC-FIS	-18,408.19
86379	CCCSIG GOV US TREAS	91282CCX7	10/06/2021	.375000	775,000.00	771,942.38	867.05	0.00
			09/15/2024	.510275	772,110.97	99,605,468	BOOK	0.00
86380	CCCSIG GOV US TREAS	91282CDA6	10/06/2021	.250000	1,150,000.00	1,149,416.02	734.55	0.00
			09/30/2023	.275688	1,149,463.41	99,949,219	BOOK	0.00
86419	CCCSIG GOV US TREAS	91282CCX7	10/13/2021	.375000	775,000.00	770,791.99	867.06	0.00
			09/15/2024	.562560	771,016.78	99,457,031	BOOK	0.00
86422	CCCSIG GOV US TREAS	91282CDB4	10/18/2021	.625000	775,000.00	774,606.45	1,037.95	0.00
			10/15/2024	.642162	774,646.37	99,949,219	BOOK	0.00
86453	CCCSIG GOV US TREAS	91282CDD0	11/04/2021	.375000	1,550,000.00	1,545,580.08	995.51	0.00



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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
			10/31/2023	.519295	1,545,644.31	99.714844	BOOK	0.00
86454	CCCSIG GOV US TREAS	91282CDB4	11/04/2021	.625000	775,000.00	771,185.55	1,037.95	0.00
			10/15/2024	.794397	771,451.69	99.507813	BOOK	0.00
86518	CCCSIG GOV US TREAS	91282CDH1	12/07/2021	.750000	800,000.00	796,281.25	779.00	0.00
			11/15/2024	.910606	796,645.89	99.535156	BOOK	0.00
86568	CCCSIG GOV US TREAS	91282CDN8	12/28/2021	1.000000	1,000,000.00	1,001,330.00	467.03	939.37
			12/15/2024	.986568	1,000,747.77	100.133000	IDC-FIS	0.00
			Subtotal	.597954	35,850,000.00	35,719,525.92	50,991.35	20,032.36
				.504050	35,961,836.92	99.636056		-259,731.63

Inv Type: 23 FEDERAL NATIONAL MORTGAGE ASSO

85644	CCCSIG GOV FNMA NOT	3135G04Q3	05/22/2020	.250000	1,665,000.00	1,658,140.20	450.94	0.00
			05/22/2023	.350950	1,659,988.35	99.588000	IDC-FIS	-1,848.15
85849	CCCSIG GOV FNMA NOT	3135G05G4	07/10/2020	.250000	1,600,000.00	1,591,424.00	1,900.00	0.00
			07/10/2023	.322071	1,596,560.00	99.464000	IDC-FIS	-5,136.00
			Subtotal	.250000	3,265,000.00	3,249,564.20	2,350.94	0.00
				.336792	3,256,548.35	99.527234		-6,984.15

Inv Type: 26 AGENCY MBS FXD-M 30/360

84856	CCCSIG MBS FHMS KP0	3137FKK39	12/17/2018	3.203000	6,438.97	6,438.95	17.19	0.00
			07/25/2023	3.203060	6,438.95	99.999689	BOOK	0.00
85199	CCCSIG MBS FHMS K02	3137B1BS0	08/15/2019	2.510000	500,000.00	509,218.75	1,045.75	0.00
			11/25/2022	1.929072	509,218.75	101.843750	BOOK	0.00
85217	CCCSIG MBS FNA 2013	3136AEGQ4	09/09/2019	2.280000	117,464.69	119,003.58	223.18	0.00
			12/27/2022	1.870309	119,003.58	101.310087	BOOK	0.00
85218	CCCSIG MBS FHMS K02	3137AWQH1	09/09/2019	2.307000	375,000.00	380,537.11	720.94	0.00
			08/25/2022	1.794607	380,537.11	101.476563	BOOK	0.00
85231	CCCSIG MBS FNA 2013	3136ABPW7	09/13/2019	2.364630	118,051.58	118,960.03	232.62	0.00
			08/25/2022	2.095151	118,960.03	100.769537	BOOK	0.00
85379	CCCSIG MBS FHMS KJ2	3137FQ3V3	11/26/2019	2.092000	75,572.38	75,570.58	131.77	0.00
			07/25/2024	2.092542	75,570.58	99.997618	BOOK	0.00
			Subtotal	2.386799	1,192,527.62	1,209,729.00	2,371.45	0.00
				1.914318	1,209,729.00	101.442430		0.00



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Inv Type: 29 FHLMC NOTES								
85595	CCCSIG GOV FHLMC NO	3137EAEQ8	04/20/2020	.375000	1,545,000.00	1,541,554.65	1,142.66	417.15
			04/20/2023	.459004	1,541,137.50	99.777000	IDC-FIS	0.00
85635	CCCSIG GOV FHLMC NO	3137EAER6	05/07/2020	.375000	1,465,000.00	1,461,835.60	854.57	0.00
			05/05/2023	.389122	1,464,384.70	99.784000	IDC-FIS	-2,549.10
85687	CCCSIG GOV FHLMC NO	3137EAE54	06/26/2020	.250000	1,520,000.00	1,512,810.40	52.78	0.00
			06/26/2023	.347927	1,515,561.60	99.527000	IDC-FIS	-2,751.20
85751	CCCSIG GOV FHLMC NO	3137EAEV7	08/21/2020	.250000	1,500,000.00	1,490,400.00	1,322.92	0.00
			08/24/2023	.284074	1,498,470.00	99.360000	IDC-FIS	-8,070.00
85766	CCCSIG GOV FHLMC NO	3137EAEW5	09/04/2020	.250000	1,400,000.00	1,390,634.00	1,098.60	0.00
			09/08/2023	.261009	1,399,538.00	99.331000	IDC-FIS	-8,904.00
85767	CCCSIG GOV FHLMC NO	3137EAEW5	09/04/2020	.250000	1,065,000.00	1,057,875.15	835.73	0.00
			09/08/2023	.243909	1,065,194.48	99.331000	IDC-FIS	-7,319.33
85853	CCCSIG GOV FHLMC NO	3137EAEY1	10/16/2020	.125000	650,000.00	643,636.50	169.27	0.00
			10/16/2023	.249878	647,575.50	99.021000	IDC-FIS	-3,939.00
85884	CCCSIG GOV FHLMC NO	3137EAEZ8	11/05/2020	.250000	2,120,000.00	2,101,471.20	809.73	0.00
			11/06/2023	.280119	2,118,092.00	99.126000	IDC-FIS	-16,620.80
85950	CCCSIG GOV FHLMC NO	3137EAF2	12/04/2020	.250000	1,625,000.00	1,609,822.50	304.69	0.00
			12/04/2023	.283164	1,623,391.25	99.066000	IDC-FIS	-13,568.75
			Subtotal	.272896	12,890,000.00	12,810,040.00	6,590.95	417.15
				.316166	12,873,345.03	99.379674		-63,722.18

Inv Type: 31 MUNICIPAL BONDS

85667	CCCSIG MUNI CONNECT	20772KJU4	06/11/2020	2.500000	90,000.00	91,513.80	1,125.00	0.00
			07/01/2022	1.663942	91,513.80	101.682000	BOOK	0.00
85715	CCCSIG MUNI CA ST D	13067WQZ8	08/06/2020	.349000	120,000.00	120,000.00	34.90	0.00
			12/01/2022	.349000	120,000.00	100.000000	BOOK	0.00
85716	CCCSIG MUNI CA ST D	13067WRA2	08/06/2020	.414000	55,000.00	55,000.00	18.98	0.00
			12/01/2023	.414000	55,000.00	100.000000	BOOK	0.00
85786	CCCSIG MUNI FLORIDA	341271AD6	09/16/2020	1.258000	205,000.00	205,000.00	1,289.45	0.00
			07/01/2025	1.258000	205,000.00	100.000000	BOOK	0.00
85872	CCCSIG MUNI SAN JUA	798306WM4	10/29/2020	.499000	315,000.00	315,000.00	654.95	0.00
			08/01/2023	.499000	315,000.00	100.000000	BOOK	0.00
85909	CCCSIG MUNI LOS ANG	54438CYH9	11/10/2020	.444000	145,000.00	145,000.00	268.25	0.00
			08/01/2023	.444000	145,000.00	100.000000	BOOK	0.00



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85994	CCCSIG MUNI NY ST U	650036DS2	12/23/2020	.620000	545,000.00	545,000.00	994.93	0.00
			03/15/2023	.620000	545,000.00	100.000000	BOOK	0.00
85995	CCCSIG MUNI NY ST U	650036DR4	12/23/2020	.480000	175,000.00	175,000.00	247.33	0.00
			03/15/2023	.480000	175,000.00	100.000000	BOOK	0.00
86035	CCCSIG MUNI NJ TPK	646140DN0	02/04/2021	.897000	165,000.00	165,000.00	740.03	0.00
			01/01/2025	.897000	165,000.00	100.000000	BOOK	0.00
86059	CCCSIG MUNI NATIONA	63743HEU2	02/08/2021	.350000	140,000.00	137,872.00	194.64	0.00
			02/08/2024	.373150	139,903.40	98.480000	IDC-FIS	-2,031.40
			Subtotal	.711382	1,955,000.00	1,954,385.80	5,568.46	0.00
				.673930	1,956,417.20	99.968583		-2,031.40

Inv Type: 49 CORP ABS FXD-M 30/360

85460	CCCSIG ABS VZOT 202	92348TAA2	01/29/2020	1.850000	200,000.00	199,976.58	113.06	0.00
			07/22/2024	1.900138	199,976.58	99.988290	BOOK	0.00
85723	CCCSIG ABS VZOT 202	92290BAA9	08/12/2020	.470000	275,000.00	274,942.25	39.50	0.00
			02/20/2025	.479277	274,942.25	99.979000	BOOK	0.00
86328	CCCSIG ABS VZOT 201	92348AAA3	10/08/2019	1.940000	274,186.27	274,165.13	162.53	0.00
			04/22/2024	1.943415	274,165.13	99.992290	BOOK	0.00
86452	CCCSIG ABS WOART 20	98163KAC6	11/03/2021	.810000	270,000.00	269,963.23	97.20	0.00
			10/15/2026	.815503	269,963.23	99.986381	BOOK	0.00
			Subtotal	1.226371	1,019,186.27	1,019,047.19	412.29	0.00
				1.241090	1,019,047.19	99.986354		0.00

Inv Type: 50 AUTO ABS FXD-M 30/360

84535	CCCSIG ABS GMCAR 20	36255JAD6	07/18/2018	3.020000	16,953.72	16,949.77	21.32	0.00
			05/16/2023	3.029757	16,949.77	99.976701	BOOK	0.00
84540	CCCSIG ABS CARMX 20	14313FAD1	07/25/2018	3.130000	18,977.99	18,975.41	26.40	0.00
			06/15/2023	3.135636	18,975.41	99.986405	BOOK	0.00
84837	CCCSIG ABS GMCAR 20	36256XAD4	01/16/2019	2.970000	36,622.97	36,618.92	45.32	0.00
			11/16/2023	2.974624	36,618.92	99.988941	BOOK	0.00
84873	CCCSIG ABS ALLYA 20	02004WAC5	02/13/2019	2.910000	70,680.11	70,671.57	91.41	0.00
			09/15/2023	2.915375	70,671.57	99.987917	BOOK	0.00
84995	CCCSIG ABS HART 201	44932NAD2	04/10/2019	2.660000	39,139.92	39,134.77	46.27	0.00
			06/15/2023	2.666383	39,134.77	99.986842	BOOK	0.00
85059	CCCSIG ABS FITAT 20	31680YAD9	05/08/2019	2.640000	43,369.09	43,359.56	50.89	0.00



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			12/15/2023	2.649699	43,359.56	99.978026	BOOK	0.00
85448	CCCSIG ABS GMCAR 20	36258NAC6	01/15/2020	1.840000	96,111.19	96,088.55	73.69	0.00
			09/16/2024	1.884382	96,088.55	99.976444	BOOK	0.00
85455	CCCSIG ABS CARMX 20	14315XAC2	01/22/2020	1.890000	115,015.26	114,992.69	96.61	0.00
			12/16/2024	1.928772	114,992.69	99.980377	BOOK	0.00
85459	CCCSIG ABS HDMOT 20	41284UAD6	01/29/2020	1.870000	92,230.75	92,210.64	76.65	0.00
			10/15/2024	1.879305	92,210.64	99.978196	BOOK	0.00
85682	CCCSIG ABS MBART 20	58769VAC4	06/23/2020	.550000	250,000.00	249,980.48	61.11	0.00
			02/18/2025	.553333	249,980.48	99.992192	BOOK	0.00
85684	CCCSIG ABS WOART 20	98163WAC0	06/24/2020	.630000	225,000.00	224,982.36	63.00	0.00
			05/15/2025	.633184	224,982.36	99.992160	BOOK	0.00
85690	CCCSIG ABS NAROT 20	65479CAD0	06/30/2020	.550000	263,346.40	263,339.18	64.37	0.00
			07/15/2024	.551346	263,339.18	99.997258	BOOK	0.00
85704	CCCSIG ABS HART 202	44933FAC0	07/22/2020	.480000	150,000.00	149,971.92	32.00	0.00
			12/16/2024	.488425	149,971.92	99.981280	BOOK	0.00
85705	CCCSIG ABS CARMX 20	14315FAD9	07/22/2020	.620000	200,000.00	199,965.72	55.11	0.00
			03/17/2025	.627314	199,965.72	99.982860	BOOK	0.00
85744	CCCSIG ABS GMCAR 20	362590AC5	08/19/2020	.450000	250,000.00	249,942.80	46.88	0.00
			04/16/2025	.460248	249,942.80	99.977120	BOOK	0.00
85791	CCCSIG ABS MBALT 20	58769EAC2	09/23/2020	.400000	85,000.00	84,995.69	15.11	0.00
			11/15/2023	.403170	84,995.69	99.994929	BOOK	0.00
85801	CCCSIG ABS HAROT 20	43813KAC6	09/29/2020	.370000	125,000.00	124,981.64	16.70	0.00
			10/18/2024	.377175	124,981.64	99.985312	BOOK	0.00
85802	CCCSIG ABS GMALT 20	362569AC9	09/29/2020	.450000	120,000.00	119,988.50	16.50	0.00
			08/21/2023	.456512	119,988.50	99.990417	BOOK	0.00
85858	CCCSIG ABS CARMX 20	14316HAC6	10/21/2020	.500000	155,000.00	154,965.88	34.44	0.00
			08/15/2025	.509055	154,965.88	99.977987	BOOK	0.00
86024	CCCSIG ABS CARMX 20	14316NAC3	01/27/2021	.340000	135,000.00	134,973.32	20.40	0.00
			12/15/2025	.348036	134,973.32	99.980237	BOOK	0.00
86078	CCCSIG ABS GMALT 20	36261RAC2	02/24/2021	.260000	220,000.00	219,977.47	17.48	0.00
			02/20/2024	.266701	219,977.47	99.989759	BOOK	0.00
86100	CCCSIG ABS BMWLT 20	05591RAC8	03/10/2021	.290000	145,000.00	144,995.40	7.01	0.00
			01/25/2024	.292178	144,995.40	99.996828	BOOK	0.00
86173	CCCSIG ABS CARMX 20	14314QAC8	04/21/2021	.520000	255,000.00	254,945.05	58.94	0.00
			02/17/2026	.528866	254,945.05	99.978451	BOOK	0.00
86185	CCCSIG ABS HART 202	44933LAC7	04/28/2021	.380000	170,000.00	169,982.12	28.70	0.00
			09/15/2025	.384765	169,982.12	99.989482	BOOK	0.00



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86234	CCCSIG ABS GMALT 20	380144AC9	05/26/2021	.340000	295,000.00	294,953.69	111.44	0.00
			05/20/2024	.350314	294,953.69	99.984302	BOOK	0.00
86290	CCCSIG ABS CARMX 20	14317DAC4	07/28/2021	.550000	475,000.00	474,921.86	333.82	0.00
			06/15/2026	.556708	474,921.86	99.983549	BOOK	0.00
86430	CCCSIG ABS GMCAR 20	362554AC1	10/21/2021	.680000	185,000.00	184,995.28	52.42	0.00
			09/16/2026	.681032	184,995.28	99.997449	BOOK	0.00
86438	CCCSIG ABS COPAR 20	14044CAC6	10/27/2021	.770000	220,000.00	219,995.84	75.29	0.00
			09/15/2026	.770770	219,995.84	99.998109	BOOK	0.00
86475	CCCSIG ABS TAOT 202	89238JAC9	11/15/2021	.710000	225,000.00	224,995.21	71.00	0.00
			04/15/2026	.710952	224,995.21	99.997871	BOOK	0.00
86480	CCCSIG ABS HART 202	44935FAD6	11/17/2021	.740000	170,000.00	169,962.06	55.91	0.00
			05/15/2026	.749822	169,962.06	99.977682	BOOK	0.00
86533	CCCSIG ABS VALET 20	92868KAC7	12/13/2021	1.020000	295,000.00	294,988.44	91.94	0.00
			06/22/2026	1.021738	294,988.44	99.996081	BOOK	0.00
86545	CCCSIG ABS HAROT 20	43815GAC3	11/24/2021	.880000	220,000.00	219,953.62	53.78	0.00
			01/21/2026	.890027	219,953.62	99.978918	BOOK	0.00
			Subtotal	.733586	5,362,447.40	5,361,755.41	1,911.91	0.00
				.740813	5,361,755.41	99.987096		0.00

Inv Type: 53 CREDIT ABS FXD-SA 30/360

86368	CCCSIG ABS DCENT 20	254683CP8	09/27/2021	.580000	280,000.00	279,940.05	207.51	0.00
			09/15/2026	.589345	279,940.05	99.978589	BOOK	0.00
86503	CCCSIG ABS COMET 20	14041NFY2	11/30/2021	1.040000	450,000.00	449,937.99	403.00	0.00
			11/16/2026	1.045755	449,937.99	99.986220	BOOK	0.00
			Subtotal	.863570	730,000.00	729,878.04	610.51	0.00
				.870702	729,878.04	99.983293		0.00

Inv Type: 74 CERT OF DEPOSIT MEDIUM TERM

85407	CCCSIG YCD DNB NOR	23341VZT1	12/06/2019	2.040000	825,000.00	824,232.29	1,402.50	0.00
			12/02/2022	2.040000	825,000.00	99.906944	IDC-FIS	-767.71
86122	CCCSIG YCD CREDIT S	22552G3C2	03/23/2021	.590000	595,000.00	595,000.00	2,769.39	0.00
			03/17/2023	.590000	595,000.00	100.000000	BOOK	0.00
			Subtotal	1.432430	1,420,000.00	1,419,232.29	4,171.89	0.00
				1.432430	1,420,000.00	99.945936		-767.71



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Inv Type: 75 CORPORATE NOTES

84932	CCCSIG CORP JPMORGA	46647PBB1	03/22/2019	3.207000	550,000.00	553,283.50	4,409.63	3,283.50
			04/01/2023	3.207000	550,000.00	100.597000	IDC-FIS	0.00
85099	CCCSIG CORP MORGAN	61744YAH1	06/07/2019	2.750000	150,000.00	151,342.50	481.25	1,067.83
			05/19/2022	2.605838	150,274.67	100.895000	IDC-FIS	0.00
85190	CCCSIG CORP NORTHER	665859AN4	08/13/2019	2.375000	300,000.00	303,105.00	2,948.96	0.00
			08/02/2022	1.952099	303,642.00	101.035000	IDC-FIS	-537.00
85205	CCCSIG CORP 3M COMP	88579YBL4	08/26/2019	1.750000	400,000.00	404,456.00	2,663.89	5,980.00
			02/14/2023	1.864079	398,476.00	101.114000	IDC-FIS	0.00
85228	CCCSIG CORP APPLE I	037833DL1	09/11/2019	1.700000	200,000.00	202,014.00	1,038.89	2,048.00
			09/11/2022	1.705837	199,966.00	101.007000	IDC-FIS	0.00
85244	CCCSIG CORP PACCAR	69371RQ33	09/26/2019	2.000000	225,000.00	227,747.25	1,187.50	3,021.75
			09/26/2022	2.042132	224,725.50	101.221000	IDC-FIS	0.00
85444	CCCSIG CORP CATERPI	14913Q3C1	01/13/2020	1.950000	200,000.00	202,716.00	465.83	2,755.66
			11/18/2022	1.966325	199,960.34	101.358000	IDC-FIS	0.00
85462	CCCSIG CORP BANK OF	06406RAM9	01/28/2020	1.850000	400,000.00	405,540.00	3,165.56	5,820.00
			01/27/2023	1.874134	399,720.00	101.385000	IDC-FIS	0.00
85469	CCCSIG CORP ADOBE I	00724PAA7	02/03/2020	1.700000	90,000.00	90,999.00	637.50	1,122.30
			02/01/2023	1.747172	89,876.70	101.110000	IDC-FIS	0.00
85634	CCCSIG CORP PEPSICO	713448EY0	05/01/2020	.750000	200,000.00	200,272.00	250.00	668.00
			05/01/2023	.816947	199,604.00	100.136000	IDC-FIS	0.00
85636	CCCSIG CORP CHEVRON	166764BV1	05/11/2020	1.141000	185,000.00	186,056.35	293.17	1,056.35
			05/11/2023	1.141000	185,000.00	100.571000	IDC-FIS	0.00
85637	CCCSIG CORP APPLE I	037833DV9	05/11/2020	.750000	375,000.00	376,053.75	390.63	2,073.75
			05/11/2023	.842007	373,980.00	100.281000	IDC-FIS	0.00
85643	CCCSIG CORP CITIGRO	172967MR9	05/14/2020	1.678000	250,000.00	252,792.50	536.03	2,792.50
			05/15/2024	1.678000	250,000.00	101.117000	IDC-FIS	0.00
85657	CCCSIG CORP AMAZON.	023135BP0	06/03/2020	.400000	425,000.00	423,491.25	132.22	0.00
			06/03/2023	.447032	424,405.00	99.645000	IDC-FIS	-913.75
85658	CCCSIG JOHN DEERE C	24422EVH9	06/04/2020	.700000	150,000.00	149,964.00	513.33	87.00
			07/05/2023	.726876	149,877.00	99.976000	IDC-FIS	0.00
85665	CCCSIG CORP PACCAR	69371RQ82	06/08/2020	.800000	100,000.00	100,088.00	51.11	227.00
			06/08/2023	.847023	99,861.00	100.088000	IDC-FIS	0.00
85724	CCCSIG CORP PACCAR	69371RQ90	08/11/2020	.350000	55,000.00	54,561.10	74.86	0.00
			08/11/2023	.393968	54,927.95	99.202000	IDC-FIS	-366.85
85770	CCCSIG CORP UNILEVE	904764BJ5	09/14/2020	.375000	100,000.00	99,377.00	111.46	0.00



Inventory by Market Value

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Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
			09/14/2023	.417979	99,872.00	99.377000	IDC-FIS	-495.00
85804	CCCSIG CORP BANK OF	06051GHF9	09/28/2020	3.550000	325,000.00	334,685.00	3,717.64	0.00
			03/05/2024	1.619545	345,884.50	102.980000	IDC-FIS	-11,199.50
85855	CCCSIG CORP BANK OF	06051GJH3	10/21/2020	.810000	250,000.00	248,360.00	376.88	0.00
			10/24/2024	.810000	250,000.00	99.344000	IDC-FIS	-1,640.00
85916	CCCSIG CORP BRISTOL	110122DT2	11/13/2020	.537000	375,000.00	373,368.75	268.50	0.00
			11/13/2023	.537000	375,000.00	99.565000	IDC-FIS	-1,631.25
85925	CCCSIG CORP GOLDMAN	38141GXL3	11/19/2020	.627000	400,000.00	398,984.00	306.53	0.00
			11/17/2023	.627000	400,000.00	99.746000	IDC-FIS	-1,016.00
86013	CCCSIG CORP TOYOTA	89236THU2	01/11/2021	.450000	400,000.00	396,672.00	850.00	0.00
			01/11/2024	.452016	399,976.00	99.168000	IDC-FIS	-3,304.00
86023	CCCSIG CORP MORGAN	6174468W2	01/25/2021	.529000	455,000.00	453,466.65	1,043.01	0.00
			01/25/2024	.529000	455,000.00	99.663000	IDC-FIS	-1,533.35
86067	CCCSIG CORP JPMORGA	46647PBY1	02/16/2021	.563000	245,000.00	241,494.05	517.26	0.00
			02/16/2025	.563000	245,000.00	98.569000	IDC-FIS	-3,505.95
86114	CCCSIG CORP CHARLES	808513BN4	03/18/2021	.750000	245,000.00	243,948.95	525.73	0.00
			03/18/2024	.766891	244,877.50	99.571000	IDC-FIS	-928.55
86134	CCCSIG CORP JPMS CH	46647PBS4	09/16/2020	.653000	75,000.00	74,655.75	142.84	0.00
			09/16/2024	.653000	75,000.00	99.541000	IDC-FIS	-344.25
86160	CCCSIG CORP TOYOTA	89236TJD8	04/09/2021	.400000	115,000.00	114,740.10	108.61	0.00
			04/06/2023	.440895	114,906.85	99.774000	IDC-FIS	-166.75
86174	CCCSIG CORP MORG ST	61772BAA1	04/22/2021	.731000	35,000.00	34,894.30	61.12	0.00
			04/05/2024	.731000	35,000.00	99.698000	IDC-FIS	-105.70
86192	CCCSIG CORP CITIGRO	172967MX6	05/04/2021	.981000	160,000.00	158,768.00	261.60	0.00
			05/01/2025	.981000	160,000.00	99.230000	IDC-FIS	-1,232.00
86222	CCCSIG CORP AMAZON.	023135BW5	05/12/2021	.450000	560,000.00	554,612.80	343.00	0.00
			05/12/2024	.499093	559,182.40	99.038000	IDC-FIS	-4,569.60
86229	CCCSIG CORP UNITEDH	91324PEB4	05/19/2021	.550000	260,000.00	257,977.20	182.72	0.00
			05/15/2024	.585155	259,729.60	99.222000	IDC-FIS	-1,752.40
86235	CCCSIG CORP ASTRAZE	04636NAC7	05/28/2021	.700000	365,000.00	362,163.95	234.21	0.00
			05/28/2024	.703037	364,967.15	99.223000	IDC-FIS	-2,803.20
86236	CCCSIG CORP JP MORG	46647PCH7	06/01/2021	.824000	190,000.00	187,816.90	130.47	0.00
			06/01/2025	.824000	190,000.00	98.851000	IDC-FIS	-2,183.10
86245	CCCSIG CORP JOHN DE	24422EVQ9	06/10/2021	.450000	185,000.00	182,735.60	55.50	0.00
			06/07/2024	.492144	184,768.75	98.776000	IDC-FIS	-2,033.15
86307	CCCSIG CORP PACCAR	69371RR40	08/09/2021	.500000	105,000.00	103,201.35	207.08	0.00
			08/09/2024	.518164	104,943.30	98.287000	IDC-FIS	-1,741.95



Inventory by Market Value

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Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
86325	CCCSIG CORP UNILEVE	904764BN6	08/12/2021	.626000	125,000.00	124,246.25	302.13	0.00
			08/12/2024	.626000	125,000.00	99.397000	IDC-FIS	-753.75
86351	CCCSIG CORP AMERICA	02665WDY4	09/09/2021	.750000	255,000.00	252,177.15	595.00	0.00
			08/09/2024	.772963	254,831.70	98.893000	IDC-FIS	-2,654.55
86353	CCCSIG CORP CATERPI	14913R2P1	09/14/2021	.600000	370,000.00	365,027.20	659.83	0.00
			09/13/2024	.645890	369,496.80	98.656000	IDC-FIS	-4,469.60
86433	CCCSIG CORP BANK OF	06406RAX5	10/25/2021	.850000	355,000.00	354,769.25	553.21	0.00
			10/25/2024	.871998	354,769.25	99.935000	BOOK	0.00
86485	CCCSIG CORP AMERICA	025816CG2	11/23/2021	2.500000	325,000.00	335,832.25	3,407.99	0.00
			07/30/2024	1.142544	339,185.35	103.333000	IDC-FIS	-802.75
86486	CCCSIG CORP AMERICA	025816CG2	11/23/2021	2.500000	100,000.00	103,333.00	1,048.61	0.00
			07/30/2024	1.142544	104,364.72	103.333000	IDC-FIS	-247.00
86498	CCCSIG CORP TARGET	87612EBD7	11/29/2021	3.500000	250,000.00	265,122.50	4,375.00	0.00
			07/01/2024	1.041122	269,257.22	106.049000	IDC-FIS	-537.50
86513	CCCSIG CORP BANK OF	06051GKE8	12/06/2021	1.530000	500,000.00	501,195.00	531.25	1,195.00
			12/06/2025	1.530000	500,000.00	100.239000	IDC-FIS	0.00
			Subtotal	1.276096	11,380,000.00	11,408,107.15	40,157.54	33,198.64
				1.115374	11,435,309.25	100.246987		-53,468.45
Grand Total			Count 148	.687942	77,539,161.29	77,337,448.95	116,768.16	53,648.15
				.625639	77,695,830.19	99.739857		-402,485.37



Inventory by Market Value

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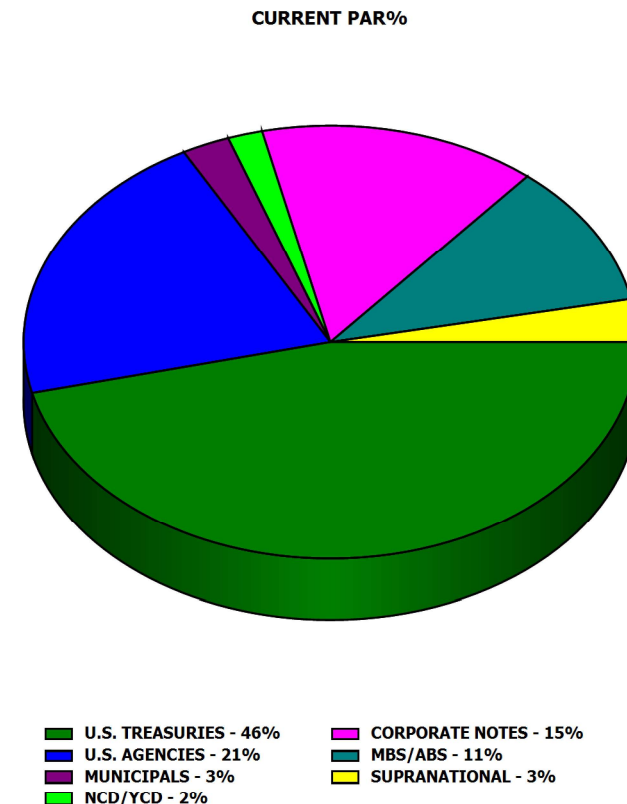
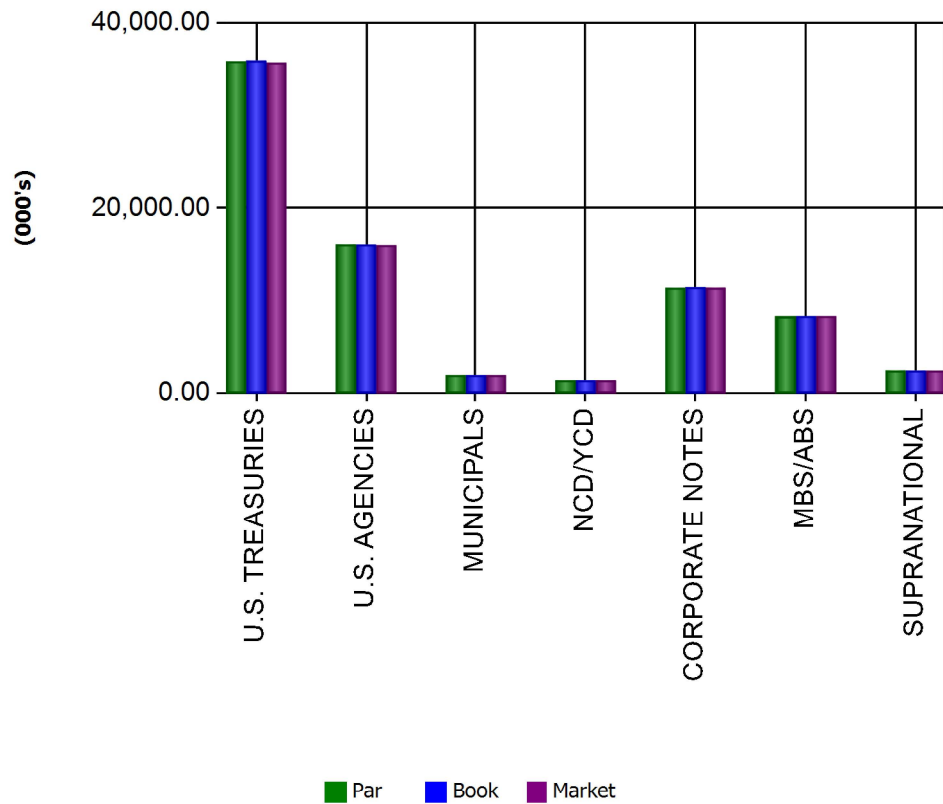
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Reporting Currency: Local

Contra Costa County

Assets (000's)	Current Par	Current Book	Market	MKT/Book	Un Gain/Loss	Yield
U.S. TREASURIES	35,850.00	35,961.84	35,719.53	99.33 %	-239.70	0.50 %
U.S. AGENCIES	16,155.00	16,129.89	16,059.60	99.56 %	-70.29	0.32 %
MUNICIPALS	1,955.00	1,956.42	1,954.39	99.90 %	-2.03	0.67 %
NCD/YCD	1,420.00	1,420.00	1,419.23	99.95 %	-0.77	1.43 %
CORPORATE NOTES	11,380.00	11,435.31	11,408.11	99.76 %	-20.27	1.12 %
MBS/ABS	8,304.16	8,320.41	8,320.41	100.00 %	0.00	0.98 %
SUPRANATIONAL	2,475.00	2,471.96	2,456.18	99.36 %	-15.78	0.41 %
Totals(000's)	77,539.16	77,695.83	77,337.45	99.54 %	-348.84	0.63 %

Asset Allocation



SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

B.2. STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)

**CONTRA COSTA COUNTY
AS OF DECEMBER 31, 2021**

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CALIFORNIA STATE LOCAL AGENCY INVESTMENT ACCOUNTS	STATE CONTROLLER ACCOUNT NUMBER	ACCOUNT BALANCE	ESTIMATED FAIR VALUE
ACALANES UNION HIGH SCHOOL	75-07-010	13,025,513.69	12,992,156.91
ANTIOCH UNIFIED SCHOOL DISTRICT	75-07-005	891,083.80	888,801.84
BRENTWOOD UNION SCHOOL DISTRICT	75-07-013	8,377,433.68	8,355,980.08
BYRON UNION SCHOOL DISTRICT	75-07-017	178,513.77	178,056.62
CANYON ELEMENTARY SCHOOL DISTRICT	75-07-018	157,208.82	156,806.23
CENTRAL CONTRA COSTA SANITARY DISTRICT	70-07-001	60,200,000.00	60,045,835.02
CONTRA COSTA COMMUNITY COLLEGE	75-07-001	676,498.07	674,765.64
CONTRA COSTA COUNTY	99-07-000	75,000,000.00	74,807,934.00
CONTRA COSTA COUNTY OFFICE OF EDUCATION	75-07-007	1,382,666.84	1,379,126.00
CONTRA COSTA COUNTY SCHOOL INSURANCE GROUP	35-07-001	2,407,009.77	2,400,845.71
CROCKETT COMMUNITY SERVICES DISTRICT	16-07-004	4,142,227.28	4,131,619.53
DELTA DIABLO SANITATION DISTRICT	70-07-003	78,290.09	78,089.60
EAST CONTRA COSTA REG FEE & FINANCING AUTH	40-07-006	1,083,563.12	1,080,788.24
KENSINGTON FIRE PROTECTION DISTRICT	17-07-011	7,236,933.74	7,218,400.82
KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT	16-07-003	301,975.09	301,201.77
LAFAYETTE SCHOOL DISTRICT	75-07-012	5,248,694.36	5,235,253.08
MARTINEZ UNIFIED SCHOOL DISTRICT	75-07-011	20,982,905.84	20,929,171.14
MORAGA ORINDA FIRE DISTRICT	17-07-003	12,827,585.57	12,794,735.66
MORAGA SCHOOL DISTRICT	75-07-016	2,883.56	2,876.18
MT DIABLO UNIFIED SCHOOL DISTRICT	75-07-008	3,694,742.06	3,685,280.27
MT VIEW SANITARY DISTRICT	70-07-008	9,252,194.95	9,228,501.19
OAKLEY UNION SCHOOL DISTRICT	75-07-009	266,632.94	265,950.13
ORINDA UNION SCHOOL DISTRICT	75-07-015	3,329,420.87	3,320,894.62
PITTSBURG UNIFIED SCHOOL DISTRICT	75-07-002	37,920.60	37,823.49
RECLAMATION DISTRICT 799	60-07-001	189,283.28	188,798.55
RECLAMATION DISTRICT 800	60-07-003	3,798,795.63	3,789,067.37
RECLAMATION DISTRICT 2026	60-07-005	32,531.55	32,448.24
RECLAMATION DISTRICT 2137	60-07-006	400,050.31	399,025.83
REDEVELOPMENT AGENCY	65-07-015	0.04	0.04
RODEO -HERCULES FIRE PROTECTION DISTRICT	17-07-001	2,139,041.16	2,133,563.33
SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT	75-07-004	258,355.62	257,694.00
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT	75-07-014	22,661,190.48	22,603,157.89
TOTAL		<u>260,261,146.58</u>	<u>259,594,649.01</u>

SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

ASSET MANAGEMENT FUNDS

- B.3. ALLSPRING**
- B.4. CAMP**
- B.5. CalTRUST (LIQUIDITY)***
- B.6. US BANK**

*No investments were made in the CalTRUST Liquidity Fund during the quarter.

Allspring GAAP

31 December 2021

Contra Costa County

Investment Strategy: Short Duration Fixed Income

The information contained in this report represents estimated trade date investment calculations. Certain calculations may not be available for all time periods. Please refer to your custody statement for official portfolio holdings and transactions. Note that certain accounting methods may cause differences between this investment report and your custody statement.

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<u>Risk Summary (Contra Costa County)</u>	1 - 4
<u>Performance Summary Gross of Fees (Contra Costa County)</u>	5 - 6
<u>Performance Summary Net of Fees (Contra Costa County)</u>	7 - 8
<u>GAAP FX Financials (Contra Costa County)</u>	9 - 10
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<u>Balance Sheet Classification (Contra Costa County)</u>	16 - 22

Risk Summary

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Balance Sheet

Book Value + Accrued	44,182,222.91
Net Unrealized Gain/Loss	-55,246.13
Market Value + Accrued	44,126,976.78

Portfolio Characteristics

Risk Metric	Value
Cash	16.81
MMFund	824,465.93
Fixed Income	43,302,494.04
Duration	0.503
Convexity	0.031
WAL	0.605
Years to Final Maturity	0.936
Years to Effective Maturity	0.609
Yield	0.439
Book Yield	0.246
Avg Credit Rating	AA+ /Aa1 /AA+

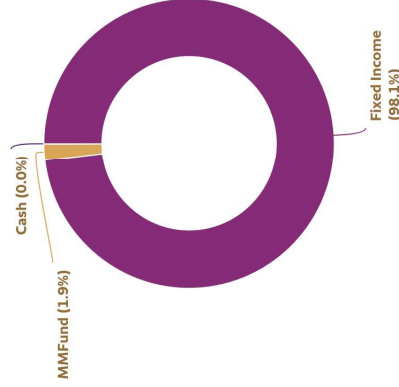
Issuer Concentration

Issuer Concentration	% of Base Market Value + Accrued
Other	75.76%
Groupe BPCE	5.10%
Inter-American Development Bank	4.62%
Farm Credit System	3.96%
Old Line Funding, LLC	2.83%
Cooperative Rabobank U.A.	2.72%
Atlantic Asset Securitization Corp.	2.72%
United States	2.29%

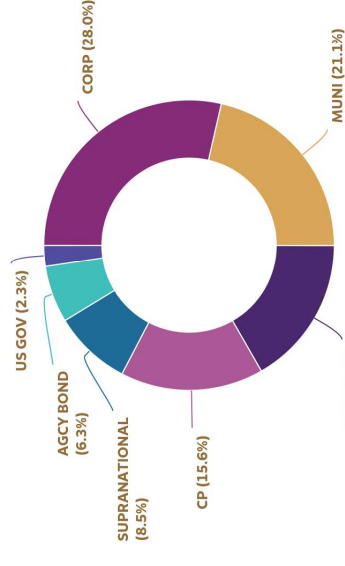
100.00%

Footnotes: 1,2

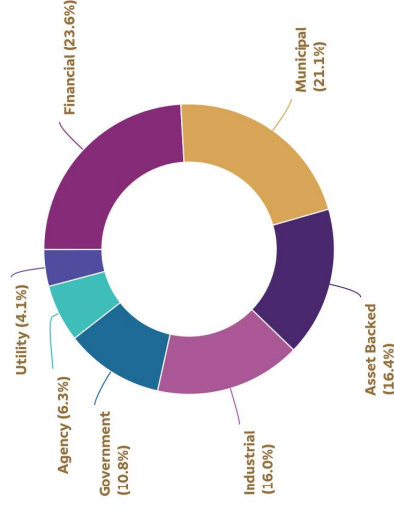
Asset Class (%)



Security Type (%)



Market Sector (%)



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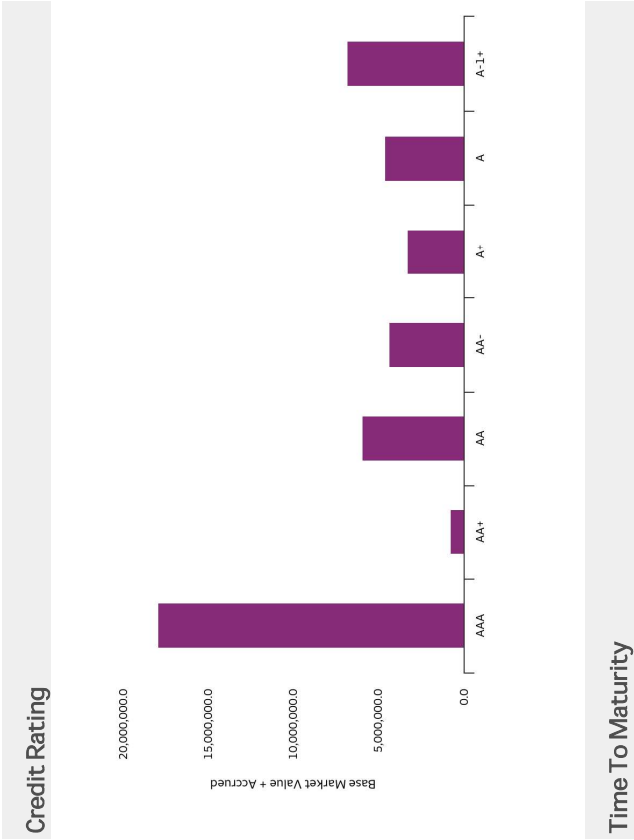
Risk Summary

US Dollar

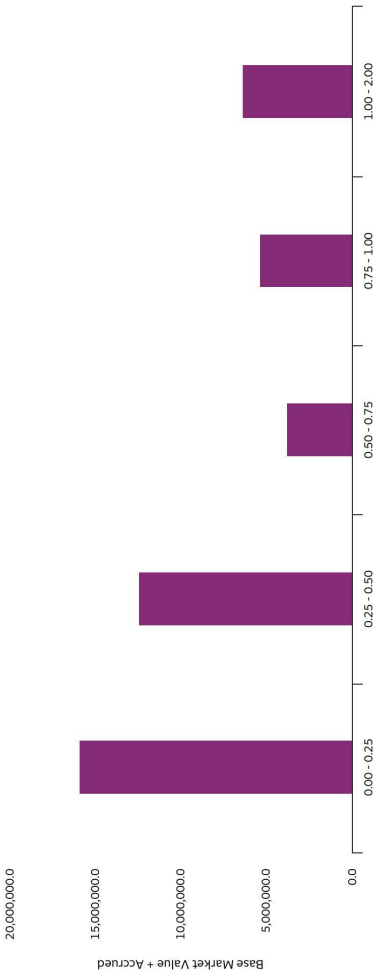
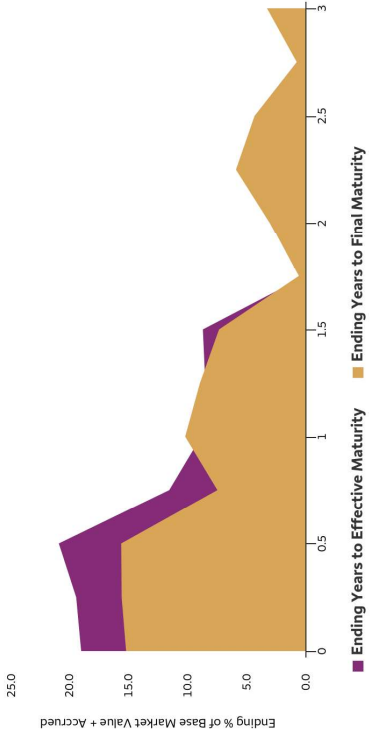
01 October 2021 to 31 December 2021

Contra Costa County
Account: XXX235

Investment Strategy: Short Duration Fixed Income
Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Credit Duration Heat Map											
Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30		
AAA	50.11%	6.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
AA	19.72%	5.80%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
A	15.62%	2.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
BBB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
BB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
B	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
CCC	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
CC	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
C	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
NA	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		



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Risk Summary

US Dollar

01 October 2021 to 31 December 2021

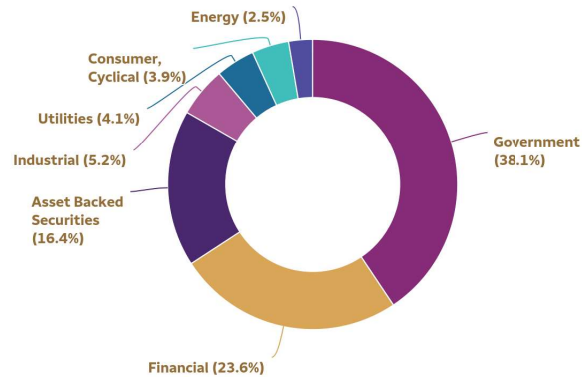
Contra Costa County

Account: XXX235

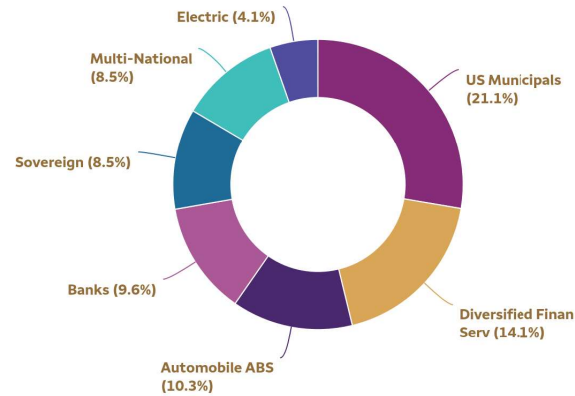
Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

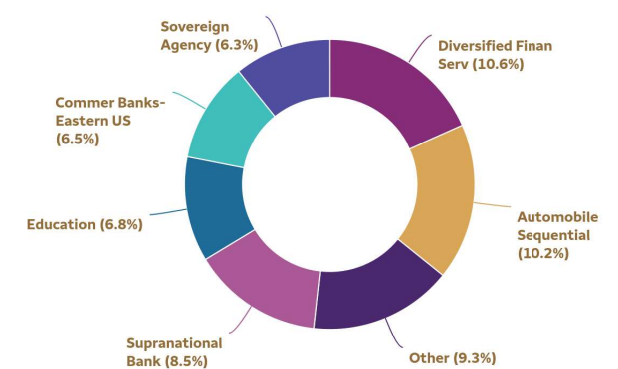
Industry Sector



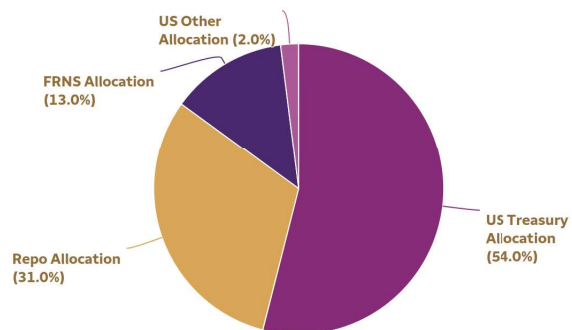
Industry Group



Industry Subgroup



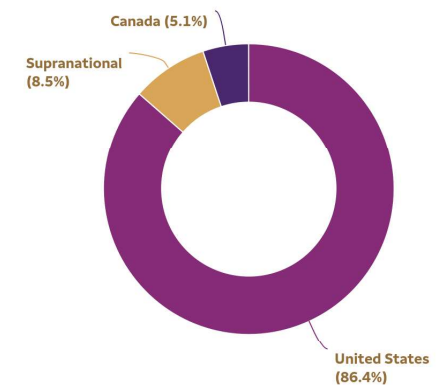
MMF Asset Allocation



Currency



Country



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Risk Summary

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

1: * Grouped by: Issuer Concentration. 2: * Groups Sorted by: % of Base Market Value + Accrued.

Performance Summary Gross of Fees

US Dollar

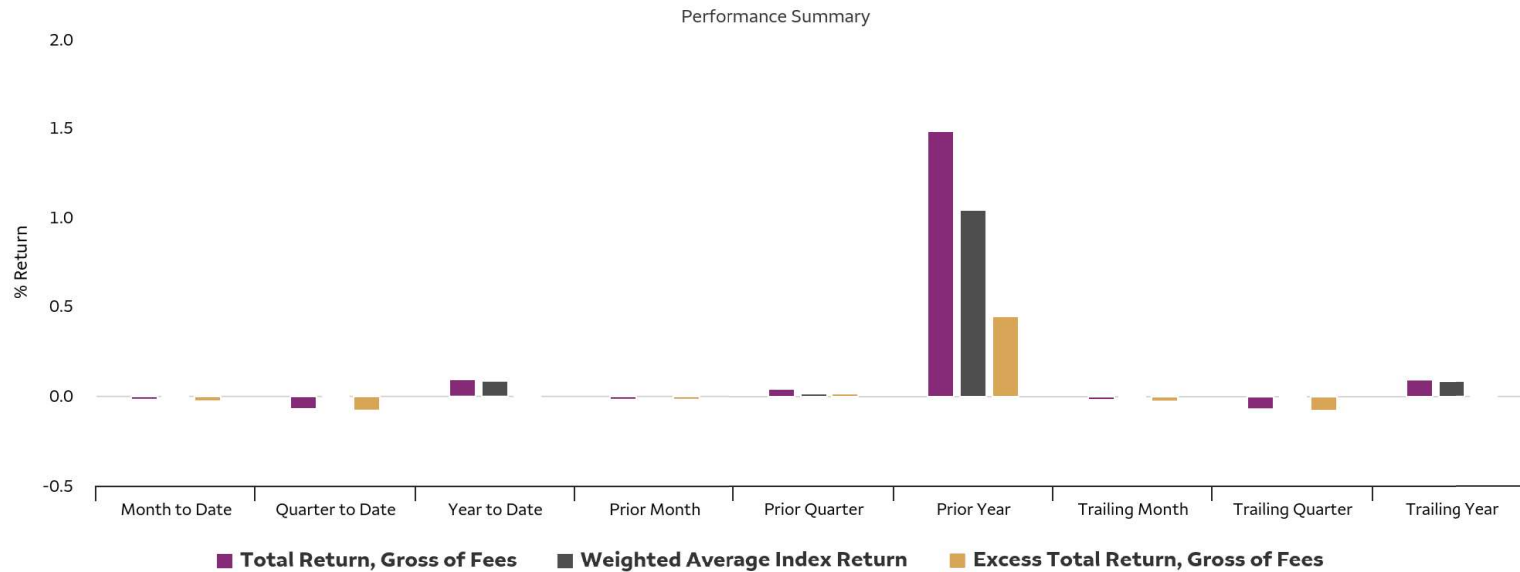
01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Period	Period Begin	Period End	Total Return, Gross of Fees	Weighted Average Index Return	Excess Total Return, Gross of Fees
Month to Date	12/01/2021	12/31/2021	-0.02%	0.01%	-0.03%
Quarter to Date	10/01/2021	12/31/2021	-0.06%	0.01%	-0.07%
Year to Date	01/01/2021	12/31/2021	0.10%	0.09%	0.01%
Prior Month	11/01/2021	11/30/2021	-0.02%	0.00%	-0.02%
Prior Quarter	07/01/2021	09/30/2021	0.04%	0.02%	0.02%
Prior Year	01/01/2020	12/31/2020	1.49%	1.05%	0.45%
Trailing Month	12/01/2021	12/31/2021	-0.02%	0.01%	-0.03%
Trailing Quarter	10/01/2021	12/31/2021	-0.06%	0.01%	-0.07%
Trailing Year	01/01/2021	12/31/2021	0.10%	0.09%	0.01%

Account	Index	Index Start Date	Index End Date
Contra Costa County	ML 6 Month T-Bill	01/01/1980	11/30/2004
Contra Costa County	ICE BofA US 6-Month Treasury Bill Index	12/01/2004	---

Gross of Fees (includes trading).

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Performance Summary Gross of Fees

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Returns are actual and have not been annualized.

No Tax Adjustment.

Note that data will not exist prior to the performance inception date of: 04/01/2001.

Historical data exists for the options shown below, only available on historical data boundaries:

Begin Date, End Date	Return Type, Fee Options	Tax Options
04/01/2001 01/31/2011	Total Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment
04/01/2001 01/31/2011	Income Return Gross of Fees	No Tax Adjustment
04/01/2001 01/31/2011	Price Return Gross of Fees	No Tax Adjustment
01/01/2008 01/31/2011	Book Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment

Reported Index Return is always Total Return.

Performance Summary Net of Fees

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Period	Period Begin	Period End	Total Return, Net of Fees	Weighted Average Index Return	Excess Total Return, Net of Fees
Month to Date	12/01/2021	12/31/2021	-0.03%	0.01%	-0.03%
Quarter to Date	10/01/2021	12/31/2021	-0.09%	0.01%	-0.10%
Year to Date	01/01/2021	12/31/2021	0.00%	0.09%	-0.08%
Prior Month	11/01/2021	11/30/2021	-0.02%	0.00%	-0.02%
Prior Quarter	07/01/2021	09/30/2021	0.02%	0.02%	-0.01%
Prior Year	01/01/2020	12/31/2020	1.38%	1.05%	0.34%
Trailing Month	12/01/2021	12/31/2021	-0.03%	0.01%	-0.03%
Trailing Quarter	10/01/2021	12/31/2021	-0.09%	0.01%	-0.10%
Trailing Year	01/01/2021	12/31/2021	0.00%	0.09%	-0.08%

Account	Index	Index Start Date	Index End Date
Contra Costa County	ML 6 Month T-Bill	01/01/1980	11/30/2004
Contra Costa County	ICE BofA US 6-Month Treasury Bill Index	12/01/2004	---

Net of Fees (includes management and trading).

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Performance Summary Net of Fees

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Returns are actual and have not been annualized.

No Tax Adjustment.

Note that data will not exist prior to the performance inception date of: 04/01/2001.

Historical data exists for the options shown below, only available on historical data boundaries:

Begin Date, End Date	Return Type, Fee Options	Tax Options
04/01/2001 01/31/2011	Total Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment
04/01/2001 01/31/2011	Income Return Gross of Fees	No Tax Adjustment
04/01/2001 01/31/2011	Price Return Gross of Fees	No Tax Adjustment
01/01/2008 01/31/2011	Book Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment

Reported Index Return is always Total Return.

GAAP FX Financials

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Balance Sheet	As of:	Contra Costa County	
		09/30/2021	12/31/2021
Book Value		44,093,501.50	44,097,931.55
Accrued Balance		97,989.66	84,291.36
Book Value + Accrued		44,191,491.16	44,182,222.91
Net FX Unrealized Accrued Gain/Loss		0.00	0.00
Net FX Unrealized Carrying Value Security Gain/Loss		0.00	0.00
Net Market Unrealized Carrying Value Gain/Loss		-3,137.83	-55,246.13
Carrying Value and Accrued		44,188,353.33	44,126,976.78

Income Statement	Begin Date End Date	Contra Costa County	
		10/01/2021 12/31/2021	
Net Amortization/Accretion Income			-73,184.76
Interest Income		97,187.74	
Dividend Income		0.00	
Foreign Tax Withheld Expense		0.00	
Misc Income		0.00	
Net FX Allowance Expense		0.00	
Net Market Allowance Expense		0.00	
Income Subtotal			97,187.74
Net FX Realized Gain/Loss		0.00	
Net Market Realized Gain/Loss		0.00	
Net Total Holding Gain/Loss		0.00	
Total Impairment Loss		0.00	
Net Total Gain/Loss			0.00
Expense		-10,265.30	
Net Income			13,737.68
Transfers In/Out			-23,005.93
Change in FX Unrealized Gain/Loss			0.00
Change in Market Unrealized Gain/Loss			-52,108.30

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GAAP FX Financials

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Statement of Cash Flows		Contra Costa County
	Begin Date	10/01/2021
	End Date	12/31/2021
Net Income		13,737.68
Amortization/Accretion on MS	73,184.76	
Change in Accrued on MS	22,177.75	
Net Gain/Loss on MS	0.00	
Change in Unrealized G/L on CE	0.00	
Subtotal		95,362.51
Purchase of MS	-7,204,786.61	
Purchased Accrued of MS	-8,479.45	
Sales of MS	2,161,341.34	
Sold Accrued of MS	0.00	
Maturities of MS	4,090,000.00	
Net Purchases/Sales		-961,924.72
Transfers of Cash & CE		-23,005.93
Total Change in Cash & CE		-875,830.46
Beginning Cash & CE		1,700,313.20
Ending Cash & CE		824,482.74

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Income Detail

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
94975P405 ALLSPRING:GOVT MM I	824,465.93 0.01	12/31/2021 12/31/2021	0.00 ---	64.33 0.00	0.00	0.00 64.33
03066RAB1 AMCAR 2021-2 A2	640,006.11 0.26	06/27/2022 11/18/2024	0.00 06/16/2021	497.90 7.89	-0.01	0.00 505.79
0258M0EH8 AMERICAN EXPRESS CREDIT CORP	700,000.00 0.87	01/31/2022 03/03/2022	0.00 05/21/2021	1,496.32 -1,272.85	0.00	0.00 223.47
032556GM8 ANAHEIM CALIF HSG & PUB IMPT AUTH REV	0.00 1.65	10/01/2021 10/01/2021	0.00 03/04/2020	0.00 0.00	0.00	0.00 0.00
037833DL1 APPLE INC	300,000.00 1.70	09/11/2022 09/11/2022	0.00 08/02/2021	1,275.00 -1,140.80	0.00	0.00 134.20
04821UB92 Atlantic Asset Securitization Corp.	1,200,000.00 0.00	02/09/2022 02/09/2022	0.00 08/16/2021	0.00 429.33	0.00	0.00 429.33
06051GJX8 BANK OF AMERICA CORP	500,000.00 0.59	05/28/2023 05/28/2024	0.00 05/28/2021	705.46 0.00	0.00	0.00 705.46
06051GJX8 BANK OF AMERICA CORP	150,000.00 0.59	05/28/2023 05/28/2024	0.00 10/18/2021	174.15 -47.53	0.00	0.00 126.62
06406RAM9 BANK OF NEW YORK MELLON CORP	650,000.00 1.85	01/02/2023 01/27/2023	0.00 03/26/2021	3,006.25 -2,623.07	0.00	0.00 383.18
130658QY6 CALIFORNIA ST DEPT VET AFFAIRS HOME PUR REV	0.00 0.25	12/01/2022 12/01/2022	0.00 08/12/2021	423.33 0.00	0.00	0.00 423.33
130658QY6 CALIFORNIA ST DEPT VET AFFAIRS HOME PUR REV	1,000,000.00 0.25	12/01/2022 12/01/2022	0.00 08/12/2021	211.67 0.00	0.00	0.00 211.67
14315NAC4 CARMX 2019-1 A3	320,185.85 3.05	04/26/2022 03/15/2024	0.00 04/09/2021	2,942.10 -2,665.68	0.00	0.00 276.42
CCYUSD Cash	16.81 0.00	12/31/2021 12/31/2021	-23,005.93 ---	0.00 0.00	0.00	-10,265.30 -10,265.30
14913R2N6 CATERPILLAR FINANCIAL SERVICES CORP	0.00 0.20	11/17/2022 11/17/2022	0.00 05/21/2021	181.45 -36.22	0.00	0.00 145.23
14913R2N6 CATERPILLAR FINANCIAL SERVICES CORP	700,000.00 0.20	11/17/2022 11/17/2022	0.00 05/21/2021	182.55 -34.68	0.00	0.00 147.87
166756AG1 CHEVRON USA INC	400,000.00 0.26	08/12/2022 08/12/2022	0.00 08/12/2020	255.49 0.00	0.00	0.00 255.49
21969AAA0 CORONA CALIF PENSION OBLIG	500,000.00 0.25	05/01/2022 05/01/2022	0.00 10/14/2021	266.29 0.00	0.00	0.00 266.29
223047AA9 COVINA CALIF PENSION OBLIG	655,000.00 0.30	08/01/2022 08/01/2022	0.00 07/28/2021	489.61 0.00	0.00	0.00 489.61
21687BBA8 Coöperatieve Rabobank U.A., New York Branch	1,200,000.00 0.00	02/10/2022 02/10/2022	0.00 08/13/2021	0.00 398.67	0.00	0.00 398.67
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	0.00 3.00	10/29/2021 10/29/2021	0.00 09/28/2020	700.00 -612.61	0.00	0.00 87.39
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	0.00 3.00	10/29/2021 10/29/2021	0.00 11/09/2020	700.00 -637.36	0.00	0.00 62.64
244199BE4 DEERE & CO	700,000.00 2.60	03/08/2022 06/08/2022	0.00 06/10/2021	4,550.00 -4,344.03	0.00	0.00 205.97

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Income Detail

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
26442CAW4 DUKE ENERGY CAROLINAS LLC	700,000.00 3.35	05/15/2022 05/15/2022	0.00 07/08/2021	5,862.50 -5,622.06	0.00	0.00 240.44
275282PP0 EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	500,000.00 0.45	08/01/2022 08/01/2022	0.00 10/29/2020	566.25 0.00	0.00	0.00 566.25
30231GAJ1 EXXON MOBIL CORP	695,000.00 2.40	01/06/2022 03/06/2022	0.00 03/31/2021	4,164.79 -3,806.82	0.00	0.00 357.97
313313MK1 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 0.00	10/01/2021 10/01/2021	0.00 11/18/2020	0.00 0.00	0.00	0.00 0.00
3133EMTK8 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.08	03/16/2022 03/16/2022	0.00 03/16/2021	200.00 18.90	0.00	0.00 218.90
3133EM4P4 FEDERAL FARM CREDIT BANKS FUNDING CORP	750,000.00 0.15	04/14/2023 04/14/2023	0.00 09/20/2021	281.25 62.35	0.00	0.00 343.60
3130A3KM5 FEDERAL HOME LOAN BANKS	0.00 2.50	12/09/2022 12/09/2022	0.00 08/18/2021	2,361.11 -2,225.68	0.00	0.00 135.43
3130A3KM5 FEDERAL HOME LOAN BANKS	500,000.00 2.50	12/09/2022 12/09/2022	0.00 08/18/2021	763.89 -741.89	0.00	0.00 21.99
3130AQF57 FEDERAL HOME LOAN BANKS	500,000.00 0.63	12/22/2023 12/22/2023	0.00 12/22/2021	78.13 15.14	0.00	0.00 93.26
341081GD3 FLORIDA POWER & LIGHT CO	600,000.00 0.30	05/10/2023 05/10/2023	0.00 05/10/2021	468.68 0.00	0.00	0.00 468.68
34531MAD0 FORDL 2020-A A3	169,840.41 1.85	02/12/2022 03/15/2023	0.00 01/28/2020	1,281.27 3.28	0.00	0.00 1,284.55
345329AB2 FORDL 2021-B A2	400,000.00 0.24	05/18/2022 04/15/2024	0.00 09/24/2021	240.00 0.67	0.00	0.00 240.67
36258NAC6 GMCAR 2020-1 A3	320,370.63 1.84	07/01/2022 09/16/2024	0.00 02/17/2021	1,660.78 -1,700.44	0.00	0.00 -39.67
380149AB0 GMCAR 212 A2	302,960.51 0.27	06/13/2022 06/17/2024	0.00 10/04/2021	228.53 -83.17	0.01	0.00 145.37
43813DAB4 HAROT 2020-2 A2	0.00 0.74	12/15/2021 11/15/2022	0.00 11/23/2020	76.03 -51.03	0.00	0.00 25.00
43813DAB4 HAROT 2020-2 A2	0.00 0.74	12/15/2021 11/15/2022	0.00 11/23/2020	6.34 -14.00	0.00	0.00 -7.66
43815GAB5 HAROT 2021-4 A2	700,000.00 0.39	11/06/2022 05/21/2024	0.00 11/24/2021	280.58 1.15	0.00	0.00 281.74
44934KAB0 HART 2021-B A2	600,000.00 0.24	08/03/2022 05/15/2024	0.00 07/28/2021	360.00 7.63	0.00	0.00 367.63
419792F68 HAWAII ST	300,000.00 0.25	08/01/2022 08/01/2022	0.00 10/12/2021	162.61 0.00	0.00	0.00 162.61
437076BG6 HOME DEPOT INC	500,000.00 2.63	05/01/2022 06/01/2022	0.00 12/20/2021	401.04 -385.00	0.00	0.00 16.04
438516BT2 HONEYWELL INTERNATIONAL INC	200,000.00 2.15	07/08/2022 08/08/2022	0.00 11/16/2021	537.50 -470.22	0.00	0.00 67.27

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Income Detail

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
4581XOCN6 INTER-AMERICAN DEVELOPMENT BANK	1,000,000.00 1.75	04/14/2022 04/14/2022	0.00 04/30/2021	4,375.00 -4,064.87	0.00	0.00 310.13
4581XODA3 INTER-AMERICAN DEVELOPMENT BANK	1,000,000.00 2.50	01/18/2023 01/18/2023	0.00 07/28/2021	6,250.00 -5,864.79	0.00	0.00 385.21
459058JV6 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	500,000.00 0.13	04/20/2023 04/20/2023	0.00 05/26/2021	158.75 86.17	0.00	0.00 244.92
459058GU1 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	500,000.00 2.13	07/01/2022 07/01/2022	0.00 11/24/2021	1,092.01 -1,020.27	0.00	0.00 71.74
45950KCW8 INTERNATIONAL FINANCE CORP	700,000.00 0.14	06/30/2023 06/30/2023	0.00 06/30/2021	249.28 0.00	0.00	0.00 249.28
47787NAC3 JDOT 2020-B A3	800,000.00 0.51	10/26/2022 11/15/2024	0.00 09/09/2021	1,020.00 -253.78	0.00	0.00 766.22
46625HJD3 JPMORGAN CHASE & CO	650,000.00 4.50	01/24/2022 01/24/2022	0.00 06/29/2021	7,312.50 -7,075.86	0.00	0.00 236.64
538310P23 LIVERMORE VALLEY CALIF JT UNI SCH DIST	0.00 0.12	12/01/2021 12/01/2021	0.00 10/27/2021	56.67 0.00	0.00	0.00 56.67
58769KAC8 MBALT 2021-B A2	400,000.00 0.22	07/01/2022 01/16/2024	0.00 06/29/2021	219.99 8.17	0.00	0.00 228.16
58769TAD7 MBART 2019-1 A3	238,499.36 1.94	05/26/2022 03/15/2024	0.00 03/26/2021	1,367.59 -1,423.38	0.00	0.00 -55.80
612574EQ2 MONTEREY PENINSULA CALIF CMNTY COLLEGE DIST	700,000.00 1.20	08/01/2023 08/01/2023	0.00 08/25/2021	2,100.00 -1,595.41	0.00	0.00 504.59
630362EN7 NAPA VY CALIF UNI SCH DIST	400,000.00 0.34	08/01/2023 08/01/2023	0.00 08/17/2021	340.00 0.00	0.00	0.00 340.00
65479GAD1 NAROT 2018-B A3	25,048.24 3.06	01/29/2022 03/15/2023	0.00 05/17/2021	317.81 -318.58	0.01	0.00 -0.77
65479HAC1 NAROT 2019-B A3	241,274.66 2.50	05/07/2022 11/15/2023	0.00 12/07/2020	1,769.71 -1,676.37	0.00	0.00 93.34
63743HEV0 NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	500,000.00 0.22	02/16/2023 02/16/2023	0.00 06/08/2021	261.79 39.45	0.00	0.00 301.24
63743HEV0 NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	250,000.00 0.22	02/16/2023 02/16/2023	0.00 06/25/2021	130.89 19.90	0.00	0.00 150.79
63873KB30 Natixis, New York Branch	1,000,000.00 0.00	02/03/2022 02/03/2022	0.00 08/13/2021	0.00 357.78	0.00	0.00 357.78
665859AN4 NORTHERN TRUST CORP	100,000.00 2.38	08/02/2022 08/02/2022	0.00 03/26/2021	593.75 -546.04	0.00	0.00 47.71
67066GAK0 NVIDIA CORP	600,000.00 0.31	06/15/2023 06/15/2023	0.00 06/16/2021	463.50 0.00	0.00	0.00 463.50
672325M46 OAKLAND CALIF UNI SCH DIST ALAMEDA CNTY	400,000.00 0.35	02/01/2022 02/01/2022	0.00 11/03/2021	228.78 0.00	0.00	0.00 228.78

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Income Detail

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
675383TH6 OCEANSIDE CALIF UNI SCH DIST	300,000.00 0.38	08/01/2023 08/01/2023	0.00 08/17/2021	285.00 0.00	0.00	0.00 285.00
678858BWO OKLAHOMA GAS AND ELECTRIC CO	490,000.00 0.55	05/26/2023 05/26/2023	0.00 05/27/2021	677.42 0.00	0.00	0.00 677.42
67983UD67 Old Line Funding, LLC	1,250,000.00 0.00	04/06/2022 04/06/2022	0.00 10/06/2021	0.00 453.13	0.00	0.00 453.13
69371RQ33 PACCAR FINANCIAL CORP	600,000.00 2.00	09/26/2022 09/26/2022	0.00 03/25/2021	3,000.00 -2,606.44	0.00	0.00 393.56
CCYUSD Payable	0.00 0.00	12/31/2021 12/31/2021	0.00 ---	0.00 0.00	0.00	0.00 0.00
69353REY0 PNC BANK NA	0.00 2.55	12/09/2021 12/09/2021	0.00 06/29/2020	1,884.17 -1,596.89	0.00	0.00 287.28
CCYUSD Receivable	0.00 0.00	12/31/2021 12/31/2021	0.00 ---	0.00 0.00	0.00	0.00 0.00
757696AP4 REDONDO BEACH CALIF CMNTY FING AUTH LEASE REV	325,000.00 0.41	05/01/2023 05/01/2023	0.00 07/15/2021	337.19 0.00	0.00	0.00 337.19
76913DFT9 RIVERSIDE CNTY CALIF INFRASTRUCTURE FING AUTH LEAS	0.00 0.40	11/01/2022 11/01/2022	0.00 10/19/2021	99.50 0.00	0.00	0.00 99.50
76913DFT9 RIVERSIDE CNTY CALIF INFRASTRUCTURE FING AUTH LEAS	750,000.00 0.40	11/01/2022 11/01/2022	0.00 10/19/2021	497.50 0.00	0.00	0.00 497.50
797272RJ2 SAN DIEGO CALIF CMNTY COLLEGE DIST	250,000.00 0.50	08/01/2022 08/01/2022	0.00 12/28/2021	10.35 0.00	0.00	0.00 10.35
797356DC3 SAN DIEGO CALIF UNI SCH DIST	450,000.00 0.20	07/01/2022 07/01/2022	0.00 10/21/2021	174.13 0.00	0.00	0.00 174.13
797400MN5 SAN DIEGO CNTY CALIF REGL TRANSN COMMN SALES TAX R	0.00 5.00	10/01/2022 10/01/2022	0.00 03/23/2021	0.00 0.00	0.00	0.00 0.00
797400MN5 SAN DIEGO CNTY CALIF REGL TRANSN COMMN SALES TAX R	300,000.00 5.00	10/01/2022 10/01/2022	0.00 03/23/2021	3,750.00 -3,612.78	0.00	0.00 137.22
797686EK4 SAN FRANCISCO CALIF MUN TRANSN AGY REV	835,000.00 0.25	03/01/2023 03/01/2023	0.00 02/23/2021	519.79 0.00	0.00	0.00 519.79
799381AA6 SAN RAMON	710,000.00 0.28	07/01/2022 07/01/2022	0.00 11/18/2021	237.46 0.00	0.00	0.00 237.46
80182AAA7 SANTA CRUZ CNTY CALIF PENSION OBLIG	400,000.00 0.16	06/01/2022 06/01/2022	0.00 09/21/2021	163.00 0.00	0.00	0.00 163.00
80286XAB0 SDART 2021-2 A2	367,169.19 0.28	03/10/2022 04/15/2024	0.00 05/26/2021	358.31 5.62	-0.01	0.00 363.92
80285VAB5 SDART 2021-4 A2	250,000.00 0.37	06/16/2022 08/15/2024	0.00 10/27/2021	164.44 2.31	0.00	0.00 166.75
89231AAD3 TAOT 2018-C A3	0.00 3.02	01/14/2022 12/15/2022	0.00 07/29/2019	620.45 -252.47	0.00	0.00 367.98

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Income Detail

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
89231AAD3 TAOT 2018-C A3	37,385.68 3.02	01/14/2022 12/15/2022	0.00 07/29/2019	50.18 -45.36	0.00	0.00 4.82
89190GAB3 TAOT 2021-B A2	429,251.06 0.14	06/05/2022 01/16/2024	0.00 06/14/2021	163.20 1.84	-0.01	0.00 165.03
88602UA67 Thunder Bay Funding, LLC	1,000,000.00 0.00	01/06/2022 01/06/2022	0.00 08/16/2021	0.00 306.67	0.00	0.00 306.67
891371AA4 TORRANCE CALIF JT PWRS FING AUTH LEASE REV	0.00 1.24	10/01/2021 10/01/2021	0.00 10/22/2020	0.00 0.00	0.00	0.00 0.00
89236THN8 TOYOTA MOTOR CREDIT CORP	0.00 0.39	10/14/2022 10/14/2022	0.00 04/20/2021	84.50 -36.70	0.00	0.00 47.80
89236THN8 TOYOTA MOTOR CREDIT CORP	600,000.00 0.39	10/14/2022 10/14/2022	0.00 04/20/2021	512.17 -223.01	0.00	0.00 289.16
86787EBE6 TRUIST BANK	700,000.00 2.80	04/17/2022 05/17/2022	0.00 06/01/2020	4,900.00 -3,799.13	0.00	0.00 1,100.87
9128286U9 UNITED STATES TREASURY	1,000,000.00 2.13	05/15/2022 05/15/2022	0.00 11/30/2020	5,357.48 -5,028.54	0.00	0.00 328.94
91324PDD1 UNITEDHEALTH GROUP INC	700,000.00 2.38	10/15/2022 10/15/2022	0.00 12/01/2021	1,385.41 -1,204.42	0.00	0.00 180.99
90331HPK3 US BANK NA	0.00 0.31	01/21/2022 01/21/2022	0.00 01/21/2020	524.25 0.00	0.00	0.00 524.25
92512MB16 Versailles Commercial Paper LLC	1,250,000.00 0.00	02/01/2022 02/01/2022	0.00 09/09/2021	0.00 447.22	0.00	0.00 447.22
92826CAC6 VISA INC	300,000.00 2.80	10/14/2022 12/14/2022	0.00 12/21/2021	233.34 -220.67	0.00	0.00 12.67
92867XAD8 VWALT 2019-A A3	0.00 1.99	02/15/2022 11/21/2022	0.00 01/08/2021	1,349.33 -1,775.86	0.00	0.00 -426.53
92867XAD8 VWALT 2019-A A3	252,696.53 1.99	02/15/2022 11/21/2022	0.00 01/08/2021	723.56 -771.32	0.00	0.00 -47.75
92348XAB1 VZOT 2018-A A1B	2,725.05 0.34	01/20/2022 04/20/2023	0.00 10/10/2018	47.69 0.00	0.00	0.00 47.69
92348AAA3 VZOT 2019-C A1A	352,525.20 1.94	06/13/2022 04/22/2024	0.00 03/25/2021	2,042.17 -2,135.85	0.00	0.00 -93.68
92348AAA3 VZOT 2019-C A1A	313,355.73 1.94	06/13/2022 04/22/2024	0.00 12/20/2021	185.75 -76.46	0.00	0.00 109.29
966770AA7 WHITTIER CALIF PENSION OBLIG	500,000.00 0.21	06/01/2022 06/01/2022	0.00 08/18/2021	265.00 0.00	0.00	0.00 265.00
98163WAG1 WOART 2020-B A2A	45,943.87 0.55	01/14/2022 07/17/2023	0.00 12/04/2020	173.80 -117.65	0.00	0.00 56.15
---	43,943,720.84	08/10/2022	-23,005.93	97,187.74	0.00	-10,265.30
---	0.94	12/08/2022	---	-73,184.76		13,737.68

* Weighted by: Ending Base Market Value + Accrued. * Holdings Displayed by: Lot.

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Balance Sheet Classification

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

CE

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
94975P405 ALLSPRING:GOVT MM I	824,465.93 1.0000	12/31/2021 0.01	12/31/2021	AAA Cash	0.01 0.01	824,465.93 824,465.93 0.00	824,465.93 0.00 824,465.93
CCYUSD Cash	16.81 1.0000	12/31/2021 0.00	12/31/2021	AAA Cash	0.00 0.00	16.81 16.81 0.00	16.81 0.00 16.81
---	824,482.74	12/31/2021	12/31/2021	AAA	0.01	824,482.74	824,482.74
---	1.0000	0.01		Cash	0.01	824,482.74 0.00	0.00 824,482.74

ST

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
46625HJD3 JPMORGAN CHASE & CO	650,000.00 100.2325	01/24/2022 4.50	01/24/2022	AA- Financial	0.15 0.81	666,074.50 651,768.96 -257.80	651,511.17 12,756.25 664,267.42
244199BE4 DEERE & CO	700,000.00 100.4435	06/08/2022 2.60	03/08/2022	A Industrial	0.14 0.21	712,796.00 703,116.37 -11.59	703,104.78 1,162.78 704,267.56
665859AN4 NORTHERN TRUST CORP	100,000.00 101.0354	08/02/2022 2.38	08/02/2022	A+ Financial	0.20 0.60	102,932.00 101,264.20 -228.83	101,035.38 982.99 102,018.36
30231GAJ1 EXXON MOBIL CORP	695,000.00 100.0055	03/06/2022 2.40	01/06/2022	AA Industrial	0.20 1.66	706,627.35 695,206.89 -168.70	695,038.20 5,321.67 700,359.87
437076BG6 HOME DEPOT INC	500,000.00 100.7667	06/01/2022 2.63	05/01/2022	A Industrial	0.29 0.31	504,235.00 503,850.00 -16.30	503,833.71 1,093.75 504,927.46
3130A3KM5 FEDERAL HOME LOAN BANKS	500,000.00 101.9847	12/09/2022 2.50	12/09/2022	AAA Agency	0.14 0.38	515,418.50 511,031.65 -1,107.92	509,923.73 763.89 510,687.62
92826CAC6 VISA INC	300,000.00 101.8487	12/14/2022 2.80	10/14/2022	AA- Industrial	0.35 0.44	305,958.00 305,737.33 -191.25	305,546.08 396.67 305,942.75
4581XOCN6 INTER-AMERICAN DEVELOPMENT BANK	1,000,000.00 100.5214	04/14/2022 1.75	04/14/2022	AAA Government	0.13 -0.06	1,015,420.00 1,004,550.89 662.67	1,005,213.56 3,743.06 1,008,956.62
0258M0EH8 AMERICAN EXPRESS CREDIT CORP	700,000.00 100.0241	03/03/2022 0.87	01/31/2022	A Industrial	0.17 0.59	703,528.00 700,415.06 -246.23	700,168.83 493.19 700,662.02

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Balance Sheet Classification

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
91324PDD1 UNITEDHEALTH GROUP INC	700,000.00 101.4185	10/15/2022 2.38	10/15/2022	A+ Industrial	0.35 0.57	712,355.00 711,150.58 -1,221.00	709,929.58 3,509.72 713,439.30
89231AAD3 TAOT 2018-C A3	37,385.68 100.1159	12/15/2022 3.02	01/14/2022	AAA Asset Backed	1.44 0.35	37,956.69 37,413.25 15.77	37,429.02 50.18 37,479.20
26442CAW4 DUKE ENERGY CAROLINAS LLC	700,000.00 101.0641	05/15/2022 3.35	05/15/2022	AA- Utility	0.16 0.47	719,005.00 708,188.65 -740.12	707,448.53 2,996.39 710,444.92
9128286U9 UNITED STATES TREASURY	1,000,000.00 100.7227	05/15/2022 2.13	05/15/2022	AAA Government	0.13 0.18	1,029,023.44 1,007,324.18 -97.18	1,007,227.00 2,758.98 1,009,985.98
86787EBE6 TRUIST BANK	700,000.00 100.7292	05/17/2022 2.80	04/17/2022	A+ Financial	0.63 0.31	728,287.00 704,377.26 727.39	705,104.65 2,395.56 707,500.20
459058GU1 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	500,000.00 100.8495	07/01/2022 2.13	07/01/2022	AAA Government	0.17 0.42	505,880.00 504,859.73 -612.07	504,247.66 5,312.50 509,560.16
438516BT2 HONEYWELL INTERNATIONAL INC	200,000.00 100.8732	08/08/2022 2.15	07/08/2022	A Industrial	0.29 0.46	202,392.00 201,921.78 -175.41	201,746.37 1,708.06 203,454.42
037833DL1 APPLE INC	300,000.00 101.0071	09/11/2022 1.70	09/11/2022	AAA Industrial	0.19 0.24	305,022.00 303,137.20 -115.81	303,021.39 1,558.33 304,579.72
69371RQ33 PACCAR FINANCIAL CORP	600,000.00 101.2206	09/26/2022 2.00	09/26/2022	A+ Industrial	0.27 0.34	615,582.00 607,592.68 -269.26	607,323.42 3,166.67 610,490.09
92867XAD8 VWALT 2019-A A3	252,696.53 100.1919	11/21/2022 1.99	02/15/2022	AAA Asset Backed	-0.20 0.17	256,457.36 253,369.34 -187.83	253,181.50 153.65 253,335.15
166756AG1 CHEVRON USA INC	400,000.00 99.9734	08/12/2022 0.26	08/12/2022	AA Industrial	0.27 0.50	400,000.00 400,000.00 -106.50	399,893.50 146.88 400,040.38
275282PP0 EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	500,000.00 99.9960	08/01/2022 0.45	08/01/2022	AA Municipal	0.45 0.46	500,000.00 500,000.00 -20.00	499,980.00 943.75 500,923.75
89236THN8 TOYOTA MOTOR CREDIT CORP	600,000.00 100.0784	10/14/2022 0.39	10/14/2022	A+ Industrial	0.22 0.54	601,530.00 600,807.34 -337.23	600,470.11 512.17 600,982.28
797400MN5 SAN DIEGO CNTY CALIF REGL TRANSN COMMN SALES TAX R	300,000.00 103.6140	10/01/2022 5.00	10/01/2022	AAA Municipal	0.20 0.17	321,873.00 310,720.52 121.48	310,842.00 3,750.00 314,592.00
3133EMTK8 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 99.9855	03/16/2022 0.08	03/16/2022	AAA Agency	0.09 0.15	999,925.00 999,984.79 -129.42	999,855.37 233.33 1,000,088.70

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Balance Sheet Classification

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
14913R2N6 CATERPILLAR FINANCIAL SERVICES CORP	700,000.00 99.8703	11/17/2022 0.20	11/17/2022	A Industrial	0.16 0.63	700,420.00 700,246.61 -1,154.79	699,091.81 174.81 699,266.62
223047AA9 COVINA CALIF PENSION OBLIG	655,000.00 99.9080	08/01/2022 0.30	08/01/2022	AA Municipal	0.30 0.46	655,000.00 655,000.00 -602.60	654,397.40 832.34 655,229.74
63873KB30 Natixis, New York Branch	1,000,000.00 99.9921	02/03/2022 0.00	02/03/2022	A-1+ Financial	0.14 0.08	999,323.33 999,871.67 49.00	999,920.67 0.00 999,920.67
966770AA7 WHITTIER CALIF PENSION OBLIG	500,000.00 99.9660	06/01/2022 0.21	06/01/2022	AA Municipal	0.21 0.29	500,000.00 500,000.00 -170.00	499,830.00 91.28 499,921.28
130658QY6 CALIFORNIA ST DEPT VET AFFAIRS HOME PUR REV	1,000,000.00 99.8410	12/01/2022 0.25	12/01/2022	AA Municipal	0.25 0.42	1,000,000.00 1,000,000.00 -1,590.00	998,410.00 211.67 998,621.67
21687BBA8 Coöperatieve Rabobank U.A., New York Branch	1,200,000.00 99.9908	02/10/2022 0.00	02/10/2022	A-1+ Financial	0.13 0.08	1,199,215.67 1,199,826.67 62.63	1,199,889.30 0.00 1,199,889.30
04821UB92 Atlantic Asset Securitization Corp.	1,200,000.00 99.9833	02/09/2022 0.00	02/09/2022	A-1+ Financial	0.14 0.15	1,199,174.00 1,199,818.00 -18.00	1,199,800.00 0.00 1,199,800.00
92512MB16 Versailles Commercial Paper LLC	1,250,000.00 99.9881	02/01/2022 0.00	02/01/2022	A-1+ Financial	0.14 0.13	1,249,295.14 1,249,849.31 1.81	1,249,851.11 0.00 1,249,851.11
88602UA67 Thunder Bay Funding, LLC	1,000,000.00 99.9987	01/06/2022 0.00	01/06/2022	A-1+ Financial	0.12 0.08	999,523.33 999,983.33 3.34	999,986.67 0.00 999,986.67
80182AAA7 SANTA CRUZ CNTY CALIF PENSION OBLIG	400,000.00 99.9460	06/01/2022 0.16	06/01/2022	AAA Municipal	0.16 0.29	400,000.00 400,000.00 -216.00	399,784.00 181.11 399,965.11
76913DFT9 RIVERSIDE CNTY CALIF INFRASTRUCTURE FING AUTH LEAS	750,000.00 99.9080	11/01/2022 0.40	11/01/2022	AA- Municipal	0.40 0.50	750,000.00 750,000.00 -690.00	749,310.00 597.00 749,907.00
21969AAA0 CORONA CALIF PENSION OBLIG	500,000.00 99.9840	05/01/2022 0.25	05/01/2022	AA+ Municipal	0.25 0.29	500,000.00 500,000.00 -80.00	499,920.00 266.29 500,186.29
419792F68 HAWAII ST	300,000.00 99.9240	08/01/2022 0.25	08/01/2022	AA+ Municipal	0.25 0.38	300,000.00 300,000.00 -228.00	299,772.00 162.61 299,934.61
67983UD67 Old Line Funding, LLC	1,250,000.00 99.9323	04/06/2022 0.00	04/06/2022	A-1+ Financial	0.15 0.25	1,249,052.08 1,249,505.21 -351.87	1,249,153.34 0.00 1,249,153.34
797356DC3 SAN DIEGO CALIF UNI SCH DIST	450,000.00 99.9170	07/01/2022 0.20	07/01/2022	AAA Municipal	0.20 0.37	450,000.00 450,000.00 -373.50	449,626.50 174.13 449,800.63

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Balance Sheet Classification

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
672325M46 OAKLAND CALIF UNI SCH DIST ALAMEDA CNTY	400,000.00 100.0000	02/01/2022 0.35	02/01/2022	AA Municipal	0.35 0.34	400,000.00 400,000.00 0.00	400,000.00 228.78 400,228.78
799381AA6 SAN RAMON	710,000.00 99.9420	07/01/2022 0.28	07/01/2022	AAA Municipal	0.28 0.40	710,000.00 710,000.00 -411.80	709,588.20 237.46 709,825.66
797272RJ2 SAN DIEGO CALIF CMNTY COLLEGE DIST	250,000.00 100.0910	08/01/2022 0.50	08/01/2022	AAA Municipal	0.50 0.34	250,000.00 250,000.00 227.50	250,227.50 10.35 250,237.85
---	26,450,082.21	05/31/2022	05/20/2022	AA	0.21	26,679,281.39	26,531,634.02
---	100.3132	1.08		---	0.34	26,541,889.44 -10,255.43	59,078.22 26,590,712.24

LT

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
4581X0DA3 INTER-AMERICAN DEVELOPMENT BANK	1,000,000.00 102.0559	01/18/2023 2.50	01/18/2023	AAA Government	0.16 0.54	1,034,360.00 1,024,351.61 -3,792.46	1,020,559.15 11,319.44 1,031,878.59
65479GAD1 NAROT 2018-B A3	25,048.24 100.2059	03/15/2023 3.06	01/29/2022	AAA Asset Backed	-0.55 0.41	25,337.86 25,155.16 -55.34	25,099.82 34.07 25,133.89
92348XAB1 VZOT 2018-A A1B	2,725.05 100.0094	04/20/2023 0.34	01/20/2022	AAA Asset Backed	0.34 0.17	2,725.05 2,725.05 0.26	2,725.31 0.31 2,725.62
14315NAC4 CARMX 2019-1 A3	320,185.85 100.8381	03/15/2024 3.05	04/26/2022	AAA Asset Backed	0.50 0.39	326,101.79 323,533.41 -664.17	322,869.23 434.03 323,303.26
65479HAC1 NAROT 2019-B A3	241,274.66 100.8161	11/15/2023 2.50	05/07/2022	AAA Asset Backed	0.44 0.13	246,203.82 243,703.98 -460.31	243,243.67 268.08 243,511.76
58769TAD7 MBART 2019-1 A3	238,499.36 100.5710	03/15/2024 1.94	05/26/2022	AAA Asset Backed	0.26 0.51	241,853.26 240,425.31 -564.07	239,861.24 205.64 240,066.88
92348AAA3 VZOT 2019-C A1A	352,525.20 100.6852	04/22/2024 1.94	06/13/2022	AAA Asset Backed	-0.21 0.41	358,832.09 356,031.24 -1,090.39	354,940.84 208.97 355,149.81
92348AAA3 VZOT 2019-C A1A	313,355.73 100.6852	04/22/2024 1.94	06/13/2022	AAA Asset Backed	0.38 0.41	315,681.42 315,604.96 -101.99	315,502.97 185.75 315,688.72
36258NAC6 GMCAR 2020-1 A3	320,370.63 100.8242	09/16/2024 1.84	07/01/2022	AAA Asset Backed	0.22 0.17	326,189.86 324,223.32 -1,212.13	323,011.19 245.62 323,256.81

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Balance Sheet Classification

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
06406RAM9 BANK OF NEW YORK MELLON CORP	650,000.00 101.3846	01/27/2023 1.85	01/02/2023	AA- Financial	0.24 0.45	668,447.00 660,435.24 -1,435.08	659,000.17 5,144.03 664,144.19
34531MAD0 FORDL 2020-A A3	169,840.41 100.1646	03/15/2023 1.85	02/12/2022	AAA Asset Backed	1.86 0.40	169,832.16 169,839.63 280.25	170,119.88 139.65 170,259.53
98163WAG1 WOART 2020-B A2A	45,943.87 100.0164	07/17/2023 0.55	01/14/2022	AAA Asset Backed	0.36 0.12	46,044.38 45,947.33 4.06	45,951.39 11.23 45,962.62
47787NAC3 JDOT 2020-B A3	800,000.00 99.8469	11/15/2024 0.51	10/26/2022	AAA Asset Backed	0.21 0.70	802,281.25 801,966.79 -3,191.83	798,774.96 181.33 798,956.29
797686EK4 SAN FRANCISCO CALIF MUN TRANSN AGY REV	835,000.00 99.5870	03/01/2023 0.25	03/01/2023	AA Municipal	0.25 0.59	835,000.00 835,000.00 -3,448.55	831,551.45 693.05 832,244.50
63743HEV0 NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	500,000.00 99.7855	02/16/2023 0.22	02/16/2023	A Financial	0.25 0.83	499,735.00 499,823.76 -896.32	498,927.44 140.56 499,068.00
63743HEV0 NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	250,000.00 99.7855	02/16/2023 0.22	02/16/2023	A Financial	0.25 0.83	249,870.00 249,911.10 -447.38	249,463.72 70.28 249,534.00
380149AB0 GMCAR 212 A2	302,960.51 99.9645	06/17/2024 0.27	06/13/2022	AAA Asset Backed	0.19 0.34	303,126.19 303,096.70 -243.80	302,852.90 34.08 302,886.99
459058JV6 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	500,000.00 99.3859	04/20/2023 0.13	04/20/2023	AAA Government	0.19 0.60	499,350.00 499,556.05 -2,626.79	496,929.26 123.26 497,052.52
341081GD3 FLORIDA POWER & LIGHT CO	600,000.00 99.7104	05/10/2023 0.30	05/10/2023	A+ Utility	0.30 0.91	600,000.00 600,000.00 -1,737.58	598,262.42 259.84 598,522.25
80286XAB0 SDART 2021-2 A2	367,169.19 99.9824	04/15/2024 0.28	03/10/2022	AAA Asset Backed	0.29 0.37	367,162.40 367,163.82 -59.14	367,104.68 45.69 367,150.37
06051GJX8 BANK OF AMERICA CORP	500,000.00 100.0005	05/28/2024 0.59	05/28/2023	AA- Financial	0.60 1.13	500,000.00 500,000.00 2.50	500,002.50 271.79 500,274.29
06051GJX8 BANK OF AMERICA CORP	150,000.00 100.0005	05/28/2024 0.59	05/28/2023	AA- Financial	0.44 1.13	150,372.00 150,324.47 -323.72	150,000.75 81.54 150,082.29
678858BW0 OKLAHOMA GAS AND ELECTRIC CO	490,000.00 99.3476	05/26/2023 0.55	05/26/2023	A Utility	0.55 1.03	490,000.00 490,000.00 -3,196.66	486,803.34 263.44 487,066.79
89190GAB3 TAOT 2021-B A2	429,251.06 99.8900	01/16/2024 0.14	06/05/2022	AAA Asset Backed	0.14 0.40	429,243.17 429,245.65 -466.63	428,779.02 26.71 428,805.73

The information contained in this report represents estimated trade date investment calculations. Certain calculations may not be available for all time periods. Please refer to your custody statement for official portfolio holdings and transactions. Note that certain accounting methods may cause differences between this investment report and your custody statement.

Balance Sheet Classification

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
03066RAB1 AMCAR 2021-2 A2	640,006.11 99.8246	11/18/2024 0.26	06/27/2022	AAA Asset Backed	0.40 0.62	639,983.39 639,990.13 -1,106.59	638,883.54 60.09 638,943.63
67066GAK0 NVIDIA CORP	600,000.00 99.2871	06/15/2023 0.31	06/15/2023	A Industrial	0.31 0.81	600,000.00 600,000.00 -4,277.55	595,722.45 82.40 595,804.85
58769KAC8 MBALT 2021-B A2	400,000.00 99.9028	01/16/2024 0.22	07/01/2022	AAA Asset Backed	0.23 0.41	399,966.48 399,980.55 -369.27	399,611.28 39.11 399,650.39
45950KCW8 INTERNATIONAL FINANCE CORP	700,000.00 99.9853	06/30/2023 0.14	06/30/2023	AAA Government	0.14 0.66	700,000.00 700,000.00 -102.74	699,897.26 5.44 699,902.71
757696AP4 REDONDO BEACH CALIF CMNTY FING AUTH LEASE REV	325,000.00 99.6160	05/01/2023 0.41	05/01/2023	AA Municipal	0.42 0.98	325,000.00 325,000.00 -1,248.00	323,752.00 224.79 323,976.79
44934KAB0 HART 2021-B A2	600,000.00 99.8822	05/15/2024 0.24	08/03/2022	AAA Asset Backed	0.43 0.44	599,945.58 599,958.60 -665.58	599,293.02 64.00 599,357.02
630362EN7 NAPA VY CALIF UNI SCH DIST	400,000.00 99.3190	08/01/2023 0.34	08/01/2023	AA- Municipal	0.34 0.76	400,000.00 400,000.00 -2,724.00	397,276.00 506.22 397,782.22
675383TH6 OCEANSIDE CALIF UNI SCH DIST	300,000.00 99.3820	08/01/2023 0.38	08/01/2023	AA- Municipal	0.38 0.76	300,000.00 300,000.00 -1,854.00	298,146.00 424.33 298,570.33
612574EQ2 MONTEREY PENINSULA CALIF CMNTY COLLEGE DIST	700,000.00 100.8040	08/01/2023 1.20	08/01/2023	AA Municipal	0.29 0.68	712,243.00 710,005.96 -4,377.96	705,628.00 2,940.00 708,568.00
3133EM4P4 FEDERAL FARM CREDIT BANKS FUNDING CORP	750,000.00 99.8413	04/14/2023 0.15	04/14/2023	AAA Agency	0.18 0.28	749,613.01 749,682.82 -873.28	748,809.54 240.63 749,050.17
345329AB2 FORDL 2021-B A2	400,000.00 99.7664	04/15/2024 0.24	05/18/2022	AAA Asset Backed	0.24 0.86	399,996.28 399,997.00 -931.44	399,065.56 42.67 399,108.23
80285VAB5 SDART 2021-4 A2	250,000.00 99.9179	08/15/2024 0.37	06/16/2022	AAA Asset Backed	0.38 0.55	249,984.45 249,986.76 -192.03	249,794.73 41.11 249,835.84
43815GAB5 HAROT 2021-4 A2	700,000.00 99.9237	05/21/2024 0.39	11/06/2022	AAA Asset Backed	0.39 0.48	699,981.66 699,982.81 -516.98	699,465.83 75.83 699,541.66
3130AQF57 FEDERAL HOME LOAN BANKS	500,000.00 99.7772	12/22/2023 0.63	12/22/2023	AAA Agency	0.74 0.74	498,895.00 498,910.14 -23.99	498,886.15 78.13 498,964.27
---	16,669,155.90	10/25/2023	12/30/2022	AA+	0.31	16,763,357.56	16,686,568.67
---	100.1111	0.77		---	0.61	16,731,559.37 -44,990.70	25,213.14 16,711,781.80

The information contained in this report represents estimated trade date investment calculations. Certain calculations may not be available for all time periods. Please refer to your custody statement for official portfolio holdings and transactions. Note that certain accounting methods may cause differences between this investment report and your custody statement.

Balance Sheet Classification

US Dollar

01 October 2021 to 31 December 2021

Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Summary

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
---	43,943,720.84	12/08/2022	08/10/2022	AA+	0.25	44,267,121.69	44,042,685.42
---	98.3811	0.94		---	0.44	44,097,931.55 -55,246.13	84,291.36 44,126,976.78

* Grouped by: BS Class 2. * Groups Sorted by: BS Class 2. * Weighted by: Base Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.



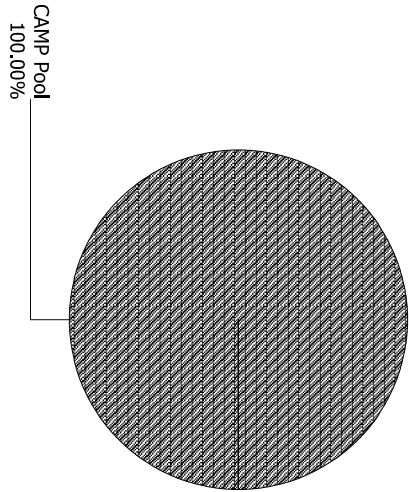
Account Statement - Transaction Summary

For the Month Ending **December 31, 2021**

Contra Costa County - Liquidity Fund - 4017-001

CAMP Pool	
Opening Market Value	231,726,992.10
Purchases	130,012,867.81
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$361,739,859.91
Cash Dividends and Income	12,867.81

Asset Summary		
	December 31, 2021	November 30, 2021
CAMP Pool	361,739,859.91	231,726,992.10
Total	\$361,739,859.91	\$231,726,992.10
Asset Allocation		





Account Statement

For the Month Ending **December 31, 2021**

Contra Costa County - Liquidity Fund - 4017-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					231,726,992.10
12/10/21	12/10/21	Purchase - Incoming Wires	1.00	95,000,000.00	326,726,992.10
12/30/21	12/30/21	Purchase - Incoming Wires	1.00	35,000,000.00	361,726,992.10
12/31/21	01/03/22	Accrual Income Div Reinvestment - Distributions	1.00	12,867.81	361,739,859.91
Closing Balance					361,739,859.91
Opening Balance		231,726,992.10			Closing Balance
Purchases		130,012,867.81			Average Monthly Balance
Redemptions (Excl. Checks)		0.00			Monthly Distribution Yield
Check Disbursements		0.00			
Closing Balance		361,739,859.91			
Cash Dividends and Income		12,867.81			



ACCOUNT NUMBER: 229842000
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019

DEPOSIT ACCOUNT

This statement is for the period from
December 1, 2021 to December 31, 2021

MARKET VALUE SUMMARY

		Current Period 12/01/21 to 12/31/21
Beginning Market Value		\$4,284,422.99
Distributions		- 100,000.00
Adjusted Market Value		\$4,184,422.99
Investment Results		
Interest, Dividends and Other Income		43.60
Total Investment Results		\$43.60
Ending Market Value		\$4,184,466.59





ACCOUNT NUMBER: 229842000
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019

DEPOSIT ACCOUNT

This statement is for the period from
December 1, 2021 to December 31, 2021

ASSET DETAIL AS OF 12/31/21

Shares or Face Amount	Security Description	Market Value/ Price	Tax Cost/ Unit Cost	% of Total Yield at Market	Est Ann Inc
Cash Equivalents					
4,184,466.590	Federated Institutional Tax Free Cash Trust Premier Shares #73 60934N666	4,184,466.59 1.0000	4,184,466.59 1.00	100.0 .01	418.49
Total Cash Equivalents		\$4,184,466.59	\$4,184,466.59	100.0	\$418.49
Total Assets		\$4,184,466.59	\$4,184,466.59	100.0	\$418.49

ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

For further information, please contact your Analyst.

Yield at Market and Estimated Annual Income are estimates provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

**ACCOUNT NUMBER: 229842000**
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019**DEPOSIT ACCOUNT**This statement is for the period from
December 1, 2021 to December 31, 2021**CASH SUMMARY**

	Income Cash	Principal Cash	Total Cash
Beginning Cash Balance as of 12/01/2021	\$0.00	\$0.00	\$0.00
Taxable Dividends	43.60		43.60
Cash Disbursements		- 100,000.00	- 100,000.00
Transfers	- 43.60	43.60	
Purchases		- 43.60	- 43.60
Sales		100,000.00	100,000.00
Ending Cash Balance as of 12/31/2021	\$0.00	\$0.00	\$0.00



**ACCOUNT NUMBER: 229842000**
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019**DEPOSIT ACCOUNT**This statement is for the period from
December 1, 2021 to December 31, 2021**TRANSACTION DETAIL**

Date Posted	Description	Income Cash	Principal Cash	Tax Cost
	Beginning Balance 12/01/2021	\$0.00	\$0.00	\$4,284,422.99
12/01/21	Dividend Earned On Federated Institutional Tax Free Dividend From 11/1/21 To 11/30/21 60934N666	43.60		
12/02/21	Cash Disbursement Transfer To Principal	- 43.60		
12/02/21	Cash Receipt Transfer From Income		43.60	
12/02/21	Purchased 43.6 Shares Of Federated Institutional Tax Free Trade Date 12/2/21 43.6 Shares At 1.00 USD 60934N666		- 43.60	43.60
12/14/21	Cash Disbursement Paid To W Contra Costa Hlth Care Dist Wire Transfer Wire To Wells Fargo Bank Per Request Dtd 12/14/21 Jmb350		- 100,000.00	
12/14/21	Sold 100,000 Shares Of Federated Institutional Tax Free Trade Date 12/14/21 100,000 Shares At 1.00 USD 60934N666		100,000.00	- 100,000.00
	Ending Balance 12/31/2021	\$0.00	\$0.00	\$4,184,466.59

**ACCOUNT NUMBER: 229842000**
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019**DEPOSIT ACCOUNT**This statement is for the period from
December 1, 2021 to December 31, 2021**SALE/MATURITY SUMMARY**

Date Posted	Description	Tax Cost	Proceeds	Estimated Gain/Loss
Cash Equivalents				
	Federated Institutional Tax Free Cash Trust Premier Shares #73 60934N666			
12/14/21	Sold 100,000 Shares Trade Date 12/14/21 100,000 Shares At 1.00 USD	- 100,000.00	100,000.00	
	Total Cash Equivalents	- \$100,000.00	\$100,000.00	\$0.00
	Total Sales	- \$100,000.00	\$100,000.00	\$0.00

SALE/MATURITY SUMMARY MESSAGES

For information only. Not intended for tax purposes



SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

B. 7. EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY (EBRCS)

EBRCS TRANSACTIONS*

For the Quarter Ending

December 31, 2021**FY 2021-2022**

FUND	BALANCE @	TJ/Date	TJ/Date	TJ/Date	TJ/Date	TJ/Date	TJ/Date	BALANCE @
NUMBER	09/30/21							12/31/21
100300	1,247,771.14							1,247,771.14
TOTALS								
	1,247,771.14	0.00	0.00	0.00	0.00	0.00	0.00	1,247,771.14

* East Bay Regional Communications System Authority

EXHIBITS

CONTRA COSTA COUNTY Portfolio Summary Report AS OF DECEMBER 31, 2021

Exhibit I

Portfolio Characteristics

Par	\$4,935,365,830.77
Cost	\$4,932,465,499.97
Market Value	\$4,926,494,309.11
Weighted Yield to Maturity	0.34%
Weighted Average Days to Maturity	274
Weighted Duration	0.73 yr

Portfolio Breakdown by Investment

Investments	Par Value	Percent of Total
U.S. Treasuries	\$83,382,000.00	1.69%
U.S. Agencies	610,074,000.00	12.36%
Supranationals	178,000,000.00	3.61%
Money Market	3,040,688,404.12	61.61%
Corporate Notes	201,229,000.00	4.08%
PFM	77,539,161.29	1.57%
LAIF	260,261,146.58	5.27%
Allspring Global Investments	43,943,720.84	0.89%
CAMP	361,739,859.91	7.33%
CalTRUST	0.00	0.00%
US Bank	4,184,466.59	0.08%
Other	1,247,771.14	0.03%
Cash	73,076,300.30	1.48%
TOTAL*	\$4,935,365,830.77	100.00%

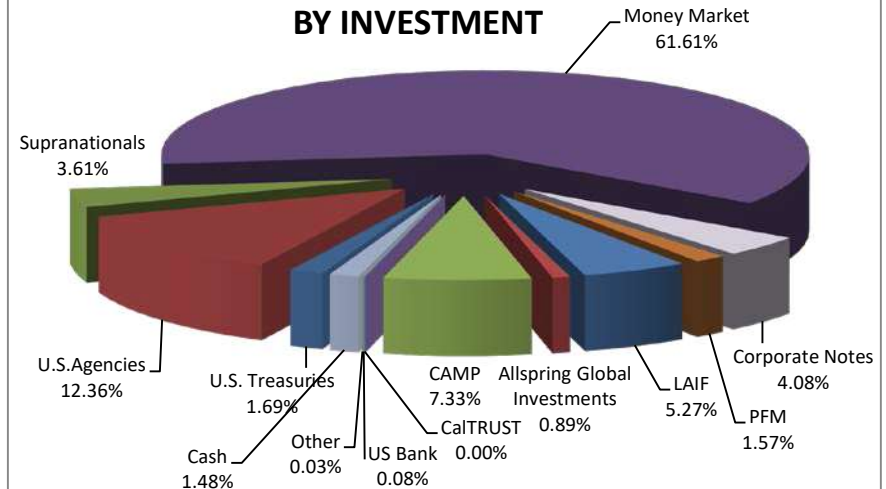
Maturity Distribution

Time	Par Value	Percent of Total
Less 1 yr	\$4,007,825,854.60	81.21%
1 to 2 yrs	197,418,015.00	4.00%
2 to 3 yrs	156,259,190.03	3.17%
3 to 4 yrs	281,570,000.00	5.71%
4+ yrs	292,292,771.14	5.92%
TOTAL*	\$4,935,365,830.77	100.00%

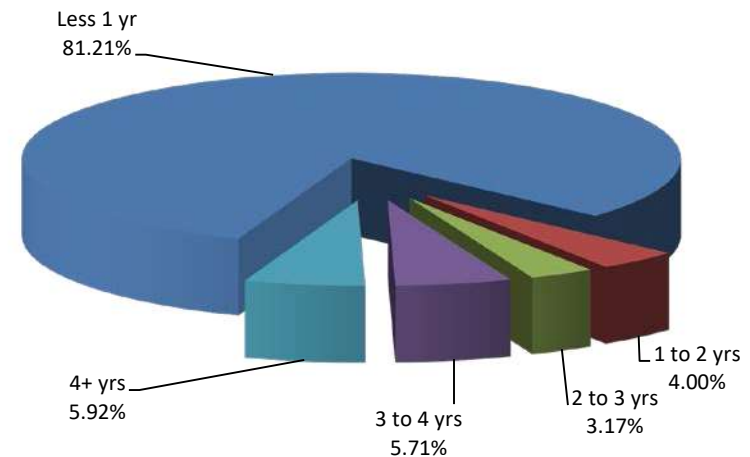
* Does not include the Futuris Public Entity Trust of the Contra Costa Community College District Retirement Board of Authority

** May or may not total to 100% due to rounding

PORTFOLIO BREAKDOWN BY INVESTMENT



MATURITY DISTRIBUTION



**CONTRA COSTA COUNTY INVESTMENT POOL
PERFORMANCE SUMMARY
AS OF DECEMBER 31, 2021**

	<u>PAR</u>	³ <u>PERCENT OF</u>	<u>YTM</u>	<u>WEIGHTED AVERAGE DAYS TO MATURITY AT END-OF-QUARTER</u>	<u>DURATION</u>	
	(\$)	(%)	(%)	(day)	(year)	
A. Investments Managed by Treasurer's Office¹	\$4,113,373,404.12	83.37%	0.3660%	311	0.84	²
B. Investments Managed by Outside Contractors³						
1. PFM	\$77,539,161.29	1.57%	0.6140%	751	1.71	²
2. Local Agency Investment Fund	\$260,261,146.58	5.27%	0.2100%	1	0.00	
3. Allspring Global Investments	\$43,943,720.84	0.89%	0.4390%	342	0.50	⁴
4. CAMP	\$361,739,859.91	7.33%	0.0500%	⁵ 0	0.00	
5. CalTRUST Liquidity Fund	\$0.00	0.00%	N/A	0	0.00	
6. US Bank (Federated Tax Free Cash Fund)	\$4,184,466.59	0.08%	0.0100%	0	0.00	
C. Cash	\$73,076,300.30	1.48%	0.25%	⁶ 0	0.00	

³Yield to Maturity on Portfolio at End-of-Quarter = 0.34%

³Weighted Average Days to Maturity on Portfolio at End-of-Quarter = 274

³Weighted Duration (yr) at End-of-Quarter = 0.73

1. Excludes the funds managed by PFM.

2. Data is provided by FIS.

3. Excludes: Section B.7.a (EBRCS Bond) of the Investment Pool summary report and Futuris Public Entity Trust.

4. Data provided by Wells Capital Management.

5. Monthly Distribution Yield as of the quarter end.

6. Wells Fargo Bank Average Earnings Credit Rate on Investable Balance for the quarter.

LAIF is subject to a one day call of principal provision. CAMP, CalTRUST Liquidity Fund and Federated provide a same day liquidity provision.

CONTRA COSTA COUNTY INVESTMENT POOL

TYPE	As of December 31, 2021	As of September 30, 2021	CHANGE IN VALUE	
	PAR VALUE	PAR VALUE	FROM PREV. QTR.	% CHANGE
A. Investments Managed by Treasurer's Office				
1. U.S. Treasuries (STRIPS, Bills, Notes)	\$83,382,000.00	\$108,982,000.00	(\$25,600,000.00)	-23.49%
2. U.S. Agencies				
Federal Home Loan Banks	154,560,000.00	119,230,000.00	35,330,000.00	29.63%
Federal National Mortgage Association	156,000,000.00	156,000,000.00	0.00	0.00%
Federal Farm Credit Banks	179,356,000.00	184,356,000.00	(5,000,000.00)	-2.71%
Federal Home Loan Mortgage Corporation	120,158,000.00	120,158,000.00	0.00	0.00%
Subtotal	610,074,000.00	579,744,000.00	30,330,000.00	5.23%
3. Supranationals	178,000,000.00	158,000,000.00	20,000,000.00	11.24%
4. Money Market Instruments				
Commercial Paper	1,834,543,000.00	1,174,314,000.00	660,229,000.00	56.22%
Negotiable Certificates of Deposit	1,206,142,000.00	912,578,000.00	293,564,000.00	32.17%
Time Deposit	3,404.12	3,404.12	0.00	0.00%
Subtotal	3,040,688,404.12	2,086,895,404.12	953,793,000.00	45.70%
5. Corporate Notes	201,229,000.00	211,229,000.00	(10,000,000.00)	-4.73%
TOTAL (Section A)	4,113,373,404.12	3,144,850,404.12	968,523,000.00	30.80%
B. Investments Managed by Outside Contractors				
1. PFM	77,539,161.29	77,015,393.63	523,767.66	0.68%
2. Local Agency Investment Fund	260,261,146.58	225,773,310.42	34,487,836.16	15.28%
3. Allspring Global Investments	43,943,720.84	43,897,536.91	46,183.93	0.11%
4. CAMP	361,739,859.91	271,706,630.09	90,033,229.82	33.14%
5. CalTRUST (Liquidity Fund)	0.00	0.00	0.00	0.00%
6. US Bank (Federated Tax Free Cash)	4,184,466.59	5,784,327.58	(1,599,860.99)	-27.66%
7. Other				
a. EBRCS Bond	1,247,771.14	1,247,771.14	0.00	0.00%
TOTAL (Section B)	748,916,126.35	625,424,969.77	123,491,156.58	19.75%
C. Cash	73,076,300.30	114,549,429.37	(41,473,129.07)	-36.21%
* GRAND TOTAL (FOR A , B, & C)	\$4,935,365,830.77	\$3,884,824,803.26	\$1,050,541,027.51	27.04%

* Excludes the Futuris Public Entity Trust of the Contra Costa Community College District Retirement Board of Authority

CONTRA COSTA INVESTMENT POOL

Exhibit IV

INVESTMENTS MANAGED BY TREASURER'S OFFICE

QUARTERLY COUPON RATES, YIELD TO MATURITY

		Quarter Ending			
		September	December	March	June
2021/22	Coupon Rate	0.3742%	0.3564%		
	Yield to Maturity	0.3980%	0.3660%		
2020/21	Coupon Rate	0.7116%	0.4549%	0.3662%	0.3549%
	Yield to Maturity	0.7690%	0.4830%	0.3900%	0.3730%
2019/20	Coupon Rate	2.1446%	1.8751%	1.5587%	0.8110%
	Yield to Maturity	2.2526%	1.9332%	1.6138%	0.8553%
2018/19	Coupon Rate	2.0195%	2.4143%	2.3996%	2.3203%
	Yield to Maturity	2.0983%	2.4912%	2.4951%	2.4161%
2017/18	Coupon Rate	1.3142%	1.3991%	1.6907%	1.9356%
	Yield to Maturity	1.3307%	1.4333%	1.7091%	1.9758%
2016/17	Coupon Rate	1.0063%	1.0436%	1.1392%	1.2330%
	Yield to Maturity	0.9760%	1.0418%	1.1420%	1.2552%
2015/16	Coupon Rate	0.6433%	0.7270%	0.8556%	0.9341%
	Yield to Maturity	0.5859%	0.6955%	0.8251%	0.9043%
2014/15	Coupon Rate	0.5437%	0.4624%	0.4912%	0.5309%
	Yield to Maturity	0.4605%	0.4185%	0.4379%	0.4894%
2013/14	Coupon Rate	0.6331%	0.4843%	0.4686%	0.4802%
	Yield to Maturity	0.4645%	0.3709%	0.3680%	0.3877%
2012/13	Coupon Rate	0.8304%	0.5568%	0.5829%	0.5838%
	Yield to Maturity	0.6012%	0.3947%	0.4243%	0.4229%

Source: All data is calculated by FIS.

Yield to Maturity: Weighted Average YTM beginning 9/2020

Excludes funds managed by PFM beginning 9/2018

CONTRA COSTA INVESTMENT POOL

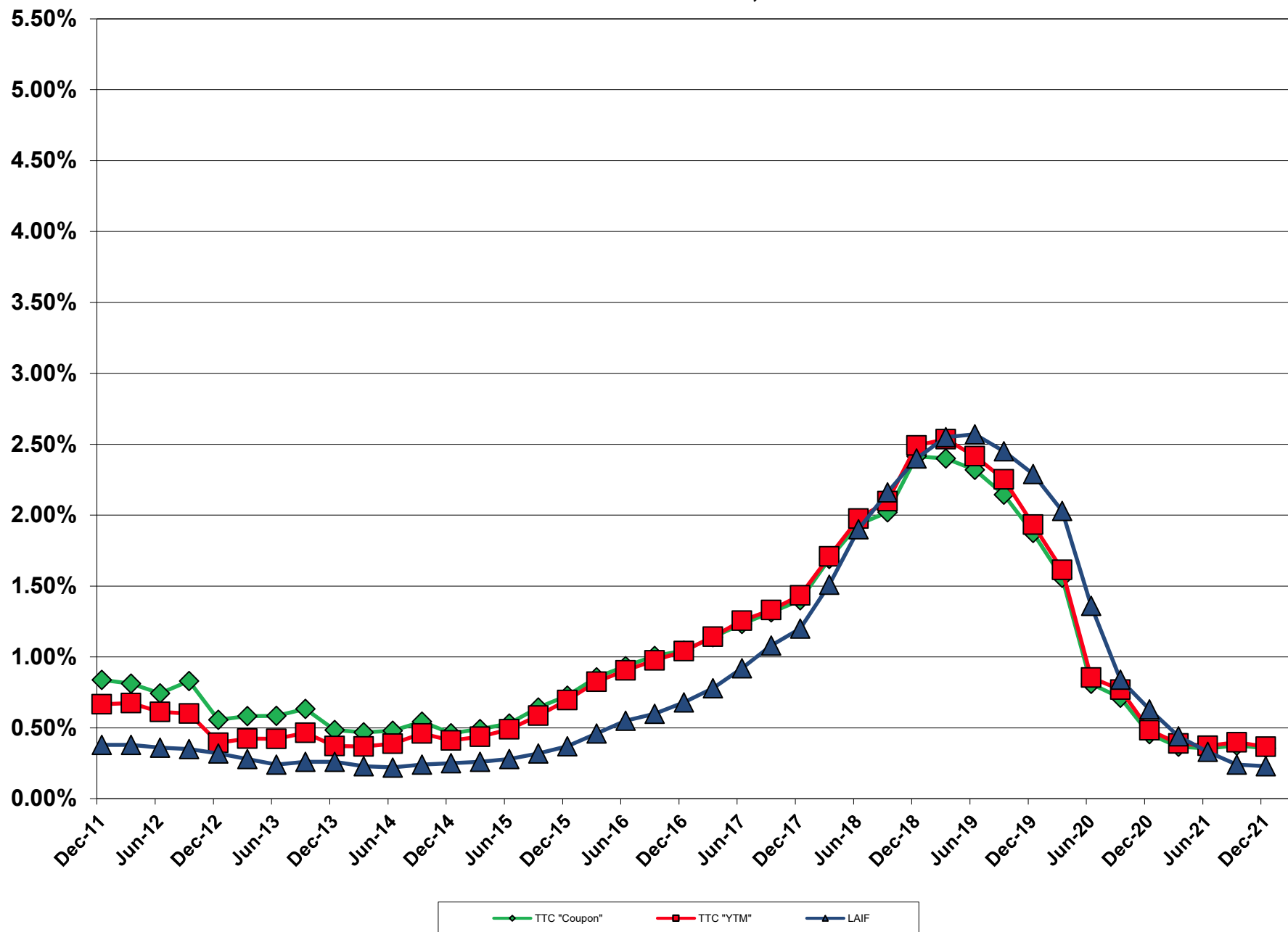
Exhibit IV (a)

INVESTMENTS MANAGED BY OUTSIDE CONTRACTOR**LAIF QUARTERLY APPORTIONMENT RATES**

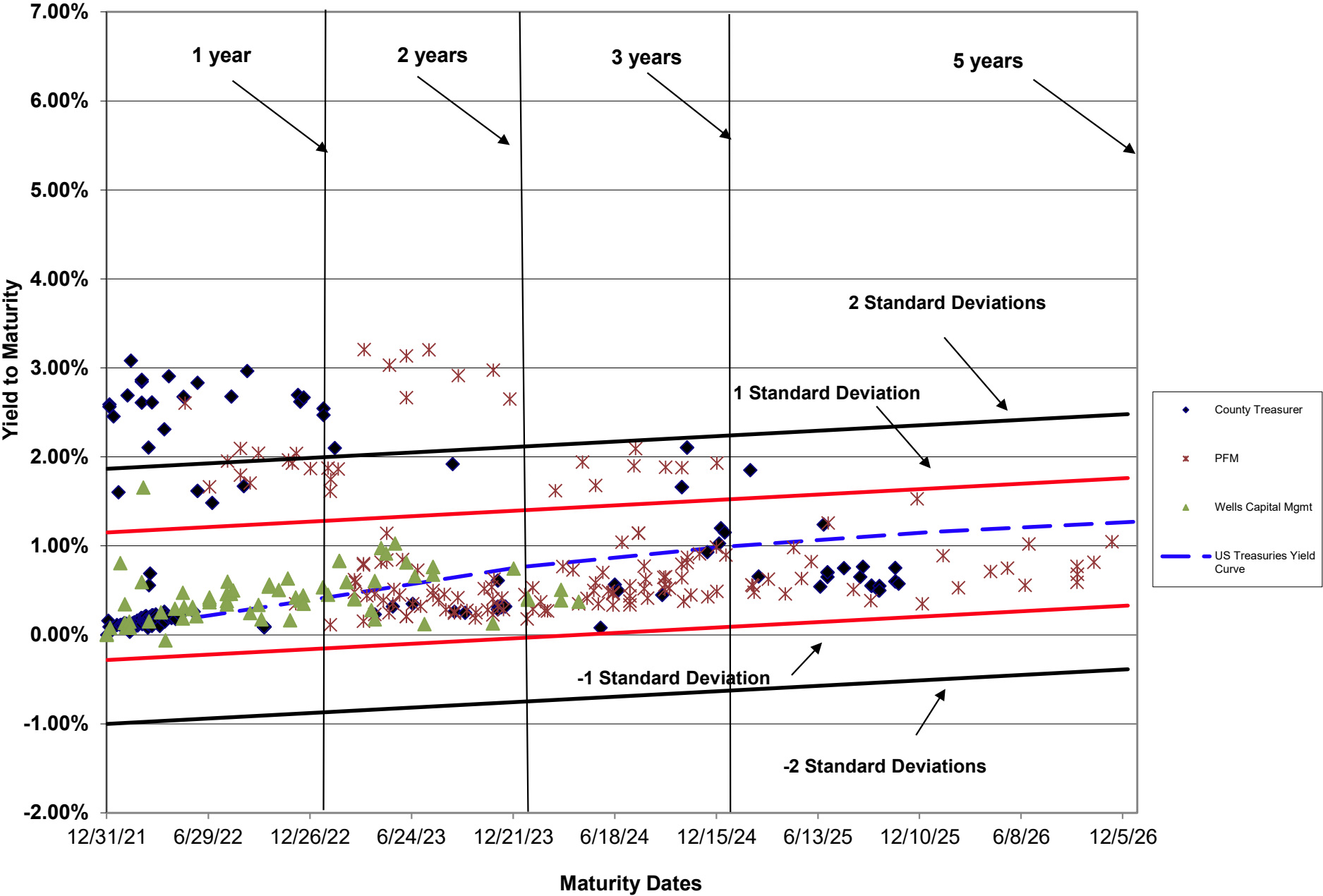
		Quarter Ending			
		September	December	March	June
Fiscal Year					
2021/22	Apportionment Rate	0.24%	0.23%		
2020/21	Apportionment Rate	0.84%	0.63%	0.44%	0.33%
2019/20	Apportionment Rate	2.45%	2.29%	2.03%	1.36%
2018/19	Apportionment Rate	2.16%	2.40%	2.55%	2.57%
2017/18	Apportionment Rate	1.08%	1.20%	1.51%	1.90%
2016/17	Apportionment Rate	0.60%	0.68%	0.78%	0.92%
2015/16	Apportionment Rate	0.32%	0.37%	0.46%	0.55%
2014/15	Apportionment Rate	0.24%	0.25%	0.26%	0.28%
2013/14	Apportionment Rate	0.26%	0.26%	0.23%	0.22%
2012/13	Apportionment Rate	0.35%	0.32%	0.28%	0.24%

Contra Costa County Investment Pool

as of December 31, 2021



Risk Assessment
as of 12/31/21



Risk Assessment

(Securities Greater Than or Less Than Two Standard Deviations)

As of December 31, 2021

<u>CUSIP</u>	<u>DESCRIPTION</u>	<u>PAR</u>	<u>COST</u>	<u>MARKET</u>	<u>COUPON (%)</u>	<u>MATURITY DATE</u>	<u>S&P Rating</u>	<u>YTM (%)</u>	<u>Manager</u>
61744YAH1	CCCSIG CORP MORGAN S	150,000.00	150,274.67	151,342.50	2.75	5/19/2022	BBB+	2.61%	PFM
46647PBB1	CCCSIG CORP JPMORGAN	550,000.00	550,000.00	553,283.50	3.21	4/1/2023	A-	3.21%	PFM
36255JAD6	CCCSIG ABS GMCAR 201	16,953.72	16,949.77	16,949.77	3.02	5/16/2023	AAA	3.03%	PFM
14313FAD1	CCCSIG ABS CARMX 201	18,977.99	18,975.41	18,975.41	3.13	6/15/2023	AAA	3.14%	PFM
44932NAD2	CCCSIG ABS HART 2019	39,139.92	39,134.77	39,134.77	2.66	6/15/2023	AAA	2.67%	PFM
3137FKK39	CCCSIG MBS FHMS KP05	6,438.97	6,438.95	6,438.95	3.20	7/25/2023	AA+	3.20%	PFM
02004WAC5	CCCSIG ABS ALLYA 201	70,680.11	70,671.57	70,671.57	2.91	9/15/2023	NA	2.92%	PFM
36256XAD4	CCCSIG ABS GMCAR 201	36,622.97	36,618.92	36,618.92	2.97	11/16/2023	NA	2.98%	PFM
31680YAD9	CCCSIG ABS FITAT 201	43,369.09	43,359.56	43,359.56	2.64	12/15/2023	AAA	2.65%	PFM

<u>CUSIP</u>	<u>DESCRIPTION</u>	<u>PAR</u>	<u>COST</u>	<u>MARKET</u>	<u>COUPON (%)</u>	<u>MATURITY DATE</u>	<u>S&P Rating</u>	<u>YTM (%)</u>	<u>Manager</u>
3135G0S38	GOV FNMA NOTES	5,000,000.00	4,892,585.00	5,000,550.00	2.00	1/5/2022	AA+	2.59%	TTC
3133EH6X6	RM GOV FFCB NOTES	3,500,000.00	3,466,746.50	3,501,820.00	2.20	1/12/2022	AA+	2.46%	TTC
594918BW3	CORP MICROSOFT CORP	15,000,000.00	14,877,450.00	15,001,800.00	2.40	2/6/2022	AAA	2.69%	TTC
594918BA1	CORP MICROSOFT CORP	10,000,000.00	9,748,700.00	10,004,200.00	2.38	2/12/2022	AAA	3.08%	TTC
478160CD4	CORP JOHNSON AND JOH	10,284,000.00	10,082,433.60	10,301,482.80	2.25	3/3/2022	AAA	2.85%	TTC
478160CD4	CORP JOHNSON AND JOH	10,284,000.00	10,082,433.60	10,301,482.80	2.25	3/3/2022	AAA	2.87%	TTC
166764BN9	CORP CHEVRON CORP	7,500,000.00	7,476,750.00	7,513,275.00	2.50	3/3/2022	AA	2.61%	TTC
3133EJHC6	RM GOV FFCB NOTES	5,000,000.00	4,997,600.00	5,026,550.00	2.60	3/21/2022	AA+	2.61%	TTC
3135G0V59	RM GOV FNMA NOTES	5,000,000.00	4,991,450.00	5,029,200.00	2.25	4/12/2022	AA+	2.31%	TTC
3130AE3Q1	WT GOV FHLB NOTE	165,000.00	163,957.86	166,237.50	2.74	4/20/2022	AA+	2.91%	TTC
3130AEEQ9	RM GOV FHLB NOTE	2,500,000.00	2,497,682.50	2,522,525.00	2.65	5/16/2022	AA+	2.68%	TTC
3130AEBM1	RM FHLB NOTE	5,000,000.00	4,984,325.00	5,057,250.00	2.75	6/10/2022	AA+	2.83%	TTC
3134GBA69	WT GOV FHLMC NOTES	158,000.00	156,011.25	160,001.86	2.38	8/9/2022	AA+	2.68%	TTC
3130AEV80	RM GOV FHLB NOTES	5,000,000.00	4,960,695.00	5,084,700.00	2.75	9/6/2022	AA+	2.97%	TTC
166764AB6	CORP CHEVRON CORP	10,000,000.00	9,883,000.00	10,126,800.00	2.36	12/5/2022	AA	2.70%	TTC
3130A3KM5	RM GOV FHLB NOTES	2,000,000.00	1,991,172.00	2,039,700.00	2.50	12/9/2022	AA+	2.62%	TTC
931142DU4	CORP WALMART INC	10,000,000.00	9,889,400.00	10,166,000.00	2.35	12/15/2022	AA	2.67%	TTC
3135G0T94	RM GOV FNMA NOTES	6,000,000.00	5,962,698.00	6,123,240.00	2.38	1/19/2023	AA+	2.54%	TTC
3135G0T94	RM GOV FNMA NOTES	6,000,000.00	5,962,698.00	6,123,240.00	2.38	1/19/2023	AA+	2.47%	TTC
3133EKKT2	RM GOV FFCB NOTE	2,900,000.00	2,915,372.90	2,964,670.00	2.25	2/8/2023	AA+	2.10%	TTC

CONTRA COSTA COUNTY INVESTMENT POOL

AVERAGE INFORMATION
October 1, 2021 through December 31, 2021

	AVERAGE DAILY BALANCE (PAR)	PERCENT OF PORTFOLIO	AVERAGE YTM	AVERAGE DAYS TO MATURITY AS A PERCENT OF PORTFOLIO	AVERAGE DAYS TO MATURITY FOR THE QUARTER
A. Investments Managed by Treasurer's Office¹	\$3,461,176,632.09	82.18%	0.3667%	272.58	332
B. Investments Managed by Outside Contractors²					
1. PFM	\$77,420,185.20	1.84%	0.6370%	13.77	749
2. Local Agency Investment Fund ³	\$244,399,982.00	5.80%	0.2060%	0.06	1
3. Allspring Global Investments	\$43,923,586.27	1.04%	0.3643%	3.77	362
4. CAMP ⁴	\$260,055,864.67	6.17%	0.0500%	0.00	0
5. CalTRUST Liquidity Fund ⁴	\$0.00	0.00%	0.0000%	0.00	0
6. US Bank ⁴	\$4,984,398.23	0.12%	0.0100%	0.00	0
C. Cash⁵	\$119,587,745.14	2.84%	0.2117%	0.00	0
Total	<u><u>\$4,211,548,393.59</u></u>	100.00%			
* Weighted Average YTM of Portfolio =			<u><u>0.34%</u></u>	<u><u>290</u></u>	

Notes:

1. Excludes the funds managed by PFM.
2. Excludes: Section B.7.a (EBRCS Bond) of the Investment Pool Summary and Futuris Public Entity Trust.
3. LAIF is subject to a one day call of principal provision
4. CAMP, CalTRUST Liquidity Fund, and US Bank Federated Tax-Free Fund provide a same day liquidity provision. Investments in CAMP commenced in March 2020.
5. The average of Investable Balances and the average of Earnings Allowance Rates of all four banks, WFB, BofA, Bank of the West, and Mechanics.

**CONTRA COSTA COUNTY INVESTMENT POOL
SUMMARY OF POOL RATES AND BENCHMARKS
AS OF DECEMBER 31, 2021**

<u>Pool Rates:</u>	YTM as of <u>12/31/21</u>	Quarterly <u>Ave.</u>	Quarterly Average <u>DTM</u>	
Total County Portfolio (w/ Cash)	0.34%	0.34%	313	*1
Investments Managed by Treasurer's Office	0.37%	0.37%	332	
PFM	0.61%	0.64%	749	
Allspring Global Investments	0.44%	0.36%	362	
CAMP	0.05%	0.05%	49	*3
CalTRUST Liquidity Fund	N/A	0.00%	0	*3
US Bank (Federated)	0.01%	0.01%	7	*3
	Quarterly Apportionment <u>Rate</u>	PMIA Ave. Effective <u>Yield</u>		
Local Agency Investment Fund (LAIF)	0.23%	0.21%	340	*2

<u>Benchmarks:</u>	<u>12/31/21</u>	<u>10/1/21 - 12/31/21</u>		
		<u>High</u>	<u>Ave.</u>	<u>Low</u>
Federal Fund Rates Index ^{*4}	0.0700%	0.0700%	0.0700%	0.0700%
6-Month Treasury Bill	0.0437%	0.0725%	0.0515%	0.0400%
6-Month SOFR	0.0496%	0.0496%	0.0431%	0.0336%
Fidelity Money Market Fund ^{*5}	0.0000%			

*1. Cash is included in the calculation.

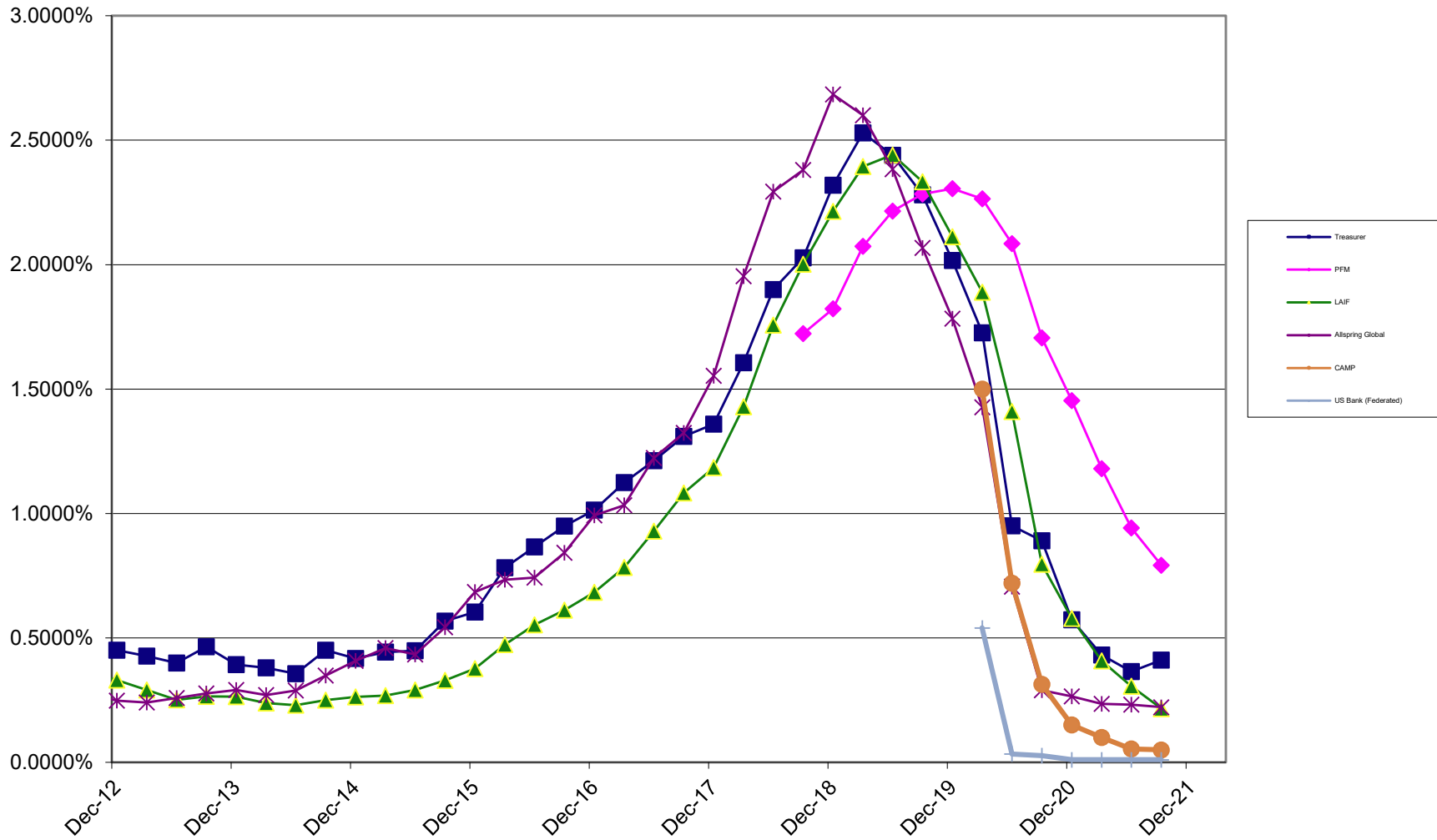
*2. Average days to maturity with a one day call of principal provision.

*3. Average days to maturity with a same day liquidity provision.

*4. The ICAP Fed Funds Rates are posted by the ICAP Fed Funds Desk. These rates are general indications and are determined by using the levels posted to the desk by highly rated lar

*5 Ticker SPRXX

Contra Costa County Investment Pool
Average Quarterly YTM
as of December 31, 2021



**CONTRA COSTA COUNTY
TREASURER'S INVESTMENT PORTFOLIO
STRUCTURED SECURITIES
December 31, 2021**

Exhibit VI

<u>Description</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Coupon Rate</u>	<u>Par (\$)</u>	<u>Market (\$)</u>	<u>Cost (\$)</u>	<u>Provisions</u>	<u>Fund #</u>
CORP MICROSOFT CORP	594918BA1	2/12/2022	2.38%	10,000,000.00	10,004,200.00	9,748,700.00	Make-whole call +10 bps	8177
CCCSIG ABS CARMX 201	14313FAD1	6/15/2023	3.13%	18,977.99	18,975.40	18,975.41	10% collateral call	6911
CORP JOHNSON AND JOH	478160CD4	3/3/2022	2.25%	10,284,000.00	10,301,482.80	10,082,433.60	Make-whole call +7.5 bps	8177
CORP JOHNSON AND JOH	478160CD4	3/3/2022	2.25%	10,000,000.00	10,017,000.00	9,796,500.00	Make-whole call +7.5 bps	8177
CCCSIG ABS GMCAR 201	36256XAD4	11/16/2023	2.97%	36,622.97	36,618.93	36,618.92	10% collateral call	6911
CCCSIG MBS FHMS KP05	3137FKK39	7/25/2023	3.20%	6,438.97	6,438.98	6,438.95	1% cleanup call	6911
CCCSIG ABS ALLYA 201	02004WAC5	9/15/2023	2.91%	70,680.11	70,671.57	70,671.57	10% collateral call	6911
CORP MICROSOFT CORP	594918BW3	2/6/2022	2.40%	15,000,000.00	15,001,800.00	14,877,450.00	Make-whole call +10bps	8177
CCCSIG CORP JPMORGAN	46647PBB1	4/1/2023	3.21%	550,000.00	553,283.50	550,000.00	One time call: 4/1/22	6911
CORP CHEVRON CORP	166764AB6	12/5/2022	2.36%	10,000,000.00	10,126,800.00	9,883,000.00	Make-whole call +12bps; Callable on and after 9/5/22	8177
CORP WALMART INC	931142DU4	12/15/2022	2.35%	10,000,000.00	10,166,000.00	9,889,400.00	Make-whole call +10bps; Callable on and after 11/15/22	8177
CORP CHEVRON CORP	166764BN9	3/3/2022	2.50%	7,500,000.00	7,513,275.00	7,476,750.00	Make-whole call +10bps; Callable on and after 2/3/22	8177
CCCSIG ABS FITAT 201	31680YAD9	12/15/2023	2.64%	43,369.09	43,359.56	43,359.56	10% collateral call	6911
CCCSIG MBS FHMS K026	3137B1BS0	11/25/2022	2.51%	500,000.00	509,218.75	509,218.75	1% collateral call	6911
CCCSIG CORP 3M COMPA	88579YBL4	2/14/2023	1.75%	400,000.00	404,456.00	398,476.00	Make-whole call +10bps; Callable on and after 1/14/23	6911
CCCSIG MBS FHMS K023	3137AWQH1	8/25/2022	2.31%	375,000.00	380,537.11	380,537.11	1% collateral call	6911
CCCSIG CORP APPLE IN	037833DL1	9/11/2022	1.70%	200,000.00	202,014.00	199,966.00	Make-whole call +10bps	6911
CCCSIG CORP CATERPIL	14913Q3C1	11/18/2022	1.95%	200,000.00	202,716.00	199,960.34	Make-whole call +7.5bps	6911
CCCSIG ABS GMCAR 202	36258NAC6	9/16/2024	1.84%	96,111.19	96,088.55	96,088.55	10% collateral call	6911
CCCSIG ABS CARMX 202	14315XAC2	12/16/2024	1.89%	115,015.26	114,992.70	114,992.69	10% collateral call	6911
CCCSIG ABS HDMOT 202	41284UAD6	10/15/2024	1.87%	92,230.75	92,210.64	92,210.64	10% collateral call	6911
CCCSIG ABS VZOT 2020	92348TAA2	7/22/2024	1.85%	200,000.00	199,976.58	199,976.58	10% collateral call	6911
CCCSIG CORP BANK OF	06406RAM9	1/27/2023	1.85%	400,000.00	405,540.00	399,720.00	Callable on and after 1/2/23	6911
CCCSIG CORP ADOBE IN	00724PAA7	2/1/2023	1.70%	90,000.00	90,999.00	89,876.70	Make-whole call +5bps	6911
CORP TOYOTA MOTOR CR	89236TGT6	2/13/2025	1.80%	13,150,000.00	13,352,115.50	13,118,703.00	Make-whole call +10bps	8177
CCCSIG CORP PEPSICO	713448EY0	5/1/2023	0.75%	200,000.00	200,272.00	199,604.00	Make-whole call +10bps	6911
CCCSIG CORP CHEVRON	166764BV1	5/11/2023	1.14%	185,000.00	186,056.35	185,000.00	Make-whole call +15bps	6911
CCCSIG CORP APPLE IN	037833DV9	5/11/2023	0.75%	375,000.00	376,053.75	373,980.00	Make-whole call +10bps	6911
CCCSIG CORP CITIGROU	172967MR9	5/15/2024	1.68%	250,000.00	252,792.50	250,000.00	Make-whole call +25bps	6911
CCCSIG CORP AMAZON.C	023135BP0	6/3/2023	0.40%	425,000.00	423,491.25	424,405.00	Make-whole call +5bps	6911
CCCSIG MUNI CONNECTI	20772KJU4	7/1/2022	2.50%	90,000.00	91,513.80	91,513.80	Make-whole call	6911
CCCSIG ABS MBART 202	58769VAC4	2/18/2025	0.55%	250,000.00	249,980.48	249,980.48	5% collateral call	6911
GOV FHLMC CALLABLE	3134GVV96	6/24/2024	0.50%	20,000,000.00	19,815,000.00	20,000,000.00	One time call: 6/24/22	8177
CCCSIG ABS WOART 202	98163WAC0	5/15/2025	0.63%	225,000.00	224,982.36	224,982.36	10% collateral call	6911
CCCSIG ABS NAROT 202	65479CAD0	7/15/2024	0.55%	263,346.40	263,339.18	263,339.18	5% collateral call	6911
GOV FFCB CALLABLE	3133ELQ49	6/30/2025	0.70%	20,000,000.00	19,764,600.00	20,000,000.00	Callable on and after 6/30/21	8177
GOV FNMA CALLABLE	3136G4XK4	6/30/2025	0.65%	20,000,000.00	19,656,600.00	20,000,000.00	Quarterly: Last call on 12/30/24	8177
CCCSIG ABS HART 2020	44933FAC0	12/16/2024	0.48%	150,000.00	149,971.92	149,971.92	5% collateral call	6911
CCCSIG ABS CARMX 202	14315FAD9	3/17/2025	0.62%	200,000.00	199,965.72	199,965.72	10% collateral call	6911
CCCSIG ABS VZOT 2020	92290BAA9	2/20/2025	0.47%	275,000.00	274,942.25	274,942.25	10% collateral call	6911
CCCSIG ABS GMCAR 202	362590AC5	4/16/2025	0.45%	250,000.00	249,942.80	249,942.80	10% collateral call	6911
GOV FNMA NOTE CALLAB	3136G4S87	8/27/2025	0.65%	10,000,000.00	9,817,500.00	10,000,000.00	Quarterly: starts 8/27/21	8177
CCCSIG CORP UNILEVER	904764BJ5	9/14/2023	0.38%	100,000.00	99,377.00	99,872.00	Make-whole call +5bps	6911
GOV FFCB CALLABLE NO	3133EL7K4	9/16/2025	0.55%	10,000,000.00	9,745,500.00	10,000,000.00	Callable on and after 9/16/21	8177
CCCSIG ABS MBALT 202	58769EAC2	11/15/2023	0.40%	85,000.00	84,995.69	84,995.69	5% deal call	6911
GOV FHLMC CALLABLE N	3134GWWT9	9/30/2025	0.55%	10,000,000.00	9,780,500.00	10,000,000.00	Quarterly: starts 9/30/21	8177
GOV CALLABLE FFCB NO	3133EL7K4	9/16/2025	0.55%	10,000,000.00	9,745,500.00	9,998,000.00	Callable on and after 9/16/21	8177
CCCSIG ABS HAROT 202	43813KAC6	10/18/2024	0.37%	125,000.00	124,981.64	124,981.64	10% collateral call	6911
CCCSIG ABS GMALT 202	362569AC9	8/21/2023	0.45%	120,000.00	119,988.50	119,988.50	10% deal call	6911
CCCSIG CORP BANK OF	06051GHF9	3/5/2024	3.55%	325,000.00	334,685.00	345,884.50	Make-whole call +15bps; callable on 3/5/23	6911

**CONTRA COSTA COUNTY
TREASURER'S INVESTMENT PORTFOLIO
STRUCTURED SECURITIES
December 31, 2021**

Exhibit VI

<u>Description</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Coupon Rate</u>	<u>Par (\$)</u>	<u>Market (\$)</u>	<u>Cost (\$)</u>	<u>Provisions</u>	<u>Fund #</u>
CORP MICROSOFT CORP	594918BA1	2/12/2022	2.38%	10,000,000.00	10,004,200.00	9,748,700.00	Make-whole call +10 bps	8177
GOV FHLMC CALLABLE N	3134GWUE4	9/30/2025	0.50%	10,000,000.00	9,762,700.00	10,000,000.00	Quarterly: starts 9/30/22	8177
GOV FHLMC CALLABLE N	3134GWVC7	9/29/2025	0.50%	10,000,000.00	9,762,800.00	10,000,000.00	Quarterly: starts 9/29/22	8177
CCCSIG CORP BANK OF	06051GJH3	10/24/2024	0.81%	250,000.00	248,360.00	250,000.00	Make-whole call +10bps; Callable on and after 10/24/23	6911
CCCSIG ABS CARMX 202	14316HAC6	8/15/2025	0.50%	155,000.00	154,965.88	154,965.88	10% collateral call	6911
GOV FHLMC CALLABLE N	3134GW3Z7	10/28/2025	0.60%	10,000,000.00	9,789,400.00	10,000,000.00	Quarterly: starts 10/28/21	8177
GOV FNMA CALLABLE NO	3136G46N8	10/29/2025	0.60%	10,000,000.00	9,795,000.00	10,000,000.00	Quarterly: starts 10/29/21	8177
GOV FFCB CALLABLE NO	3133EMFR8	11/3/2025	0.54%	10,000,000.00	9,751,200.00	9,983,500.00	Callable on and after 11/3/22	8177
CCCSIG CORP BRISTOL	110122DT2	11/13/2023	0.54%	375,000.00	373,368.75	375,000.00	Callable on and after 11/13/21	6911
GOV FHLMC CALLABLE	3134GXEJ9	11/24/2025	0.64%	10,000,000.00	9,776,800.00	10,000,000.00	Quarterly: starts 11/24/21	8177
GOV FHLMC CALLABLE N	3134GXFA7	11/26/2025	0.65%	10,000,000.00	9,840,300.00	10,000,000.00	Quarterly: starts 11/26/21	8177
GOV FFCB CALLABLE NO	3133EMHL9	11/30/2023	0.31%	10,000,000.00	9,922,300.00	10,000,000.00	Callable on and after 11/30/21	8177
GOV FHLMC CALLABLE N	3134GXCA0	11/24/2023	0.32%	10,000,000.00	9,926,700.00	9,999,933.33	Quarterly: starts 11/24/21	8177
GOV FNMA CALLABLE NO	3135GA6J5	12/7/2023	0.32%	10,000,000.00	9,923,900.00	10,000,000.00	Quarterly: starts 12/7/21	8177
GOV FNMA CALLABLE NO	3135G06K4	12/17/2025	0.65%	10,000,000.00	9,799,800.00	10,000,000.00	Quarterly: starts 12/17/21	8177
GOV FNMA CALLABLE NO	3135G06Q1	12/30/2025	0.64%	10,000,000.00	9,733,400.00	10,000,000.00	Quarterly: starts 12/30/21	8177
CCCSIG ABS BMWLT 202	05591RAC8	1/25/2024	0.29%	145,000.00	144,995.40	144,995.40	5% deal call	6911
CCCSIG ABS CARMX 202	14316NAC3	12/15/2025	0.34%	135,000.00	134,973.32	134,973.32	10% deal call	6911
CCCSIG ABS GMALT 202	36261RAC2	2/20/2024	0.26%	220,000.00	219,977.47	219,977.47	10% deal call	6911
CCCSIG CORP CHARLES	808513BN4	3/18/2024	0.75%	245,000.00	243,948.95	244,877.50	Make-whole call +7bps; Callable on and after 2/18/2024	6911
CCCSIG CORP JPMORGAN	46647PBY1	2/16/2025	0.56%	245,000.00	241,494.05	245,000.00	Callable on and after 2/16/24	6911
CCCSIG CORP JPMS CHA	46647PBS4	9/16/2024	0.65%	75,000.00	74,655.75	75,000.00	Callable on and after 9/16/23	6911
CCCSIG CORP MORGAN S	6174468W2	1/25/2024	0.53%	455,000.00	453,466.65	455,000.00	Make-whole call +10bps; Callable on and after 1/25/23	6911
CCCSIG MUNI NATIONAL	63743HEU2	2/8/2024	0.35%	140,000.00	137,872.00	139,903.40	Make-whole call +5bps until 2/8/24	6911
CORP APPLE INC	037833EB2	2/8/2026	0.70%	10,000,000.00	9,801,000.00	9,994,120.00	Make-whole call +5bps; Callable on and after 1/8/26	8177
CORP APPLE INC	037833EB2	2/8/2026	0.70%	10,000,000.00	9,801,000.00	9,987,200.00	Make-whole call +5bps; Callable on and after 1/8/26	8177
GOV FFCB CALLABLE NO	3133EMUK6	3/25/2026	1.05%	10,000,000.00	9,919,800.00	10,000,000.00	Callable on and after 3/25/22	8177
GOV FHLB CALLABLE NO	3130AKXB7	2/11/2026	0.58%	10,000,000.00	9,736,500.00	10,000,000.00	Quarterly: starts 5/11/21	8177
CCCSIG ABS CARMX 202	14314QAC8	2/17/2026	0.52%	255,000.00	254,945.05	254,945.05	10% collateral call	6911
CCCSIG ABS GMALT 202	380144AC9	5/20/2024	0.34%	295,000.00	294,953.69	294,953.69	10% collateral call	6911
CCCSIG ABS HART 2021	44933LAC7	9/15/2025	0.38%	170,000.00	169,982.12	169,982.12	5% collateral call	6911
CCCSIG CORP AMAZON.C	023135BW5	5/12/2024	0.45%	560,000.00	554,612.80	559,182.40	Make-whole call +2.5bps	6911
CCCSIG CORP ASTRAZEN	04636NAC7	5/28/2024	0.70%	365,000.00	362,163.95	364,967.15	Make-whole call +10bps; Callable on and after 5/28/22	6911
CCCSIG CORP CITIGROU	172967MX6	5/1/2025	0.98%	160,000.00	158,768.00	160,000.00	Make-whole call +10bps; Callable after 5/1/24	6911
CCCSIG CORP JP MORG	46647PCH7	6/1/2025	0.82%	190,000.00	187,816.90	190,000.00	Make-whole call +7.5bps; Callable after 6/1/24	6911
CCCSIG CORP MORG STA	61772BAA1	4/5/2024	0.73%	35,000.00	34,894.30	35,000.00	Make-whole call +10bps; Callable after 4/5/23	6911
CCCSIG CORP UNITEDHE	91324PEB4	5/15/2024	0.55%	260,000.00	257,977.20	259,729.60	Make-whole call +5bps; Callable on and after 5/15/22	6911
CORP AMAZON.COM INC	023135BX3	5/12/2026	1.00%	10,000,000.00	9,907,300.00	9,967,800.00	Make-whole call +5bps; Callable on and after 4/12/26	8177
CORP AMAZON.COM INC	023135BX3	5/12/2026	1.00%	5,000,000.00	4,953,650.00	4,980,350.00	Make-whole call +5bps; Callable on and after 4/12/26	8177
CORP AMAZON.COM INC	023135BX3	5/12/2026	1.00%	5,000,000.00	4,953,650.00	4,980,350.00	Make-whole call +5bps; Callable on and after 4/12/26	8177
CORP APPLE INC	037833EB2	2/8/2026	0.70%	10,000,000.00	9,801,000.00	9,971,700.00	Make-whole call +5bps; Callable on and after 1/8/26	8177
GOV FFCB CALLABLE	3133EMP22	6/30/2026	0.91%	10,000,000.00	9,870,400.00	10,000,000.00	Callable on and after 6/30/23	8177
GOV FFCB CALLABLE NO	3133EMH21	6/15/2026	0.90%	10,000,000.00	9,834,800.00	10,000,000.00	Callable on and after 6/15/22	8177
GOV FHLB CALLABLE	3130AN2Z2	6/30/2026	1.00%	10,000,000.00	9,889,100.00	10,000,000.00	Quarterly: starts 12/30/21	8177
GOV FHLB CALLABLE NO	3130ALX25	4/22/2026	1.00%	10,000,000.00	9,887,000.00	10,000,000.00	One time call: 4/22/22	8177
GOV FHLB CALLABLE NO	3130ALXV1	4/22/2026	1.10%	10,000,000.00	9,929,800.00	10,000,000.00	Quarterly: starts 4/22/22	8177
GOV FHLB CALLABLE NO	3130AM4P4	7/29/2025	0.75%	10,000,000.00	9,926,000.00	10,000,000.00	One time call: 4/29/22	8177
GOV FHLB CALLABLE NO	3130AMMY5	6/10/2026	1.05%	10,000,000.00	9,907,100.00	10,000,000.00	Quarterly: starts 12/10/21	8177

**CONTRA COSTA COUNTY
TREASURER'S INVESTMENT PORTFOLIO
STRUCTURED SECURITIES
December 31, 2021**

Exhibit VI

<u>Description</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Coupon Rate</u>	<u>Par (\$)</u>	<u>Market (\$)</u>	<u>Cost (\$)</u>	<u>Provisions</u>	<u>Fund #</u>
CORP MICROSOFT CORP	594918BA1	2/12/2022	2.38%	10,000,000.00	10,004,200.00	9,748,700.00	Make-whole call +10 bps	8177
GOV FHLB CALLABLE NO	3130AMYJ5	6/30/2026	1.00%	10,000,000.00	9,889,700.00	10,000,000.00	Quarterly: starts 6/30/22	8177
CCCSIG ABS CARMX 202	14317DAC4	6/15/2026	0.55%	475,000.00	474,921.86	474,921.86	10% collateral call	6911
CCCSIG ABS DCENT 202	254683CP8	9/15/2026	0.58%	280,000.00	279,940.05	279,940.05	5% deal call	6911
CCCSIG ABS VZOT 2019	92348AAA3	4/22/2024	1.94%	274,186.27	274,165.12	274,165.13	10% collateral call	6911
CCCSIG CORP AMERICAN	02665WDY4	8/9/2024	0.75%	255,000.00	252,177.15	254,831.70	Make-whole call +7.5bps until 8/9/24	6911
CCCSIG CORP CATERPIL	14913R2P1	9/13/2024	0.60%	370,000.00	365,027.20	369,496.80	Make-whole call +22bps until 9/13/24	6911
CCCSIG CORP UNILEVER	904764BN6	8/12/2024	0.63%	125,000.00	124,246.25	125,000.00	Make-whole call +5bps until 5/12/22	6911
CORP JOHNSON & JOHNS	478160CN2	9/1/2025	0.55%	15,295,000.00	14,951,933.15	15,164,013.62	Make-whole call +5bps; Callable on and after 8/1/25	8177
CCCSIG ABS GMCAR 202	362554AC1	9/16/2026	0.68%	185,000.00	184,995.28	184,995.28	10% collateral call	6911
CCCSIG CORP BANK OF	06406RAX5	10/25/2024	0.85%	355,000.00	354,769.25	354,769.25	Callable on and after 9/25/24	6911
CCCSIG ABS COPAR 202	14044CAC6	9/15/2026	0.77%	220,000.00	219,995.84	219,995.84	10% collateral call	6911
GOV FHLB CALLABLE NO	3130APDQ5	10/28/2026	1.25%	10,000,000.00	10,000,000.00	10,000,000.00	Quarterly: starts 1/28/22	8177
CCCSIG ABS WOART 202	98163KAC6	10/15/2026	0.81%	270,000.00	269,963.23	269,963.23	10% collateral call	6911
CCCSIG ABS TAOT 2021	89238JAC9	4/15/2026	0.71%	225,000.00	224,995.21	224,995.21	5% collateral call	6911
CCCSIG ABS HART 2021	44935FAD6	5/15/2026	0.74%	170,000.00	169,962.06	169,962.06	5% collateral call	6911
CCCSIG CORP AMERICAN	025816CG2	7/30/2024	2.50%	325,000.00	335,832.25	339,185.35	Callable on and after 6/30/24	6911
CCCSIG CORP AMERICAN	025816CG2	7/30/2024	2.50%	100,000.00	103,333.00	104,364.72	Callable on and after 6/30/24	6911
CCCSIG CORP TARGET C	87612EBD7	7/1/2024	3.50%	250,000.00	265,122.50	269,257.22	Make-whole call +15bps until 7/1/24	6911
CCCSIG ABS COMET 202	14041NFY2	11/16/2026	1.04%	450,000.00	449,937.99	449,937.99	5% deal call	6911
GOV FHLB CALLABLE NO	3130APW43	12/2/2026	1.50%	10,000,000.00	10,000,000.00	10,000,000.00	Quarterly: starts 3/2/2022	8177
CCCSIG CORP BANK OF	06051GKE8	12/6/2025	1.53%	500,000.00	501,195.00	500,000.00	Make-whole call +15bps until 12/6/24 Quarterly call after	6911
CCCSIG ABS VALET 202	92868KAC7	6/22/2026	1.02%	295,000.00	294,988.44	294,988.44	10% collateral call	6911
GOV FFCB CALLABLE NO	3133ENHC7	12/14/2026	1.60%	10,000,000.00	9,996,700.00	10,000,000.00	Callable on and after 3/14/22	8177
CCCSIG ABS HAROT 202	43815GAC3	1/21/2026	0.88%	220,000.00	219,953.62	219,953.62	10% collateral call	6911
GOV FFCB CALLABLE NO	3133ENHC7	12/14/2026	1.60%	10,000,000.00	9,996,700.00	10,000,888.89	Callable on and after 3/14/22	8177
GOV FHLB CALLABLE NO	3130AQB7	12/23/2024	1.20%	10,000,000.00	10,004,100.00	10,000,000.00	Quarterly: starts 3/23/22	8177
GOV FHLB CALLABLE NO	3130AQ5X7	12/30/2024	1.15%	10,000,000.00	10,000,000.00	10,000,000.00	Quarterly: starts on 3/30/22	8177
				\$ 548,590,979.00	\$ 542,954,549.44	\$ 547,330,406.78		

Notes:
6911 - CCC School Insurance Group
8177 - County Treasurer

**CONTRA COSTA COUNTY
ALLSPRING GLOBAL INVESTMENTS
STRUCTURED SECURITIES
December 31, 2021**

<u>DESCRIPTION</u>	<u>CUSIP</u>	<u>MATURITY DATE</u>	<u>PAR</u> (\$)	<u>MARKET</u> (\$)	<u>COST</u> (\$)	<u>PROVISIONS</u>
AMCAR 2021-2 A2	03066RAB1	11/18/2024	640,006.11	638,943.63	639,983.39	10% collateral call
AMERICAN EXPRESS CREDIT CORP	0258M0EH8	3/3/2022	700,000.00	700,662.02	703,528.00	Float quarterly: LIBOR +70bps; Callable on and after 2/2/22
BANK OF AMERICA CORP	06051GJX8	5/28/2024	500,000.00	500,274.29	500,000.00	Float quarterly: LIBOR +43bps; Callable annually
BANK OF NEW YORK MELLON CORP	06406RAM9	1/27/2023	650,000.00	664,144.19	668,447.00	Callable on and after 1/2/23
CARMX 2019-1 A3	14315NAC4	3/15/2024	320,185.85	323,303.26	326,101.79	10% collateral call
DEERE & CO	244199BE4	6/8/2022	700,000.00	704,267.56	712,796.00	Callable on and after 3/8/22
EXXON MOBIL CORP	30231GAJ1	3/6/2022	695,000.00	700,359.87	706,627.35	Make-whole call +7bps; Callable on and after 1/6/22
FLORIDA POWER & LIGHT CO	341081GD3	5/10/2023	600,000.00	598,522.25	600,000.00	Float o/n SOFR +25bps; Callable on and after 11/10/21
FORDL 2020-A A3	34531MAD0	3/15/2023	169,840.41	170,259.53	169,832.16	5% deal call
GMCAR 2020-1 A3	36258NAC6	9/16/2024	320,370.63	323,256.81	326,189.86	10% collateral call
MBALT 2021-B A2	58769KAC8	1/16/2024	400,000.00	399,650.39	399,966.48	5% deal call
MBART 2019-1 A3	58769TAD7	3/15/2024	238,499.36	240,066.88	241,853.26	5% collateral call
NAROT 2018-B A3	65479GAD1	3/15/2023	25,048.24	25,133.89	25,337.86	5% deal call
NAROT 2019-B A3	65479HAC1	11/15/2023	241,274.66	243,511.76	246,203.82	5% collateral call
NVIDIA CORP	67066GAK0	6/15/2023	600,000.00	595,804.85	600,000.00	Make-whole call +5bps; Callable on and after 6/15/22
OKLAHOMA GAS AND ELECTRIC CO	678858BW0	5/26/2023	490,000.00	487,066.79	490,000.00	Callable on and after 11/26/21
SDART 2021-2 A2	80286XAB0	4/15/2024	367,169.19	367,150.37	367,162.40	10% collateral call
TAOT 2018-C A3	89231AAD3	12/15/2022	37,385.68	37,479.20	37,956.69	5% collateral call
TAOT 2021-B A2	89190GAB3	1/16/2024	429,251.06	428,805.73	429,243.17	5% collateral call
TRUIST BANK	86787EBE6	5/17/2022	700,000.00	707,500.20	728,287.00	Callable on and after 4/17/22
VWALT 2019-A A3	92867XAD8	11/21/2022	252,696.53	253,335.15	256,457.36	10% deal call
VZOT 2018-A A1B	92348XAB1	4/20/2023	2,725.05	2,725.62	2,725.05	10% collateral call
VZOT 2019-C A1A	92348AAA3	4/22/2024	352,525.20	355,149.81	358,832.09	10% collateral call
WOART 2020-B A2A	98163WAG1	7/17/2023	45,943.87	45,962.62	46,044.38	10% collateral call
DUKE ENERGY CAROLINAS LLC	26442CAW4	5/15/2022	700,000.00	710,444.92	719,005.00	Make-whole call until 5/15/22
APPLE INC	037833DL1	9/11/2022	300,000.00	304,579.72	305,022.00	Make-whole call until 9/11/22
JDOT 2020-B A3	47787NAC3	11/15/2024	800,000.00	798,956.29	802,281.25	10% collateral call
GMCAR 212 A2	380149AB0	6/17/2024	302,960.51	302,886.99	303,126.19	10% collateral call
HART 2021-B A2	44934KAB0	5/15/2024	600,000.00	599,357.02	599,945.58	5% collateral call
FORDL 2021-B A2	345329AB2	4/15/2024	400,000.00	399,108.23	399,996.28	5% deal call
VISA INC	92826CAC6	12/14/2022	300,000.00	305,942.75	305,958.00	Make-whole call +12.5bps until 10/14/22 Call anytime after
UNITEDHEALTH GROUP INC	91324PDD1	10/15/2022	700,000.00	713,439.30	712,355.00	Make-whole call +10bps until 10/15/22
HOME DEPOT INC	437076BG6	6/1/2022	500,000.00	504,927.46	504,235.00	Make-whole call +12.5bps until 5/1/22 Call anytime after
HONEYWELL INTERNATIONAL INC	438516BT2	8/8/2022	200,000.00	203,454.42	202,392.00	Make-whole call +6bps until 7/8/22 Call anytime after
SAN RAMON	799381AA6	7/1/2022	710,000.00	709,825.66	710,000.00	Make-whole call
SDART 2021-4 A2	80285VAB5	8/15/2024	250,000.00	249,835.84	249,984.45	10% collateral call
HAROT 2021-4 A2	43815GAB5	5/21/2024	700,000.00	699,541.66	699,981.66	10% collateral call
			15,940,882.37	16,015,636.92	16,097,857.53	



PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars¹

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out	Total	Weight (%) of Total)
TREASURY	\$ 5,200	\$ 13,650	\$ 6,150	\$ 1,100	\$ 7,450	\$ 2,450	\$ 5,000	\$ 7,000	\$ 14,900	\$ 31,850	\$ 22,550	\$ 1,100		\$ 118,400	65.23%
AGENCY ²	\$ 2,678	\$ 4,775	\$ 3,480	\$ 1,850	\$ 2,475	\$ 2,000	\$ 1,800	\$ 2,898	\$ 5,175	\$ 4,908	\$ 1,550	\$ 325	\$ 200	\$ 34,114	18.79%
CDs + BNs	\$ 2,200	\$ 3,300	\$ 1,950	\$ 2,650	\$ 1,400	\$ 850	\$ 800	\$ 150	\$ 100					\$ 13,400	7.38%
CP	\$ 1,300	\$ 3,200	\$ 2,150	\$ 2,300	\$ 1,000	\$ 800	\$ 550	\$ 200						\$ 11,500	6.34%
TDs	\$ 975	\$ 515	\$ 1,013	\$ 478	\$ 443	\$ 385								\$ 3,808	2.10%
CORP BND								\$ 85			\$ 65	\$ 53	\$ 99	\$ 302	0.17%
REPO														\$ -	0.00%
BAs														\$ -	0.00%
TOTAL	\$ 12,353	\$ 25,440	\$ 14,743	\$ 8,378	\$ 12,768	\$ 6,485	\$ 8,150	\$ 10,333	\$ 20,175	\$ 36,758	\$ 24,165	\$ 1,478	\$ 299	\$ 181,524	100.00%
Percent	6.81%	14.01%	8.12%	4.62%	7.03%	3.57%	4.49%	5.69%	11.11%	20.25%	13.31%	0.81%	0.16%		
Cumulative %	6.81%	20.82%	28.94%	33.56%	40.59%	44.16%	48.65%	54.34%	65.46%	85.71%	99.02%	99.84%	100.00%		

¹ Figures are rounded to the nearest million. Percentages may be off due to rounding. Totals do not include PMIA and General Fund loans.

² SBA Floating Rate Securities are represented at coupon change date. Mortgages are represented at current book value.



State of California

Pooled Money Investment Account

Market Valuation

12/31/2021

Description	Carrying Cost Plus Accrued Interest Purch.	Amortized Cost	Fair Value	Accrued Interest
United States Treasury:				
Bills	\$ 43,569,286,927.30	\$ 43,578,148,587.65	\$ 43,566,910,500.00	NA
Notes	\$ 75,086,412,242.60	\$ 75,080,652,906.63	\$ 74,687,028,500.00	\$ 109,370,054.00
Federal Agency:				
SBA	\$ 350,740,581.41	\$ 350,740,581.41	\$ 351,306,665.72	\$ 148,390.75
MBS-REMICs	\$ 6,715,516.12	\$ 6,715,516.12	\$ 6,985,051.69	\$ 30,724.20
Debentures	\$ 10,439,956,592.62	\$ 10,439,204,370.45	\$ 10,416,451,600.00	\$ 9,420,765.50
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 800,000,000.00	\$ 800,000,000.00	\$ 790,694,000.00	\$ 762,194.00
Discount Notes	\$ 19,162,958,897.16	\$ 19,165,010,905.46	\$ 19,157,738,000.00	NA
Supranational Debentures	\$ 2,219,658,716.35	\$ 2,218,983,369.12	\$ 2,204,343,500.00	\$ 6,007,849.50
Supranational Debentures FR	\$ 50,000,000.00	\$ 50,000,000.00	\$ 50,001,500.00	\$ 5,495.49
CDs and YCDs FR	\$ -	\$ -	\$ -	\$ -
Bank Notes	\$ 50,000,000.00	\$ 50,000,000.00	\$ 49,999,510.67	\$ 29,305.56
CDs and YCDs	\$ 13,350,000,416.66	\$ 13,350,000,000.00	\$ 13,346,930,419.28	\$ 6,017,777.79
Commercial Paper	\$ 11,491,501,972.14	\$ 11,495,349,152.68	\$ 11,494,513,733.35	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ 310,090,245.37	\$ 309,862,368.98	\$ 307,103,440.00	\$ 1,913,014.98
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 3,807,500,000.00	\$ 3,807,500,000.00	\$ 3,807,500,000.00	NA
PMIA & GF Loans	\$ 743,769,000.00	\$ 743,769,000.00	\$ 743,769,000.00	NA
TOTAL	\$ 181,438,591,107.73	\$ 181,445,936,758.50	\$ 180,981,275,420.71	\$ 133,705,571.77

Fair Value Including Accrued Interest

\$ 181,114,980,992.48

Repurchase Agreements, Time Deposits, PMIA & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (0.99743912).
As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,948,782.39 or \$20,000,000.00 x 0.99743912.

*All investments are in U.S. dollars according to State of California.



DISCLOSURE STATEMENT

Portfolio Holdings: Structured Notes and Asset-Backed Securities

The Treasury Investment Division has received a number of inquiries concerning our various portfolio holdings. Questions involving structured notes, derivative products*, and asset-backed securities are the most notable.

In an effort to clarify the information provided in our monthly statements, we would like to share with you our investment positions in structured notes and asset-backed securities.

Following are the State of California Treasurer's holdings in each category as of December 31, 2021

*** *The Pooled Money Investment Account Portfolio has not invested in, nor will it invest in, Derivative Products as defined in FASB 133.***

1. Structured Notes

Structured notes are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options. They are issued by corporations and by government-sponsored enterprises such as the Federal National Mortgage Association and the Federal Home Loan Bank System or an international agency such as the World Bank.

Securities Accountability

Structured Notes

	Amount
a. Callable Agency	\$800.000 million
b. LIBOR Agency Floater	\$50.000 million
c. 3 month LIBOR Corporate Floater	\$0.000 million
d. 3 month LIBOR Bank Floater	\$0.000 million
e. 2 year CMT Corporate Floater	\$0.000 million
f. 3 month T-Bill Agency Floater	\$0.000 million
g. 3 month T-Bill Corporate Floater	\$0.000 million

U.S. \$850.000 million As of: 12/31/21

2. Asset-Backed Securities

Asset-backed securities entitle the purchaser to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as CMOs), small business loans, or credit card receivables (such as ABCP).

Asset-Backed Securities

	Amount
a. Small Business Administration Pools	\$350.741 million
b. Agency MBS-REMIC'S	<u>\$6.716 million</u>
(Medium term sub-total)	\$357.457 million
c. Commercial Paper (Short term sub-total)	\$1,749.085 million

U.S. \$2,106.542 million As of: 12/31/21

Total Portfolio As of: 12/31/21

\$181,438,591,107.73

Structured notes and Medium-term Asset-backed securities as a percent of portfolio:
0.67%

Short-term Asset-Backed Commercial Paper (ABCP) as a percent of portfolio:
0.96% *

Total Medium-term and Short-term Structured notes and Asset-backed securities
as a percent of portfolio:
1.63%

****ABCP purchased by the Pooled Money Investment Account (PMIA) does not include Structured
Investment Vehicles (SIVs) nor do any of the approved ABCP programs include SIVs as
underlying assets.***

Portfolio Stress Test¹

as of December 31, 2021

Par Value	4,113,373,404.12	Book Price	99.918
Book Value	4,109,993,003.57	Average Days to Maturity	311
Market Value	4,105,186,836.43	Coupon	0.3564%
Market Price	99.801	YTM (TR)	0.3725%

Yield Change	Market Value	Market Price	Gain/Loss ²
(bps)	(\$)	(\$)	(bps)
-50	4,122,439,471.41	100.220	30.22
-25	4,113,747,743.45	100.010	9.21
-10	7,108,600,550.21	99.884	-3.40
0	4,105,170,572.86	99.801	-11.71
10	4,101,752,385.22	99.717	-20.12
25	4,096,647,088.78	99.593	-32.53
50	4,088,196,431.97	99.388	-53.04

Note: Stress Testing is a form of testing that is used to determine the stability of a given system or entity. It reveals how well a portfolio is positioned in the event the forecasts prove true. The stress test conducted on the portfolio managed by the Treasurer's Office identifies the sensitivity of our portfolio to the change in interest rate. The test result shows if the yield were to go down by 50 bps, the market value of the portfolio would increase by about 30 bps. If the yield were to go up by 50 bps, the market value of the portfolio would decrease by about 53 bps.

1. The stress test is conducted on the portfolio managed by the Treasurer's Office. Portfolios managed by external investment managers are excluded. All data is provided by FIS.

2. Gain/Loss is calculated based on the book value/price.

Treasurer's Office

625 Court Street
Finance Building, Room 102
Martinez, California 94553-1231
(925) 608-9550
(925) 608-9599 FAX

Contra Costa County



Russell V. Watts
Treasurer-Tax Collector

Belinda Zhu
Assistant County Treasurer

Date: 2/8/2022

To: Members of Treasury Oversight Committee

From: Belinda Zhu, Assistant County Treasurer

Subject: Approval of Annual Audit for Calendar Year 2021

Recommendation(s):

Approve an annual audit of Treasury by the Contra Costa County Auditor-Controller for Calendar Year 2021.

CONTRA COSTA COUNTY – TREASURY OVERSIGHT COMMITTEE MEETING

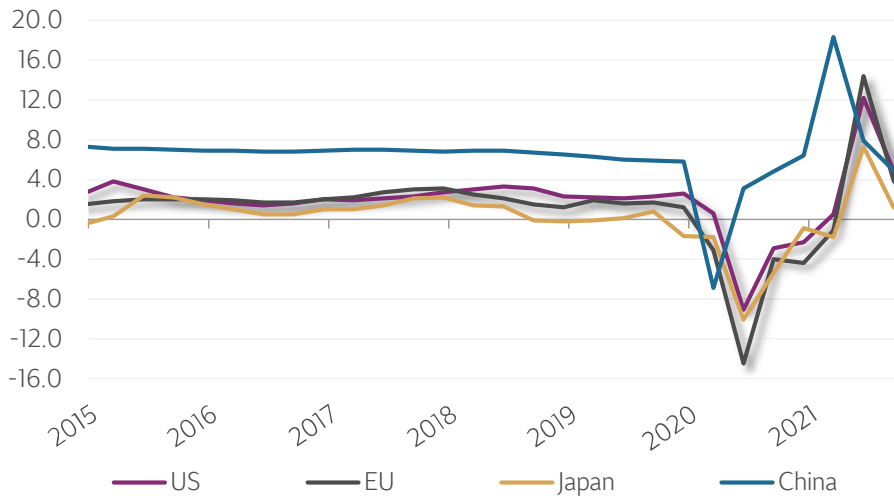
Overview of the Economy & General Market Conditions

Karen Smith, Client Relations Director

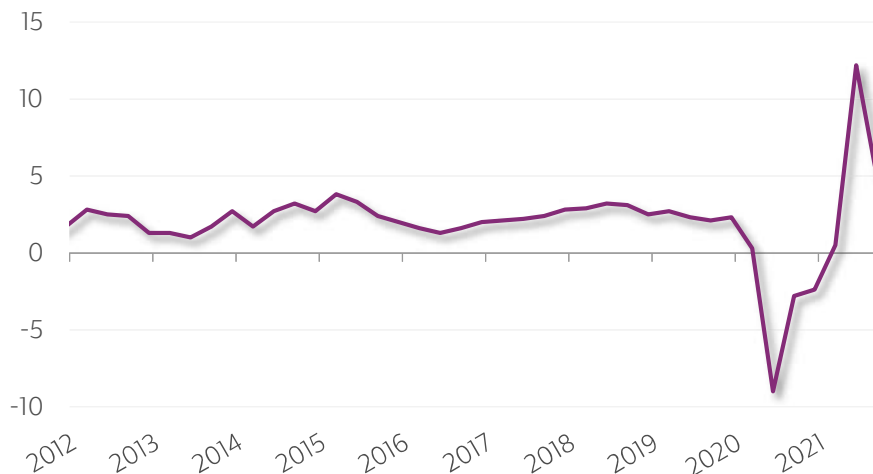
February 15, 2022

Economic overview: Growth trends

GDP growth: Major developed economies



U.S. GDP: Year-over-year growth



Global macro trends

Omicron and inflation are causing headaches for central banks

- Omicron variant is now the dominant COVID-variant and is affecting most economies across the globe
- Commodity price surge has helped push inflation higher across most DM and EM economies
- Year over year growth rates have peaked with the initial post-COVID bounce rolling out of the data
- Supply chain disruptions began to ease in Q4 but Omicron threatens to stall the recovery

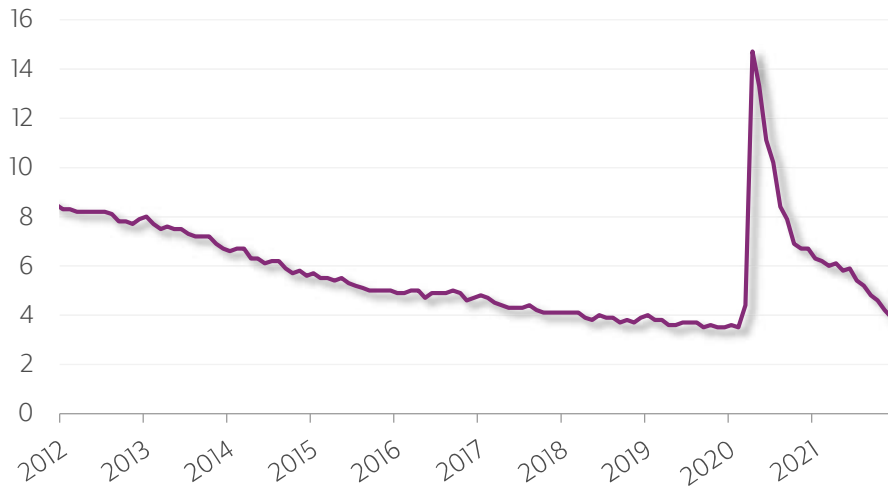
U.S. growth

Above-trend growth to continue

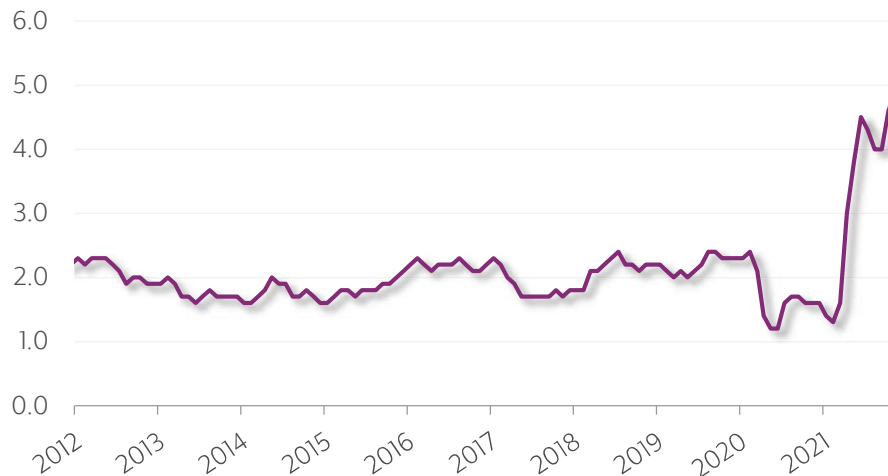
- Omicron variant is expected to postpone the services sectors recovery, albeit to a lesser extent than previous variants
- Savings rate is still elevated but is slowly diminishing
- Wage and salary income continues to grow
- Production bottlenecks showed signs of easing as inventory levels replenished, but still continue to restrain output
- Imbalance of consumer demand and supply continues

Economic overview: Employment and inflation

U3 unemployment rate



Core CPI



Employment

Strong employment reports show an increasingly tight labor market

- Payrolls missed expectations in December, but is still growing at a healthy rate
- COVID-sensitive sectors like leisure & entertainment continued its recovery in December
- Unemployment rate fell to a new cycle low of 3.9%
- Labor force participation rate was flat in December and is still below pre-COVID levels; secular shift?
- Wages posted a strong increase in December and upward pressure on wages is likely to persist

Inflation

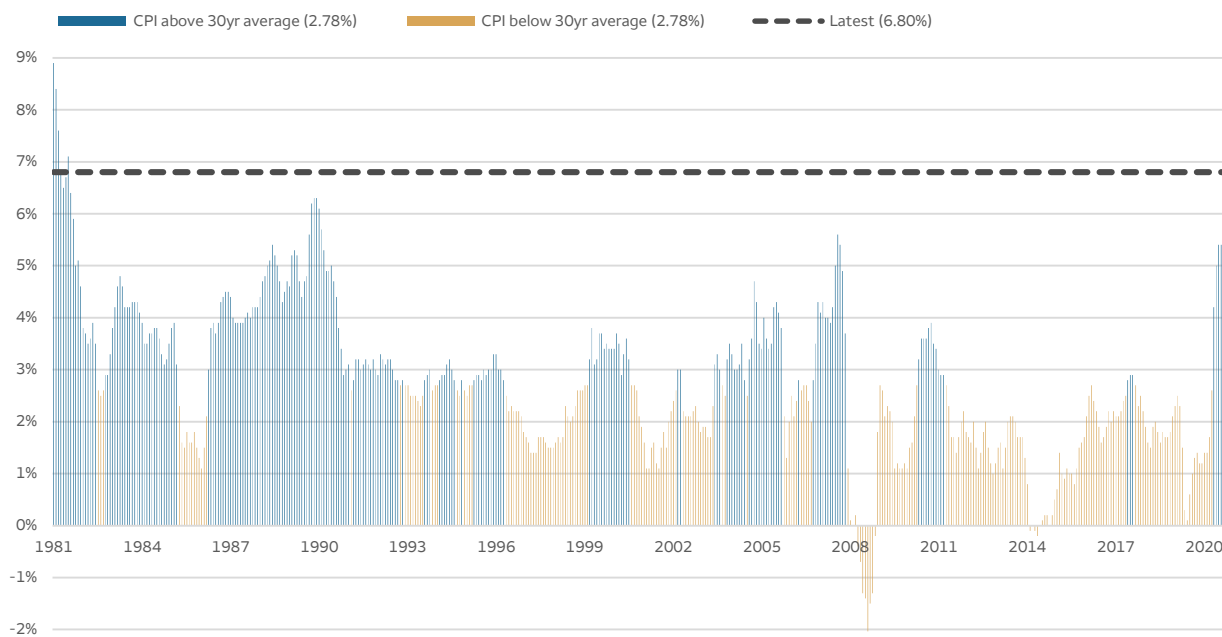
Inflation will likely continue its rise in 1H22

- Headline and core inflation rates are at multi-decade highs
- Inflation expectations have trended significantly higher
- Massive spending/stimulus and COVID-induced inefficiencies could lead to persistently higher inflation
- While catching up, wages are still rising slower than inflation
- Broad-based price increases with energy leading; shelter costs likely to contribute more to price increases in 1H22

2022 inflation outlook

We expect inflation to normalize but remain above the Fed's 2% target in 2022

CPI YoY Change (%)



YoY CPI forecast upper
bound:
4.0%

YoY CPI forecast lower
bound:
2.5%

2021 Recap:

- Inflation spiked in 2H 2021, as deferred demand, labor shortages and supply chain constraints put pressure on prices
- Markets grappled with whether inflation would be transitory or structural

Upward pressure:

- Elevated consumer spending as wages grown and unemployment falls
- Persistent supply chain disruptions
- Accommodative fiscal policy from the Biden administration

Downward pressure:

- Monetary policy tightening (balance sheet tapering & rising policy rates)
- Emergence of COVID variants
- Natural reduction in consumer demand and alleviation of supply chain issues

Inflationary pressures expected to persist into 2022:

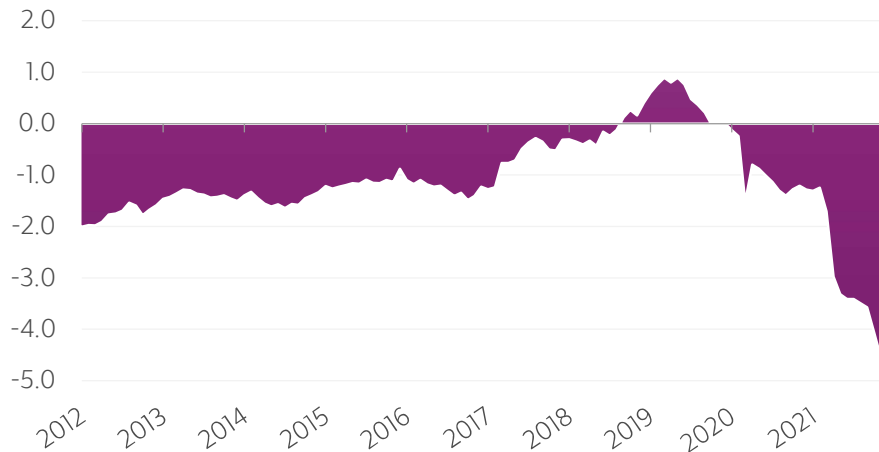
- Inflation reached a 40+ year high of 6.8% year-over-year, driven by COVID-sensitive components such as car sales, owner's-equivalent-rent, and airfare
- While we've now seen a period of sustained elevated inflation, we expect many of these COVID-sensitive components of CPI to normalize as supply chain issues unwind and demand normalizes
- Inflationary pressures may be offset by re-emergence of COVID variants as well as monetary policy tightening
- Companies and issuers both cite inflation as a primary headwind in 2022
- FOMC Forecasts point to an inflation rate of 2.70% in 2022 and 2.30% in 2023
- Elevated inflation will put upward pressure on the front end of the curve, making yields attractive relative to the longer-end in a flat yield curve environment

Inflationary pressures are likely to persist into 2022, but decline from current levels

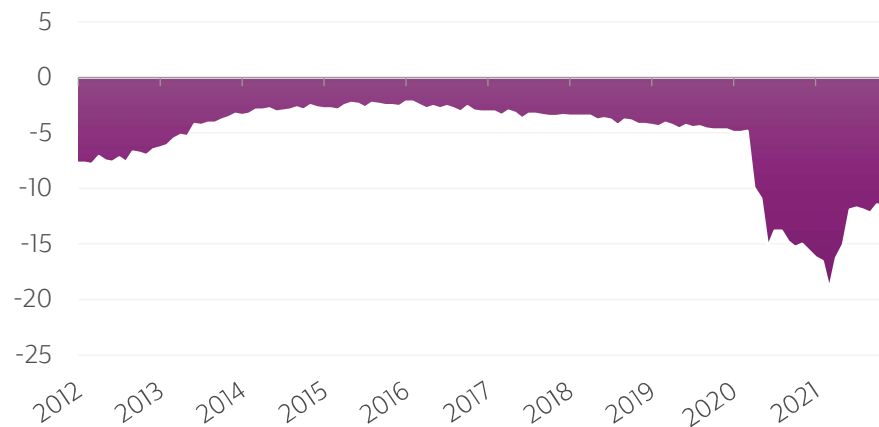
Source: Bloomberg Barclays as of December 31, 2021

Economic overview: Monetary policy

Fed funds rate in real terms



U.S. federal budget deficit as % of GDP



Monetary

Monetary policy is expected to further tighten in 2022

- Tapering of asset purchases was expedited in Mid-December and scheduled to end in March 2022
- Increasingly likely that we see multiple hikes in policy rate targets in 2022
- Transitory narratives have been dismissed resulting in higher inflation worries from the Fed
- Broad-based hawkish tones across Fed governors and presidents
- Policy outlook complicated by turnover among governors/ regional bank presidents

Fiscal

Days of large fiscal stimulus is largely in the past

- Passage of the Infrastructure Bill will bring \$550B in new spending, most of it being distributed in the next 5 years
- Build Back Better is currently in renegotiation talks
- Significant tax hikes have become less likely
- U.S. will continue to run very large deficits for the foreseeable future
- Very low Treasury yields made borrowing less painful, but the tolerance for rising deficits is not infinite

Big Six summary

Growth: Above trend growth to continue despite Omicron variant

Employment: Rapidly approaching full employment; wages continue to catch up

Inflation: Omicron effects likely to keep inflation elevated for 1H22

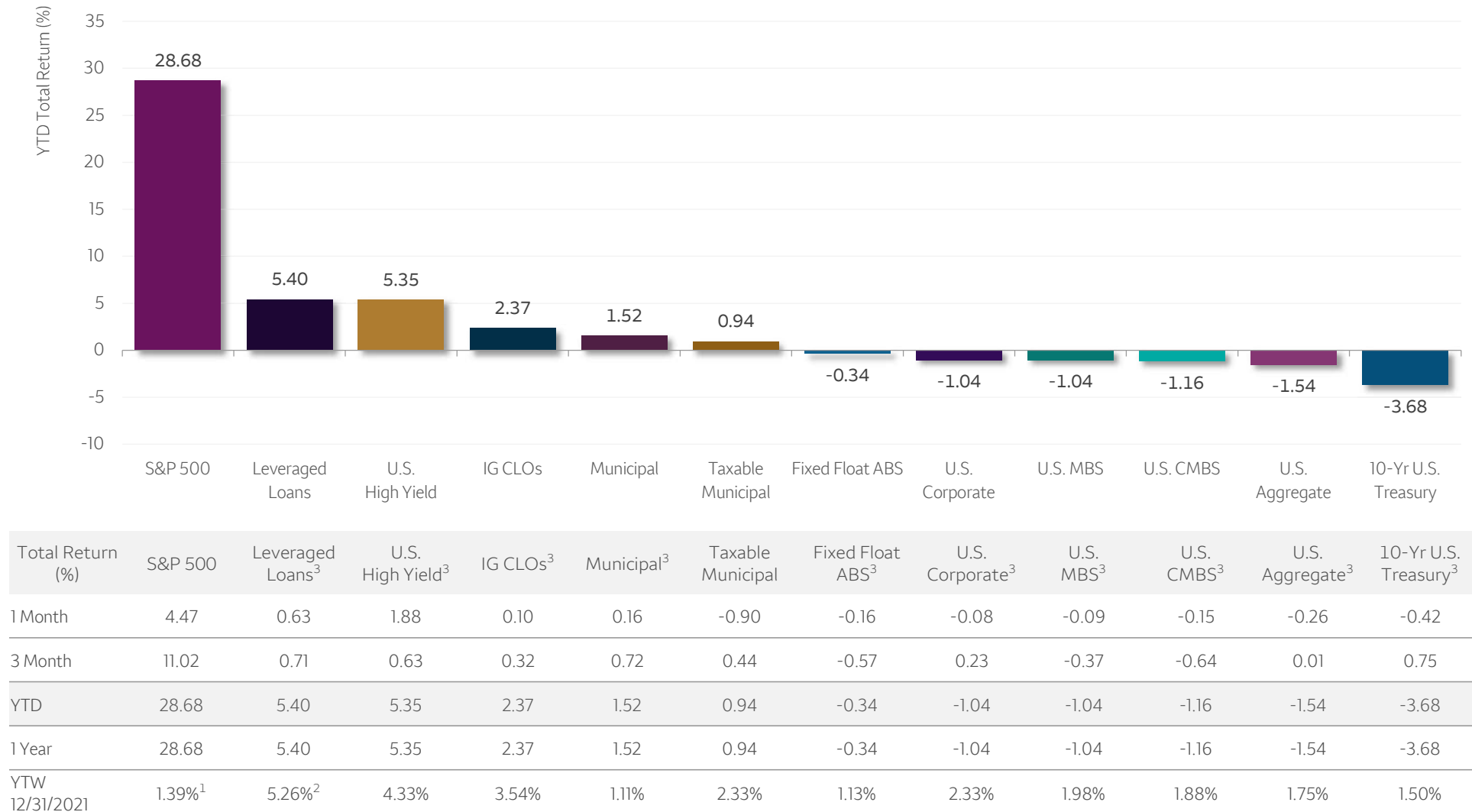
Monetary: Hawkish pivot brings in expedited taper and likely 2022 rate hikes

Fiscal: Waning of expansionary fiscal policy in 2022; tax hikes still unlikely

International: Hawkish tones dominate amid Omicron and inflation uncertainties

Summary of asset class returns

As of 12/31/2021



Source: Bloomberg, ICE Bank of America, J.P. Morgan, Credit Suisse, S&P,

Past performance is no guarantee of future results.

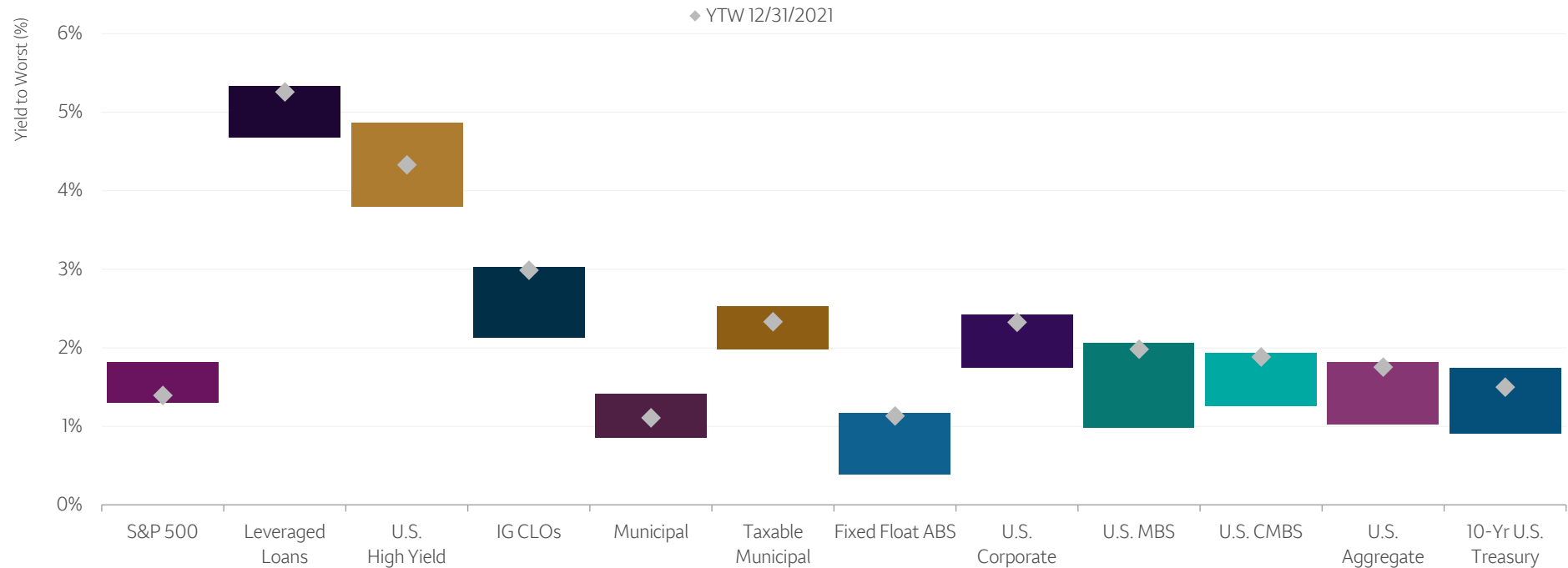
1. 12 month dividend yield.

2. Yield (3 year life)

3. Leveraged loans is represented by the Credit Suisse Leveraged Loan Index. CLOs are represented by the J.P. Morgan CLO Yield Index. Fixed Float ABS is represented by the Bloomberg U.S. Agg ABS Index. High Yield is represented by the ICE BofA U.S. High Yield Index. Municipal is represented by the ICE BofA US Municipal Securities Index. CMBS is represented by the Bloomberg CMBS: Erisa Eligible Index. MBS is represented by the Bloomberg U.S. MBS Index. U.S. Aggregate is represented by the Bloomberg U.S. Aggregate Total Return Index. U.S. Corporate is represented by the Bloomberg U.S. Corporate Bond Index. 10 Yr US Treasury is represented by the ICE BofA 10 Year Treasury Index.

Yield ranges by asset class

Last 12 months as of December 31, 2021



Last 12 Months	S&P 500	Leveraged Loans ³	U.S. High Yield ³	IG CLOs ³	Municipal ³	Taxable Municipal	Fixed Float ABS ³	U.S. Corporate ³	U.S. MBS ³	U.S. CMBS ³	U.S. Aggregate ³	10-Yr U.S. Treasury ³
Maximum	1.82%	5.33%	4.86%	3.90%	1.41%	2.53%	1.16%	2.41%	2.06%	1.93%	1.82%	1.74%
Minimum	1.30%	4.68%	3.80%	2.74%	0.86%	1.98%	0.38%	1.74%	0.98%	1.26%	1.02%	0.91%
12/31/2021	1.39% ¹	5.26% ²	4.33%	3.54%	1.11%	2.33%	1.13%	2.33%	1.98%	1.88%	1.75%	1.50%

Source: Bloomberg, ICE Bank of America, J.P. Morgan, Credit Suisse, S&P,

Past performance is no guarantee of future results.

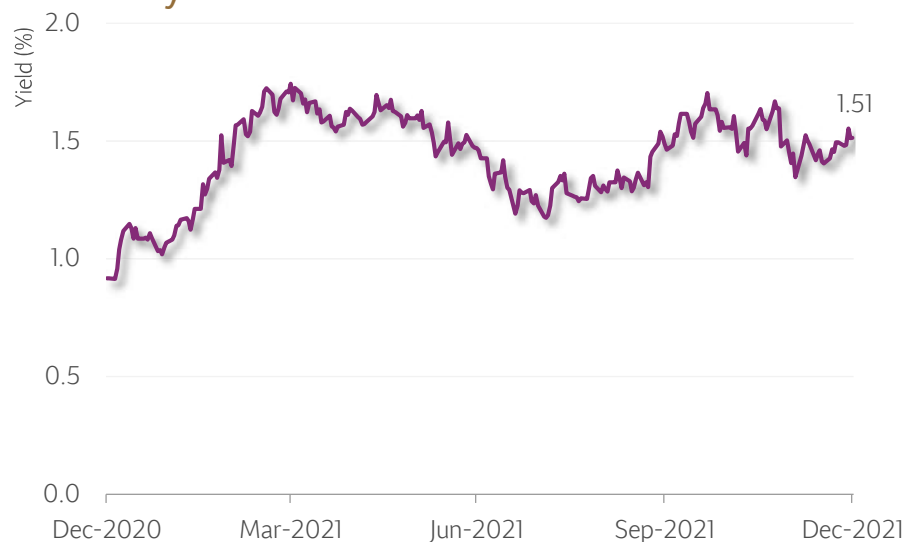
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Rates

U.S. 10-year note



Review and commentary

- 10yr Treasury yield ended December at 1.51%, 6 bps higher than end of November. 30yr Treasury yield ended December at 1.90%, 11 bps higher than end of November.
- The 5s10s yield curve narrowed by 4 bp and the 10s30s yield curve widened by 5 bps.
- The fed funds rate is 0.00-0.25%. The market foresees the possibility of more than three rate hikes in 2022.

Source: Allspring, Bloomberg, TD Securities, as of 12/31/2021.

	Dec 31 value	1-mo change	3-mo change	12-mo change
Yields				
2yr	0.73	+17	+46	+61
5yr	1.26	+10	+30	+90
10yr	1.51	+6	+2	+60
30yr	1.90	+11	-14	+26

Curves

2s5s	53	-6	-16	+29
5s10s	25	-4	-27	-31
10s30s	39	+5	-16	-33
2s30s	117	-5	-60	-35

Macro	The omicron COVID variant has spread rapidly throughout the US, resulting in record infection counts, though virulence appears to be more modest than previous variants. Vaccine distribution in the United States has resulted in nearly 62% of the adult population being fully vaccinated.
Central bank	<p>The Summary of Economic Projections indicated that the Fed expects to raise the Fed Funds rate three times in 2022, though Chair Powell reiterated that the Fed Funds target range would not be raised until the completion of the tapering process.</p> <p>The Federal Reserve adjusted the pace of tapering of asset purchases, resulting in \$20 billion less in Treasury purchases and \$10 billion less in agency mortgage-backed securities (MBS) purchases each month.</p>
Technicals	Greater Treasury supply

2022 treasury yield outlook

We expect to see upward pressure on treasury yields as inflation and sustained economic growth put upward pressure on yields

U.S. 10 year treasury yield



2021 Recap:

- **Current: 1.51%**
- **YTD change: +60 bps**
- **YTD high: 1.74%**
- **YTD low: 0.91%**

Upward pressure:

- Sustained economic growth as post-COVID demand remains elevated
- Persistent inflationary pressure
- Fiscal stimulus from the Biden administration

Downward pressure:

- Reinstatement of lockdowns as COVID19 variants emerge
- Inflation proves to be transitory as deferred demand clears

Continued upward pressure on treasury yields:

- **The 10y UST yield ended 2021 at 1.51%: ending the year +60bps higher, with a range of 0.91 – 1.74%**
- Accelerated economic growth and inflationary expectations have driven treasury yields well past COVID-lows through 2021
- Concerns about the path and pace of monetary policy normalization have driven modest volatility in treasury yields, particularly in 2H21
- We expect to continue to see upward pressure on longer-end rates drive treasury curve steepening
 - Economic recovery will continue to drive 10 & 30y treasury yields higher
 - With further fiscal stimulus likely from the democratic controlled legislative branch, we expect to see upward pressure on 10 & 30y USTs

With treasury curve volatility, security-selection driven strategies have opportunities to add alpha by actively choosing points on the curve to take risk.

2022 credit spread outlook

We continue to expect range-bound credit spreads, with modest bouts of volatility creating opportunities for security selectors

U.S. Credit Index – Option Adjusted Spread



2021 Recap:

- Current: 87 bps
- YTD change: -5 bps
- YTD wide: 95 bps
- YTD tight: 77 bps

Credit OAS Forecast
upper bound:
+125

Upward spread pressure:

- Resurgence of coronavirus variant
- Slower growth and high inflation prints
- Internet rate sensitivity

Credit OAS Forecast
lower bound:
+80

Downward spread pressure:

- Strong technical demand at higher all-in yields
- Sustained economic growth
- Improving fundamentals drive positive ratings migration

Range-bound with elevated volatility:

- **Credit spreads ended 2021 at +87bps: ending the year -5bps tighter, with a range of 77-95bps**
- Spreads have been largely range-bound in 2021, with modest spread volatility in 2H21
- We expect to see a continuation of the “range-bound with modest volatility” theme in credit spreads in 2022:
 - Uncertainty around the path and pace of monetary tightening will likely drive volatility in risk-assets
 - While fundamentals are likely to remain strong, supply chain and inflationary pressures may weigh on earnings
 - Modest bouts of volatility typically enables security selectors to extract value from market mispricing

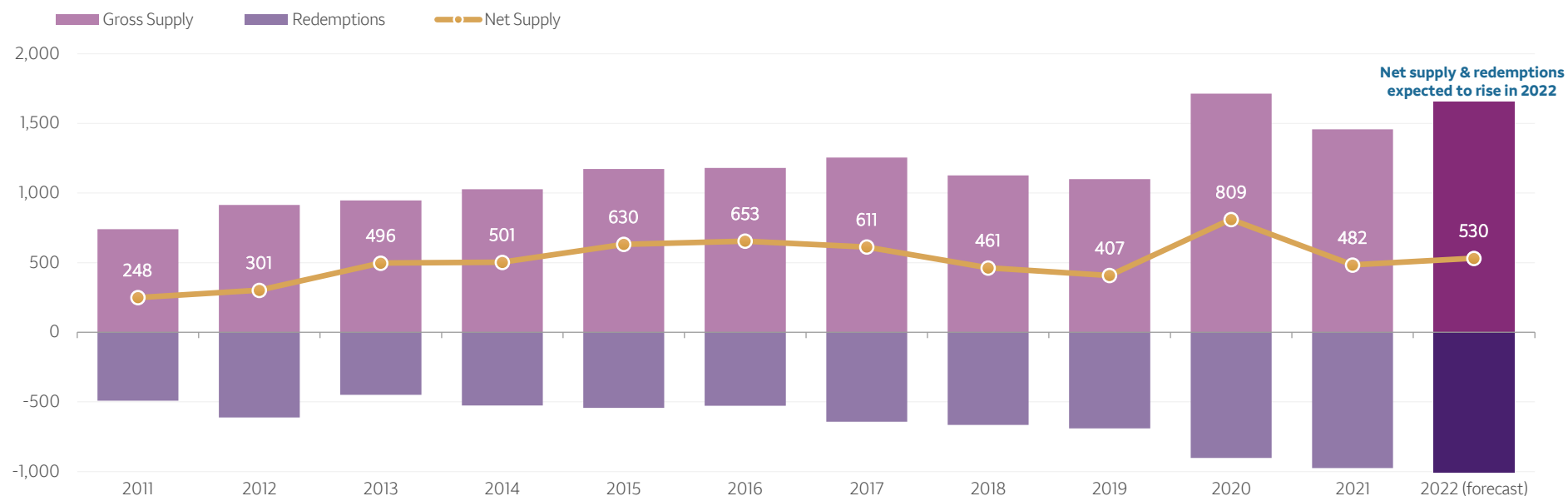
We expect that a continued recovery in fundamentals and strong demand for credit should help cushion the market from bouts of macro volatility.

Source: Bloomberg Barclays as of December 2021

2022 supply outlook

We expect modestly gross & net supply in 2022

Supply (\$ billion)



	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 (forecast)
Gross Supply	\$740 bn	\$914 bn	\$946 bn	\$1,027 bn	\$1,173 bn	\$1,181 bn	\$1,254 bn	\$1,127 bn	\$1,099 bn	\$1,713 bn	\$1,457 bn	\$1,650 bn
Redemptions	-\$492 bn	-\$613 bn	-\$450 bn	-\$526 bn	-\$543 bn	-\$527 bn	-\$643 bn	-\$666 bn	-\$692 bn	-\$904 bn	-\$975 bn	-\$1,120 bn
Net Supply	\$248 bn	\$301 bn	\$496 bn	\$501 bn	\$630 bn	\$653 bn	\$611 bn	\$461 bn	\$407 bn	\$809 bn	\$482 bn	\$530 bn

Gross & net supply are poised to increase modestly higher than 2022 levels:

- We expect IG gross issuance in 2022 total ~\$1.65 trillion, up 7% year-over-year, while net issuance rises to ~\$530bn, up 10% y/y.
 - We expect gross issuance to be higher in 2022 as issuers plan to front-run rising rates.
 - With markets pricing in a rate as early as 1Q22, we expect supply to be front-loaded in the first half of the year
 - M&A related supply is projected to be in the range of \$170-220bn (+8% y/y at the midpoint of the range).
 - High grade market may benefit from growing ESG issuance into 2022

We expect to see elevated liability and balance sheet management as issuers prepare for shifting monetary policy

Source: Bloomberg Barclays as of December 31, 2021

2022 Outlook & forecast summary

	Current	2022 Forecast	↑ Pressure to forecast	↓ Pressure to forecast
Credit Spreads	+87	+80 to 125bps	<ul style="list-style-type: none"> Risk off tone with new variant End of Fed asset purchase programs and excess liquidity Continued high interest rate volatility and higher equity volatility could become negative for spreads 	<ul style="list-style-type: none"> M&A/Spin off funding may surprise to the upside HG market may benefit from the growing ESG trend The beginning of policy tightening has usually resulted in tighter spreads
Credit Yields	2.25%	2.10 to 2.75%	<ul style="list-style-type: none"> Inflation expectations push treasury yields higher End of accommodative Fed policy Fiscal stimulus package 	<ul style="list-style-type: none"> Continued tightening of credit spreads Political pressure to retain accommodative monetary policy stimulus
Excess Return	+151bps	+100 to 200bps	<ul style="list-style-type: none"> Strong fundamentals & improving credit quality Technical demand drives total returns Prolonged period of elevated global growth Inflation proves to be transitory 	<ul style="list-style-type: none"> Volatility can cause spread widening Credit spreads begin year near tights Resurgence of COVID19 drives economic slowdown Adverse market reaction to policy normalization
Fed Funds Rate	0.00 – 0.25%	0.75 – 1.00%	<ul style="list-style-type: none"> Fed forced to tighten as inflation picks up Inflation continues in non-traditional channels – equity markets, housing, etc. A shrinking arsenal of policy tools 	<ul style="list-style-type: none"> Inflationary pressures ease Widespread & prolonged shutdowns due to COVID variants “Tail-risk” type events
Front-end treasury yields	2y: 0.73% 5y: 1.26%	2y: 0.60 to 1.25% 5y: 1.20 – 1.75%	<ul style="list-style-type: none"> US CPI numbers give further reasons for the Federal Reserve to accelerate the pace of tapering therefore seeing a scope for a bear flattening Front part of the yield curve will continue to be vulnerable to the Federal Reserve’s less accommodative monetary policies 	<ul style="list-style-type: none"> Economic growth remains muted Foreign central banks remain accommodative Political pressure for Fed to remain accommodative
Longer-end treasury yields	10y: 1.51% 30y: 1.90%	10y: 1.40– 2.10% 30y: 2.00 – 2.50%	<ul style="list-style-type: none"> Sustained economic growth at elevated levels as COVID effects wane Persistent inflation above Fed targets Continued supply chain constraints 	<ul style="list-style-type: none"> Less vulnerable to taper outflows Consumer recovery lags economic recovery Fed introduces yield curve control policy
Corporate supply	Gross: \$1,456.3bn Net: \$725bn	Gross: \$1.35tr Net: \$636bn	<ul style="list-style-type: none"> Continue to see issuers extend debt maturities M&A activity expected to accelerate 	<ul style="list-style-type: none"> Elevated redemptions amidst lower rates More issuance from Financials, a tight sector, helps drive overall index spreads tighter

Source: Bloomberg Barclays as of December 31, 2021

Disclaimer

This commentary is for the sole use of the intended recipient[s] and may contain privileged information. Any unauthorized review, use, disclosure or distribution is prohibited.

All investing involves risks, including the possible loss of principal. There can be no assurance that any investment strategy will be successful. Investments fluctuate with changes in market and economic conditions and in different environments due to numerous factors, some of which may be unpredictable. Each asset class has its own risk and return characteristics.

Allspring Global Investments [“Allspring”] is the trade name for the asset management firms of Allspring Global Investments Holdings, LLC, a holding company indirectly owned by certain portfolio companies of GTCR LLC and Reverence Capital Partners, L.P. These firms include but are not limited to Allspring Global Investments, LLC and Allspring Funds Management, LLC. Certain products managed by Allspring entities are distributed by Allspring Funds Distributor, LLC (a broker-dealer and Member FINRA).

This material is for general informational and educational purposes only and is NOT intended to provide investment advice or a recommendation of any kind—including a recommendation for any specific investment, strategy, or plan.



U.S. Bank Completes Acquisition of PFM Asset Management

December 7, 2021

MINNEAPOLIS--(BUSINESS WIRE)--Dec. 7, 2021-- U.S. Bank announced that its subsidiary, U.S. Bancorp Asset Management, Inc. has closed on the agreement to purchase PFM Asset Management LLC (PFMAM), effective today. The acquisition was [initially announced July 8](#). PFM Asset Management will continue to operate as a separate registered investment advisor. As part of the acquisition, more than 250 PFM Asset Management employees have joined U.S. Bank.

U.S. Bancorp Asset Management, Inc. is part of U.S. Bank's Wealth Management and Investment Services division. With the addition of PFMAM, Wealth Management and Investment Services has combined investment assets under management of more than \$407 billion¹ as of Sept. 30, 2021.

"We're thrilled to welcome PFM Asset Management to U.S. Bank," said Eric Thole, head of U.S. Bancorp Asset Management. "Long known for its presence in the public sector, PFM Asset Management offers its clients a variety of product offerings, including local government investment pools, outsourced chief investment officer services and separately managed accounts in both fixed income and multi-asset class strategies, complementing our current book of business. This acquisition bolsters U.S. Bank's institutional asset management presence nationally, and we look forward to growing U.S. Bank's thriving investment solutions business with our new partners."

Thole added, "Along with a number of new client relationships, U.S. Bank is also welcoming a group of extremely talented PFM Asset Management team members. PFMAM has a stellar reputation in the public space, and that's a testament to this team. The group is eager to work with clients on a one-on-one basis to understand their unique needs and deliver customized, proactive solutions to help them meet their objectives."

John Molloy, PFMAM's chief administrative officer, said "PFMAM and its clients will benefit from U.S. Bank's financial strength, franchise value, world-class technology and cybersecurity. We are also excited to join an organization that shares a similar culture – an unwavering commitment to clients, and a reputation for operating with the highest ethics and valuing its clients, employees, communities and diversity, equity and inclusion principles."

About U.S. Bank

U.S. Bancorp, with nearly 70,000 employees and \$567 billion in assets as of Sept. 30, 2021, is the parent company of U.S. Bank National Association. The Minneapolis-based company serves millions of customers locally, nationally and globally through a diversified mix of businesses: Consumer and Business Banking; Payment Services; Corporate & Commercial Banking; and Wealth Management and Investment Services. The company has been recognized for its approach to digital innovation, social responsibility and customer service, including being named one of the 2021 World's Most Ethical Companies and Fortune's most admired superregional bank. Learn more at usbancorp.com/about.

About U.S. Bancorp Asset Management

U.S. Bancorp Asset Management's core strength and focus is managing investment grade fixed income strategies for institutional clients. A registered investment adviser, it has been providing investment grade fixed income investment solutions since 1982. With more than \$181 billion in assets under management as of Sept. 30, 2021, U.S. Bancorp Asset Management is a resource for institutional clients including corporations, healthcare organizations, higher education, public entities and nonprofits. For more information, visit usbancorpassetmanagement.com.

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About PFM Asset Management

At PFM Asset Management we partner with public sector, non-profit and other institutions to build tailored, flexible investment solutions across fixed income and multi-asset strategies. We focus our efforts on liquidity management, investment grade fixed income and outsourced chief investment officer (OCIO) solutions. As of Sept. 30, 2021, PFMAM had more than \$125 billion in assets under management and more than \$44 billion in assets under administration. For more information, visit pfmam.com.

PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services, or performance of PFMAM.

¹ PFM Asset Management and U.S. Bancorp Asset Management had combined assets under management and administration of more than \$350 billion on Sept. 30, 2021.

NOT FDIC INSURED | NO BANK GUARANTEE | MAY LOSE VALUE

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Kimberly Mikrot, U.S. Bank Public Affairs & Communications
kimberly.mikrot@usbancorp.com | 612.206.2553

Source: U.S. Bank



**Contra
Costa
County**

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: November 9, 2021

Subject: DELEGATION OF INVESTMENT AUTHORITY TO THE COUNTY TREASURER FOR CALENDAR YEAR 2022

RECOMMENDATION(S):

APPROVE the delegation of authority to the County Treasurer for investing and reinvesting County funds and the funds of other depositors in the County treasury, or to sell or exchange securities so purchased, pursuant to section 53607 of the State Government Code.

FISCAL IMPACT:

The County Treasurer manages and invests the funds of all County agencies, 21 Special Districts, 19 School Districts and one Community College District. Centralizing this function creates a dedicated staff of investment professionals and creates greater efficiency, economies of scale and greater investment power.

BACKGROUND:

State law provides that the Board of Supervisors may delegate to the County Treasurer the authority "to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased" for a one year period. It is recommended that this delegation be renewed through the calendar year 2022.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/09/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

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

ATTESTED: November 9, 2021

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

By: Stacey M. Boyd, Deputy

Contact: Ronda Boler, (925)
608-9506

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If the Delegation of Authority is not approved, each of the County Agencies, 21 Special Districts, 19 School Districts and one Community College District would have to manage their own funds. This would be less cost efficient for all entities.

Treasurer's Office

625 Court Street
Finance Building, Room 102
Martinez, California 94553-1231
(925) 957-2850
(925) 957-2899 FAX

Contra Costa County



Russell V. Watts
Treasurer-Tax Collector

Belinda Zhu
Assistant County Treasurer

Date: 1/31/2022

To: Members of Treasury Oversight Committee

From: Ronda Boler, Executive Secretary, Treasurer-Tax Collector's Office

Subject: Form 700 – Statement of Economic Interests

The Form 700 Statement of Economic Interests is due annually by April 1st. The County of Contra Costa County encourages all Form 700 filers to use NetFile's paperless system to electronically file your annual Form 700. Visit www.netfile.com/filer to file by April 1, 2022.

If you have questions regarding how to access NetFile for online filing, please contact Ronda Boler at ronda.boler@tax.cccounty.us or 925-608-9506.

Here is contact information for different Form 700 questions:

Questions about the NetFile system, including technical issues:

NetFile Technical Support

filerhelp@netfile.com The FPPC will respond to your inquiry within one to three days.

Note: If you need to reset your password, please visit
<https://netfile.com/Filer/Authentication/LostPassword/>

Questions about what information you are required to report, or what information to include in your filing:

Fair Political Practices Commission

advice@fppc.ca.gov

1-866-ASK-FPPC / 1-866-275-3772

Questions about your filing deadline, your filing requirement, disclosure categories, or any other questions:

Contra Costa County Clerk of the Board

ClerkoftheBoard@cob.cccounty.us

(925) 655-2000



Contra
Costa
County

To: Board of Supervisors
From: Mary Ann Mason, County Counsel
Date: March 22, 2022

Subject: Conflict of Interest Code of the Contra Costa County Employees' Retirement Association

RECOMMENDATION(S):

APPROVE amendments to the Contra Costa County Employees' Retirement Association's Conflict of Interest Code.

FISCAL IMPACT:

None.

BACKGROUND:

The Contra Costa County Employees' Retirement Association ("CCCERA") has amended its conflict of interest code and submitted the revised code, attached as Exhibit A, to the Board for approval pursuant to Government Code sections 87306 and 87306.5. The list of designated positions in the code's Appendix A has been revised to add a position designated to file conflict of interest statements. This change will ensure that the Conflict of Interest Code for CCCERA accurately reflects its current positions and organizational structure. The changes are shown on the attached red-line version of the code included as Exhibit B.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Kurtis C. Keller, Deputy County Counsel, (925) 655-2200

By: , Deputy

cc: Kurtis C. Keller, Deputy County Counsel, Monica Nino, Clerk of the Board of Supervisors, Gail Strohl, Chief Executive Officer, CCCERA

ATTACHMENTS

Exhibit A - Conflict of Interest Code for the Contra Costa County Employees' Retirement Association

Exhibit B - Conflict of Interest Code for the Contra Costa County Employees' Retirement Association - REDLINE

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT

CONFLICT OF INTEREST CODE

I. AUTHORITY

Pursuant to the provisions of Government Code Sections 87300, *et seq.*, the Board of Retirement of the Contra Costa County Employees' Retirement Association adopts this Conflict of Interest Code. This Conflict of Interest Code and any amendments thereto become effective upon approval by the Contra Costa County Board of Supervisors. (Government Code Sections 87303 and 82011(b).)

II. DESIGNATED POSITIONS AND EMPLOYEES

The positions listed in Appendix "A" attached hereto are "designated positions". Every person holding any designated position is deemed to make, or participate in the making of, decisions which could affect his or her personal economic interests. Designated positions are assigned the disclosure categories set forth in Appendix "A". Each person holding any designated position shall file an annual statement of economic interest disclosing that person's interest in investments, business positions, real property and income designated as reportable under the category to which the employee's position is assigned.

The positions listed in Appendix "B" attached hereto manage public investments for purposes of Section 87200 of the Government Code and are "Code filers." Each Code filer shall file an annual statement of economic interest.

III. INCORPORATION OF FPPC REGULATION 18730

The California Fair Political Practices Commission (FPPC) has adopted Regulation 18730, which contains the terms of a standard conflict of interest code. (2 Cal. Code of Regs. 18730.) Regulation 18730 may be amended from time to time. The terms of Regulation 18730, and any amendments to it duly adopted by the FPPC, are hereby incorporated by reference as Appendix "C".

IV. FPPC FORM 700 – STATEMENT OF ECONOMIC INTEREST

Disclosure statements shall be made on FPPC Form 700 – Statement of Economic Interest. The Form 700 is published annually by the FPPC, available on the FPPC website at fppc.ca.gov and supplied by the Contra Costa County Clerk of the Board of Supervisors. The place and time of filing shall be as follows:

- (a) Every person holding any designated position listed in Appendix "A" shall file the original of his or her statement of financial interests with the Contra Costa County Clerk of the Board of Supervisors.
- (b) Every person holding a position listed in Appendix "B" shall file the original of his or her statement of financial interests with the Contra Costa County Clerk - Elections Division.

- (c) All Form 700 filers must file the Form 700 at the times prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

HISTORY

Adopted: 02/24/1976

Amended: 11/06/02, 11/17/04, 04/08/09, 12/8/10, 09/10/14, 09/28/16, __/__/22

APPENDIX A

<u>Designated Positions</u>	<u>Disclosure Category</u>
Deputy Chief Executive Officer	General
Accounting Manager	1
Administrative/Human Resources Manager	2
General Counsel and Deputy General Counsel	1
Internal Auditor	1
Investment Analyst and Investment Officer	1
Outside fiduciary counsel	1
Outside investment consultant and other consultants	1
Senior Investment Analyst and Senior Investment Officer	1

- Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chief Executive Officer 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 code. 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 Chief Executive Officer’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.

Disclosure Categories

General:

Employees designated in Disclosure Category “General” above shall complete all schedules of Form 700. An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the employee’s position.

Designated Employees in Category 1:

Employees designated in Disclosure Category 1 above shall complete all schedules of Form 700 unless there are no reportable interests for that schedule. A “reportable interest” shall be any business entity or source of income of a type in which the Board is authorized to invest.

Designated Employees in Category 2:

Employees designated in Disclosure Category 2 above shall complete all schedules of Form 700 except those relating to interests in real property (Form 700, Schedules B and C), unless there are no reportable interests for a schedule. A “reportable interest” shall be any business entity or source of income which, within the filing period has contracted, or in the foreseeable future may contract with the Board to provide products or services, to the Retirement System or the Retirement Office.

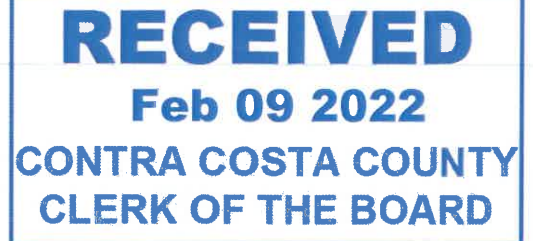
APPENDIX B

Agency Positions that Manage Public Investments **For Purposes of Section 87200 of the Government Code**

Pursuant to Government Code Section 87314, the following is a list of each position with the Retirement Board and CCCERA for which an individual occupying the position is required to file a Form 700 - Statement of Economic Interests as a public official who manages public investments within the meaning of Government Code Section 87200:

Members of the Board of Retirement, including Alternate Members
Chief Executive Officer
Chief Investment Officer

APPENDIX C



CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT

CONFLICT OF INTEREST CODE

~~Adopted: 02/24/76~~

~~Amended: 11/06/02, 11/17/04, 4/8/09, 12/8/10, 09/10/14, 09/28/16~~

I. AUTHORITY

Pursuant to the provisions of Government Code Sections 87300, *et seq.*, the Board of Retirement of the Contra Costa County Employees' Retirement Association adopts this Conflict of Interest Code. This Conflict of Interest Code and any amendments thereto become effective upon approval by the Contra Costa County Board of Supervisors. (Government Code Sections 87303 and 82011(b).)

II. DESIGNATED POSITIONS AND EMPLOYEES

The positions listed in Appendix "A" attached hereto are "designated positions". Every person holding any designated position is deemed to make, or participate in the making of, decisions which could affect his or her personal economic interests. Designated positions are assigned the disclosure categories set forth in Appendix "A". Each person holding any designated position shall file an annual statement of economic interest disclosing that person's interest in investments, business positions, real property and income designated as reportable under the category to which the employee's position is assigned.

The positions listed in Appendix "B" attached hereto manage public investments for purposes of Section 87200 of the Government Code and are "Code filers." Each Code filer shall file an annual statement of economic interest.

III. INCORPORATION OF FPPC REGULATION 18730

The California Fair Political Practices Commission (FPPC) has adopted Regulation 18730, which contains the terms of a standard conflict of interest code. (2 Cal. Code of Regs. 18730.) Regulation 18730 may be amended from time to time. The terms of Regulation 18730, and any amendments to it duly adopted by the FPPC, are hereby incorporated by reference as Appendix "C".

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Disclosure statements shall be made on FPPC Form 700 – Statement of Economic Interest. The Form 700 is published annually by the FPPC, available on the FPPC website at fppc.ca.gov and supplied by the Contra Costa County Clerk of the Board of Supervisors. The place and time of filing shall be as follows:

- (a) Every person holding any designated position listed in Appendix "A" shall file the original of his or her statement of financial interests with the Contra Costa County Clerk of the Board of Supervisors.

- (b) Every person holding a position listed in Appendix "B" shall file the original of his or her statement of financial interests with the Contra Costa County Clerk - Elections Division.
- (c) All Form 700 filers must file the Form 700 at the times prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

HISTORY

Adopted: 02/24/1976

Amended: 11/06/02, 11/17/04, 04/08/09, 12/8/10, 09/10/14, 09/28/16, __ / __ /22

APPENDIX A

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Administrative/Human Resources Manager	2
General Counsel and Deputy General Counsel	1
Investment Analyst and Investment Officer	1
Outside fiduciary counsel	1
Outside investment consultant and other consultants	1
<u>Senior Investment Analyst and Senior Investment Officer</u>	<u>1</u>

- Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chief Executive Officer 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 code. 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 Chief Executive Officer’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.

Disclosure Categories

General:

Employees designated in Disclosure Category “General” above shall complete all schedules of Form 700. An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the employee’s position.

Designated Employees in Category 1:

Employees designated in Disclosure Category 1 above shall complete all schedules of Form 700 unless there are no reportable interests for that schedule. A “reportable interest” shall be any business entity or source of income of a type in which the Board is authorized to invest.

Designated Employees in Category 2:

Employees designated in Disclosure Category 2 above shall complete all schedules of Form 700 except those relating to interests in real property (Form 700, Schedules B and C), unless there are no reportable interests for a schedule. A “reportable interest” shall be any business entity or source of income which, within the filing period has contracted, or in the foreseeable future may contract with the Board to provide products or services, to the Retirement System or the Retirement Office.

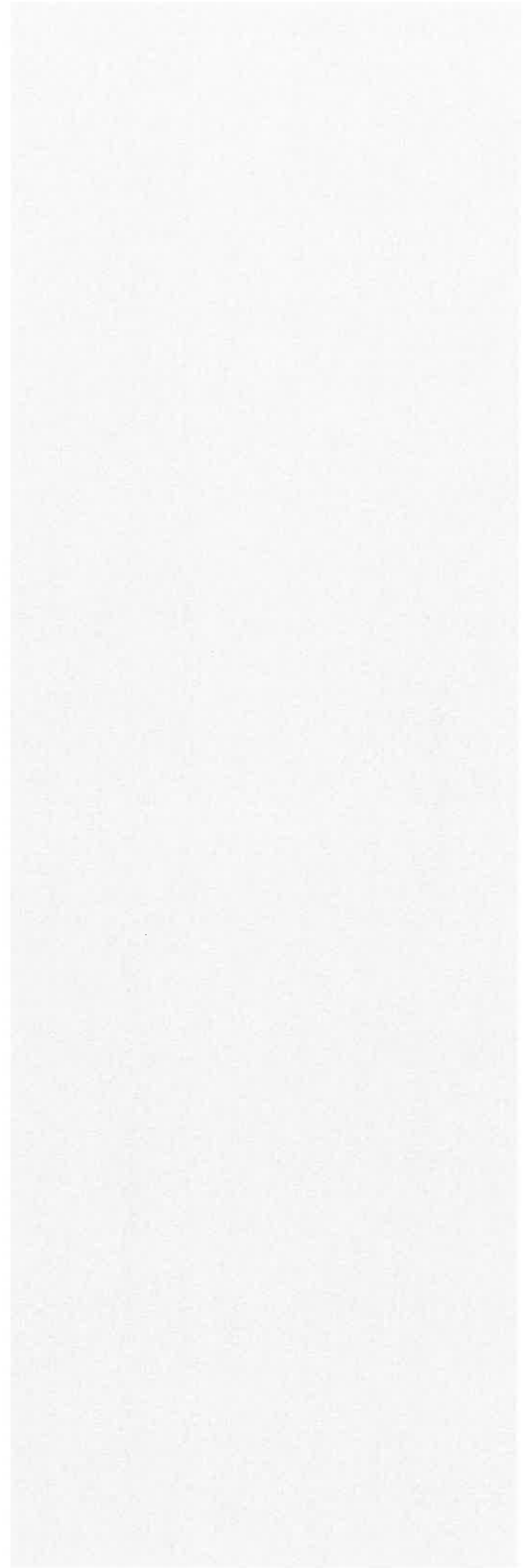
APPENDIX B

Agency Positions that Manage Public Investments **For Purposes of Section 87200 of the Government Code**

Pursuant to Government Code Section 87314, the following is a list of each position with the Retirement Board and CCCERA for which an individual occupying the position is required to file a Form 700 - Statement of Economic Interests as a public official who manages public investments within the meaning of Government Code Section 87200:

Members of the Board of Retirement, including Alternate Members
Chief Executive Officer
Chief Investment Officer

APPENDIX C





Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Amendment to Purchase Order with McKesson Medical Surgical, Inc. (PO #19324)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, an amendment to Purchase Order #19324 with McKesson Medical Surgical, Inc., to increase the payment limit by \$166,000 to a new payment limit of \$365,000 to procure reagents, equipment, and supplies for the Clinical Laboratory at the Contra Costa Regional Medical Center (CCRMC) with no change in the original term of July 1, 2020 through June 30, 2022.

FISCAL IMPACT:

This purchase order amendment will result in additional expenditures of up to \$166,000 and is 100% funded by the American Rescue Plan Act (ARPA).

BACKGROUND:

McKesson Medical Surgical, Inc. has provided CCRMC with medical equipment and supplies since 2007. With the increase of COVID patients, the Hospital experienced an increased volume in the use of reagents and other medical supplies. McKesson has been able to backfill the hospital with supplies to maintain operations when we have been placed on backorder status with other vendors. For the past seven (7) months our expenses have been averaging approximately \$17,000 per month.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ronny Leffel, (925) 550-2299

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved CCRMC will be unable to consistently purchase the necessary proprietary reagents to operate the laboratory systems. Additionally, stockouts of critical medical supplies will continue to increase due to limited supply allocations. This will impact the physician's ability to initiate timely treatment protocols for their patients and could place patients at risk.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Robert Campbell, Auditor-Controller
Date: March 22, 2022

Subject: DISTRIBUTION OF STATE HIGHWAY PROPERTY RENTAL REVENUE

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to distribute the 2020-21 State Highway property rental revenue in the amount of \$83,308.96 to the County Road Fund pursuant to the provisions of Section 104.10 of the Streets and Highways Code, as follows: County Road Fund \$83,308.96.

FISCAL IMPACT:

This action has no impact on the General Fund. The County Road Fund will receive \$83,308.96.

BACKGROUND:

Section 104.6 of the Streets and Highways Code authorizes the State Department of Transportation to lease any lands it holds which are not presently needed for State Highway purposes and provides that 24 percent of such rental revenue shall be allocated pursuant to Section 104.10. Section 104.13 provides that all funds distributed to the County shall be deemed to be in full or partial payment of the possessory interest taxes due on such leased properties. The recommended distribution is in accordance with those State laws.

CONSEQUENCE OF NEGATIVE ACTION:

The funds will not be distributed.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Joanne Bohren (925) 608-9310

By: , Deputy

cc: Bob Campbell, Haj Nahal, Joanne Bohren, Chris Wong

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

State Highway Property Rental Revenue

DISTRIBUTION OF 2020-21 HIGHWAY PROPERTY RENTAL REVENUE
(Right of Way Rental Income)

County Road Fund	<u>\$83,308.96</u>
TOTAL	<u><u>\$83,308.96</u></u>



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: ADOPT Resolution No. 2022/77 reaffirming and authorizing updates to the County Debt Management Policy

RECOMMENDATION(S):

ADOPT Resolution No. 2022/77 updating and reaffirming the County Debt Management Policy.

FISCAL IMPACT:

No specific fiscal impact.

BACKGROUND:

On December 7, 2006, the Finance Committee reviewed and discussed a report regarding establishing a County Debt Management Policy. The Committee directed staff to report to the full Board on December 19, 2006 the recommendation to adopt a formal County Debt Management Policy. A formal policy was adopted on December 19, 2006 (Resolution No. 2006/773).

The Board of Supervisors has worked exceptionally hard to address the County's financial issues and has set very ambitious and necessary goals for lowering cost growth, balancing the budget, and increasing reserves. These solutions are aimed at addressing both short and long term needs and improving the County's future ability to maintain public services. The four financial policy areas that have contributed significantly to the Board's goals are the following:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Timothy Ewell, (925) 655-2043

By: , Deputy

cc:

BACKGROUND: (CONT'D)

- Budget Policy (established November 2006)
- General Fund Reserve Policy (established December 2005)
- Facilities Maintenance (included in Budget Policy)
- Debt Management Policy (established December 2006)

The Debt Management Policy establishes debt affordability standards that help the County to evaluate when, why, and how much debt should be issued. In addition, the Debt Management Policy:

- Establishes parameters for issuing and managing debt;
- Provides guidance to decision makers so as not to exceed the debt affordability standards;
- Directs staff on objectives to be achieved both pre- and post-issuance;
- Promotes objectivity in decision-making and limits the role of political influence;
- Describes responsibilities for Continuing Disclosure and Post-Issuance Tax compliance policies and procedures; and
- Facilitates the process by considering and making important policy decisions in advance of an actual financing.

Periodically, policies should be revised to keep current with best practices or changes in law. The Debt Affordability Advisory Committee (DAAC) reviews the existing Debt Management Policy on an annual basis and makes recommendations for revisions to the Board of Supervisors. The DAAC met on March 14, 2022 and reviewed proposed amendments to the Debt Management Policy and is recommending updates. Specifically, there is one update to the policy for the Board's consideration at today's meeting:

1. **Section 2(C). "Creditworthiness and Debt Affordability Measures."** Updates the section to include more current debt affordability ratios to be included in the DAAC's annual Debt Report to the County Administrator. Following the housing crisis during the Great Recession, rating agencies became more transparent with their respective rating criteria used to rate issuers across the country. Additionally, previous metrics used by the rating agencies have been retired. The proposed update in the attached Debt Policy reflects debt ratios currently used by rating agencies to track the performance of issuers of municipal securities, such as the County. The revised debt ratios proposed in the Debt Policy are outlined below:

Moody's Ratios

- Full value per capita;
- Fund balance as a percentage of revenues;
- Cash balance as a percentage of revenues;
- Debt to full value; and
- Debt to revenue.

Standard and Poor's Ratios

- Total market value per capita;
- Total governmental available cash as a percentage of total governmental debt service;
- Available fund balance as a percentage of expenditures;
- Net direct debt as a percentage of total governmental funds revenue; and
- Total governmental funds debt service as a percentage of governmental funds

In addition to the DAAC, the County's municipal advisor, KNN Public Finance, assisted with the updates outlined above and reviewed the proposed language changes to be incorporated into the Debt Policy as proposed for the Board's consideration today.

CONSEQUENCE OF NEGATIVE ACTION:

The policy will not be formally updated and reaffirmed by the Board.

ATTACHMENTS

Resolution 2022/77

Resolution No. 2022/77 - Debt Management Policy

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

Adopted this Resolution on 03/22/2022 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2022/77

IN THE MATTER OF: REAFFIRMING AND AUTHORIZING UPDATES TO THE COUNTY DEBT MANAGEMENT POLICY

WHEREAS, the Contra Costa County Board of Supervisors, acting in its capacity as the Governing Board of the County of Contra Costa and for Special Districts, Agencies and Authorities governed by the Board wishes to reaffirm and authorize updates its Debt Management Policy, currently adopted as Resolution No. 2021/100

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors, acting in its capacity as the Governing Board of the County of Contra Costa and for Special Districts, Agencies and Authorities governed by the Board, takes the following actions:

1. Reaffirms its commitment to prudent debt management practices; and
2. Adopts Resolution No. 2022/77, including the County Debt Management Policy as attached; and
3. This Resolution supercedes and replaces Resolution No 2021/100 in full.

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: **ATTESTED: March 22, 2022**
_____, County Administrator and Clerk of the Board of Supervisors

By: _____, Deputy

cc:

Contra Costa County, California Debt Management Policy



**County Administration
1025 Escobar Street, 4th Floor
Martinez, California 94553**

**DEBT MANAGEMENT POLICY
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Contra Costa County, California

Debt Management Policy

I. PURPOSE: The County recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy should recognize a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

- enhances the quality of decisions by imposing order and discipline, and promoting consistency and continuity in decision making,
- provides rationality in the decision-making process,
- identifies objectives for staff to implement,
- demonstrates a commitment to long-term financial planning objectives, and
- is regarded positively by the rating agencies in reviewing credit quality.

II. DEBT AFFORDABILITY ADVISORY COMMITTEE

A. Purpose. By adoption of this Debt Policy, the Debt Affordability Advisory Committee (DAAC) is established. Its purpose is to annually review and evaluate existing and proposed new County debt and other findings and/or issues considered appropriate.

It is the task of the DAAC to assess the County's ability to generate and repay debt. The DAAC will issue an annual report to the County Administrator defining debt capacity of the County. This review will be an important element of the budget process and will include recommendations made by the DAAC regarding how much new debt can be authorized by the County without overburdening itself with debt service payments.

B. Members. The DAAC shall be composed of the Auditor-Controller, Treasurer-Tax Collector, Director/Conservation and Development Department, and County Finance Director.

C. Creditworthiness and Debt Affordability Measures. The DAAC shall examine specific statistical measures to monitor the County's credit metrics and determine debt capacity and relative debt position based on Moody's and Standard & Poor's published rating criteria for U.S. local governments and their respective methodologies and calculations of specific credit metrics and debt ratios. Within the Moody's and Standard & Poor's published rating criteria, each agency utilizes a scorecard approach and identifies key factors (based on credit metrics and ratios) and applies a corresponding "scoring" approach as a starting point for analysis.

The DAAC will evaluate the County's results in the below areas based on the Moody's rating methodology and scoring framework. For each sub-factor, Moody's provides a range of scoring values which are representative of a rating of "Aaa" at best to "B & Below" at worst. The County will monitor its metric and ratio results against the "Aaa" category.

1. Full value per capita;
2. Fund balance as a percentage of revenues;
3. Cash balance as a percentage of revenues;

4. Debt to full value; and
5. Debt to revenue.

The DAAC will also evaluate the County's results in the below areas based on Standard & Poor's rating methodology and scoring framework. For each credit metric, Standard & Poor's assigns a score of 1 "Very Strong" to 5 "Very Weak." The County will monitor its metric and ratio results against the "1" or "Very Strong" category.

1. Total market value per capita;
2. Total governmental available cash as a percentage of total governmental debt service;
3. Available fund balance as a percentage of expenditures;
4. Net direct debt as a percentage of total governmental funds revenue; and
5. Total governmental funds debt service as a percentage of governmental funds expenditures.

In tandem with the evaluation and calculation of the credit metrics and debt ratios identified above, the DAAC will evaluate the County's results against a group of cohort counties, namely, other counties in California of similar population, budget, tax base, and proximity. The DAAC utilizes each respective cohort county's most recently available ACFR to measure the County's comparative performance on the various credit and debt measures calculated by Moody's and S&P.

Additionally, the DAAC will evaluate the County's calculated credit metrics and debt ratios based on each fiscal year financial results against the County's own outcomes over the prior three fiscal years. This analysis allows for the tracking of County trends within key measures and to identify any notable aberrations from past performance either in the form of improvements or declines in creditworthiness.

III. COMPREHENSIVE CAPITAL PLANNING

A. Planning. The County Administrator's Office shall prepare a multi-year capital program for consideration and adoption by the Board of Supervisors as part of the County's budget process. Annually, the capital budget shall identify revenue sources and expenditures for the coming current year and the next succeeding three fiscal years. The plan shall be updated annually.

B. Funding of the Capital Improvement Program. Whenever possible, the County will first attempt to fund capital projects with grants or state/federal funding, as part of its broader capital improvement plan. When such funds are insufficient, the County will use dedicated revenues to fund projects. If these are not available, the County will use excess surplus from the reserve and debt financing, general revenues. The County shall be guided by three principles in selecting a funding source for capital improvements: equity, effectiveness and efficiency.

1. Equity: Whenever appropriate, the beneficiaries of a project or service will pay for it. For example, if a project is a general function of government that benefits the entire community, such as an Office of Emergency Services, the project will be paid for with general purpose revenues or financed with debt. If, however, the project benefits specific users, such as a building permit facility, the revenues will be derived through user fees or charges, and assessments.

2. Effectiveness: In selecting a source or sources for financing projects, the County will select one or more that effectively funds the total cost of the project. For example, funding a capital project, or the debt service on a project, with a user fee that does not provide sufficient funds to pay for the project is not an effective means of funding the project.

3. Efficiency: If grants or current revenues are not available to fund a project, the County will generally select a financing technique that provides for the lowest total cost consistent with acceptable risk factors and principals of equity and effectiveness. These methods currently consist of County

issued debt, special funding programs funded by state or federal agencies, or special pool financing. Examples include funding pools like the Association of Bay Area Governments Participation Certificates.

C. Maintenance, Replacement and Renewal/FLIP. The County intends to set aside sufficient current revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal consistent with its philosophy of keeping its capital facilities and infrastructure systems in good repair and to maximize a capital asset's useful life.

D. Debt Authorization. No County debt issued for the purpose of funding capital projects may be authorized by the Board of Supervisors unless an appropriation has been included in the capital budget (Some forms of debt such as Private Activity Bonds for housing, Mello-Roos for infrastructure, and redevelopment bonds for infrastructure/facilities may not be appropriate for inclusion in the County capital improvement program. The policies for such forms of debt are included as Appendixes 4, 5, and 6).

IV. PLANNING AND STRUCTURE OF COUNTY INDEBTEDNESS

A. Overview. The County shall plan long- and short-term debt issuance to finance its capital program based on its cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The County Finance Director shall oversee and coordinate the timing, issuance process and marketing of the County's borrowing and capital funding activities required in support of the capital improvement plan. The County shall finance its capital needs on a regular basis dictated by its capital spending pattern. Over the long-term this policy should result in a consistently low average interest rate. When market conditions in any one year result in higher than average interest rates, the County shall seek refinancing opportunities in subsequent years to bring such interest rates closer to the average. The DAAC shall use the Government Financial Officers Association checklist set forth in Appendix 1 hereto in planning and structuring any debt issuances.

B. Financing Team. The County employs outside financial specialists to assist it in developing a debt issuance strategy, preparing bond documents and marketing bonds to investors. The key team members in the County's financing transactions include its financial advisor and outside bond and disclosure counsel, the underwriter and County representatives (the County Auditor-Controller, Treasurer-Tax Collector, and the County Finance Director, among others). Other outside firms, such as those providing paying agent/registrar, trustee, credit enhancement, verification, escrow, auditing, or printing services, are retained as required. The County will issue Requests for Qualifications (RFQs) for financial advisor, bond & tax counsel, disclosure counsel and underwriters every three years, with the option to renew for a maximum of two additional years. The financing team shall meet at least semi-annually to review the overall financing strategy of the County and make recommendations to the County Administrator.

C. Term of Debt Repayment. Borrowings by the County shall mature over a term that does not exceed the economic life of the improvements that they finance and usually no longer than 20 years, unless special structuring elements require a specific maximum term to maturity, as is the case with pension obligation bonds. The County shall finance improvements with a probable useful life less than five years using pay-go funding for such needs. Bonds sold for the purchase of equipment with a probable useful life exceeding five years are repaid over a term that does not exceed such useful life.

D. Legal Borrowing Limitations/Bonds and other indebtedness. California Government Code Section 29909 limits General Obligation Bond indebtedness to five percent of the total assessed valuation of all taxable real and personal property within the County, excluding Public Financing Authority lease revenue bonds, Private Activity Bond, Mello-Roos special tax, and Assessment District Debt for which no legal limitations are currently in effect.

E. Debt Features.

1. Original issue discount or premium. The County's bonds may be sold at a discount or premium, in order to achieve effective marketing, achieve interest cost savings or meet other financing objectives. The maximum permitted discount is stated in the Notice of Sale accompanying the County's preliminary official statement on the Bond Purchase Agreement, as applicable.

2. Debt service structure/Level Debt Service. The County shall primarily finance its long-lived municipal improvements over a 20-year term or less, on a level debt service basis. This policy minimizes long-run impact on a funding department's budget. The County will seek to continue this practice, unless general fund revenues are projected to be insufficient to provide adequately for this debt service structure.

3. Call provisions. The County shall seek to minimize the protection from optional redemption given to bondholders, consistent with its desire to obtain the lowest possible interest rates on its bonds. The County's tax-exempt bonds are generally subject to optional redemption. The County seeks early calls at low or no premiums because such features will allow it to refinance debt more easily for debt service savings when interest rates drop. The County and its financial advisor shall evaluate optional redemption provisions for each issue to assure that the County does not pay unacceptably higher interest rates to obtain such advantageous calls. The County shall not sell derivative call options.

4. Interest rates. The County shall first consider the use of fixed-rate debt to finance its capital needs, except for short-term needs (such as short-lived assets) that will be repaid or refinanced in the near term; and may consider variable rate debt under favorable conditions.

F. Other Obligations Classified as Debt/Other Post-Employment Benefits (OPEB)/Vested Vacation Benefits. OPEBs and vacation benefits are earned by County employees based on time in service. The County records these vacation benefits as earned in accordance with generally accepted accounting principles as established by the Governmental Accounting Board (GASB). The liability for the benefit is recorded on the Fund level financial statements. The expense is recorded during the conversion to the Government Wide financial statements in accordance with GASB standards. For Enterprise funds the expense and liability are accrued in the respective funds. In this initial policy, the amount of OPEB and vacation benefits will not be in measures used to evaluate the County's debt affordability. However, the County's net OPEB obligation is posted to the County's balance sheet.

V. METHOD OF SALE. The County will select a method of sale that is the most appropriate in light of financial, market, transaction-specific and County-related conditions, and explain the rationale for its decision.

A. Competitive Sales. Debt obligations are generally issued through a competitive sale. The County and its financial advisor will set the terms of the sale to encourage as many bidders as possible. By maximizing bidding, the County seeks to obtain the lowest possible interest rates on its bonds. Some of the conditions that generally favor a competitive sale include:

1. the market is familiar with the County;
2. the County is a stable and regular borrower in the public market;
3. there is an active secondary market with a broad investor base for the County's bonds;
4. the issue has a non-enhanced credit rating of A or above or can obtain credit enhancement prior to the competitive sale;
5. the debt structure is backed by the County's full faith and credit or a strong, known or historically performing revenue stream;
6. the issue is neither too large to be easily absorbed by the market nor too small to attract

- investors without a concerted sale effort;
- 7. the issue does not include complex or innovative features or require explanation as to the bonds' security;
- 8. the issue can be sold and closed on a schedule that does not need to be accelerated or shortened for market or policy reasons; and
- 9. interest rates are stable, market demand is strong, and the market is able to absorb a reasonable amount of buying or selling at reasonable price changes.

B. Negotiated Sales. When certain conditions favorable for a competitive sale do not exist and when a negotiated sale will provide significant benefits to the County that would not be achieved through a competitive sale, the County may elect to sell its debt obligations through a private placement or negotiated sale, upon approval by the County Board of Supervisors. Such determination shall be made on an issue-by-issue basis, for a series of issues, or for part or all of a specific financing program. The following practices are recommended to be observed in the event of a negotiated sale:

- 1. ensure fairness by using a competitive underwriter selection process through a request for proposals distributed to the established underwriter pool so that multiple proposals are considered;
- 2. remain actively involved in each step of the negotiation and sale processes to uphold the public trust;
- 3. ensure that either an employee of the County and an outside professional other than the issue underwriter, who is familiar with and abreast of the condition of the municipal market, is available to assist in structuring the issue, pricing, and monitoring sales activities;
- 4. require that the financial advisor used for a particular bond issue not act as underwriter of the same bond issue;
- 5. require that financial professionals disclose the name or names of any person or firm, including attorneys, lobbyists and public relations professionals compensated in connection with a specific bond issue;
- 6. request all financial professionals submitting joint proposals or intending to enter into joint accounts or any fee-splitting arrangements in connection with a bond issue to fully disclose to the County any plan or arrangements to share tasks, responsibilities and fees earned, and disclose the financial professionals with whom the sharing is proposed, the method used to calculate the fees to be earned, and any changes thereto; and
- 7. review the "Agreement among Underwriters" and ensure that it is filed with the County and that it governs all transactions during the underwriting period.

VI. REFINANCING OF OUTSTANDING DEBT. The County may undertake refinancing of outstanding debt under the following circumstances:

A. Debt Service Savings. The County may refinance outstanding long-term debt when such refinancing allows the County to realize significant debt service savings (2% minimum by maturity and a minimum 4% savings overall) without lengthening the term of refinanced debt and without increasing debt service in any subsequent fiscal year. The County may also consider debt refinancing when a primary objective would be the elimination of restrictive covenants that limit County operations.

B. Defeasance. The County may refinance outstanding debt, either by advance refunding to the first call or by defeasance to maturity, when the public policy benefits of replacing such debt outweigh the costs associated with new issuance as well as any increase in annual debt service.

VII. CREDIT RATINGS

A. Rating Agency Relationships. The County Finance Director, or designee, is responsible for maintaining relationships with the rating agencies that assign ratings to the County's various debt

obligations. This effort includes providing periodic updates on the County's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

B. Quality of Ratings. The County shall request ratings prior to the sale of securities from at least two major rating agencies for public issuances of municipal bonds. Currently, there are three major rating agencies providing ratings to municipal issuers, including Moody's Investors Service ("Moody's"), Standard & Poor's Global Ratings (S&P) and Fitch Ratings. The County is currently rated by Moody's and S&P. The County shall provide a written and/or oral presentation to the rating agencies to help each credit analyst make an informed evaluation of the County's financial condition and to present details of the proposed issuance. The County shall make every reasonable effort to maintain its implied general obligation bond credit ratings. The County may, on a case-by-case basis, decide to obtain one or no ratings prior to a bond issuance if, after consulting with its financial advisor, bond counsel and disclosure counsel, it is determined that this is in the best interest of the County.

VIII. MANAGEMENT PRACTICES. The County has instituted sound management practices and will continue to follow practices that will reflect positively on it in the rating process. Among these are the County development of and adherence to long-term financial and capital improvement plans, management of expense growth in line with revenues and maintenance of an adequate level of operating reserves.

A. Formal Fiscal Policies. The County shall continue to establish, refine, and follow formal fiscal policies such as: Investment Policy, General Fund Reserve Policy, Budget Policy, and this Debt Management Policy.

B. Rebate Reporting and Continuing Covenant Compliance. The County Finance Director, or designee, is responsible for maintaining a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code and/or contracting for such service. This effort includes tracking investment earnings on debt proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax- exempt status of the County's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with.

C. Reporting Practices. The County will comply with the standards and best practices of the Government Finance Officers Association for financial reporting and budget presentation and the disclosure requirements of federal regulatory agencies including the Securities and Exchange Commission and Internal Revenue Service; state agencies charged with the regulation of municipal securities, including the State Treasurer's Office; and self-regulatory organizations such as the Municipal Standards Rulemaking Board.

D. Post-Issuance Tax Compliance Procedures for Tax-Exempt and Tax-Advantaged Bonds. To assure it manages its debt obligations in accordance with all federal tax requirements, the County will comply with the Post-Issuance Tax Compliance Procedures for Tax-Exempt and Tax-Advantaged Bonds, as set forth in Appendix 2 to this Policy.

E. Continuing Disclosure Procedures. To assure it manages its debt obligations in accordance with the terms of Continuing Disclosure Agreements included in individual bond issuances and federal and state regulations, the County has adopted policies and procedures set forth in Appendix 3 hereto.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Checklist of Debt Policy Considerations

1. How long is the capital planning period?
2. Have all non-debt sources of funds been considered?
3. How are borrowing plans reviewed internally?
4. What level of debt is manageable in order to maintain or improve the government's credit quality?
5. How much "pay-as-you-go" financing should be included in the capital plan?
6. How much short-term borrowing will be undertaken, including both operating and capital borrowings?
7. How much debt will be issued in the form of variable-rate securities?
8. How does the redemption schedule for each proposed issue affect the overall debt service requirements of the government?
9. What types of affordability guidelines will be established to help monitor and preserve credit quality?
10. What provisions have been made to periodically review the capital plan and borrowing practices?
11. What is the overlapping debt burden on the taxpayer?
12. How will the formal debt policies be integrated into the capital planning and funding process?

County of Contra Costa
Post-Issuance Tax Compliance Procedures
for
Tax-Exempt and Direct Pay Bonds

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PURPOSE

The purpose of these Post-Issuance Tax Compliance Procedures is to establish policies and procedures in connection with tax-exempt bonds and other tax-advantaged bonds (such as direct pay "Build America bonds") (together, the "Bonds") issued by the County of Contra Costa and the County of Contra Costa Public Financing Authority (together, the "County") so as to ensure that the County complies with all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt or tax-advantaged status of the Bonds and with certain State law filing requirements.

ARTICLE II

GENERAL PRINCIPLES

Ultimate responsibility regarding post-issuance compliance for all matters relating to County financings and refundings, other than Tax and Revenue Anticipation Notes ("TRANs"), rests with the County Administrator (the "Administrator"). The County Treasurer and County Auditor-Controller are responsible for compliance with respect to TRANs.

ARTICLE III

POST-ISSUANCE COMPLIANCE FILING REQUIREMENTS

Section 1. Timely Reporting of Final Sale. The Administrator and other appropriate County personnel shall file timely any report required by state and federal regulatory agencies notifying those agencies of the final sale of bonds, or receipt of bank loan/private placement proceeds, as required by law.

Section 2. California Debt and Investment Advisory Commission (CDIAC) Filings

(A) Report of Proposed Debt Issuance. This report details information about the issuer and the bond issuance. This report requires the issuer to certify that it has adopted debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies. The report is required to be filed no later than 30 days prior to the sale of any debt issue, pursuant to Government Code § 8855.

(B) Report of Final Sale. This report details information about the issuer and the bond issuance. The report requires attachment of the Official Statement related to the transaction or other bond documents in the case of a bank loan/private placement. The report is required to be filed within 21 days of closing, pursuant to Government Code § 8855.

(C) Special Requirement for Refunding Bonds sold via Negotiated Sale or Private Placement. In addition to the Report of Final Sale identified in Section 2(B) above, if refunding bonds are sold through a negotiated sale or private placement, CDIAC requires submission of a written statement explaining the reasons for not selling those bonds at a public sale or on a competitive basis, as applicable, within 14 days of closing, pursuant to Government Code § 53583(c)(2)(B).

Section 3. Internal Revenue Service (IRS) Filings

(A) IRS Form 8038-G "Information Return for Tax-Exempt Governmental Obligations". This filing details information about the issuer and tax-exempt governmental obligations over \$100,000. The report is required to be filed no later than the 15th day of the second calendar month after the close of the calendar quarter in which

the bond was issued, pursuant to Internal Revenue Code § 149(e).

ARTICLE IV

EXTERNAL ADVISORY AND DOCUMENTATION

Section 1. General. The Administrator and other appropriate County personnel shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that the Bonds will continue to qualify for the appropriate tax status. Those requirements and procedures shall be documented in a County resolution(s), Tax Certificate(s) and/or other documents finalized at or before issuance of the Bonds.

Those requirements and procedures shall include future compliance with applicable arbitrage rebate requirements, private use limitations and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Bonds.

Section 2. Oversight. The Administrator and other appropriate County personnel also shall consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Bonds to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with future contracts with respect to the use of Bond-financed assets and future contracts with respect to the use of output or throughput of Bond-financed assets.

Section 3. External Advisors. Whenever necessary or appropriate, the County shall engage expert advisors (each a "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds.

ARTICLE V

ROLE OF COUNTY AS BOND ISSUER

Section 1. Custody of Bond Proceeds. Unless otherwise provided by County resolutions, unexpended Bond proceeds shall:

(A) be held by the County, and the investment of Bond proceeds shall be managed by the Administrator. The Administrator shall maintain records and shall prepare regular, periodic statements to the County regarding the investments and transactions involving Bond proceeds; or

(B) if a County resolution provides for Bond proceeds to be administered by a trustee, the trustee shall provide regular, periodic (monthly) statements regarding the investments and transactions involving Bond proceeds.

Section 2. Arbitrage Rebate and Yield. Unless a Tax Certificate documents that bond counsel has advised that arbitrage rebate will not be applicable to a specific issue of Bonds, the County shall:

(A) the County shall engage the services of a Rebate Service Provider, and the County or Trustee of the Bonds shall deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider on a prompt basis;

(B) upon request, the Administrator and other appropriate County personnel shall provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider to allow

for complete arbitrage rebate and yield restriction analysis;

(C) the Administrator, and other appropriate County personnel, shall monitor efforts of the Rebate Service Provider and assure payment of required rebate amounts, if any, no later than 60 days after each "rebate computation" date of the Bonds (consistent with relevant law and the Tax Certificate for each Bond issue), and no later than 60 days after the last Bond of each issue is redeemed; and

(D) during the construction period of each capital project financed in whole or in part by Bonds, the Administrator and other appropriate County personnel shall monitor the investment and expenditure of Bond proceeds and shall consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the Bonds.

Section 3. Use of Bond Proceeds. The Administrator, and other appropriate County personnel, shall:

(A) monitor the use (for this purpose, use means any arrangement including operating contracts, leases and licenses) of Bond proceeds, the use of Bond-financed assets (e.g., facilities, furnishings or equipment) and the use of output or throughput of Bond-financed assets throughout the term of the Bonds (and in some cases beyond the term of the Bonds) to ensure compliance with covenants and restrictions set forth in applicable County resolutions and Tax Certificates;

(B) maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Bonds;

(C) consult with Bond Counsel and other professional expert advisers in the review of any contracts, leases, licenses or arrangements involving use of Bond-financed facilities to ensure compliance with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates;

(D) maintain records for any contracts, leases, licenses or arrangements involving the use of Bond-financed facilities as might be necessary or appropriate to document compliance with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates;

(E) meet at least annually with personnel responsible for Bond-financed assets to identify and discuss any existing or planned use of Bond-financed, assets or output or throughput of Bond-financed assets, to ensure that those uses are consistent with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates.

ARTICLE VI

RECORD RETENTION POLICY

Section 1. General Policy. Unless otherwise specified in applicable County resolutions or Tax Certificates, the County shall maintain the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus five years, or longer if contemplated by a Tax Certificate for a specific issuance:

(A) a copy of the Bond closing transcript(s) and other relevant documentation delivered to the County at or in connection with closing of the issue of Bonds;

(B) a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and

payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;

(C) a copy of all contracts and arrangements involving private use of Bond-financed assets or for the private use of output or throughput of Bond-financed assets; and

(D) copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements.

Section 2. Electronic Records Retention. The records outlined above may be retained through an electronic database that meets the requirements of section 4.01 of IRS Revenue Procedure 97-22, incorporated herein by reference, including any updates or successor regulations. County Departments responsible for maintaining records outlined above that choose to retain those records electronically shall coordinate with the Chief Information Officer to ensure that the information technology system used to store those documents satisfies the requirements outlined in by section 4.01 of IRS Revenue Procedure 97-22.

Section 3. Department Retention Policies Superseded. This countywide record retention policy related to the County's debt management program supersedes any departmental document retention policies that may relate to the records indicated above.

COUNTY OF CONTRA COSTA
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ARTICLE I

DEFINITIONS

The following capitalized terms shall have the following meanings in these Procedures:

“Agency” shall mean the Successor Agency to the former Redevelopment Agency of Contra Costa County.

“Annual Report” shall mean any annual report to be filed by the County or the Authority in connection with its obligations under any Continuing Disclosure Certificate executed in accordance with Rule 15c2-12 under the Securities Exchange Act of 1934.

“Auditor-Controller” shall mean the Auditor-Controller of the County of Contra Costa.

“Authority” shall mean the Contra Costa County Public Financing Authority, a joint exercise of powers authority of which the County of Contra Costa and the Contra Costa County Flood Control and Water Conservation District are members.

“Board of Supervisors” shall mean the Board of Supervisors of the County of Contra Costa.

“Bonds” shall mean any bonds, certificates of participation, notes or any other evidence of indebtedness issued by or on behalf of the County or the Authority which is subject to Rule 15c2-12.

“Bond Insurer” shall mean an issuer of a financial guaranty insurance or municipal bond insurance policy guaranteeing the scheduled payment of principal of and interest on an outstanding issue of Bonds when due.

“CDIAC” shall mean the California Debt and Investment Advisory Commission.

“Continuing Disclosure Certificate” shall mean each continuing disclosure certificate, undertaking or agreement executed and delivered by the County or the Authority in connection with an issue of Bonds.

“County” shall mean the County of Contra Costa, a political subdivision of the State of California.

“County Counsel” shall mean an attorney within the Office of the County Counsel of the County of Contra Costa, California.

“County Finance Director” shall mean the County Finance Director of the County of Contra Costa in the County Administrator’s Office.

“Credit Facility Provider” shall mean a bank providing a direct-pay letter of credit or other security or liquidity instrument in connection with an issue of Bonds which secures the payment of the principal or purchase price, if any, of and interest on an outstanding issue of Bonds when due.

“Debt Affordability Advisory Committee” shall mean a committee composed of the Auditor-Controller, Treasurer-Tax Collector, Director of Conservation and Development and the County Finance Director that advise the County Administrator on debt management issues.

“Director of Conservation and Development” shall mean the Director of the Department of Conservation and Development of the County of Contra Costa.

“Disclosure Coordinator” shall mean the person or persons designated by a Disclosure Representative to assist in taking such action necessary or desirable to comply with the terms of the Continuing Disclosure Certificates, as provided in Article III hereof.

“Disclosure Counsel” shall mean a firm of nationally recognized standing in matters pertaining to the disclosure obligations under Rule 15c2-12 of the Securities and Exchange Commission of the United States of America, duly admitted to the practice of law before the highest court of any state of the United States of America.

“Disclosure Representatives” shall mean the County Administrator, Director of Conservation and Development and County Finance Director who are collectively responsible for compliance with the terms of the Continuing Disclosure Certificates, as provided in Article III.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access system or any other successor thereto as designated by the SEC or the MSRB.

“Event Notice” shall mean any notice of the occurrence of a Listed Event.

“Listed Event” shall mean any event described in Article IV hereof.

“MSRB” shall mean Municipal Securities Rulemaking Board.

“Official Statement” shall mean any Preliminary Official Statement, final Official Statement or any other disclosure document that the County or the Authority prepared in connection with the issuance and sale of any Bonds.

“Paying Agent” shall mean any bank, trust company, banking association or financial institution appointed to perform the functions of a paying agent for an issue of Bonds.

“Procedures” shall mean these Continuing Disclosure Procedures.

“Rating Agency” shall mean each of Moody’s Investor’s Service and Standard & Poor’s Rating Services or any other nationally recognized statistical rating organization registered with the SEC.

“Rule 15c2-12” shall mean Rule 15c2-12(b)(5) adopted by the SEC under the Securities Exchange Act of 1934, as the same may be amended from time to time.

“SEC” shall mean the United States Securities and Exchange Commission.

“Treasurer-Tax Collector” shall mean the Treasurer - Tax Collector of the County of Contra Costa.

“Trustee” shall mean the bank, trust company, national banking association or other financial institution appointed as a trustee for an issue of Bonds.

ARTICLE II

GENERAL PRINCIPLES

The County is committed to complete and accurate market disclosure in accordance with the disclosure requirements under the federal securities laws, including rules and regulations promulgated by the SEC and the MSRB. In order to achieve this objective and, in accordance therewith, these Procedures are approved by the Board of Supervisors, as recommended by the Debt Affordability Advisory Committee (DAAC), and may be amended and supplemented from time to time as necessary or desirable, as SEC and MSRB rules are amended, as Bonds mature, or are redeemed, and as Bonds that are subject to Rule 15c2-12 are issued.

ARTICLE III

DISCLOSURE REPRESENTATIVES AND COORDINATORS

Section 1. Appointment of Disclosure Representatives. The County Administrator, Director of Conservation and Development, and County Finance Director are appointed as Disclosure Representatives to fulfill the duties set forth in Section 2 of this Article III.

Section 2. Duties of the Disclosure Representatives.

- (A) The Disclosure Representatives shall:
- (i) monitor and maintain compliance by the County with its respective Continuing Disclosure Certificates and these Procedures;
 - (ii) serve as the main contact for each Disclosure Coordinator to communicate issues and information that may be included in an Event Notice or an Annual Report;
 - (iii) maintain the lists attached as Exhibits A and B;
 - (iv) receive and file notification from Disclosure Coordinators that necessary Event Notices, Annual Reports, and other information has been timely filed with the EMMA system and
 - (v) take such other action as may be necessary or useful to achieve the objectives of these Procedures and to comply with all applicable federal securities laws.

Section 3. Appointment of Disclosure Coordinator.

The Disclosure Representatives shall appoint one or more Disclosure Coordinators from time to time to fulfill the duties set forth in Section 4 of this Article III. The Disclosure Coordinators may work with employees in various County or Authority offices and departments in order to effectively comply with the objectives of these Procedures.

Section 4. Duties of the Disclosure Coordinator.

- (A) The Disclosure Coordinator shall:
- (i) draft, review and file all proposed Event Notices, Annual Reports, and other information with the EMMA system, in consultation with County Counsel and Disclosure Counsel, as needed, and notify the Disclosure Representative of completed filings.
 - (ii) serve as a contact for County staff to communicate issues and information that may be included in an Event Notice or an Annual Report;
 - (iii) maintain filing records of Event Notices of Listed Events and Annual Reports filed on the EMMA system;
 - (iv) keep informed regarding all of the County's public disclosures, including disclosures to Bond Insurers, Credit Facility Providers, Rating Agencies, Trustees, and CDIAC;
 - (v) document the County's continuing disclosure filings by retaining the documents set forth in Article VIII hereof; and
 - (vi) take such other action as may be necessary or useful to achieve the objectives of these Procedures and to comply with all applicable federal securities laws.

(B) In addition to the duties set forth above in Section (A) above, the Disclosure Coordinator shall review the Listed Events regularly to determine whether an event has occurred that may require a filing of an Event Notice.

ARTICLE IV

LISTED EVENTS REQUIREMENTS

Section 1. General.

(A) The Continuing Disclosure Certificates entered into by the County or the Authority with respect to Bonds are subject to the following listed events requirements:

- (i) Continuing Disclosure Certificates entered into prior to December 1, 2010 require Event Notices to be filed upon the occurrence of any event listed in Section 2 of Article IV hereof, if material. Any such Event Notice shall be filed "in a timely manner".
- (ii) Continuing Disclosure Certificates entered into on or after December 1, 2010 through February 26, 2019 require Event Notices to be filed upon the occurrence of any event listed in Section 3 of Article IV hereof no later than 10 business days after the occurrence of such Listed Event.
- (iii) Continuing Disclosure Certificates entered into on or after February 27, 2019 require Event Notices to be filed upon the occurrence of any event listed in Section 4 of Article IV hereof no later than 10 business days after the occurrence of such Listed Event.

Section 2. Listed Events for Bonds Issued Prior to December 1, 2010.

- (A) For Bonds issued prior to December 1, 2010, pursuant to the provisions of the

applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following events with respect to the outstanding obligation, if material, in a timely manner:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on any credit enhancements reflecting financial difficulties;
- (v) substitution of any credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions or events affecting the tax-exempt status of the securities;
- (vii) modifications to the rights of security holders;
- (viii) bond calls;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities; and
- (xi) rating changes.

Section 3. Listed Events for Bonds Issued on and after December 1, 2010 through February 26, 2019.

(A) For Bonds issued on or after to December 1, 2010 through February 26, 2019, pursuant to the provisions of the applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following Listed Events within ten (10) business days of the occurrence thereof:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults, if material;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on credit enhancements reflecting financial difficulties;
- (v) substitution of credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (vii) modifications to rights of security holders, if material;

- (viii) bond calls, if material, and tender offers;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities, if material;
- (xi) rating changes;
- (xii) bankruptcy, insolvency, receivership or similar event of the obligated person (Note: For the purposes of this event, the event is considered to occur when any of the following occur: The appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person);
- (xiii) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (xiv) appointment of a successor or additional trustee or the change of name of a trustee, if material.

Section 4. Listed Events for Bonds Issued on and after February 27, 2019.

(A) For Bonds issued on or after to February 27, 2019, pursuant to the provisions of the applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following Listed Events within ten (10) business days of the occurrence thereof:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults, if material;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on credit enhancements reflecting financial difficulties;
- (v) substitution of credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;

- (vii) modifications to rights of security holders, if material;
- (viii) bond calls, if material, and tender offers;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities, if material;
- (xi) rating changes;
- (xii) bankruptcy, insolvency, receivership or similar event of the obligated person (Note: For the purposes of this event, the event is considered to occur when any of the following occur: The appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person);
- (xiii) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (xiv) appointment of a successor or additional trustee or the change of name of a trustee, if material.
- (xv) incurrence of a financial obligation of the issuer or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the issuer or obligated person, any of which affect security holders, if material.
- (xvii) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the issuer or obligated person, any of which reflect financial difficulties.

ARTICLE V

ANNUAL REPORT REQUIREMENTS

Section 1. General

Pursuant to the various Continuing Disclosure Certificates, the County and the Authority is required to provide its respective Annual Report with respect to an issue of Bonds by the date set forth in Exhibit B attached hereto. The Disclosure Coordinator shall commence collection of information for each Annual Report at such time as determined necessary or useful in order to timely complete and file the Annual Report. The Disclosure Coordinator shall obtain any information necessary to be included in an Annual Report that is not included in the County's audited financial statements and is necessary to make the statements contained in the Annual Report not misleading in any material respect. The Annual Report shall include the financial information and other operating data set forth in the respective Continuing Disclosure Certificate as summarized in Exhibit B attached hereto.

Section 2. Financial Statements

In accordance with the Continuing Disclosure Certificates, if audited financial statements are not available by the date the Annual Report is required to be filed, unaudited financial statements are to be included in such Annual Reports and audited financial statements shall be filed when such statements become available. In addition, the Continuing Disclosure Certificates require the County to file a notice of any failure to provide its Annual Report, on or before the date specified in a Continuing Disclosure Certificate.

ARTICLE VI

FILING AND NOTICE REQUIREMENTS

Section 1. Annual Reports and Event Notices.

The Disclosure Representative shall file each Annual Report on such dates as provided in Exhibit B attached hereto and shall file each Event Notice as required pursuant to Article III hereof and the related Continuing Disclosure Certificate. The Disclosure Representative shall submit all filings of Annual Reports and Listed Events through EMMA or any other repository so designated by the MSRB or the SEC, unless the County is otherwise advised by a written opinion of Disclosure Counsel.

Section 2. California Debt and Investment Advisory Commission.

The Disclosure Representative shall file each periodic report required to be prepared and filed with CDIAC as set forth in statute. This includes, but is not limited to, annual Self-Certifications for direct pay bonds allocated to the County by the State and reports required pursuant to Senate Bill 1029 (Chapter 307, Statutes of 2016) and any subsequent or successor legislation.

Section 3. Required Notices.

The Disclosure Representative shall file any notice required to be given to any Bond Insurer, Credit Facility Provider, Paying Agent, Rating Agency or Trustee as may be required from time to time.

ARTICLE VII

VOLUNTARY DISCLOSURES

The Disclosure Representative may determine to file voluntary disclosure or information that is not required under the Continuing Disclosure Certificates. The County shall have no obligation to update any voluntary disclosure or information.

ARTICLE VIII

RECORD RETENTION POLICY

Section 1. General

In accordance with Article III hereof, the Disclosure Coordinator shall maintain the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus seven years, or longer if contemplated by a Tax Certificate for a specific issuance.

Section 2. Refunded Issuances

For refunded bonds, documentation relating to the original issuance and all material records related to the refunding issue should be maintained until seven years, or more if required by a Tax Certificate, after the final redemption of both bond issues.

Section 3. Documents to be Retained

(A) At a minimum, the following documentation shall be retained for the durations identified in Sections 1 and 2 of this Article VIII:

- (i) Continuing Disclosure Certificate;
- (ii) Annual Reports, including any EMMA transmittal letters and filing receipts;
- (iii) Event Notices, including any EMMA transmittal letters and filing receipts;
- (iv) CDIAC transmittal letters and filing receipts, including those related to filing of Annual Debt Transaction Reports (ADTRs), pursuant to Senate Bill 1029 (Chapter 207, Statutes of 2016);
- (v) Rating Agency reports; and
- (vi) Such other information as the Disclosure Representative determines necessary or useful in accordance with the Continuing Disclosure Certificates.

Section 4. Department Retention Policies Superseded

This countywide record retention policy related to the County's debt management program supersedes any departmental document retention policies that may relate to the records indicated above.

EXHIBIT A: COUNTY AND AUTHORITY OUTSTANDING DEBT

as of March 10, 2022

Name of Issue	Issuing Entity	Principal Amount	Date of Issue	Final Maturity Date	CUSIP for Final Maturity	Trustee or Paying Agent	Annual Report Due Date	Disclosure Representative	Disclosure Coordinator
Lease Revenue Bonds/Obligations:									
Lease Revenue Bonds, 2021 Series B (Refunding)	County of Contra Costa Public Financing Authority	\$ 33,880,000	3/18/2021	6/1/2038	21226PPW2	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2021 Series A (Capital Projects)	County of Contra Costa Public Financing Authority	\$ 63,540,000	3/18/2021	6/1/2041	21226PPD4	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2017 Series B (Capital Projects) ***Private Placement***	County of Contra Costa Public Financing Authority	\$ 100,285,000	5/26/2017	6/1/2032	N/A	Wells Fargo	N/A	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2017 Series A (Refunding and Capital Projects) ***Private Placement***	County of Contra Costa Public Financing Authority	\$ 99,810,000	3/3/2017	6/1/2027	21226PNH7	Wells Fargo	N/A	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2015 Series A (Capital Projects) and 2015 Series B (Refunding)	County of Contra Costa Public Financing Authority	\$ 71,150,000	8/25/2015	6/1/2035 (A) 6/1/2028 (B)	21226PLV8 (A) 21226PMJ4 (B)	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Pension Obligation Bonds:									
California Taxable Pension Obligation Bonds, Series 2003A , \$322,710,000	Contra Costa County	\$ 322,710,000	5/1/2003	8/1/2022	212257BV0	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Tax Allocation Bonds:									
Tax Allocation Refunding Bonds , Series 2017A, \$49,530,000	Successor Agency to the Contra Costa County Redevelopment Agency	\$ 49,530,000	8/16/2017	8/1/2036	212263AM9	US Bank	3/31	DCD Director	Affordable Housing Program Manager
Taxable Tax Allocation Refunding Bonds , Series 2017B, \$23,095,000	Successor Agency to the Contra Costa County Redevelopment Agency	\$ 23,095,000	8/16/2017	8/1/2025	212263AV9	US Bank	3/31	DCD Director	Affordable Housing Program Manager
Special Assessment Districts:									
2013 Special Tax Refunding Bonds (Norris Canyon) , \$5,605,000	County of Contra Costa Community Facilities District No. 2001-1	\$ 5,605,000	1/24/2013	9/1/2031	212288CT9	BNY Mellon	3/31	DCD Director	Affordable Housing Program Manager

EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY

Issue Description	Due Date	Filing Requirements
Lease Revenue Bonds:		
County of Contra Costa Public Financing Authority Lease Revenue Bonds, \$97,420,000 consisting of \$63,540,000 2021 Series A (Capital Projects) and \$33,880,000 2021 Series B (Refunding)	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) A maturity schedule for the outstanding 2021 Bonds.</p> <p>(c) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <ol style="list-style-type: none"> 1. Table B-1—"County of Contra Costa General Fund Budget Summary;" 2. Table B-3—"County of Contra Costa Summary of Secured Assessed Valuations and Ad Valorem Property Taxation;" 3. Table B-6—"County of Contra Costa General Fund Statement of Revenues, Expenditures and Changes in Fund Balances;" 4. Table B-9—"Contra Costa County Outstanding Lease Revenue Obligations and Pension Obligation Bonds"). <p>(d) In addition to any of the information expressly required to be provided under Sections 4(a) and 4(b), the County shall provide such other information, if any, necessary to the required statements, in light of the circumstances under which they were made, not misleading.</p> <p>(e) The presentation and format of the Annual Report may be modified from time to time as determined in the judgment of the County to conform to changes in accounting or disclosure principles or practices and legal requirements followed by or applicable to the County to reflect changes in the business, structure, or operations of the County; provided that any such modifications shall comply with the requirements of the Rule.</p> <p>(f) Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the County or related public entities, which, have been made available to the public on the MSRB website. The County shall clearly identify each such other document so included by reference.</p>
County of Contra Costa Public Financing Authority Lease Revenue Bonds, \$71,115,000 consisting of \$19,055,000 2015 Series A (Capital Projects) and \$52,060,000 2015 Series B (Refunding)	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <ol style="list-style-type: none"> 1. The status of the construction and installation of the improvement constituting the 2015 Project, until such time as the 2015 Project is completed; 2. Report of changes in "DEBT SERVICE SCHEDULE;" 3. Table B-1—"County of Contra Costa General Fund Budget Summary;" 4. Table B-2—"County of Contra Costa Summary of Secured Assessed Valuations and <i>Ad Valorem</i> Property Taxation;"

EXHIBIT B: REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY		
Issue Description	Due Date	Filing Requirements
		<p>5. Table B-5—"County of Contra Costa General Fund Statement of Revenues, Expenditures and Changes in Fund Balances;"</p> <p>6. Table B-8—"Contra Costa County Employees' Retirement Association Schedule of Funded Status;"</p> <p>7. Table B-16—"Contra Costa County Other Post Employment Benefit Plan Summary of Contributions;" and</p> <p>8. Table B-19—"Contra Costa County Outstanding Lease Revenue Obligations and Pension Obligation Bonds").</p> <p>(c) In addition to any of the information expressly required to be provided under Sections 4(a) and 4(b), the County shall provide such other information, if any, necessary to the required statements, in light of the circumstances under which they were made, not misleading.</p> <p>(d) The presentation and format of the Annual Report may be modified from time to time as determined in the judgment of the County to conform to changes in accounting or disclosure principles or practices and legal requirements followed by or applicable to the County to reflect changes in the business, structure, or operations of the County; provided that any such modifications shall comply with the requirements of the Rule.</p> <p>(e) Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the County or related public entities, which, have been made available to the public on the MSRB website. The County shall clearly identify each such other document so included by reference.</p>

EXHIBIT B: REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY		
Issue Description	Due Date	Filing Requirements
Pension Obligation Bonds:		
County of Contra Costa, California Taxable Pension Obligation Bonds, Series 2003A, \$322,710,000 Dated: May 1, 2003	Nine months after FYE 6/30 (3/31)	<p>1. The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available</p> <p>2. Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <p>(a) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Recent County General Fund Budgets" (update table entitled "COUNTY OF CONTRA COSTA GENERAL FUND BUDGET");</p> <p>(b) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Ad Valorem Property taxes" (updated table entitled "COUNTY OF CONTRA COSTA SUMMARY OF ASSESSED VALUATIONS AND AD VALOREM PROPERTY TAXATION");</p> <p>(c) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Accounting Policies, Reports and Audits" (update table entitled "COUNTY OF CONTRA COSTA GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES");</p> <p>(d) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Long Term Obligations – General Obligation Debt" and "- Lease Obligations" (update table entitled "COUNTY OF CONTRA COSTA OUTSTANDING MARKETABLE LEASE AND PENSION BOND OBLIGATIONS")</p>
Tax Allocation Bonds:		
Tax Allocation Refunding Bonds, Series 2017A (Tax-Exempt), \$49,530,000, Series 2017B (Taxable), \$23,095,000	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the Successor Agency for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the audited financial statements of the Successor Agency are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement as follows:</p> <p>(i) Aggregate assessed values, incremental values, and projected Tax Revenues for the Project Areas;</p> <p>(ii) Assessed values for the Ten Largest Property Taxpayers in the Project Areas substantially in the form of Table 8 of the Official Statement;</p> <p>(iii) Information about each resolved and/or open appeal of assessed values in the Project Areas that exceeds 5% of the aggregate assessed value of the Project Areas substantially in the form of Table 9 of the Official Statement;</p>

EXHIBIT B: REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY		
Issue Description	Due Date	Filing Requirements
		<p>(iv) The outstanding principal amount, debt service schedule, and debt service coverage ratios for the Series 2017 Bonds, and any outstanding Parity Debt secured by Tax Revenues; and</p> <p>(v) The balance in the Reserve Account, if a municipal debt service reserve insurance policy is not deposited into the Reserve Account.</p> <p>(c) In addition to any of the information expressly required to be provided under Sections 4(a) and 4(b), the Successor Agency shall provide such other information, if any, necessary to make the required information, in light of the circumstances under which they were made, not misleading.</p> <p>(d) The presentation and format of the Annual Report may be modified from time to time as determined in the sole judgment of the Successor Agency to conform to changes in accounting or disclosure principles or practices and legal requirements followed by or applicable to the Successor Agency to reflect changes in the business, structure, or operations of the Successor Agency; provided that any such modifications shall comply with the requirements of the Rule.</p> <p>(e) Any or all of the items listed in this Section 4 may be included by specific reference to other documents, including official statements of debt issues of the Successor Agency or related public entities, which have been made available to the public on the MSRB website. The Successor Agency shall clearly identify each such other document so included by reference.</p>
Special Assessment Districts:		
2013 Special Tax Refunding Bonds, \$5,605,000	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the County for the prior fiscal year prepared in accordance with generally accepted accounting principles in effect from time to time by the Governmental Accounting Standards Board to apply to governmental entities. If the audited financial statements are not available by the time the Annual Disclosure Report is required to be filed pursuant to Section 3(a), the Annual Disclosure Report shall contain unaudited financial statements in a format similar to the financial statements contained in the Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Disclosure Report when they become available.</p> <p>(b) The following information with respect to the 2013 Bonds and the District:</p> <ol style="list-style-type: none"> 1. The principal amount of the 2013 Bonds outstanding. 2. The balances of all funds and accounts established by the Fiscal Agent Agreement as of the end of the next preceding fiscal year. 3. Total assessed value of all parcels subject to the Special Tax. 4. Actual Special Tax levy for the most recent fiscal year, Special Tax and property tax delinquency rate for parcels in the District for the most recent year. 5. Concerning delinquent parcels: <ol style="list-style-type: none"> (i) number of parcels delinquent in payment of Special Tax, (ii) amount of total delinquency and as a percentage of total Special Tax levy, and (iii) status of the County's foreclosure proceedings upon delinquent properties. 6. Identity of any delinquent tax payer obligated for more than 10% of the annual Special Tax levy and:

EXHIBIT B: REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY		
Issue Description	Due Date	Filing Requirements
		<p>(i) assessed value of applicable properties, and</p> <p>(ii) summary of results of foreclosure sales, if available.</p> <p>7. Significant amendments to land use entitlements for property in the District known to the Director of the Department of Conservation and Development.</p> <p>8. Status of any significant legislative, administrative, and judicial challenges to the construction of the development in the District known to the Director of the Department of Conservation and Development, without independent inquiry, for any year in which construction activity has occurred in the District.</p>



CONTRA COSTA COUNTY

FINANCING POLICIES FOR COMMUNITY FACILITIES DISTRICTS

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SECTION I: GENERAL POLICY STATEMENT

Contra Costa County (the "County") has created these goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (Government Code sections 53311 and following), as amended (the "Act") in providing adequate public services and public infrastructure improvements (the "Policies"). The Policies will apply to all Community Facilities Districts ("CFDs") and related debt financing. In those cases in which fixed lien special assessment or other types of land based financing is substituted for CFD financing, the County will apply the appropriate provisions of these Policies. These Policies are intended to serve as guidelines to assist all concerned parties in determining the County's approach to CFD financing, provide specific guidance for approval of public financing for provision of public services and public infrastructure improvements and establish the standards and guidelines for the review of proposed development financings. It is the County's intent to support projects which address a public need and provide a public benefit. These Policies are also designed to comply with Section 53312.7(a) of the Government Code.

A. Community Facilities District Financings

1. The County encourages the development of residential, commercial and industrial property consistent with the adopted General Plan. The Board of Supervisors will consider the use of CFDs to assist these types of projects.
2. The County will consider the funding of services permitted under the Act if such funding does not create an unreasonable economic burden on the land and special taxpayers.
3. The County encourages the formation of CFDs as acquisition districts. In acquisition districts, a developer is reimbursed for projects only when discrete, useable public facilities are deemed by the County to be completed. In construction districts, to the extent permitted under the Act, developers are provided progress payments during the construction of facilities. Acquisition districts provide stronger credit features, and better assure that the public facilities are completed.
4. While recognizing that public facilities proposed to be financed by a CFD are to benefit those properties within the boundaries of the proposed CFD, the Board of Supervisors finds that public benefit can only be "significant" when the benefit is also received by the community at large or are regional in nature but have a benefit to the properties within the proposed CFD.
5. The use of CFDs will be permitted to finance public facilities as described in Paragraph B below, whose useful life will be at least five (5) years and equal to or greater than the term of the bonds. Facilities which are, upon completion, owned, operated or maintained by public agencies will be considered public facilities. Limited exceptions may be made for facilities to be owned, operated or maintained by private utilities, or for facilities which could be owned by public agencies, or utilities.
6. The County is concerned that the proposed project that is to be financed is not premature for the area in which it is to be located. The proposed project must meet the land use approvals listed in subsection E of Section IV below.
7. Extending public financing to a proposed project for identified public improvements cannot be

done without considering the aggregate public service needs for the project. Upon receipt of an application for public financing, the County will notify the other public entities having responsibility to serve the proposed project and request comment on the application. Periodic meetings, on a regional basis, with all affected public entities will be encouraged by the County to address the issues relative to overlapping debt

8. The Debt Affordability Advisory Committee (described in Section III below) may waive all or some of the provisions of these policies if unique and special circumstances apply to specific CFD financings.

B. Eligible Facilities

Facilities eligible to be financed by a CFD, upon completion of the construction or acquisition thereof, are intended to be owned by the County, another public agency or a public utility and must have a useful life of five (5) years or more. The list of public facilities eligible to be financed by a CFD may include, but is not limited to the following: streets, highways, and bridges; water, sewer, and drainage facilities; parks; libraries; police and fire stations; traffic signals and street lighting; recreation facilities; governmental facilities; flood control facilities; environmental mitigation measures; and public rights-of-way landscaping.

Facilities to be financed must be legally eligible under the Act and federal tax law, if applicable, to the satisfaction of bond counsel. The Board of Supervisors will have the final determination as to the eligibility of any facility for financing under these Policies.

C. Eligible Services

Services eligible to be funded through a CFD include: police protection services, fire protection and suppression services, ambulance and paramedic services, maintenance and lighting of parks, parkways, streets, roads and open space, flood and storm protection services, and services with respect to the removal or remedial action for the cleanup of any hazardous substance released or threatened to be released in to the environment. The Board of Supervisors will have the final determination as to the prioritization of funding such services. A CFD may not finance public services already provided by a public agency.

SECTION II: INITIATION OF THE FINANCING

A. Application

The proponent of a project must obtain and submit the required application to the initiating County department. The initiating County department with respect to CFD financings is the Department of Conservation and Development (the “Department”).

Any application for the establishment of a CFD district will contain such information and be submitted in such form as the Department may require. At a minimum each application must contain:

1. Proof of authorization to submit the application on behalf of the owner of the property proposed for new development for which the application is submitted if the applicant is not the owner of such property;
2. Evidence satisfactory to the Department that the applicant represents or has the consent of the owners of not less than 67% by area, of the property proposed to be subject to the levy of the special tax; and
3. For any CFD financing to benefit new development, a business plan for the development of the property within the proposed CFD and such additional information as the Department may deem necessary to adequately review the financial feasibility of the CFD. For any CFD financing to benefit new development, the applicant must demonstrate to the satisfaction of the Department the ability of the owner of the property to be developed to pay the special tax installments for the CFD and any other assessments, special taxes and ad valorem on such property until full build out and sale or lease up of the property.

An application must be completed and the necessary information provided, as determined by the Department, before any action will be taken to process the application and initiate financing for a project.

B. Processing and Formation Fees

Applications are to be accompanied by a processing or formation fee. All costs to the County associated with the proceedings statutorily required to establish a CFD are to be advanced by the applicant and paid prior to the actual sale of any bonds. The applicant will be reimbursed solely from the proceeds of the bonds sold for all monies advanced to the extent allowed by the Act.

An initial deposit in an amount of not less than \$35,000 for a CFD is to be attached to the completed application submitted. The Department, in its discretion, may determine a larger deposit amount is appropriate. The deposit will be placed in a separate trust account held by the County. The deposit may be placed in an interest bearing account so long as it is directed to do so by the Board of Supervisors and is allowable under state law. All costs of the County and/or its consultants retained during the formation process are to be paid from this account.

If, in the judgment of the Department, the costs incurred or projected will cause the balance in this account to fall below \$5,000, a written demand will be made to the applicant to advance monies sufficient to bring the account to a balance that is projected to meet remaining costs required to establish the CFD. Failure to advance the requested monies within ten (10) days of a written demand by the County will result in all processing of the application to cease and no further actions to be taken toward establishing the financing district until the monies have been received.

Monies held in the trust account are to be applied to pay the County and its staff in reviewing and processing the application as well as the costs of the special tax consultant, bond counsel, appraiser, absorption consultant, all publication expenses, and any other costs determined by the County to be necessary to establish the CFD.

Accompanying the application will be an agreement governing the processing or formation fee, its deposit in a trust account, the use of the monies, the return to the applicant of any unused portion of the fee or other

monies advanced, and the possible reimbursement of monies advanced from bond proceeds.

C. Petition for Formation and Waiver of Time Requirements of the Election

The Mello-Roos Community Facilities Act of 1982, as amended, (the "Act") states that one way to request the formation of a proposed community facilities district is through a Petition signed by landowners holding title to ten percent (10%) of the land by area expected to be included within the proposed community facilities district. The Petition must be submitted to the County before formal action can be commenced to form the CFD. The form of the petition will be supplied by bond counsel once a completed application has been received and initial processing has been accomplished.

The Act also provides that the formation can be shortened if one hundred percent (100%) of the property owners within the proposed boundaries of the CFD execute a waiver regarding the timing of and certain procedures associated with arequired special election. The applicant should indicate on the application whether this waiver can be secured.

D. Selection of the Financing Team

The County will select the bond counsel, municipal advisor, underwriter or placement agent, and fiscal agent/trustee. It will require the retention of underwriter's counsel or disclosure counsel. Providers of letters of credit, liquidity supports and other types of credit enhancements are also subject to the approval of the County. Bond counsel and underwriter counsel must be different firms.

In addition to the consultants that compose the financing team, as noted above, the County will select a special tax consultant to determine a fair and reasonable method to allocate the special tax required to meet debt service on the bonds and other related expenses of the proposed CFD.

Unless satisfactory and current information regarding land values for property within the proposed CFD and subject to the special tax is available, the County will require that a real estate appraiser of its choice be retained and an appraisal made. Additionally, an economist or real estate appraiser or other qualified independent third party may also be retained for the purpose outlined in Section IV.A.

In addition, the County reserves the right to retain additional professional consultants that it deems appropriate.

SECTION III: DEBT AFFORDABILITY ADVISORY COMMITTEE

The Board of Supervisors established the Debt Affordability Advisory Committee (the “Committee”) to review issues relevant to capital markets transactions and to make recommendations to the Board of Supervisors when appropriate. The Committee will be comprised of the County Auditor-Controller, the County Treasurer-Tax Collector, Director of the Department of Conservation and Development, and the Senior Deputy County Administrator/Finance Director. The Committee is charged with the task of reviewing and commenting upon all CFD financing as well as other types of financing proposed to be issued by the County or its related districts or agencies. The Committee is to review each proposed debt issue and provide comment on whether the proposed debt issue is consistent with these Policies. It is to comment on the economic viability and credit worthiness of the proposed debt issue. In performing its function the Committee may, in its sole discretion, review a matter more than once and retain additional consultants to assist in its review. The cost of such consultants is to be borne by the proponent of the debt issue. In addition, the Committee has an ongoing responsibility to monitor the status of debt issued by the County or related districts or agencies.

A written summary of the Debt Affordability Advisory Committee's review of the proposed financing is to be prepared and submitted to the Board of Supervisors after it considers the financing. The written summary will state the issues considered by the Committee, whether the financing and the issues considered were consistent with or at variance with these Policies, and its recommendation with regard to each issue and the financing. If the vote of the Committee is not unanimous, the written summary is to so indicate and summarize the position taken by the minority members of the Committee.

The following are those matters which at minimum the Debt Affordability Advisory Committee is to review and comment upon with regard to the CFD financings.

1. Prior to the Board of Supervisors considering the resolution of intention to establish a CFD, the Department is to determine that all land use approvals required for the project under Section IV.E. have been fulfilled and that the proposed rate and method of apportionment of the special tax is consistent with Section V.A. of these Policies. Any variation from these Policies is to be noted and a recommendation made to the Board of Supervisors with regard thereto.
2. Prior to the Board of Supervisors considering the resolution authorizing the sale and issuance of bonds, the Debt Affordability Advisory Committee is to determine that:
 - a) A current appraisal and any related absorption study have been prepared consistent with Section IV.A. and IV.B of these Policies and that satisfactory land value to lien ratios exist.
 - b) Each property owner responsible for twenty percent (20%) or more of the debt service on the bonded indebtedness to be incurred has supplied the financial security required by Section IV.C. and IV.D. of these Policies.
 - c) The rate and method of apportionment of the special tax is in compliance with Section V.A. of these Policies.
 - d) The structure of the proposed financing is consistent with the applicable subsections of Section VI of these Policies.

- e) Each property owner responsible for 20% or more of the debt service in connection with any series of bonds must be current with respect to payment of all general property taxes, and any assessments or special taxes levied.

As stated above, any variation from these Policies is to be noted and a recommendation made to the Board of Supervisors with regard thereto. In addition, the Debt Affordability Advisory Committee is to make any comment it deems relevant in determining the economic viability or credit worthiness of the proposed debt issue. The Committee is to make a recommendation to the Board of Supervisors as to whether or not to proceed with the sale and issuance of the bonds.

If the proposed financing contemplates that bonds are to be issued in series, then each series is to be reviewed and commented upon by the Debt Affordability Advisory Committee before that series of bonds is considered by the Board of Supervisors for issuance.

Any proposal for refunding or defeasing a particular CFD financing is to be reviewed for consistency with Section XI of these Policies and commented on by the Debt Affordability Advisory Committee prior to it being submitted to the Board of Supervisors for consideration.

Once issuance of bonds has been approved by the Board of Supervisors and the bonds have been sold, the County department or related district or agency having responsibility for the administration of the bond issue is to annually file with the State and the Auditor Controller of the County a report regarding the status of the bond financing. The occurrence of a technical default, or the likelihood thereof, is to be reported immediately to the Auditor Controller of the County by the administering County department or related district or agency.

SECTION IV: ECONOMIC VIABILITY OF THE FINANCING

In evaluating the application and the proposed debt issue, the County may require any or all of the following to determine the economic viability of the proposed project and the timing of the sale of any bonds or series thereof. The following requirements would apply to a CFD to finance services only to the extent determined by the Department.

A. Absorption Study

Unless waived by the Debt Affordability Advisory Committee, an absorption study of any proposed project for substantially undeveloped property will be required for CFD financings. The absorption study will be used: (1) as a basis to verify proposed base pricing of the finished products (lots or completed buildings or dwelling units) subject to the levy of the special tax; (2) to determine the projected market absorption of such finished products and (3) as a basis for verification that the assumptions supporting the special tax formula are appropriate and sufficient revenues can be collected to support the bonded indebtedness to be incurred.

The absorption study will also be used to evaluate the timing consideration identified by the applicant and the financing team. The absorption study will be provided to the appraiser and the appraisal required below

in Section IV.B. is to reflect consideration of the absorption study.

B. Appraisal

1. Definition of Appraisal

An appraisal is a written self-contained report independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property to be included in a CFD as of a specific date, supported by the presentation and analysis of relevant market information. A qualified appraiser is a state certified real estate appraiser, as defined in Business and Professions Code Section 11340.

2. Standards of Appraisal

A detailed complete appraisal will be prepared to support any CFD financing where the property to be included in the CFD is not substantially built out. A detailed complete appraisal will reflect nationally recognized appraisal standards including, to the extent appropriate, the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation, the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute. An appraisal should also generally conform to the Appraisal Standards for Land - Secured Financings provided by the California Debt and Investment Advisory Commission ("CDIAC"). Appraisals undertaken to establish value-to-lien ratios in CFD's should value the fee simple estate, subject to any existing special assessment and special tax liens. The estimate of Market Value should be refined to reflect the Retail Value of fully improved and occupied properties and the Bulk Sale Value of all vacant properties, including both unimproved properties and improved or partially improved but unoccupied properties. An appraisal must contain sufficient documentation including valuation data and the appraiser's analysis of the data to support his or her opinion of value. At a minimum, the appraisal will contain the following items:

- a) The purpose and/or function of the appraisal, an identification of the property being appraised, the intended use, the identity of the current and intended uses, and a statement of the assumptions and limiting conditions affecting the appraisal.
- b) An adequate description of the physical characteristics of the property being appraised, location, General Plan/zoning, present use, and an analysis of highest and best use.
- c) Relevant and reliable approaches to value consistent with commonly accepted professional appraisal practices. If a discounted cash flow analysis is used, it should be supported with at least one other valuation method, such as a market approach using sales that are at the same stage of land development, when possible. If more than one approach is utilized, there will be an analysis and reconciliation of approaches to value that are sufficient to support the appraiser's opinion of value.
- d) A description of comparable sales, including a description of all relevant physical, legal and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
- e) A statement of the value of real property.

- f) The effective date of valuation, date of appraisal, signature and certification of the appraiser.
- 3. Community Facilities District Appraisal Premises. The valuation of proposed special tax districts will be based on all of the following three premises:
 - a) Raw Land Value. (Premise #1). The total land within the project will be valued “as is”:
 - (i) Without proposed infrastructure being financed or any future private improvements;
 - (ii) With existing parcel configuration and existing land use entitlements; and
 - (iii) Considering planned densities allowed by the General Plan, specific plan, zoning or other project approvals then in effect

This is a typical type of land valuation.

- b) Project Build-out value. (Premise #2). The total land within the project is valued under projected conditions:
 - (i) With completion of proposed infrastructure being financed;
 - (ii) At the planned densities allowed by the General Plan, specific plan, zoning or other approvals then in effect; and
 - (iii) Land development is at the stage of being marketed to merchant builders or tentative tract maps ready to be filed.

This is a projected value based on project plans predicated on market conditions continuing as projected.

- c) Bulk Land Value. (Premise #3). The total land within the project is valued under projected conditions:
 - (i) With completion of proposed infrastructure being financed;
 - (ii) With existing parcel configuration; and
 - (iii) Considering planned densities allowed by the General Plan, specific plan, zoning or other project approvals then in effect.

This premise should consider a discounted or “quick sale” valuation considering time, costs and the possibility of a pre unit value based on the total size of the project.

- 4. Timeliness of Information. To ensure that the opinion of value is current at the time of any bond sale, the valuation date of the appraisal or an update to the appraisal should be within three months of the bond sale.

C. Financial Information Required of Applicant

At time of application, the applicant for a CFD debt issue and all property owners owning land within the boundaries of the proposed financing district that will be responsible for twenty percent (20%) or more of the debt service on the bonded indebtedness to be incurred will provide financial statements (preferably audited) for the current and prior two fiscal years. The applicant will also provide all other financial information related to the proposed project that may be requested by the County.

Subsequent to the sale and issuance of the bonds, federal and state statutes and/or regulations regarding the financing may require the preparation of periodic reports. The applicant and all major participants in the project will be required to provide that information needed to complete such statutorily required reports. In addition, the County department or related district or agency responsible for the administration of the bonds may require information of the applicant or the major participants in the project to satisfy reporting demands of rating agencies or institutional buyers.

D. Potential Third Party Guarantee of Special Tax Payments During Project Development

The greatest exposure to default on CFD bonds is the period between the issuance of bonds and project build out. The risk of default is increased when only a single or a few property owners are responsible for the special assessment or special tax payments that support the repayment of the bonds. While the County's credit is not pledged to support the bonds, a default on CFD bonds can negatively impact the investment community's perception of the County.

To minimize the risk of default, the County may require a third party guarantee for the annual special tax payments within a district while the project is being developed and until there is significant absorption of the new development. The need for, nature and duration of any third party guarantees will be evaluated by the County and its financing team on a case by case basis. If required, the commitment letter for the third party guarantee must be provided within five days of the Resolution of Issuance and the third party guarantee must be provided prior to printing the preliminary official statement for the financing.

Third party guarantees may include letters of credit ("LOCs"), surety bonds, or some other mechanism which assures payment of special taxes while the project is being developed. When LOCs are provided, they must be in form and substance acceptable to the County from a bank acceptable to the County.

E. Land Use Approvals

For CFD financings the County will require, at a minimum that the proposed project must

1. be consistent with the County's General Plan;
2. be reviewed by the Director of the Department or designee, and have satisfied or be able to satisfy, all of the relevant land use requirements specified by the Director; and,
3. have had the service levels for the required public facilities established or the exact public facilities required for the project identified.

A proposed project that requires: (i) a General Plan amendment, (ii) a change of zone that increases the density or intensity of land use, (iii) a specific plan, or (iv) a specific plan amendment that increases the density or intensity of land use will be referred to the Department's Community Development Division for evaluation as to whether the project is premature.

An appropriate environmental review of the proposed project is to have been completed as part of land use entitlement proceedings that will have addressed all of the public facilities that are to be constructed through the proposed financing.

F. Equity Participation by Applicant and Major Participants

In evaluating the proposed debt issue, the Debt Affordability Advisory Committee will consider the equity participation of the applicant and the major participants in the proposed project. At the time the application for the proposed financing is received, an analysis will be made as to the equity interest that the applicant has in the proposed project. It will also be required of the applicant that in addition to the financing, the applicant will fund in-tract public infrastructure and may be expected to contribute to other public improvements related to the proposed project.

SECTION V: REVENUE SUPPORTING THE FINANCING

CFD bonds are termed "limited obligations" whose primary repayment is secured by a special tax levied on property in the CFD. The following are criteria that will be applied in evaluating the revenue stream that will be supporting a proposed CFD bond financing.

- A. The rate and method of apportionment of the special tax must be both reasonable and equitable in apportioning the costs of the public facilities and services to be financed to each of the parcels within the boundaries of the proposed CFD.
- B. The rate and method of apportionment must be structured to produce special taxes sufficient to pay scheduled debt service on all bonds (and provide coverage equal to 10% of debt service - see Section V.F. below), pay annual services or maintenance expenses (if applicable), establish or replenish any reserve fund for a bond issue, and pay reasonable and necessary administrative expenses of the CFD. In addition, the rate and method of apportionment may be structured to produce amounts to pay directly the costs of public facilities authorized to be financed by the CFD, the accumulation of funds reasonably required for future debt service, amounts equal to projected deficiencies in special tax payments, any remarketing, credit enhancement or liquidity fees and any other costs or payments permitted by law.
- C. The rate and method of apportionment of the special tax is to provide for the administrative expenses of the proposed CFD, including, but not limited to, those expenses necessary for the annual enrollment and collection of the special tax and bond administration.
- D. All property not otherwise exempted by the Act from taxation will be subject to the special tax. The rate and method of apportionment may provide for exemptions to be extended to parcels that are publicly-owned, held by property owners associations, used for a public purpose such as permanent open space or wetlands, or affected by public utility easements making impractical their use for other than the purposes specified in the easement
- E. The annual special tax levy on each residential parcel developed to its final land use will not escalate,

except that a variation for services and administrative expenses will be allowed. The County will allow an annual escalation factor, not to exceed two percent (2%) per year, on parcels to be developed for commercial or industrial uses.

- F. The maximum annual special tax, together with *ad valorem* property taxes, County Service Area charges, special assessments or taxes for an overlapping financing district, or any other charges, taxes or fees payable from and secured by the property, including potential charges, taxes, or fees relating to authorized but unissued debt of public entities other than the County, in relation to the expected assessed value of each parcel upon completion of the private improvements to the parcel is of great importance to the County in evaluating the proposed financing.

The objective of the County is to limit the total tax burden, including the *ad valorem* property taxes levied by the County, special taxes levied by any existing district for the payment of bonded indebtedness or ongoing services, assessments levied for any assessment district or maintenance district for the payment of bonded indebtedness or services and the assigned special tax for the proposed CFD, on any parcel to a maximum of two percent (2%) of the expected assessed value of the parcel upon completion of the private improvements. In evaluating whether this objective can be met, the County will consider the aggregate public service needs for the proposed project. It will consider what public improvements the applicant is proposing be financed in relation to these aggregate needs and decide what is an appropriate amount to extend in public financing to the identified public improvements.

- G. The total maximum annual special taxes that can be collected from taxable property in a district, taking into account any potential changes in land use or development density or rate, and less all projected administrative expenses, must be equal to at least one hundred ten percent (110%) of the gross annual debt service on any bonds issued by or on behalf of the CFD in each year that said bonds will remain outstanding.
- H. The rate and method of apportionment of the special tax may include a provision for a back up tax or other assurances to protect against any changes in development that would result in insufficient special tax revenues to meet the debt service requirements of the CFD. Such backup tax or other assurances will be structured in such a manner that it will not violate any provisions of the Act regarding cross-collateralization limitations for residential properties.
- I. A formula to provide for the prepayment of the special tax may be provided; however, neither the County nor the CFD will be obligated to pay for the cost of determining the prepayment amount which is to be paid by the requesting property owner.

SECTION VI: STRUCTURING THE FINANCING

In structuring a CFD financing, the County and its financing team will insure that the following issues are addressed in connection with the CFD bond issue.

A. Limited Obligations of the County

Both the statutory authority providing for the issuance of CFD bonds as well as the proceedings resulting in the sale and issuance of the bonds must ensure the bonds are limited obligations of the County payable only from the revenue source identified and do not require the expenditure of the general funds or any other revenues of the County to satisfy debt service obligations or to replenish any reserve fund established for the bonds.

B. Structuring of Debt Service

While the County prefers that debt service be structured with approximately level debt service, CFD financings may be structured with level, escalating, or declining debt service. The bonds must mature within forty (40) years of the date of the initial bonds issued. No bonds will be issued with a maturity date greater than the expected useful life of the majority of the facilities being financed.

C. Reserve Funds

The County will require that for CFD financings a reserve fund be established at a required funding level as determined appropriate by the financing team.

D. Capitalized Interest

Interest will be capitalized for a bond issue only as long as necessary to place the special tax installments on the assessment roll; provided, however, that interest may be capitalized for a longer term to be established in the sole discretion of the County on a case by case basis, not to exceed an aggregate of 18 months, taking into consideration the value to lien ratio for such bonds, the expected timing of initial occupancies of residential dwelling units or nonresidential structures within the CFD, expected absorption and buildout of the property within the applicable Community Facilities District, expected construction and completion schedule for the facilities to be funded from the proceeds of the bonds, the size of the bond issue, the development pro forma and the equity position of the applicant and such other factors as the County may consider relevant.

E. Foreclosure Covenant

In collecting delinquent special taxes, the County seeks to balance the bondholders' right to receive timely payment with fairness to property owners within the CFD who, due to extenuating circumstances, may have difficulty paying their special taxes in a timely manner. Because CFD financings generally are repaid from special tax receipts and solely secured by liens against property within the CFD, the investment market expects to see appropriate foreclosure covenants in the CFD bond documents. A foreclosure covenant would compel the County to take action to file a foreclosure action against a parcel with certain delinquency thresholds are reached. For example, a covenant may require the County to institute foreclosure if an

individual delinquency exceeds a certain threshold (e.g., \$5,000) or the total amount of delinquencies for all properties in a CFD exceeds a specified percentage of the total special taxes to be received (e.g., 5%). Those standards may differ if the reserve fund for the issue remains fully funded.

For each bond issue, the County and its financing team will analyze key aspects of the proposed CFD (e.g., number of parcels, special tax rates, and debt service) to structure foreclosure covenants in a manner that satisfies the bondholders' need to reduce the likelihood of a shortfall in special taxes to pay debt service with the desire to provide flexibility in treatment of individual special tax payers.

F. Underwriter and Original Issue Discount

The underwriter's discount will be negotiated and determined solely by the County and will be competitive with and comparable to such discounts on similar financings being issued by the County and other public entities. The County will consider any other compensation the underwriter may be receiving in connection with the bond financing in determining the appropriate amount of the discount.

An original issue discount will be permitted only if it is expected that such discount will result in a lower true interest cost on the bonds and that, for CFD financings, the use of an original issue discount will not adversely affect the ability of the CFD to construct public facilities identified by the bond documents.

SECTION VII: AGREEMENTS WITH AFFECTED PUBLIC ENTITIES

A. County Initiated CFD Financings

1. For CFDs, the joint community facilities agreement(s) required with other public entities which will own, maintain or operate the facilities to be financed must be adopted and approved by all parties at or prior to the adoption of the resolution providing for the issuance of bonds for the CFD.
2. Should a CFD bond issue be for the construction of public facilities required to be sized to exceed the service needs of the properties within the boundaries of the financing district, the County may negotiate the following:
 - a) To the extent that the affected public entity's regulations allow, a credit against connection fees or other fees such that the credit will preclude the affected properties from contributing twice toward the cost of the identified public facilities.
 - b) To the extent that the affected public entity's regulations allow, a reimbursement for oversized facilities that will allow the CFD to balance the bonded indebtedness incurred with the level of benefit the properties are to receive from the public facilities that are to be financed.
 - c) Any reimbursements for oversizing received from the affected public entity are to be paid to the CFD and, depending upon date of receipt, will be used either to augment construction proceeds or to reduce the outstanding bonded indebtedness of the financing district as determined appropriate by the County.

B. CFD Financings Not Initiated by the County

An administrative review will be made by the Department of all non-County initiated CFD financings that will require a joint community facilities agreement with the County to ensure compliance with the following minimum requirements. Only those financings that do not satisfy these minimum requirements will be referred to the Debt Affordability Advisory Committee for review and comment.

1. For CFDs containing residential projects, the rate and method of apportionment of the special tax will not provide for an annually increasing maximum special tax for any residential classification. However, for commercial and industrial projects within the CFD, the County will accept a maximum special tax for such classifications that escalates at a rate not to exceed two percent (2%) per year.
2. For CFDs, the total projected annual special tax revenues, less estimated annual administrative expenses, must exceed the projected annual gross debt service on the bonds by ten percent (10%). In structuring the rate and method of apportionment of the special tax, projected annual interest earnings may also be included as part of the projected annual revenues to satisfy this coverage requirement. Annual bond reserve fund interest earnings will be calculated at a rate to be determined by the County but, in no event greater than the then current passbook savings rate.
3. Whether the projected *ad valorem* property tax and other direct and overlapping debt for the property within the proposed boundaries of the CFD, including the proposed maximum special tax, does meet the County's objective of not exceeding two percent (2%) of the anticipated assessed value of each improved parcel upon completion of the private improvements as articulated in Section V.E. will be reviewed. This review will include current or estimated County Service Area or Community Service District charges, benefit assessments, levies for authorized but unissued debt and any other anticipated charge which may be included on the property tax bill.
4. With regard to any bonds to be issued, there will be created a reserve fund that will be established for each series of bonds.
5. If the County or its related districts or agencies are to:
 - a) own, operate, or maintain a majority of the facilities to be financed, or,
 - b) be the single largest recipient of the facilities to be financed, or,
 - c) own, operate or maintain facilities having a combined construction cost of \$100,000 or more, including design, engineering, construction contingencies and related costs of the construction project,

then the County will require that all of the appropriate Policies set forth herein will be adhered to before entering into a joint community facilities agreement.

SECTION VIII: CREDIT ENHANCEMENTS

Credit enhancements, if required by the County, are to be utilized either to improve the credit worthiness of the proposed financing or to insure that the debt service requirements of the proposed debt issue are met in a timely manner. It is important to the County to minimize the possibility of a debt issue being placed in default and to insure that sufficient cash flows are available to meet debt service requirements. Section IV. D. contains a potential requirement for credit enhancement related to the ownership of 20% or more of the property within a CFD.

The County will examine carefully the provider of the required credit facility and the form that the credit facility will take. The rating of the provider, as well as the provider's capitalization, are of principal concern, and a reduction in either during the term of the credit facility to a level unacceptable to the County may require that an alternate credit facility be secured from an acceptable provider. The County reserves the right, in its sole discretion, to determine the acceptability of both the credit facility and its provider.

SECTION IX: OFFERING STATEMENTS AND DISCLOSURE

It is the intent of the County to comply with all applicable federal or state requirements regarding disclosure to insure that fair and accurate descriptions of debt issues are provided to the purchasers of the bonds. The County and any owner of property within a CFD that has not reached its entitled development and that will be responsible for the payment of special taxes representing such portion (as determined by bond counsel) of annual debt service on an issue of bonds that would cause such person or entity to be an "obligated person" under federal securities law (each, an "Obligated Person") will use all reasonable means to ensure compliance with applicable federal securities laws in connection with the issuance of debt and the provision of financial information and operating data regarding any CFD established by the County with respect to which bonds have been issued.

The County will retain disclosure counsel for any particular land secured or conduit financing having an aggregate principal value of \$1,000,000 or more. Decisions as to the adequacy of the disclosure will be determined by the County, its counsel, bond counsel and disclosure counsel. No preliminary or final offering statement for a particular land secured or conduit financing will be released for circulation unless it is deemed final by the County on the advice of its counsel, bond counsel or disclosure counsel.

With regard to the initial disclosure, each Obligated Person will be required to provide for inclusion in the official statement or other offering materials distributed in connection with the offering and sale of such bonds, such information as may be required to satisfy any requirements of, or avoid any liability under, any applicable federal or state securities laws.

The proponent(s) of a particular land secured or conduit financing and all principal participants therein are expected to provide the information requested by the County, its counsel, the underwriter, its counsel, disclosure counsel, or bond counsel that is deemed necessary for disclosure purposes. Failure on the part of the proponent and any principal participants to comply with such requests will jeopardize completion of the debt issue.

With regard to continuing disclosure, each Obligated Person will be required to enter into a continuing disclosure agreement pursuant to which such Obligated Person will agree to provide financial information

and operating data, on an ongoing basis, as may be required for the underwriter of such bonds to satisfy the requirements pursuant to Rule 15c2-12 under the Securities Exchange Act of 1934.

The proponent of a particular land secured or conduit financing and all Obligated Persons will be required to execute those certificates and provide those written opinions of their respective counsel that are required by the terms of the bond purchase agreement. Failure to do so will result in the bonds not being sold and issued.

Failure of the proponent of a particular land secured or conduit financing or of any Obligated Person to comply with such proponent's or Obligated Person's initial or continuing disclosure obligations pertaining to bonds previously issued for any other CFD will be grounds for denial of the application for the formation of a CFD. Any such failure should be remedied by the time of providing the preliminary official statement and such failure will be disclosed in the preliminary and final official statements as required by bond counsel and/or disclosure counsel.

SECTION X: ADMINISTRATION

All matters related to administration of issued bonds are to be handled consistent with the terms of the trust indenture or fiscal agent agreement pursuant to which the bonds were sold. Administrative responsibilities with regard to the bonds and the project being financed by bond proceeds will vary depending upon the nature of the project.

A. Debt Administration

CFD bonds are issued pursuant to bond indentures or fiscal agent agreements which identify where relevant the Auditor-Controller of the County to have administrative responsibility for these debt issues. This includes, among other duties, the computation and enrollment of the special tax, payment of principal and interest on the bonds, initiation of foreclosure proceedings with regard to delinquent parcels, and management and investment of monies held in all funds and accounts created by the bond indentures or fiscal agent agreements.

B. Notice to Future Property Owners

The Act requires that certain disclosure certificates regarding the existence of a CFD and the special tax obligation be provided to those individuals purchasing property within the CFD, including to interim purchasers and merchant builders. The County will require that the statutorily prescribed disclosure be made to the initial purchaser of property within a CFD, and the proponent of the CFD and/or developer will make available the information necessary to complete the disclosure certificate required for subsequent property transfers.

C. Annual Reporting

The County departments or related districts or agencies identified in Section X. of these Policies as having responsibility for bond administration will prepare and timely file with the state and federal agencies all statutorily required reports.

Consistent with Section III of these Policies, County departments or related districts or agencies having responsibility for bond administration are to prepare and submit annually to the Auditor Controller of the County a report on the status of their respective debt issues on forms to be provided by the Debt Affordability Advisory Committee. The occurrence of technical default, or the likelihood thereof, is to be reported immediately to the Auditor Controller of the County by the administering department or related district or agency. For the purposes of these Policies, the term "technical default" will mean the occurrence of an event or omission that may result in the inability to make timely payment of debt service on the financing or would jeopardize the tax exempt status of the financing (e.g., the need to draw on a reserve fund, the insolvency or bankruptcy of a principal property owner, the insolvency of a provider of a credit enhancement, or insufficient funds to make a required rebate payment).

The information contained in these reports will allow the Auditor Controller of the County to prepare an analysis of the outstanding debt of the County and its related districts or agencies.

SECTION XI: REFUNDINGS

The principal objective of the County in refunding an outstanding debt issue is to secure a public benefit which may include an interest rate savings that will result in both an annual and present value savings to the property owners responsible for paying special taxes that are used to pay the debt service on the bonds. The actual value of the savings must significantly exceed the costs of the refunding and any increase in the principal amount of bonds that will be outstanding as a result of the refunding.

Refunding of a particular CFD financing must at minimum be structured to reflect the following:

1. The refunding bonds will mature on a date not later than the date on which the bonds being refunded (the "prior bonds") mature.
2. Annual debt service savings to be realized from the refunding are to be apportioned over the remaining life of the refunding bonds.
3. The prior bonds (or any portion thereof being refunded) are to be legally defeased in accordance with the indenture or fiscal agent agreement authorizing their issuance. If there is no provision for their defeasance, a defeasance escrow will be established that will contain only cash or direct obligations of the United States.

The County will also consider refunding an outstanding land secured financing to address unacceptable or unworkable bond covenants, debt service schedules or bond maturities.

SECTION XII: AMENDMENTS AND EXCEPTIONS

The County reserves the right to amend or modify these policies at any time and the right to make exceptions or grant waivers for specific financing projects, as facts and circumstances warrant.

**Contra Costa County
Debt Management Policies
For
Multifamily Mortgage Revenue Bond Program**

I. SUMMARY

This Appendix 5 provides specific policies and procedures for multifamily mortgage revenue bond (MFMRB) issues, which are in addition to those established by the County in the Contra Costa County, California Debt Management Policy (County Policy). The MFMRB program is administered by the County's Department of Conservation and Development (DCD)¹.

Federal, state and local legislation authorize issuance of mortgage revenue bonds by local governments to finance the acquisition, development, and rehabilitation of multifamily rental housing projects pursuant to Section 52075 of the California Health and Safety Code, and applicable provisions of the Internal Revenue Code. The allocation of private activity bond authority needed for the issuance of tax-exempt bonds is secured through the California Debt Limit Allocation Committee (CDLAC). The interest on the bonds can be exempt from federal and state taxation. As a result, bonds provide below market financing for qualified rental projects located within Contra Costa County (the "County")². In addition, the bonds issued under the program can qualify projects for allocations of federal low-income housing tax credits (LIHTC), that provide a significant portion of the equity funding necessary to develop affordable housing.

There is no direct legal liability to the County in connection with the repayment of bonds; there is no pledge of the County's faith, credit or taxing power and the bonds do not constitute general obligations of the County because the security for repayment of bonds is limited to project revenue and other sources specified under each financing. Project loans are, in most cases, secured by a first deed of trust on the bond-financed property. The program is completely self-supporting; developers must secure funding to pay for costs of issuance of the bonds and all other costs under each financing.

The bonds may be used for construction, rehabilitation and permanent financing. The effective mortgage rate is the aggregate of the applicable bond rate and the add-on fees charged under the program such as lender, trustee, issuer's fee, etc. The bond rate, for fixed rate bonds, is determined at the time of a bond sale, and the resulting mortgage rate typically is approximately 1.5-2 percent below conventional mortgage rates. The project loans generally have a 30-year amortization schedule.

The goals of the program include:

- Increase and preserve the supply of affordable rental housing;
- Encourage economic diversity within residential communities;
- Maintain a quality living environment for residents of assisted projects and surrounding properties; and
- In the event of provision of public funds towards the project, optimize the effectiveness of those funds by maximizing the leveraging of private sector funds.

¹ DCD also manages a single-family mortgage revenue bond (SF MRB) program. It seeks an annual allocation of SFMRB financing authority from the California Debt Limit Allocation Committee and converts the allocation to Mortgage Credit Certificates (MCCs). MCC program information is available on the County website at <http://ca-contracostacounty2.civicplus.com/4768/Mortgage-Credit-Certificate-Program>.

² The County receives resolutions (or letters of support) from the cities and towns in which projects are located for each applicable transaction prior to seeking a reimbursement resolution from the Board of Supervisors.

II. ELIGIBILITY

The project must be located within the County and consist of complete rental units, including full kitchens and bathrooms, and cannot be used for transient or student housing, although in certain cases single room occupancy projects may be financed.

There is no limit on the minimum or maximum project size or number of units. However, smaller size projects (fewer than 40 units or less than \$2 million loan) may not find tax exempt financing economically efficient due to the costs of issuance, services of the financial team, rating fees, etc. Proposed combined or pooled projects will be considered on a case by case basis.

Loan funds may be used for costs of property acquisition (no more than 25% of tax-exempt bond proceeds can be used for the acquisition of land), construction, rehabilitation, improvements, architectural and engineering services, construction interest, loan fees and other capital costs of the project incurred after the Bond Reimbursement date (specified in Section VII -Financing Process).

Pursuant to federal requirements, if bonds are used for acquisition and rehabilitation, an amount at least equal to 15 percent of the portion of the acquisition cost of the building and related equipment financed with the proceeds of the bonds must be used for rehabilitation of the project.

No more than two percent of any tax-exempt bond loan can be used to finance costs of issuance, such as the services of the financing team members, rating and printing of bonds, bond allocation, etc.

III. COUNTY COMPENSATION

The County's fees are comprised of (1) a non-refundable application fee due prior to drafting a Reimbursement Resolution, (2) an issuance fee due upon bond closing, and (3) an annual fee due in advance to cover costs of monitoring compliance with State and federal law requirements as contained in a Regulatory Agreement for each bond issue. The annual fees may be negotiated, however the standard fee is 1/8 of 1 percent (or 0.125 percent) of the principal amount of bonds outstanding. Annual fees are charged for the full term of the Regulatory Agreement, generally 55 years. At the County's discretion, annual fees above a \$5,000 minimum may be subordinated to payment of debt service. The County fees are summarized in the table below:

Issuer Fee Schedule

Application ⁽¹⁾	Issuance Fee		Annual Fee ⁽²⁾	
\$2,500	Rate ⁽³⁾	0.125%	Rate ⁽³⁾	0.125%
	Minimum	\$5,000	Minimum	\$5,000
	Maximum	\$75,000	Maximum	\$25,000
	(1) Payable upon request of a Reimbursement Resolution. Amount is applied to Issuance Fee at closing. DCD may waive this requirement in its sole discretion.			
	(2) Amounts above the minimum may be subordinated to bond debt service, at the County's option.			
	(3) Percentage applied to the outstanding bond issuance amount.			

IV. TYPES OF BONDS

The County may issue either tax-exempt or taxable bonds. Taxable bonds would generally be issued in combination with tax-exempt bonds. Tax-Exempt Private Activity Bonds (non-refunding) require an allocation of bond authority from CDLAC. To obtain the allocation the County must submit an application to CDLAC on behalf of the developer (Project Sponsor). Submittal of the application is at the discretion of the County, not the Project Sponsor. The Project Sponsor must pay all required CDLAC fees when due.

The interest on taxable bonds is not exempt from federal taxation. These bonds are not subject to federal volume "cap" limitations and therefore do not require allocation authority from CDLAC. Taxable bonds can be used in combination with low-income housing tax credits awarded by the Tax Credit Allocation Committee. Taxable bond issues must meet all applicable requirements of this Policy (including rating requirements) and any additional regulations that may be promulgated, from time to time, by the County or as set forth in the County Policy.

The County may issue 501(c)(3) bonds on behalf of qualified nonprofit organizations. 501(c)(3) bonds are tax-exempt and do not require an allocation from CDLAC, but cannot be used with the LIHTC Program.

Refunding Bonds will be allowed if the issuance meets the following conditions:

1. The Project Sponsor agrees to cover all costs of the issuer.
2. Projects originally financed by tax-exempt bonds prior to the 1986 Tax Act will have to make a minimum 10 percent of the units affordable to persons earning 50 percent of the median area income with the rents affordable at the same level.
3. The affordability restrictions of the existing bond regulatory agreement are subject to extension and/or additional restrictions. All specifics of refunding proposals must be approved by the County.
4. Default refunding applications require a default refunding analysis (to determine the eligibility for a default refunding). The County shall choose the firm to conduct the analysis. The Project Sponsor will deposit the cost for the study with the County before the study begins.

V. AFFORDABILITY REQUIREMENTS

A. Term

The project must remain as rental housing and continuously meet the affordability requirements for at least 55 years from the date of 50 percent occupancy of the project (the “Qualified Project Period” or “QPP”). At the conclusion of the regulatory period, rent of “in-place” tenants will continue to be governed by the applicable affordability restriction, so long as those tenants continue to live in the development.

B. Income Restrictions

To be eligible for tax-exempt bond financing, federal and State law require that the project meet one of the following conditions:

1. A minimum of 20 percent of the units in the project must be set aside for occupancy by households whose income does not exceed 50 percent of area median income, as adjusted for family size; or
2. A minimum of 10 percent of the units in the project must be set aside for occupancy by households whose incomes do not exceed 50 percent of area median income, as adjusted for family size AND an additional 40 percent of the units in the project must be set aside for occupancy by households whose incomes do not exceed 60 percent of area median income, as adjusted for family size.

In general, project owners must certify their tenant’s eligibility annually. If at the annual certification it is found that a tenant’s income exceeds 140 percent of the current income limit, the owner must rent the next available unit of comparable size to a new income eligible tenant. The owner may raise the current tenant’s rent to market rent only upon renting the next available unit to a new low-income or very low-income household, as applicable. A unit occupied only by full time students does not count towards the set-aside requirement.

C. Rent Restrictions

The maximum rents for all the affordable units are equal to 30 percent of the applicable monthly maximum income level, assuming one person in a studio, two persons in a one-bedroom, three persons in a two-bedroom and four persons in a three-bedroom unit. These assumptions differ for projects using LIHTC. If applicable, the County may use TCAC rents pursuant to AB 1714. The maximum rents are further reduced by the amount of the utility allowance applicable to those units, based on unit size. Utility allowances are set by the Housing Authority of the County of Contra Costa (HACCC) and are based solely upon the utilities paid by the tenant. The utility allowance does not include phone, cable or internet connections.

The set-aside units must proportionately reflect the mix of all units in the project, be distributed throughout the project, and generally have the same floor area, amenities, and access to project facilities as market-rate units.

D. Regulatory Agreement

The rental and affordability unit requirements will be contained in a regulatory agreement that is recorded against the property and must be complied with by the project owner and any subsequent buyers for the applicable compliance period. The

Regulatory Agreement will be drafted by the County's bond counsel and must be in a form acceptable to and approved by the County. Pursuant to Section 5220(c)(1) of the CDLAC Regulations, the Regulatory Agreement for any tax-exempt financing that received a CDLAC allocation must incorporate by reference and as an attachment the CDLAC resolution allocating private activity bond authority to the County for the project. The requirements are terminated at the later of the end of the applicable compliance period and repayment in full of the bonds, or in the event of total casualty loss or foreclosure.

VI. FINANCING TEAM

Bond counsel and a municipal advisor, if desired, specifically represent the interests and concerns of the County in ensuring the integrity of the bond transaction. The Project Sponsor may, at its own expense, add additional members to the finance team to represent its interests.

A. Municipal Advisor

If deemed necessary, the Municipal Advisor will be designated by DCD. They may be requested to prepare a feasibility study of whether it is economically advisable to proceed with the financing, including: evaluations of the financial strength of the project; assumptions regarding income and expenses; sources of security for bonds in addition to the project; Project Sponsors financial situation and experience in operating and managing rental projects; marketability of the bonds; rights and resources of parties to the transaction in the event of default; and provide financial advice on all relevant financial issues to best protect the interests of the County. The compensation for any municipal advisory services to determine whether it is advisable to proceed with a financing will not be contingent on the sale of the bonds.

B. Bond Counsel

Bond counsel will be designated for each financing by the County Board of Supervisors. Bond counsel will prepare the necessary legal documentation for each financing, including provisions regarding compliance with any applicable continuing disclosure requirements, provide an opinion regarding the validity of the bonds and if applicable their tax exemption, and provide legal advice on all relevant legal issues to best protect the interests of the County. (See also Section IV.B, Financing Team in the County Policy.)

C. Additional Parties

The Bond Underwriter, Private Placement Purchaser, Disclosure Counsel and Bond Trustee, if any is required, will be selected by the County in consultation with the project sponsor. The fees for such services will be paid solely out of bond proceeds or otherwise by the project sponsor.

VII. THE FINANCING PROCESS

- A. Request for Financing (New or Refunding) – A letter of request must be sent to the DCD to review for consistency with County and CDLAC policy. The letter and accompanying information must state the desire to use the County's Multifamily Mortgage Revenue Bond Program. The letter should include:
 1. Name of Development Project,

2. Name of Project Sponsor, including the Project Sponsor's experience with multifamily housing development
 3. Location by street address and assessor's parcel number (if known);
 4. Estimated number units,
 5. Estimated development costs including land (bonds to be issued cannot exceed this amount),
 6. Exact legal name of the ownership entity at the time of bond closing (e.g. name of individual, partnership, corporation, etc.),
 7. If different, name of the operating entity at the time of bond closing,
 8. Proposed management company with a statement of experience in managing income restricted housing, and
 9. Non-refundable application fee of \$2,500 to cover the administrative costs of reviewing the project feasibility, Inducement and TEFRA Hearing processes.
- B. Board of Supervisor Approval of Reimbursement Resolution – The Reimbursement Resolution is a conditional statement of intent on the part of the County to provide tax-exempt financing for the project. The Resolution is non-binding, however it authorizes the submittal of an application to CDLAC by the County (if tax-exempt bonds are to be issued) and it sets the date (which is 60-days earlier than the Reimbursement Date) from which costs related to the project are eligible for tax-exempt financing.
- C. Public Hearing/Section 147(f) Resolution ("TEFRA") – Tax law requires that a public hearing be held for any proposed tax-exempt financing to take comments on the nature of and location of the facility proposed to be financed with private activity bonds. The hearing must be noticed in a local newspaper of general circulation or to be posted on the County's website, at least 7 days prior to the hearing. After the public hearing, the Board of Supervisors then adopts a resolution approving the issuance of bonds pursuant to Section 147(f) of the Internal Revenue Code. This is not the final approval of the bond issuance. The DCD holds the hearing administratively and the Board of Supervisors approves the Section 147(f) Resolution at a subsequent Board meeting. DCD may opt to schedule the required public hearing with the Board of Supervisors.
- D. Obtaining a CDLAC Allocation –CDLAC allocation of private activity bond authority needed for the issuance of tax-exempt bonds is subject to an application process. The application must be submitted to the County by the project sponsor for review and comment at least 10 days prior to the CDLAC deadline. The final application must include the current application fee for CDLAC and a performance deposit to be held by the County. The deposit is returned according to CDLAC procedures, but is subject to reversion to CDLAC if the financing does not close according to their procedures. The CDLAC process includes approximately 60 days for review of applications prior to allocation.
- E. Bond Sale Resolution – When an allocation is received the County and financing parties will have a limited time in which to complete the financing and sell and close on the issuance of the bonds. All real estate, lender and bond

documents are completed. The Board of Supervisors must approve a Bond Sale Resolution, typically 30 days in advance of the proposed bond closing.

VIII. BOND SALE MODES/ISSUING CRITERIA

Under its tax exempt financing program the County, as a conduit issuer, facilitates loans typically secured by a first deed of trust. A fundamental requirement for financings is that the project have loan underwriting and if applicable, credit enhancement from a third party institution that bears the ultimate risk and responsibility of repayment of the loan. The County may consider unrated bonds on a case-by-case basis. Subordinate financing from other federal, state, or local agencies may be integrated into a plan of finance for the project. Early consultation with County staff is encouraged.

Any bonds issued under the program that are sold to the public should generally be rated "A", or its equivalent, or better from a nationally recognized rating agency. The same rating requirement applies in the case of a substitution of existing credit facility for publicly held bonds that are outstanding.

A preferred way of obtaining the required rating on the bonds is through the provision of additional, outside credit support for the bond issue provided by rated, financially strong private institutions, such as bond insurance companies; domestic and foreign banks and insurance companies; FHA mortgage insurance or co-insurance, etc. The rating on the bonds is based on the credit worthiness of the participating credit enhancement provider. The applicant is required to identify and obtain credit enhancement for each bond issuance to be publicly held. As the primary source of security for the repayment of bonds, the credit enhancement provider reviews and approves the borrower and the project and its feasibility, including the size of the loan and the terms of repayment using their own underwriting criteria.

Fixed rate bonds, or their portion, can be issued without credit enhancement if the proposed financing structure results in the required minimum rating on the bonds by a nationally recognized rating agency. Bonds issued without credit enhancement will be sold to institutional investors in minimum \$100,000 denominations.

Private Placement Bonds

Private Placement Bonds are allowed under the following conditions:

- The bonds are privately placed with "qualified institutional buyers" under Rule 144A of the Securities Act of 1933, or "accredited investors," as generally defined under Regulation D of the Securities Act of 1933.
- The bonds must be sold in minimum \$100,000 denominations.
- All initial and subsequent purchasers (unrelated to the initial purchaser) must be willing to sign a sophisticated investor letter in a form approved by the County. While the bonds remain unrated, their transferability will be restricted to qualified institutional buyers or accredited investors who sign an Investor Letter, unless the transferee is related to the initial purchaser.
- The County may limit the number of investors.
- The owner must indemnify the County against any costs incurred by the County related to the financing, including any lawsuit initiated by the bondholder or any other party, regardless of whether the developer is negligent.

IX. OTHER

Underwriter criteria: See Section V. Method of Sale in the County Policy for underwriter selection criteria.

X. OTHER ISSUERS

Projects financed with subordinate financing from the County (CDBG, HOME, etc.) will be financed by bonds issued by the County. The County may consent to the use of statewide issuers for private activity bonds (including 501c3 bonds) to finance projects located within the unincorporated County when such projects are part of a common plan of finance with one or more projects located within the County. DCD may waive the limitations on the use of statewide issuers.

XII POST-ISSUANCE

See County Policy, Post-issuance Tax Compliance Procedures (Appendix 2) and Continuing Disclosure Procedures (Appendix 3). The following policies and procedures are in addition to those procedures and are specific to multifamily mortgage revenue bond issues. Project sponsors that received tax-exempt financing with an allocation from CDLAC are also required to maintain compliance with the CDLAC resolution associated with each such bond issuance.

A. Change of Ownership

The County reserves the right to approve any voluntary change in ownership (i) that results in a transfer of 50% or more of the total equity interests in a developer or (ii) that results in a transfer of any general partner or managing member interest in the developer. Such approval to transfer ownership shall be at the discretion of the County. Transfers made by a limited partner tax credit investor to its affiliates may, at the County's discretion, be exempted from this requirement. The County shall review proposed owner management practices on current and previously owned properties, inspections, financial statements and credit histories.

B. Compliance

Post-issuance compliance activities are carried out by DCD staff, including its Redevelopment Housing Specialist, under the supervision of the County's Assistant Deputy Director. The County currently has a license agreement with Compliance Services for its FOCUS program. Project Sponsors access information and submit reports through FOCUS at <http://www.housingcompliance.org/>. (The County reserves the right to change vendors at any time.)

1. Issuance Report: Following bond issuance, Bond Counsel submits the Report of Final Sale pursuant to CDIAC regulations.
2. Qualified Project Period: The QPP begins when the development has achieved 50 percent occupancy. Project Sponsors of new construction projects are required to submit a recorded Certificate of Commencement of Qualified Project Period. For acquisition/rehabilitation projects, the QPP begins upon bond issuance.

3. Quarterly Reports: Upon commencement of the QPP, reports are due 15 days following the end of each quarter based on a calendar year using the form embedded in FOCUS.
4. Annual Reports: Annual reports for projects that received a CDLAC allocation must provide annual reports using the CDLAC Self-Certification Compliance forms are due to the County 45 days prior to the CDLAC report deadline. The County submits its comprehensive reports on all applicable developments prior to the CDLAC deadline.
5. Compliance Verification:
 - a. Rent and income limits are calculated annually and are available to the Project Sponsors through FOCUS. The HACCC utility allowance schedule is uploaded in FOCUS. The Project Sponsor supplies the tenant-paid utility costs to the County and to FOCUS. The FOCUS program automatically compares the project rent and income information with the current limits and flags any non-compliance issues.
 - b. Service amenities are included in any applicable CDLAC resolution and are verified by County staff at project completion, through annual reports, and during periodic site visits.
 - c. Site visits are conducted at least once every three years during the compliance period. Staff reviews tenant files to confirm rent and incomes are appropriate and consistent with the on-line reports. Staff also confirms that amenities included in any applicable CDLAC resolution are being provided. Any findings or discrepancies are included in any applicable annual compliance report submitted by the County to CDLAC.
 - d. Non-compliance is reported to CDLAC with any annual required reports. Any such report will include the nature of the non-compliance and County staff's efforts to remedy the non-compliance. The County requires that the Regulatory Agreement for each development include identification of default and enforcement actions.
6. Record Retention: Any CDLAC application, County resolutions (TEFRA, reimbursement, and intent to issue), the bond legal documents, and compliance reports are retained for five years following the later of bond defeasance or expiration of the applicable project regulatory agreement.
7. Site-based Record Retention: Tenant income certification information for all initial tenants is retained for five years following the later of bond defeasance or expiration of the applicable regulatory agreement. Tenant files for future tenants are retained for five years following tenant move-out.

**Contra Costa County
Debt Management Policies
For
Successor Agency to the former Contra Costa County Redevelopment Agency**

This Appendix 6 provides specific policies and procedures for tax allocation bond (TAB) issues, which are in addition to those established by the County in the Contra Costa County, California Debt Management Policy (County Policy). The TABs are administered by the County's Department of Conservation and Development (DCD).

I. Purpose

The purpose of this Successor Agency to the former Redevelopment Agency of Contra Costa County ("Agency") Debt Management Policy is to organize and formalize the Agency's debt-related policies and practices and establish a framework for administering and potentially refinancing the Agency's debt.

The primary objectives of the policy are to:

- Promote sound financial management
- Assist the Agency in evaluating debt refinancing options
- Ensure full and timely repayment of debt
- Maintain full and complete financial disclosure and good investor relations
- Ensure compliance with applicable state and federal laws

II. Responsibility/Approval Process

The Director of the Department of Conservation and Development, or designee, shall be responsible for managing and coordinating all activities related to the administration and potential refinancing of the Agency's debt, including investment of bond proceeds, compliance with bond covenants, continuing disclosure, and arbitrage compliance.

III. Debt Issuance

Refinancing The Agency may refinance all or a portion of an outstanding debt issue when such refinancing enables the Agency to realize significant debt service savings or other policy goals. In general, refinancing that produces a net present value savings of at least three percent of the refinanced debt, without extending the term of the refinanced debt, will be considered economically viable. Refinancing that produce a net present value savings of less than three percent will be considered on a case-by-case basis if there is a compelling public policy objective that is accomplished by retiring the debt. For example, the Agency may pursue a non-economic refinancing to eliminate undesirable legal covenants in outstanding bond documents, to restructure the debt service profile, or to change the tax status of the debt.

IV. Debt Structure

Debt Service Reserve Fund The Agency may finance a debt service reserve fund from bond proceeds or other funds, consistent with federal tax law, to enhance the marketability of the bonds and/or to satisfy requirements of outstanding debt covenants. The Agency may purchase a reserve fund equivalent (such as a reserve fund surety) when such purchase is considered to be advantageous to the economics of the debt issuance.

Bond Insurance The Agency may purchase bond insurance (or secure a letter of credit) for any proposed financing if the economic benefit of the insurance realized through lower interest costs exceeds the cost of the insurance. The Director of the Department of Conservation and Development, or designee will solicit quotes from providers, and shall have the authority to select a provider whose bid is most cost effective, and whose terms and conditions are satisfactory to the County.

Call Provisions In general the bonds will include a call feature that is no longer than 10 years from the date of delivery of the bonds. The Agency will seek to avoid the sale of non-callable bonds absent careful evaluation by the Agency of the value of the call option.

Original Issue Discount An original issue discount will be permitted only if the Agency determines that such discount results in a lower true interest cost on the bonds and that the use will not adversely affect the projects to be financed.

Interest Rate Mode The Agency shall use only fixed-rate debt to refinance its bonds.

VI. Financing Team

Bond counsel and a municipal advisor, if applicable, specifically represent the interests and concerns of the Agency in ensuring the integrity of the bond transaction.

A. Municipal Advisor

If deemed necessary, the Municipal Advisor will be designated by DCD. They will prepare a feasibility study of whether it is economically advisable to proceed with the financing, including: evaluations of the financial strength of the project; assumptions regarding income and expenses; sources of security for bonds in addition to the project. The compensation for municipal advisory services to determine whether it is advisable to proceed with a financing will not be contingent on the sale of the bonds.

B. Bond Counsel

Bond counsel will be designated for each financing by the County Board of Supervisors. Bond counsel will prepare the necessary legal documentation, including provisions regarding compliance with any applicable continuing disclosure requirements, provide an opinion regarding the validity of the bonds and their tax exemption, and provide legal advice on all relevant issues to best protect the interests of the Agency.

C. Additional Parties

The Bond Underwriter, Remarketing Agent, Private Placement Purchaser, Disclosure Counsel, if any, and Bond Trustee, if required, will be selected by the Agency in consultation with the municipal advisor. The fees for such services will be paid solely out of bond proceeds or otherwise by the project sponsor.

(See also Section IV.B. – Financing Team in the County Policy)

VII. Method of Sale

The Agency may select a method of sale that is most appropriate for a particular financing or debt program in light of the financial, market, transaction-specific, and Agency-related conditions. The Director of the Department of Conservation and Development, or designee shall be responsible for determining the appropriate manner in which to offer any securities to investors, and may consider negotiated sale, competitive bid or private placement, as appropriate. The Agency's bonds have traditionally been sold via negotiated sale. This has been reflective of a complex structure which has required significant up-front work by the bond underwriter, and a strong pre-marketing effort at sale. The Agency may elect to privately place its debt if it is demonstrated to result in a cost savings to the Agency relative to other methods of debt issuance.

VIII. Debt Administration

Investment of Bond Proceeds Investments of bond proceeds shall be consistent with federal tax requirements, the County's adopted Investment Policy as modified from time to time, and with requirements contained in the governing bond documents.

Continuing Disclosure The Agency is committed to full and complete primary and secondary market financial disclosure in accordance with disclosure requirements established by the Securities and Exchange Commission and Municipal Securities Rulemaking Board, as may be amended from time to time. The Agency is also committed to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, timely, and accurate financial information.

Arbitrage Compliance The Agency shall maintain a system of record keeping and reporting to meet the arbitrage compliance requirements of federal tax law or procure an outside contractor for such service.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 22, 2022

Subject: Second Amended and Restated Memorandum of Understanding to Implement a Groundwater Sustainability Plan

RECOMMENDATION(S):

1. APPROVE and AUTHORIZE the Director of Conservation and Development, or designee, to execute, on behalf of the County, the Second Amended and Restated Memorandum of Understanding (MOU) with the cities and water agencies in east Contra Costa County regarding administering groundwater management of the East Contra Costa Subbasin, to allow agencies in Contra Costa County to implement the adopted groundwater sustainability plan that is exclusive to the East Contra Costa Subbasin, and take related actions.

2. DESIGNATE the Director of Conservation and Development, or designee, to be the County's representative for all actions the County performs under the MOU.

FISCAL IMPACT:

No impact to the General Fund. Each Groundwater Sustainability Agency (GSA) is responsible for implementing the Groundwater Sustainability Plan (GSP) within its GSA boundary. Much of that work can be pooled and costs shared. Contra Costa County is asked to pay the one-eighth cost share, rather than in-kind services, for implementing the GSP. The County's share is estimated to be less than \$40,000 per year. The County's cost share will be paid for by the County's Water Agency funds. All GSP implementing costs will be accomplished through existing Water Agency funding and no augmentation to the current budget levels is anticipated.

BACKGROUND:

The purpose of the Sustainable Groundwater Management Act is for groundwater to be managed by local public agencies (GSAs) to ensure a groundwater basin is operated within its sustainable yield through the development and implementation of a GSP. In 2017, the Contra Costa County Board of Supervisors became the GSA for portions of East Contra Costa Subbasin and approved an MOU for the development of a GSP.

The East Contra Costa Groundwater Subbasin has been designated by the State of California as a medium priority basin, (Basin 5-22.19, San Joaquin Valley) and is located entirely within Contra Costa County, as shown in Exhibit "A" attached. The seven GSAs listed below, and the Contra Costa Water District, are parties to the existing MOU and developed the GSP.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ryan Hernandez, 925-655-2919

By: , Deputy

cc:

BACKGROUND: (CONT'D)

- City of Antioch
- City of Brentwood
- Byron Bethany Irrigation District
- Contra Costa County
- Diablo Water District
- Discovery Bay Community Services District
- East Contra Costa Irrigation District

On December 7, 2021, the County Board of Supervisors adopted the Groundwater Sustainability Plan for the East Contra Costa Subbasin, Resolution No. 2021/397. The GSAs listed above have also adopted the GSP. The GSP was then submitted to Department of Water Resources on January 25, 2022.

The existing MOU was specific to the preparation and development of the GSP and is not applicable to the implementation of the adopted GSP. Thus, the parties are proposing to amend the existing MOU to continue to work together on GSP implementation, including community outreach and education, monitoring and data management, and preparation of the mandatory annual reports, (see attached Exhibit "B" the Second Amended and Restated MOU).

The Conservation and Development Director recommends the Board adopt the Second Amended and Restated MOU for the administration and implementation of the adopted Groundwater Sustainability Plan for the East Contra Costa Subbasin.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not adopt the Second Amended and Restated MOU, the County would no longer be party to implementing the East Contra Costa Groundwater Sustainability Plan, mandated by the Act, and may have to prepare separate compliance documents, including annual reports, at a cost to be borne solely by the County.

ATTACHMENTS

Resolution 2022/81

Exhibit "A" - Map: GSAs in East Contra Costa Subbasin

Exhibit "B" - Second Amended and Restated MOU

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

Adopted this Resolution on 03/22/2022 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2022/81

RESOLUTION OF THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS TO EXECUTE THE SECOND AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING TO IMPLEMENT A GROUNDWATER SUSTAINABILITY PLAN FOR THE EAST CONTRA COSTA SUBBASIN, (5-22.19 SAN JOAQUIN VALLEY)

Recitals

- A. WHEREAS, in August 2014, the California Legislature passed, and in September 2014 the Governor signed legislation creating the Sustainable Groundwater Management Act ("SGMA") to provide local groundwater sustainability agencies with the authority and technical and financial assistance necessary to sustainably manage groundwater (Wat. Code, §10720, (d)); and
- B. WHEREAS, SGMA requires sustainable management through the development of groundwater sustainability plans ("GSPs"), which can be a single plan developed by one or more groundwater sustainability agencies ("GSAs") or multiple coordinated plans within a basin or subbasin (Wat. Code, §10727); and
- C. WHEREAS, SGMA requires a GSA be formed to manage groundwater in all basins designated by the California Department of Water Resources ("DWR") as a medium or high priority subbasin; and
- D. WHEREAS, on April 25, 2017, the Contra Costa County Board of Supervisors ("County") became the groundwater sustainability agency for portions of the Tracy Subbasin that are in Contra Costa County; and
- E. WHEREAS, the City of Antioch, City of Brentwood, Byron-Bethany Irrigation District, Contra Costa Water District ("CCWD"), Diablo Water District, Discovery Bay Community Services District, and East Contra Costa Irrigation District, were formed as GSAs [except CCWD] for the purposes of sustainably managing groundwater in the Tracy Subbasin within their jurisdictional boundaries that are in Contra Costa County, pursuant to the requirements of SGMA; and
- F. WHEREAS, the GSAs have the authority to draft, adopt, and implement a Groundwater Sustainability Plan (Wat. Code, §10725 et seq.); and
- G. WHEREAS, on May 9, 2017, the GSAs entered a Memorandum of Understanding with other GSAs within the Tracy Subbasin along with CCWD for the purpose of jointly developing a single GSP for the portion of the subbasin within Contra Costa County and coordinating sustainable groundwater management in the Subbasin (Wat. Code, §10727(a)(2)); and
- H. WHEREAS, the Brentwood GSA submitted an Initial Notification to DWR on behalf of all the GSAs to jointly develop a GSP for the Subbasin on February 12, 2018; and
- I. WHEREAS, on February 11, 2019, the California Department of Water Resources approved dividing the Tracy Subbasin into two subbasins (e.g., East Contra Costa Subbasin and the Tracy Subbasin) thereby creating a separate groundwater basin entirely within Contra Costa County called the East Contra Costa Subbasin, (DWR Basin 5-22.19, San Joaquin Valley); and
- J. WHEREAS, on April 13, 2020, the GSAs and CCWD entered into an Amended and Restated Memorandum of Understanding to ensure clarity for future decisions by the Board the reflect DWRs determination that, for purposes of SGMA, the East Contra Costa Subbasin is separate and distinct from other portions of the Tracy Subbasin; and
- K. WHEREAS, a group ("Working Group") consisting of the GSAs and CCWD has coordinated in the Subbasin to draft a single GSP; and
- L. WHEREAS, the County on June 9, 2021, via certified mail, sent the Notice of Intent to adopt a groundwater sustainability

plan pursuant to Water Code §10728.4; and

M. WHEREAS, on behalf of the GSAs, the Working Group developed the draft GSP and released portions of the draft GSP for public and local agency review during GSP development and released the entire draft on September 7, 2021; and

N. WHEREAS, the Working Group reviewed and responded to comments on the draft GSP; and

O. WHEREAS, the Working Group released the final GSP on October 15, 2021; and

P. WHEREAS, on October 15, 2021, the Working Group recommended each of the GSAs adopt the final GSP for their respective jurisdictions; and

Q. WHEREAS, on November 26, 2021, notice was given in the Contra Costa Times, a newspaper of general circulation, that the Contra Costa County Board of Supervisors will hold a public hearing on December 7, 2021, to consider approval and adoption of the groundwater sustainability plan; and

R. WHEREAS, on December 7, 2021, the County Board of Supervisors adopted Resolution No. 2021/397 and approved the October 15, 2021, GSP for the East Contra Costa Subbasin; and

S. WHEREAS, on January 25, 2022, the GSP was submitted to the DWR.

Now, Therefore, Be It Resolved:

1. Contra Costa County is the Groundwater Sustainability Agency for portions of the East Contra Costa Subbasin (DWR Basin 5-22.19) as shown in Exhibit "A".
2. The Second Amended and Restated Memorandum of Understanding (MOU) for the Implementing the Groundwater Sustainability Plan for the East Contra Costa Subbasin, (DWR Basin 5-22.19, San Joaquin Valley) attached hereto as Exhibit "B", is hereby approved.
3. The Director of Conservation and Development, or designee, is authorized to execute, on behalf of the County, all actions the County performs under the MOU.

Attachments:

- Exhibit "A" - Map: Groundwater Sustainability Agencies within the East Contra Costa Subbasin (DWR Basin 5-22.19, San Joaquin Valley)
- Exhibit "B" - Second Amended and Restated Memorandum of Understanding

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: Ryan Hernandez, 925-655-2919

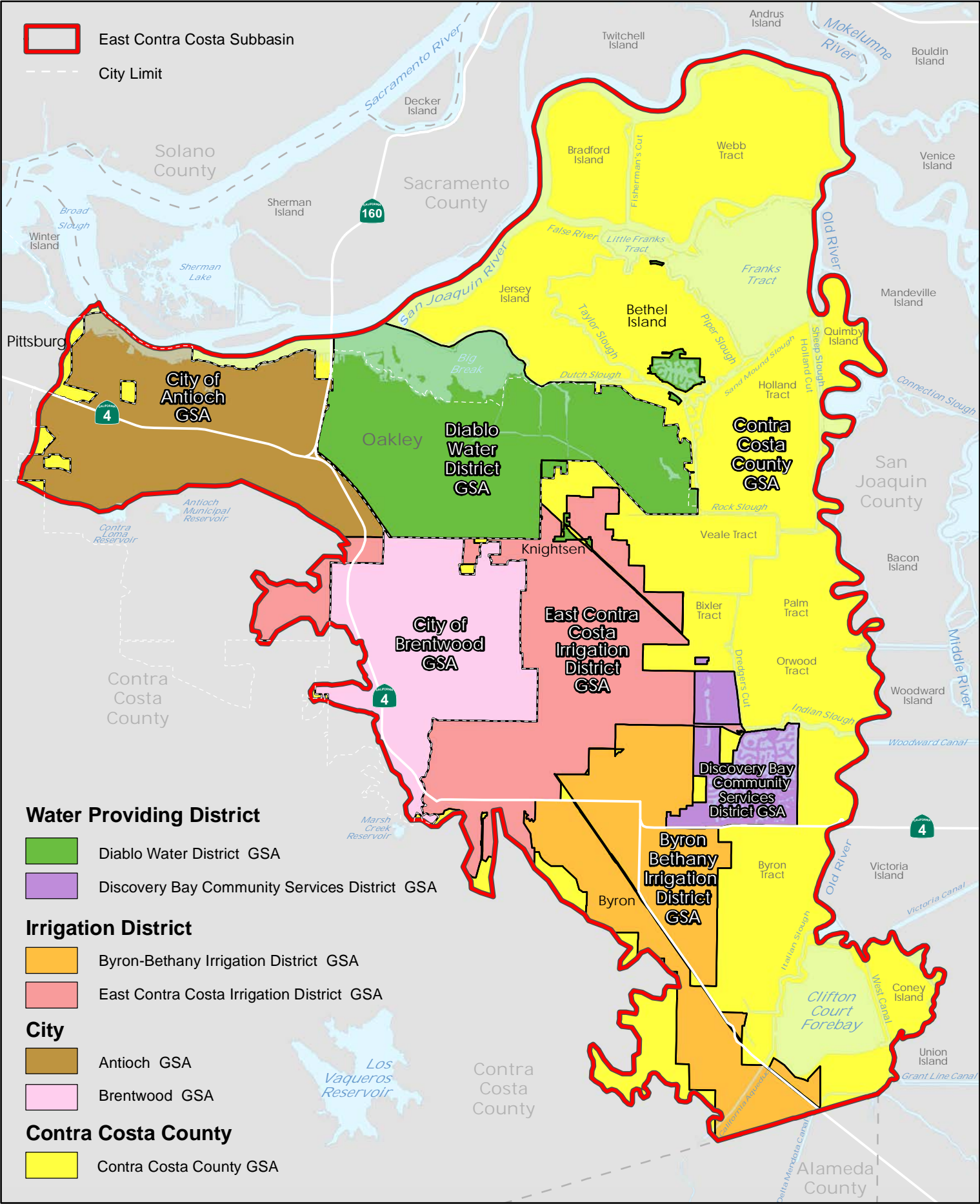
ATTESTED: March 22, 2022

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

By: , Deputy

cc:

Groundwater Sustainability Agencies in the East Contra Costa Subbasin (5-022.19)



Map created 08/26/2019
by Contra Costa County Department of
Conservation and Development, GIS Group
30 Muir Road, Martinez, CA 94553
37:59:41.791N 122:07:03.756W

This map or dataset was created by the Contra Costa County Department of Conservation and Development with data from the Contra Costa County GIS Program. Some base data, primarily City Limits, is derived from the CA State Board of Equalization's tax rate areas. While obligated to use this data the County assumes no responsibility for its accuracy. This map contains copyrighted information and may not be altered. It may be reproduced in its current state if the source is cited. Users of this map agree to read and accept the County of Contra Costa disclaimer of liability for geographic information.



1 **SECOND AMENDED AND RESTATED**
2 **MEMORANDUM OF UNDERSTANDING**
3

4 **Implementation of a Groundwater Sustainability Plan**
5 **for the East Contra Costa Subbasin, (DWR Basin 5-22.19, San Joaquin Valley)**
6

7 This Second Amended and Restated Memorandum of Understanding for the
8 Implementation of a Groundwater Sustainability Plan for the East Contra Costa Subbasin, (DWR
9 Basin 5-22.19, San Joaquin Valley) (“**MOU**”) is entered into and effective this ____ day of
10 _____, 2022 (“**Effective Date**”) by and among the City of Antioch (“**Antioch**”),
11 City of Brentwood (“**Brentwood**”), Byron-Bethany Irrigation District (“**BBID**”), Contra Costa
12 Water District (“**CCWD**”), Contra Costa County (“**County**”), Diablo Water District (“**DWD**”),
13 East Contra Costa Irrigation District (“**ECCID**”), and Discovery Bay Community Services District
14 (“**Discovery Bay**”). Each of the foregoing parties to this MOU is sometimes referred to herein as
15 a “**Party**” and are collectively sometimes referred to as the “**Parties.**”

16 Recitals

17 A. In September 2014, the California Legislature enacted the Sustainable Groundwater
18 Management Act of 2014 (“**SGMA**”), which established a statewide framework for the sustainable
19 management of groundwater resources. That framework focuses on granting new authorities and
20 responsibility to local agencies while holding those agencies accountable. The framework also
21 provides for state intervention where a local agency fails to develop a groundwater sustainability
22 plan in a timely manner.

23 B. The East Contra Costa Subbasin (“**Basin**”) is referred to as DWR Basin 5-22.19,
24 San Joaquin Valley, and is shown on the map attached hereto as Exhibit A and incorporated herein
25 by reference as if set forth in full. The Basin is located in eastern Contra Costa County. The
26 Parties collectively overlie the entirety of the Basin.

27 C. Under SGMA, one or more local agencies may form a groundwater sustainability
28 agency (“**GSA**”), by memorandum of agreement, joint exercise of powers agreement, or other
29 agreement. (Wat. Code, §§ 10723(a), 10723.6.) Through the First Amended and Restated MOU,
30 the Parties agreed that each Party would be the GSA within all or a portion of that Party’s
31 boundary. The Parties further agreed to develop a governance structure for the Basin to be
32 considered during development of the groundwater sustainability plan (a “**GSP**”) for the Basin
33 (the “**Basin GSP**”). The Parties further agreed to resolve areas of jurisdictional overlap so that no
34 two Parties serve as GSAs over the same area. The Parties entered into the First Amended and
35 Restated MOU to coordinate the Parties’ activities related to each Party becoming a GSA,
36 development of the Basin GSP, and each Party’s future consideration of whether to adopt the Basin
37 GSP.

38 D. The Parties’ consultant developed a proposed Basin GSP dated October 15, 2021.
39 Each Party has fully satisfied its financial obligations with respect to Basin GSP development prior
40 to submittal to California Department of Water Resources (“**DWR**”) for review, as set forth in the
41 First Amended and Restated MOU.

42 E. Each Party has adopted, or will soon consider adopting, the Basin GSP, for
43 implementation by that Party as the GSA within that Party’s jurisdiction, as specified under this
44 MOU. Following the adoption of the Basin GSP by all Parties, the Basin GSP will be submitted
45 to DWR. If DWR requires any changes to the Basin GSP prior to acceptance, the Parties will

share in the cost of those changes, as described in this Second Amended and Restated MOU. The Parties also desire to share in the costs of administering and implementing the Basin GSP within their jurisdictions, including costs charged for implementation activities by Luhdorff and Scalmanini (“**Implementation Consultant**”), which will administer and implement the Basin GSP on behalf of the Parties. To ensure each Party can satisfy its legal obligations as the GSA within that Party’s jurisdiction, the Parties further desire to clarify that each Party is authorized to direct the activities of the Implementation Consultant, and that each Party will be responsible for sharing the costs of the Implementation Consultant’s activities, as further described herein. No Party intends to delegate to the Implementation Consultant, under this Second Amended and Restated MOU or otherwise, any discretionary decisions or actions of that Party.

F. The Parties desire to continue to collaborate in an effort to ensure sustainable groundwater management for the Basin, and to manage the groundwater basin as efficiently as practicable balancing the financial resources of the agencies with the principles of effective and safe groundwater management, while retaining groundwater management authority within their respective jurisdictions. The Parties desire to continue to share responsibility for Basin management under SGMA. The Parties recognize that the key to success in this effort will be the coordination of activities under SGMA, and the collaborative implementation and administration of the Basin GSP following its adoption.

G. The Basin has been designated by DWR as a medium-priority groundwater basin, which, under the terms of SGMA, means that the Parties must submit a Basin GSP to DWR by January 31, 2022, following adoption of the Basin GSP by each Party.

H. This Second Amended and Restated MOU amends and restates the original Memorandum of Understanding, dated May 9, 2017, as previously amended and restated. This

69 Second Amended and Restated MOU also recognizes changes that reflect DWR's determination
70 that, for purposes of SGMA, the Basin is separate and distinct from other portions of the Tracy
71 Subbasin located in San Joaquin and Alameda Counties. The Basin is located entirely within
72 Contra Costa County. The Parties wish to memorialize and restate their commitments by means
73 of this MOU.

74
75 Understandings

76 1. *Term.* The term of this MOU begins on the Effective Date, which shall occur upon
77 execution of this MOU by all eight of the parties, and this MOU shall remain in full force and
78 effect until the earliest of the following events the date upon which the Parties that are then party
79 to the MOU execute a document jointly terminating the provisions of this MOU. An individual
80 Party's obligations under this MOU terminate when the Party withdraws from the MOU in
81 accordance with Section 4.

82 2. *Adoption and Implementation of Basin GSP.*

83 a. *Approval of the Basin GSP; Submission to DWR.* Within 45 days after the
84 completion of the Basin GSP, each Party will cause its governing body to consider adopting the
85 Basin GSP. The Parties agree that the Basin GSP will become effective for each Party on the date
86 that the last of the Parties adopts the Basin GSP. The Parties will submit their approvals and the
87 Basin GSP to DWR no later than January 31, 2022, in accordance with Water Code section
88 10720.7. If permitted by DWR, the Parties' authorized representatives may designate a single
89 Party's authorized representative, or the Consultant, to satisfy the Basin GSP submission
90 requirements.

b. *Shared Administration and Implementation.* Following the adoption of the Basin GSP by all Parties, each Party will be responsible for administering and implementing the Basin GSP within that Party's jurisdiction. No Party delegates, nor shall it be deemed to have delegated, to any other Party or consultant, under this MOU or otherwise, any discretion that is vested in that Party.

c. *Contracting with Implementation Consultant.* As more particularly described in the Basin GSP, certain Basin GSP implementation activities can be undertaken jointly, and the Parties agree to cooperate to jointly implement those activities. The Parties agree that Brentwood will enter into a services contract ("**Implementation Contract**") with the Implementation Consultant to perform Basin GSP joint implementation activities, as described in Section 9.2 of the Basin GSP, and as more particularly described in the Implementation Budget attached hereto and incorporated herein as Exhibit B, as may be amended from time to time. Brentwood will ensure that the Implementation Contract names each Party as a third-party beneficiary under the contract with authority to provide direction on the Implementation Consultant's activities.

d. *Sharing and Accounting for Implementation Costs.*

(1) *Cost-Share.* Each Party will pay an equal share of the costs associated with implementing the Basin GSP actually incurred under the Implementation Contract ("**Implementation Costs**"). Notwithstanding anything to the contrary herein, no Party's share of the Implementation Costs shall exceed \$40,000 in any 12-month period ("**Annual Maximum**") without the advance written approval of that Party. Beginning January 1, 2023, and on each January 1 thereafter, the Annual Maximum shall increase by any cost escalator included in the Implementation Contract to allow for increases in the Implementation

Consultant's fees and charges; and if the fees and charges increase by fixed amounts, the cost escalator shall be the percentage change in the fees and charges. Notwithstanding anything to the contrary herein, no Party's proportional share of the cost to complete a five-year update to the Basin GSP shall exceed \$75,000 without the advance written approval of that Party.

(2) *Annual Review of Implementation Cost Budget.* At least 60 days prior to the start of a calendar year, the Parties' authorized representatives will meet to review and endeavor to agree on the estimated Implementation Costs that are expected to be incurred in that calendar year. While a Party may withhold its consent to the estimated Implementation Costs, each Party shall remain obligated to pay its proportional share of those costs unless the Party withdraws from this MOU in accordance with Section 4.

(3) *Payment and Invoicing.* Brentwood shall, upon receipt of the Implementation Consultant's monthly invoices, pay the Implementation Consultant for services rendered during the previous month. Brentwood will promptly provide invoices to the other Parties identifying each Party's equal share of the cost of the Implementation Consultant's previous month's work, and, subject to the provisions of Section 2(d)(1), each other Party shall pay its equal share of the Implementation Consultant's costs stated on the invoice within 30 days after receipt of the invoice from Brentwood.

(4) *Other Costs.* Except for those Implementation Costs that will be shared by the Parties under this Section 3, each Party shall be solely responsible for all costs connected with any activities that Party performs as the GSA within that Party's jurisdiction, as more particularly shown in Exhibit A. However, if DWR requires any changes to the Basin GSP prior to acceptance, each Party shall pay an equal share of the costs for Luhdorff and Scalmanini to make those changes; and those costs shall be invoiced to the Parties by Brentwood, and paid by

the Parties, in the same manner as Implementation Costs under Section 2(d)(1). The costs to make those changes to the Basin GSP prior to acceptance by DWR are in addition to, and shall not be included in, the Annual Maximum referenced in Section 2(d)(1).

3. *Savings Provisions.* This MOU shall not operate to validate or invalidate, modify or affect any Party's water rights or any Party's obligations under any agreement, contract or memorandum of understanding/agreement entered into prior to the effective date of this MOU. Nothing in this MOU shall operate to convey any new right to groundwater to any Party. Each Party to this MOU reserves any and all claims and causes of action respecting its water rights and/or any agreement, contract or memorandum of understanding/agreement; any and all defenses against any water rights claims or claims under any agreement, contract or memorandum of understanding/agreement.

4. *Withdrawal.* Any Party shall have the ability to withdraw from this MOU by providing sixty (60) days written notice of its intention to withdraw. Said notice shall be given to each of the other Parties.

a. A Party shall not be fiscally liable for Implementation Costs that accrue following its withdrawal from this MOU, provided that the Party provides written notice at least sixty (60) days prior to the effective date of the withdrawal. A withdrawal shall not terminate, or relieve the withdrawing Party from, any express contractual obligation to another Party to this MOU or to any third party incurred or encumbered prior to the withdrawal.

b. In the event of a Party's withdrawal, this MOU shall continue in full force and effect among the remaining Parties. Further, a Party's withdrawal from this MOU does not, without further action by that Party, have any effect on the withdrawing Party's decision to be a GSA. A

withdrawing Party shall coordinate the implementation and administration of its groundwater sustainability plan with the other Parties to this MOU.

5. *CEQA*. Nothing in this MOU commits any Party to undertake any future discretionary actions referenced in this MOU, including but not limited to electing to become a GSA and adopting the Basin GSP. Each Party, as a lead agency under the California Environmental Quality Act (“**CEQA**”), shall be responsible for complying with all obligations under CEQA that may apply to the Party’s future discretionary actions pursuant to this MOU, including electing to become a GSA and adopting the Basin GSP.

6. *Books and Records*. Each Party shall have access to and the right to examine any of the other Party’s pertinent books, documents, papers or other records (including, without limitation, records contained on electronic media) relating to the performance of that Party’s obligations pursuant to this MOU, provided that nothing in this paragraph shall be construed to operate as a waiver of any applicable privilege and provided further that nothing in this paragraph shall be construed to give any Party rights to inspect the another Party’s records in excess of the rights contained in the California Public Records Act.

7. *General Provisions*

a. *Authority*. Each signatory of this MOU represents that s/he is authorized to execute this MOU on behalf of the Party for which s/he signs. Each Party represents that it has legal authority to enter into this MOU and to perform all obligations under this MOU.

b. *Amendment*. This MOU may be amended or modified only by a written instrument executed by each of the Parties to this MOU.

c. *Jurisdiction and Venue.* This MOU shall be governed by and construed in accordance with the laws of the State of California, except for its conflicts of law rules. Any suit, action, or proceeding brought under the scope of this MOU shall be brought and maintained to the extent allowed by law in the County of Contra Costa, California.

d. *Headings.* The paragraph headings used in this MOU are intended for convenience only and shall not be used in interpreting this MOU or in determining any of the rights or obligations of the Parties to this MOU.

e. *Construction and Interpretation.* This MOU has been arrived at through negotiations and each Party has had a full and fair opportunity to revise the terms of this MOU. As a result, the normal rule of construction that any ambiguities are to be resolved against the drafting Party shall not apply in the construction or interpretation of this MOU.

f. *Entire Agreement.* This MOU constitutes the entire agreement of the Parties with respect to the subject matter of this MOU and supersedes any prior oral or written agreement, understanding, or representation relating to the subject matter of this MOU.

g. *Partial Invalidity.* If, after the date of execution of this MOU, any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, such provision shall be fully severable. However, in lieu thereof, there shall be added a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

h. *Waivers.* Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision

of this MOU and forbearance to enforce one or more of the remedies provided in this MOU shall not be deemed to be a waiver of that remedy.

i. *Necessary Actions.* Each Party agrees to execute and deliver additional documents and instruments and to take any additional actions as may be reasonably required to carry out the purposes of this MOU.

j. *Compliance with Law.* In performing their respective obligations under this MOU, the Parties shall comply with and conform to all applicable laws, rules, regulations, and ordinances.

k. *Liability.* Each Party agrees to indemnify and hold every other Party to the Agreement, and their officers, agents and employees, free and harmless from any costs or liability imposed upon any other Party, officers, agents, or employees arising out of any acts or omissions of its own officers, agents or employees.

l. *Third Party Beneficiaries.* This MOU shall not create any right or interest in any non-Party or in any member of the public as a third party beneficiary.

m. *Counterparts.* This MOU may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

n. *Notices.* All notices, requests, demands or other communications required or permitted under this MOU shall be in writing unless provided otherwise in this MOU and shall be deemed to have been duly given and received on: (i) the date of service if served personally or served by electronic mail or facsimile transmission on the Party to whom notice is to be given at the address(es) provided below, (ii) on the first day after mailing, if mailed by Federal Express, U.S. Express Mail, or other similar overnight courier service, postage prepaid, and addressed as

provided below, or (iii) on the third day after mailing if mailed to the Party to whom notice is to be given by first class mail, registered or certified, postage prepaid, addressed as follows:

City of Antioch

City Manager

P.O. Box 5007

Antioch, CA 94531-5007

Telephone: (925) 779-7011

Facsimile: (925) 779-7003

City of Brentwood

City Manager

150 City Park Way

Brentwood, CA 94513

Phone: (925) 516-5400

Fax: (925) 516-5441

Byron Bethany Irrigation District

General Manager

7995 Bruns Road

Byron, CA 94514-1625

Telephone: (209) 835-0375

Facsimile: (209) 835-2869

247 **Contra Costa Water District**

248 General Manager

249 Contra Costa Water District

250 P. O. Box H20

251 Concord, CA 94524

252 Phone (925) 688-8032

253 Fax (925) 688-8197

254

255 **Contra Costa County**

256 Director, Department of Conservation and Development

257 30 Muir Road

258 Martinez, CA 94553

259 Phone (925) 674-7866

260

261 **Diablo Water District**

262 Attn: General Manager

263 P.O. Box 127

264 87 Carol Lane

265 Oakley, CA 94561

266 Phone: (925) 625-3798

267 Fax: (925) 625-0814

268

269

270

271 **East Contra Costa Irrigation District**

272 General Manager

273 1711 Sellers Avenue

274 Brentwood, CA 94513

275 Phone: (925) 634-3544

276 Fax: (925) 634-0897

277

278 **Discovery Bay Community Services District**

279 C/O: General Manager

280 1800 Willow Lake Road

281 Discovery Bay, CA 94505-9376

282 Telephone: (925) 634-1131

283 Facsimile: (925) 513-2705

284

285 8. *Signatures.* The Following signatures attest each Party's agreement hereto.

286 **[Remainder of page left blank. Signatures on next pages.]**

287

288 **CITY OF ANTIOCH**

289

290 By: _____ Date: _____

291 Rowland E. Bernal Jr., City Manager

292 **APPROVED AS TO FORM:**

293

294 By: _____ Date: _____

295 Thomas Lloyd Smith, City Attorney

296

297 **CITY OF BRENTWOOD**

298

299 By: _____ Date: _____

300 Tim Y. Ogden, City Manager

301

302 **APPROVED AS TO FORM:**

303

304 By: _____ Date: _____

305 Damien Brower, City Attorney

306

307 **BYRON BETHANY IRRIGATION DISTRICT**

308

309 By: _____ Date: _____

310 Rick Gilmore, General Manager

311

312 **CONTRA COSTA WATER DISTRICT**

313

314 By: _____ Date: _____

315 Stephen J. Welch, General Manager

316

317

318

319 APPROVED AS TO FORM:

320

321 By: _____ Date: _____

322 District Legal Counsel

323

324 **CONTRA COSTA COUNTY**

325

326 By: _____ Date: _____

327 John Kopchik, Director of

328 Conservation and Development

329 APPROVED AS TO FORM:

330 Mary Ann McNett Mason, County Counsel

331

332 By: _____ Date: _____

333 Deputy County Counsel

334

335 **DIABLO WATER DISTRICT**

336

337 By: _____ Date: _____

338 Dan Muelrath, General Manager

339

340 **EAST CONTRA COSTA IRRIGATION DISTRICT**

341

342 By: _____ Date: _____

343 Aaron Trott, General Manager

344

345 **DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

346

347 By: _____ Date: _____

348 Dina Breitstein, General Manager

349

EXHIBIT A

Groundwater Sustainability Agencies in the East Contra Costa Subbasin (5-022.19)

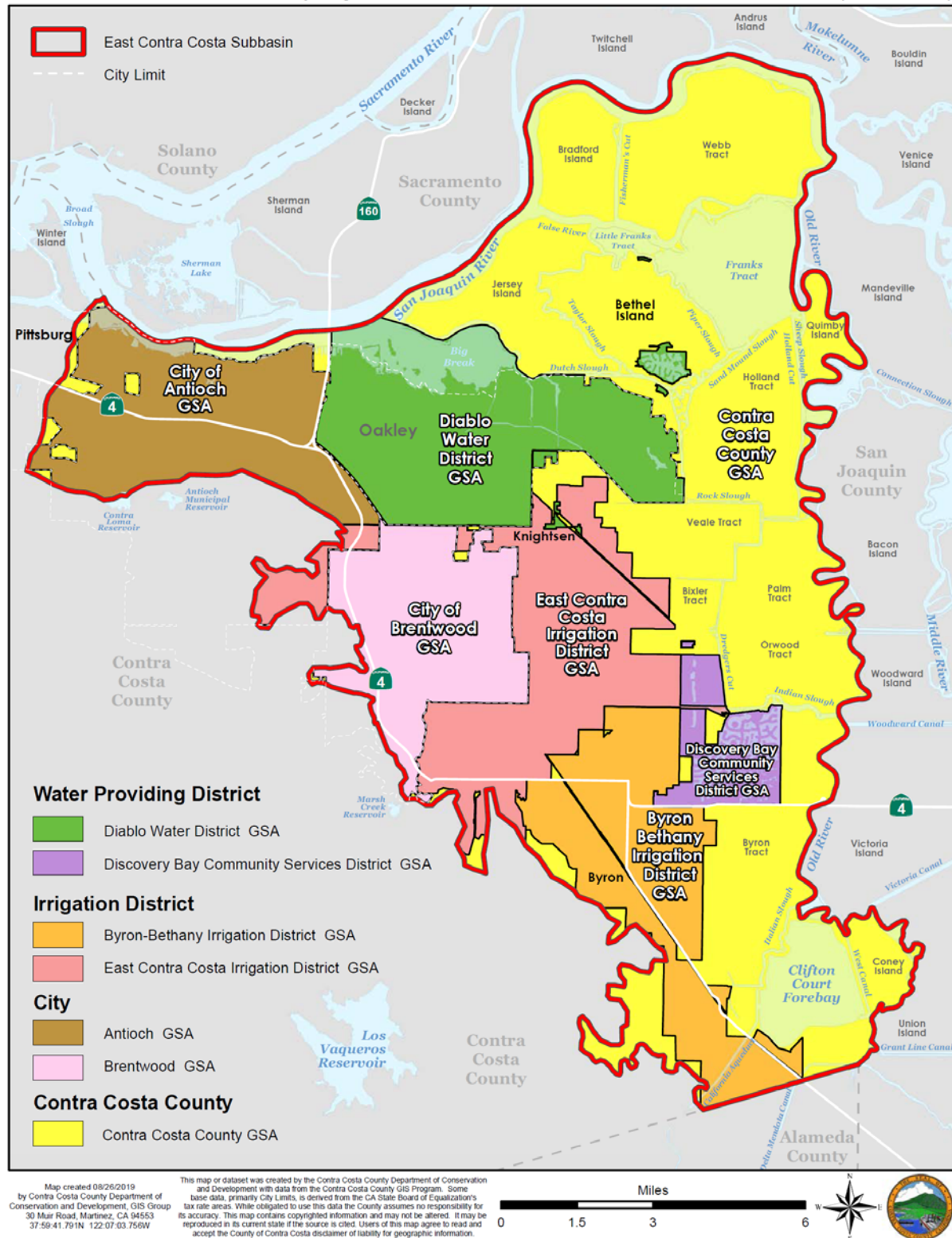


EXHIBIT B**Fall 2021 to June 2022, ECC GSP Implementation Budget**

Category	Cost	Comment
Community Outreach & Education		
Quarterly GSA virtual ¹ meetings (Feb and May at \$200* 2hrs) + prep (\$800)	\$3,200	
Update ECC Online Visualization for public viewing of most recent groundwater levels (2 times/year*\$1,000 each)	\$1,000	Two times/year this cost is for April 2022.
Board notifications (two at 2 hours x \$200=\$400)	\$800	Quarterly, Feb and May 2022
Total	\$5,000	
GSP Monitoring and Data Management		
Monitoring² and Well Maintenance		
Groundwater Elevation: nine new wells, take manual measurements March 2022.	\$5,000	
Total Monitoring and Well Maintenance	\$5,000	
Data Management		
Data Management System update: Spring DMS update only includes groundwater level measurements (note fall update is an extensive data collected from all sources).	\$300	
Data analysis including graphing and upload 2x/yr. to DWR Portal (March and October)	\$3,000	
Total Data Management	\$3,300	
Total GSP Monitoring and Data Management	\$8,500	
GSP Reporting		
GSP Annual Reporting³		
Prepare excel files of: groundwater extraction (by GSA and methods), surface water supply, total water use, change in storage, and elements guide.	\$5,000	
Executive summary and narrative describing findings and recommendations for the period.	\$12,000	
Upload to Annual Report Module/Report Submittal	\$3,000	
Total GSP Annual Reporting	\$20,000	
Contingency (10%)	\$3,350	
TOTAL GSP Expenses Oct 2021 to June 2022	\$36,850	

1. Quarterly meetings are assumed to be conducted virtually. If meetings transition to in-person there will be an additional cost.

2. Assumes that each member agency will continue to monitor its own wells for groundwater levels and quality using its own resources. Only groundwater levels and quality from the nine new monitoring wells, that would not otherwise be conducted by the individual member agencies, is assumed to be covered by the ECC member agencies.

3. Assumes the first annual report covers 2019 to 2022.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Payments for Services Provided by Allegis Group Holdings, Inc. (dba TEK Systems, Inc.)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay up to \$258,171 to Allegis Group Holdings, Inc. (dba TEK Systems, Inc.) for temporary help and recruitment services for the Information Systems Unit during the months of November and December 2021.

FISCAL IMPACT:

This payment for services will result in expenditures of approximately \$258,171 which will be funded 100% by Hospital Enterprise Fund I revenues.

BACKGROUND:

Allegis Group Holdings, Inc. (dba TEK Systems, Inc.) provides temporary help and recruitment services for the Information Systems Unit. The contractor has been providing qualified contract-to-hire and/or direct placement candidates for hard to fill positions in the Department's Information Systems Unit since March 1, 2013.

On January 7, 2020, the Board of Supervisors approved Contract #23-538-10 with Allegis Group Holdings, Inc. (dba TEKsystems, Inc.), in an amount not to exceed \$4,200,000 for the provision of qualified contract-to-hire and/or direct placement candidates for hard to fill positions in the Health Services Department's Information Systems Unit, for the period from January 1, 2020 through December 31, 2021.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Patrick Wilson, 925-335-8700

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

On May 18, 2021, the Board of Supervisors approved Amendment Agreement #23-538-11 with Allegis Group Holdings, Inc. (dba TEKsystems, Inc.) to modify the fee schedule to increase the fees for temporary help services and/or direct placement candidates with no change in the payment limit of \$4,200,000 or term January 1, 2020 through December 31, 2021.

Allegis Group Holdings, Inc. (dba TEK Systems, Inc.) is entitled to payment for the reasonable value of the services it provided under the equitable relief theory of quantum meruit. That theory provides that where a person has been asked to provide services without a valid contract, and the provider does so to the benefit of the recipient, the provider is entitled to recover the reasonable value of those services

The contractor provided services at the Department's Information Systems Unit's direction. Services were both requested by County staff and provided by the Contractor in good faith. Because of an increase in projects and administrative oversight by both the County and Contractor, use of temporary help and recruitment services exceeded the contract payment limit.

CONSEQUENCE OF NEGATIVE ACTION:

The contractor will not be paid for services rendered in good faith to the Health Services Department's Information Systems Unit.

ATTACHMENTS



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Extension Agreement #25-091-1 with Bay Area Community Services, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Extension Agreement #25-091-1 with Bay Area Community Services, Inc., a non-profit corporation, to amend Contract #25-091 to extend the termination date from June 30, 2022 to September 30, 2022 with no change in the payment limit of \$2,999,589, to continue to provide wrap around case management and rapid re-housing services for homeless adults in Contra Costa County.

FISCAL IMPACT:

This extension will not impact the payment limit of \$2,999,589 and is funded 100% by the Emergency Solutions Grant (ESG).

BACKGROUND:

Bay Area Community Services, Inc. was selected through the County's Request for Qualifications (RFQ) bidding process. The contractor's rapid re-housing services will promote the Housing First mission of the U.S. Department of Housing and Urban Development (HUD) and the County's Health, Housing and Homeless Services Division. The contractor will provide financial assistance as needed, including security deposits, utility deposits/payments, moving costs, hotel/motel vouchers, paid shelter costs, application and credit/background check fees, partial/tiered rental subsidies, full subsidies, and bridge housing.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Christy Saxton, 925-608-6700

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

The contractor will participate in the Contra Costa County Coordinated Entry System (CES) and provide 3 full-time Care Coordinators focused solely on client engagement, documentation support, preparation, move-in, and aftercare, and 1 full-time Housing Locator focused solely on landlord/property development and portfolio maintenance, and matching clients to appropriate units.

On June 22, 2021, the Board of Supervisors approved Contract #25-091 with Bay Area Community Services, Inc. in an amount not to exceed \$2,999,589 to provide wrap around case management and rapid re-housing services for homeless adults in Contra Costa County for the period from April 1, 2021 through June 30, 2022.

Approval of Extension Agreement #25-091-1 will allow the contractor to continue providing services through September 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this extension is not approved, the County's homeless individuals will not continue to receive additional housing services.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Unpaid Student Training Agreement #22-552-8 with Samuel Merritt University

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Unpaid Student Training Agreement #22-552-8 with Samuel Merritt University, an educational institution, to provide supervised field instruction in the County's Public Health Division to physical and occupational therapy students, for the period from April 1, 2022 through March 31, 2025.

FISCAL IMPACT:

This is a nonfinancial agreement.

BACKGROUND:

The purpose of this agreement is to provide Samuel Merritt University, physical and occupational therapy students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefitting from the students' services to patients.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Ori Tzvieli, M.D., 925-608-5267

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

On February 12, 2019, the Board of Supervisors approved Contract #22-552-7 with Samuel Merritt University to provide supervised fieldwork instruction experience with Health Services, for the period from April 1, 2019 through March 31, 2022.

Approval of Unpaid Student Training Agreement #22-552-8 will allow Samuel Merritt University occupational and physical therapy students to receive supervised fieldwork instruction experience, in the County's Public Health Division, through March 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the students will not receive supervised fieldwork instruction experience in the County's Public Health Division.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Proposed Changes to the 2022 Medical Staff Bylaws and Rules and Regulations

RECOMMENDATION(S):

APPROVE the amended Medical Staff Bylaws and Rules and Regulations to address operational needs, as recommended by the Medical Executive Committee, the Joint Conference Committee and Health Services Director.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

The changes to the 2022 Medical Staff Bylaws and Rules and Regulations will bring them into compliance and consistency with current regulations and practices in relation to electronic medical records and hospital committee work.

CONSEQUENCE OF NEGATIVE ACTION:

The Medical Staff will have outdated Medical Staff Bylaws and Rules and Regulations.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sue Pfister, (925) 313-1137

By: , Deputy

cc:

ATTACHMENTS

Final Draft Medical Staff

Bylaws

Proposed changes



**Contra Costa Regional Medical Center
& Health Centers**

Medical Staff Bylaws

Rules & Regulations

2022

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Definitions

The following definitions apply to these Medical Staff Bylaws:

1. Administrator means the Chief Executive Officer of Contra Costa Regional Medical Center and Health Centers and her/his designee.
2. Chief Resident(s) means the fourth (4th) year resident(s) that is/are chosen by “Core Faculty” (as identified by the Residency Program Director).
3. Allied Health Practitioners (AHP) are those non-Medical Staff member practitioners described in Article 4 below.
4. Clinical Privileges or Privileges means permission, granted by this Medical Staff to members of the Medical Staff, to provide specific diagnostic, therapeutic, medical, dental, podiatric, surgical, psychiatric or psychology services.
5. AHP Clinical Privileges or Service Authorizations means permission granted by the Governing Body, upon the recommendation of the Interdisciplinary Practice Committee and the Medical Staff, to provide diagnostic and therapeutic services within the scope of the AHP’s training and expertise.
6. County means County of Contra Costa, California.
7. Department or Clinical Department means a clinical structure of the Medical Staff as further identified in these Bylaws.
8. Department Head means the practitioner elected or appointed, pursuant to these Bylaws to be responsible for the function of a Clinical Department.
9. Medical Director of Contra Costa Regional Medical Center, also referred to simply as the Medical Director, means the physician appointed by the Administrator to oversee clinical activities of the hospital.
10. Chief Medical Officer of the Health Services Department means the physician appointed by the Director of the Health Services Department to oversee the clinical activities of the Health Services Department.
11. Ex-officio means service as a member of a body by virtue of an office or positions held and, unless expressly provided, without voting rights.
12. Governing Body means the County Board of Supervisors.
13. Hospital or Medical Center means the Contra Costa Regional Medical Center and Health Centers.
14. Health Centers means the outpatient clinical facilities operated by the County where the Members of this Medical Staff provide patient care.
15. Medical Staff Year means the twelve (12)-month period commencing on the first of July of each year and ending on the thirtieth (30th) of June of the following year.
16. Member or Medical Staff Member means any Practitioner or Resident who has been appointed to the Medical Staff pursuant to these Bylaws.
17. Member in Good Standing means a Member of the Medical Staff who is not under a suspension.

18. Physician means an individual with a M.D. or D.O. degree who is currently licensed to practice medicine in the State of California.
19. Practitioner means a physician, dentist, clinical psychologist, or podiatrist who is currently licensed by the State of California to provide patient care services.
20. Residency Director means the physician who directs the postgraduate Family Medicine training program sponsored by Contra Costa Health Services.
21. Resident means a physician in training who is participating in a residency program approved by the Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA).
22. Rules or Rules and Regulations mean the Medical Staff Rules and Regulations that are contained under separate cover and are adopted pursuant to the Bylaws.

ARTICLE 1

NAME AND PURPOSES

- 1.1 The name of this organization is the Medical Staff of the Contra Costa Regional Medical Center and Health Centers.
- 1.2 The Medical Staff purposes are:
 - 1) To assure that all patients treated by any of its members receive the best possible care.
 - 2) To provide for professional performance that is consistent with the mission and goals of Contra Costa Health Services.
 - 3) To maintain Rules for the Medical Staff to carry out its responsibilities for the professional work performed in the Hospital and Health Centers.
 - 4) To provide a means for the Medical Staff, Governing Body and Hospital Administration to discuss issues of mutual concern.
 - 5) To provide for accountability of the Medical Staff to the Governing Body.

ARTICLE 2

MEMBERSHIP

2.1 Nature of Membership

Appointment to the Medical Staff shall confer only such privileges and prerogatives as have been granted by the governing body in accordance with these bylaws. Only Members of the Medical Staff or Allied Health Professionals as defined in article 4 may care for patients in our Hospital and Health Centers.

2.2 Eligibility and Qualifications for Membership

2.2.1 General Qualifications

Privileges and membership on the Medical Staff shall be extended only to practitioners who are professionally and ethically competent and continuously meet the qualifications, standards, and requirements set forth in these Medical Staff Bylaws, Rules and Regulations and the Medical Staff policies.

Except for Honorary, Resident and Administrative membership, only physicians, dentists, podiatrists and clinical psychologists who:

- A. Document current, valid, unrestricted licensure; adequate experience, education and training; professional and ethical competence; good judgment; adequate physical and mental health status; and current eligibility to participate in Medicare, Medicaid or other federally-sponsored health care programs
- B. Abide by the ethics of their profession; work cooperatively with others; maintain confidentiality as required by law; and will participate in and discharge their

responsibilities as required by the Medical Staff shall be deemed to possess the basic qualifications and eligibility for membership on the Medical Staff.

2.2.2 Specific Qualifications:

To be eligible and qualified for Medical Staff Membership and Privileges, the practitioner must meet the basic standards outlined above in Section 2.2.1, 'Eligibility and Qualifications for Membership,' and in these Specific Qualifications:

A. No record of criminal conviction of Medicare, Medicaid, or insurance fraud and abuse, payment of civil money penalties for same, or exclusion from such programs. No record of denial, revocation, relinquishment or termination of appointment or clinical privileges at any hospital for reasons related to professional competence or conduct.

B. Physicians seeking membership privileges or reappointment must meet the following criteria:

1) Successful completion of a postgraduate residency training program accredited by either the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA).

and

2) Current board certification or board eligibility leading to certification (with achievement of certification within the required time frame set forth by the respective boards). Board Certification shall be from an American Board of Medical Specialties (ABMS) or the American Osteopathic Association (AOA).

C. Resident Physicians seeking membership to the Medical Staff must meet all of the following criteria:

1) Have a valid M.D., D.O. or equivalent degree.

2) Be accepted for training by a residency program affiliated with Contra Costa Regional Medical Center and be a member in good standing in their program.

3) Obtain a Postgraduate Training License (PTL) from the Medical Board of California within 180 days of the commencement of residency training, which must be maintained throughout the resident physician's residency training.

4) Agree to be supervised by a licensed attending physician member of the Medical Staff for any patient care in which the resident physician is involved.

D. Controlled Substance Prescriber. Practitioner members on the Medical Staff must have a current, valid, unrestricted Federal DEA number/registration if prescribing controlled substances.

E. Dentists. An applicant for dental membership on the Medical Staff must have a DDS or equivalent degree. The Practitioner must have a current, valid, unrestricted license to practice dentistry issued by California Board of Dental Examiners.

F. Podiatrists. An application for Podiatric Membership in the Medical Staff must have a D.P.M. or equivalent degree. The Practitioner must have a current, valid, unrestricted license to practice podiatry issued by the California Board of Podiatric Medicine.

G. Clinical Psychologists. An applicant for Clinical Psychologist Membership on the Medical Staff must have a doctorate degree in psychology. The Practitioner must have a current, valid, unrestricted license to practice clinical psychology issued by the California Board of Psychology.

2.3 Waiver of Qualifications

The Credentials Committee may recommend that certain eligibility criteria be waived by the Medical Executive Committee (MEC.) The Practitioner must demonstrate that he or she has the equivalent qualifications or that exceptional circumstances exist which warrant granting the waiver. The Practitioner has no right to have his or her waiver request considered or granted and denial of a waiver confers no right to a hearing or appellate review.

2.4 Membership Requirements

An applicant for Membership appointment or reappointment on the Medical Staff must document his or her adequate experience, education, and training in the requested Privileges. The applicant must demonstrate current professional competence and good judgment in the use of such Privileges. The applicant must demonstrate his or her ability to exercise such Privileges for quality patient care at a level recognized as appropriate to a similar professional within the community. The MEC must determine that the applicant adheres to the lawful ethics of his or her profession; is able to work cooperatively with others in the Hospital so as not to adversely affect patient care or Hospital operations; and is willing and able to participate in and properly discharge Medical Staff responsibilities as describes in these Bylaws, the Rule and Regulations and applicable Medical Staff Policy.

2.5 Effect of Other Affiliations

No Practitioner is entitled to Medical Staff Membership merely because he or she holds a certain degree, is licensed to practice medicine in this or in any other state, is a member of any professional organization, is certified by any clinical board, or because he or she had, or presently has, Medical Staff Membership or Privileges at another health care facility.

2.6 Nondiscrimination

No person in the Medical Staff or seeking admission thereto shall be appointed, promoted, disciplined, reduced, removed or in any way favored, disfavored, or discriminated on the basis of political, religious or union activities, age, sex, gender, gender identity, gender expression, sexual orientation, race, religion, color, national origin, physical or mental impairment, marital status or disability that does not pose a threat to the quality of patient care or substantially impair the ability to fulfill required staff obligations.

2.7 General Responsibilities of Medical Staff Membership

Each Medical Staff Member or Allied Health Professional exercising Privileges in the Hospital and Health Centers shall continuously meet all of the following responsibilities:

- 2.7.1 Provide his or her patients with care meeting the professional standards of the Medical Staff of this Hospital.
- 2.7.2 Abide by the Medical Staff Bylaws and the Rules and all other lawful standards, policies, and rules of the Medical Staff and the Hospital.
- 2.7.3 Abide by all applicable laws and regulations of governmental agencies and comply with applicable standards of The Joint Commission (TJC).
- 2.7.4 Discharge such Medical Staff, department, division, committee, and service functions for which he or she is responsible by appointment, election, or otherwise.
- 2.7.5 Prepare and complete in a timely manner the Medical and the required records for all patients to whom the Practitioner in any way provides services to the Hospital.
- 2.7.6 Abide by the ethical principles of his or her profession.
- 2.7.7 Work cooperatively with other Medical Staff Members, nurses, administrators, and other members of the health care team so as not to adversely affect patient care.
- 2.7.8 Participate in educational programs approved by the Medical Staff and designed to improve the quality of patient care.
- 2.7.9 Refuse to engage in any improper inducements for patient care referrals.
- 2.7.10 Make appropriate arrangements for coverage for his or her patients when an absence is anticipated.
- 2.7.11 Complete continuing education programs that are required by the Medical Staff.
- 2.7.12 Participate in emergency service coverage and consultation (on-call) panels as may be required by the Medical Staff.
- 2.7.13 Accept responsibility for participating in Medical Staff Focused Professional Practice Evaluation (FPPE) in accordance with the Bylaws.
- 2.7.14 Pay Medical Staff dues and assessments within sixty (60) days of invoice receipt.
- 2.7.15 Participate in the resident training program as requested by the Residency Director.
- 2.7.16 Promptly notify the Medical Staff Office of any professional liability action the member is involved in as soon as the member becomes aware of his or her involvement.
- 2.7.17 Participate in quality assurance programs as determined by the Medical Staff.

- 2.7.18 Discharge such other duties and obligations as may be lawfully established from time to time by the Medical Staff, the Medical Executive Committee, the Member's Department, or the Administrator.

2.8 Professional Conduct

2.8.1 Statement of Policy

The Medical Staff is committed to providing a workplace free of sexual harassment or discrimination as well as unlawful harassment or discrimination based upon age, ancestry, color, marital status, medical condition, mental disability, physical disability, national origin, race, religion, gender, or sexual orientation. The Medical Staff does not tolerate harassment or discrimination by Medical Staff Members of resident physicians, support staff, County employees, patients, or other Medical Staff Members.

2.8.2 Harassment Defined

- A. Harassment is unwelcome verbal, visual, or physical conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when:
- 1) Submission to the conduct is made either an implicit or explicit condition of employment;
 - 2) Submission to or rejection of the conduct is used as the basis for an employment decision; or
 - 3) The harassment unreasonably interferes with work performance or creates an intimidating, hostile or offensive work environment.

- 2.8.3 Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding a person's age, ancestry, color, marital status, medical condition, mental disability, physical disability, national origin, race, religion, gender or sexual orientation. Sexually harassing conduct in particular includes all of these prohibited actions as well as requests for sexual favors, conversations containing sexual comments, and unwelcome sexual advances.

2.8.4 Investigation and Corrective Action

- A. Every complaint of harassment, unlawful discrimination or retaliation made to the Medical Staff will be investigated thoroughly and promptly. The Medical Staff will attempt to protect the privacy of individuals involved in the investigation when appropriate. The Medical Staff will not tolerate retaliation against anyone who reports harassing conduct. Other entities, such as the County and legal authorities, may also separately investigate such complaints. When appropriate, the Medical Staff shall share investigatory information with such authorities.
- B. If the Medical Staff determines that harassment occurred, the Medical Staff will take corrective action up to and including termination of Medical Staff Privileges or

Membership. Corrective actions taken by the Medical Staff related to such harassing conduct are not grounds for a hearing unless those actions affect a Member's Privileges or Membership status on the Medical Staff. When appropriate, corrective action may include reporting the harassment to appropriate legal, administrative, and governing authorities.

ARTICLE 3

CATEGORIES OF THE MEDICAL STAFF

3.1 Categories

The Medical Staff Members are divided into the following categories of membership: honorary, administrative, active, courtesy, provisional, resident, and temporary. Each Medical Staff Member shall be assigned to a Medical Staff category based upon the respective qualifications set forth in these Bylaws. Members of each Medical Staff category shall have the respective prerogatives and responsibilities as set forth in these Bylaws. Action may be initiated to change the Medical Staff category to terminate the membership of any Member who fails to meet the qualifications or fulfill the responsibilities as described in the Bylaws. Changes in Medical Staff category shall not be grounds for hearing unless it affects the Member's Clinical Privileges.

3.1.1 The Honorary Medical Staff

The honorary Medical Staff consists of practitioners who are not active in the Hospital or who are honored by emeritus positions. These may be practitioners who have retired from active hospital practice or who are of outstanding reputation, not necessarily residing in the community. Honorary staff members are not eligible to admit, care for or consult on patients, to vote, to hold office, or to serve on standing Medical Staff.

3.1.2 The Administrative Medical Staff

A. Qualifications

- 1) Administrative category membership shall be held by any physician, who is not otherwise eligible for another staff category and who solely performs ongoing medical administrative activities.
- 2) Document their (1) current licensure, (2) adequate experience, education and training, (3) good judgment, and (4) current physical and mental health status, so as to demonstrate to the satisfaction of the Medical Staff they are professionally and ethically competent to exercise their duties.

B. Prerogatives

The Administration Staff shall be entitled to attend meetings of the Medical Staff and various departments and education programs but shall have no right to vote at such

meetings. Administrative Staff members shall not be eligible to hold office in the Medical Staff Organization, admit patients, or exercise clinical privileges.

3.1.3 The Active Medical Staff

A. Qualifications

The active staff consists of physicians, dentists, podiatrists, and licensed clinical psychologists, each of whom;

- 1) Meets the qualifications for Medical Staff membership set forth in the Bylaws;
- 2) Has an office and residence that, in the opinion of the Medical Executive Committee, is located closely enough to the Hospital to provide appropriate continuity of quality care;
- 3) Regularly admits patients to the Hospital, is regularly involved in the care of patients at the Hospital, or regularly uses the Hospital and/or Health Centers in the care of patients;
- 4) Has satisfactorily completed his/her term in the provisional staff category.

B. Prerogatives

Each member of the active staff is entitled to:

- 1) Admit patients and/or exercise Clinical Privileges as are granted to him/her;
- 2) Attend and vote on all matters presented at general and special meetings of the Medical Staff, his/her department, and or committees to which he/she is a member;
- 3) Attend any staff or Hospital education programs;
- 4) Hold staff and/or departmental offices and service on committees to which he/she has been appointed.

C. Responsibilities

Each member of the active Medical Staff is responsible for the following:

- 1) Carrying out the basic responsibilities of Medical Staff membership set forth in the Bylaws;
- 2) Providing for the continuous care and supervision of each patient in the Hospital and Health Centers for whom he/she is providing services, including arranging for care and supervision in his/her absence and outside of his/her area of professional competence;
- 3) Providing consultation, supervision, and monitoring of patients, when requested; and
- 4) Attending meetings of the Medical Staff, his/her department, and committees of which he/she is a member in accordance with the Bylaws.

D. Demotion of Active Staff Member.

After one year in which a Member of the active staff fails to regularly care for patients in the Hospital or Health Centers or be regularly involved in Medical Staff functions as determined by the Medical Staff, that Member may be demoted to a lower staff category.

3.1.4 Courtesy Staff

A. Qualifications

The courtesy staff consists of practitioners, each of whom:

- 1) Meets the qualifications for Medical Staff membership set forth in the Bylaws;
- 2) Has an office and residence that, in the opinion of the Medical Executive Committee, is located closely enough to the Hospital to provide appropriate continuity of quality care;
- 3) Admits patients to the Hospital on an irregular basis, is occasionally involved in the care of Hospital patients, or occasionally uses the Hospital and/or Health Centers in the care of patients;
- 4) Is a member of the active staff of another licensed hospital unless the Medical Executive Committee, in writing, for good cause shown, waives this requirement. Dentists holding only General Dentistry, Endodontia, Periodontia, or Orthodontia privileges are exempt from this requirement.
- 5) Has satisfactorily completed his/her term in the provisional staff category.

B. Responsibilities

Each member of the courtesy staff is responsible for the following:

- 1) Carrying out the basic responsibilities of Medical Staff membership set forth in the Bylaws;
- 2) Providing for the continuous care and supervision of each patient in the Hospital for whom he/she is providing services, including arranging for care and supervision in his/her absence and outside of his/her area of professional competence;
- 3) Providing consultation, supervision, and monitoring of patients, when requested; and
- 4) Attending meetings of the Medical Staff, his/her department, and committees of which he/she is a member in accordance with the Bylaws.

C. Limitation

Courtesy staff members shall not be eligible to hold office in this Medical Staff organization nor shall they be eligible to vote on matters presented at general and

special meetings of the Medical Staff, departmental meetings, division meetings, or committee meetings except as specifically provided in the Bylaws.

3.1.5 Provisional Staff

A. Qualifications.

The provisional staff consists of practitioners, each of whom:

- 1) Meets the qualifications for Medical Staff membership set forth in the Bylaws;
- 2) Immediately prior to his/her application and appointment was not a member (or was no longer a member) in good standing of this Medical Staff;
- 3) Has an office and residence that, in the opinion of the Medical Executive Committee, is located closely enough to the Hospital to provide appropriate continuity of quality care.

B. Prerogatives.

Each member of the provisional staff is entitled to;

- 1) Admit patients and exercise such Clinical Privileges as are granted pursuant to the Bylaws;
- 2) Attend meetings of the staff and the department of which he/she is a member and any staff or hospital education programs;
- 3) Be appointed to any committee except the Medical Executive Committee. The provisional staff members shall not have the right to vote unless the Medical Staff President confers that right at the time of the committee appointment.

C. Responsibilities

Each member of the provisional Medical Staff is responsible for the following:

- 1) Carrying out the basic responsibilities of Medical Staff membership set forth in the Bylaws;
- 2) Providing for the continuous care and supervision of each patient in the hospital for whom he/she is providing services, including arranging for care and supervision in his/her absence and outside of his/her area of professional competence;
- 3) Providing consultation, supervision, and monitoring of patients, when requested;
- 4) Attending meetings of the Medical Staff, his/her department, and committees of which he/she is a member in accordance with the Bylaws.

D. Limitation

Provisional staff members are not eligible to vote on matters presented at general and special meetings of the Medical Staff, department meetings, division meetings, or committee meetings except as specifically provided in the Bylaws.

E. Monitoring of Provisional Staff Member

Each provisional staff member shall undergo a period of monitoring. The monitoring shall be to evaluate the member's (1) proficiency in the exercise of Clinical Privileges initially granted and (2) overall eligibility for continued staff membership and advancement within staff categories. Monitoring of provisional staff members shall follow whatever frequency and format each department deems appropriate in order to adequately evaluate the provisional staff member including, but not limited to, concurrent or retrospective chart review, mandatory consultation, and/or direct observation. Results of the monitoring shall be communicated by the department chairperson to the Credentials Committee.

F. Term of Provisional Staff Status

A Member shall remain on the provisional staff for a period of six months unless the Medical Executive Committee or the Credentials Committee extends that status for an additional period of up to six months upon a determination of good cause, which determination shall not be subject to review. In special circumstances wherein the Member has had minimal activity at the Hospital and Health Centers, and current information is inadequate to allow a determination to conclude the provisional staff status, the Medical Executive Committee may extend the provisional staff status for an additional period of up to twelve (12) months, which determination shall not be subject to review. In no event shall the total provisional staff status of a member exceed twenty-four (24) months. At the conclusion of provisional staff status, further staff status is determined as stated below.

G. Action at Conclusion of Provisional Staff Status

- 1) If the Provisional Staff Member has satisfactorily demonstrated his or her ability to exercise the Clinical Privileges initially granted and otherwise appears qualified for continued Medical Staff membership, the Member shall be eligible for placement in the Active or Courtesy Staff, as appropriate, upon recommendation of the Medical Executive Committee (MEC.) The Administrator and the Governing Body shall act upon this MEC recommendation. Should any disagreement occur between the MEC, the Administrator, and the Governing Body, resolution shall occur in compliance with the Bylaws.
- 2) In all cases, the appropriate department shall advise the Credentials Committee, which shall make its report to the Medical Executive Committee, which, in turn, shall make its recommendation to the Professional Affairs Committee regarding a

modification or termination of Clinical Privileges, or termination of Medical Staff membership.

3.1.6 Resident/Fellow Physician Staff

A. Qualifications

The resident staff consists of Members, each of whom;

- 1) Meets the qualifications for Medical Staff membership set forth in these Bylaws;
- 2) Exercises clinical privileges under appropriate supervision and direction of the Program Director, and the head of the department in which he/she is exercising privileges as described in section 6.3 and under Rules & Regulations section 1.1. of these Bylaws;
- 3) Attends meetings of the Medical Staff and, if invited, the departments to which he/she is currently assigned; and
- 4) May be appointed to any committee except the Medical Executive Committee. The resident/fellow physician staff member shall not have the right to vote as a committee member unless that right is conferred by the Medical Staff President.

B. Responsibilities

Each member of the resident/fellow staff is responsible for the following:

- 1) Carrying out the basic responsibilities of Medical Staff membership set forth in the Bylaws and Rules;
- 2) Contributing to the organization and administrative affairs of the Medical Staff by participating on staff, in the departments, and on committees as reasonably requested, and by participating in fulfilling such other staff functions as are reasonably requested.

C. Limitation

Resident/fellow physician staff members shall not be eligible to hold office in this Medical Staff organization nor shall they be eligible to vote on matters presented at general and special meetings of the Medical Staff, departmental meetings, division meetings, or committee meetings except as specifically provided in these Bylaws.

3.1.7 Temporary Staff

A. Qualifications

Temporary staff consists of Members, each of whom:

- 1) Meets the qualifications for Medical Staff membership set forth in the Bylaws;

- 2) Has been granted temporary privileges and is not currently on the active, courtesy, provisional, or resident staff.

B. Prerogatives

Each Member of the temporary staff is entitled to:

- 1) Admit patients and exercise Clinical Privileges as are granted to him/her;
- 2) Attend meetings of the staff in the department of which he/she is a Member and any staff and hospital educational programs.

C. Responsibilities

Each Member of the temporary staff is responsible for the following:

- 1) Carrying out the basic responsibilities of Medical Staff membership set for in the Bylaws;
- 2) Providing for the continuous care and supervision of each patient in the Hospital for whom he/she is providing services, including arranging for care and supervision in his/her absence and outside of his/her area of professional competence;
- 3) Providing consultation, supervision, and monitoring of patients, when requested; and
- 4) Attending meetings of the Medical Staff, his/her department, and committees of which he/she is a member.

D. Limitations

Temporary staff members are not eligible to hold office in this Medical Staff organization nor are they eligible to vote on matters presented at general and special meetings of the Medical Staff, departments, divisions, or committees. In the event that a practitioner's temporary clinical privileges are terminated, said practitioner's temporary staff status is also deemed terminated and the practitioner is thereafter entitled to the procedural rights afforded by the Bylaws.

3.1.8 Limitation of Prerogatives

The prerogatives set forth under each membership category are general in nature and may be subject to limitation by special conditions attached to a particular membership by other sections of these Bylaws and by the Rules.

3.1.9 Modification of Membership

On its own, upon recommendation of the Credentials Committee, or pursuant to a request by a member, the Medical Executive Committee may recommend a change in the Medical Staff category of a member consistent with the requirements of the Bylaws.

ARTICLE 4

ALLIED HEALTH PRACTITIONERS

4.1 Definitions

- 4.1.1 Allied Health Practitioner (AHP) means a health care professional, other than a physician, dentist, podiatrist or clinical psychologist, who holds a license, as required by California law, to provide certain professional services.
- 4.1.2 AHP Clinical Privileges or Service Authorization means the permission granted by the Governing Body, upon the recommendation of the Interdisciplinary Practice Committee and the Medical Staff, to provide diagnostic and therapeutic services with the scope of the AHP's training and expertise.

4.2 Categories of AHPs Eligible to Apply for AHP Clinical Privileges or Services

Authorizations and Rules

- 4.2.1 The categories of AHPs, based upon occupation or profession that shall be eligible to apply for AHP Clinical Privileges shall be designated by the Governing Board, upon recommendation of the MEC. Currently, AHP includes the following categories;
- A. Nurse Practitioners who are registered nurses with additional training, expertise, certification and licensing that is recognized and authorized by the State of California to provide specific diagnostic and therapeutic services.
 - B. Optometrists who are licensed by the State of California to provide specific optometric services.
 - C. Midwives (Certified Nurse Midwives, Licensed Midwives, Certified Professional Midwives) who are health care providers with additional training, expertise, and certification that is recognized and authorized by the State of California, under the supervision of a licensed physician or surgeon, to attend cases of normal childbirth and to provide prenatal, intrapartum and postpartum care.
 - D. Physician Assistants who are healthcare professionals with specialized medical training from a program associated with a medical school and who are licensed by the California Physician Assistant Board to provide patient education, evaluation, and health care services under the supervision of a licensed physician.
 - E. Acupuncturists who are health care providers with training, expertise and knowledge in the practice of acupuncture who are licensed and regulated by the State of California under the Acupuncture Board.

4.3 Eligibility and General Qualifications

An AHP is eligible for a Service Authorization in this Hospital/Health Centers if he or she:

- 1) Holds a current, valid, unrestricted license, certificate, or other legal credential in a category of AHP which the Governing Body has identified as eligible to apply for Service Authorization pursuant to the Bylaws; and
- 2) Documents his or her experience, background, training, current competence, judgment, and ability with sufficient adequacy to demonstrate that any patient treated by the practitioner will receive care at the generally recognized professional level of quality established by the Medical Staff; and
- 3) Is determined, on the basis of documented references to:
 - A. Adhere strictly to the lawful ethics of his or her profession;
 - B. Work cooperatively with others in the hospital setting so as not to adversely affect patient care;
 - C. Be willing to commit to and regularly assist the Medical Staff in fulfilling its obligations related to patient care; and
 - 1) Agrees to comply with all Medical Staff and Department and Division Bylaws, Rules and Regulations and protocols to the extent applicable to the AHP;
 - 2) Documents his or her current eligibility to participate in Medicare, Medicaid or other federally-sponsored health care program.

4.4 Specific Qualifications

In addition to meeting the basic standards as outlined in "Eligibility and General Qualifications," an AHP shall have the following specific qualifications to be eligible and qualified for AHP Clinical Privileges or Service Authorization in this hospital:

No record of conviction of Medicare, Medicaid, or insurance fraud and abuse, payment of civil money penalties for same, or exclusion from such programs.

No record of denial, revocation, relinquishment or termination of appointment or clinical privileges at any hospital for reasons related to professional competence or conduct.

- 1) Nurse Practitioners: A Nurse Practitioner shall have a current, valid, unrestricted license and furnishing number which authorizes ordering of drugs or devices if applicable to the Nurse Practitioner's practice
- 2) Midwives: A Midwife shall have a current, valid, unrestricted license and furnishing number which authorizes ordering of drugs or devices if applicable to the Midwife's practice.
- 3) Physician Assistants: A Physician's Assistant shall have a current, valid, unrestricted license and furnishing number which authorizes the Physician's Assistant to provide drug and medication orders, if applicable to the Physician's Assistant's practice.
- 4) Optometrists: An optometrist shall have a current, valid, unrestricted license and furnishing number which authorizes ordering of drugs or devices if applicable to the Optometrist's practice.

- 5) Acupuncturists: An Acupuncturist shall have a current, valid, unrestricted license authorizing the practitioner to provide acupuncture treatment and care within the State of California.

4.5 Waiver of Qualifications.

When exceptional circumstances exist certain eligibility criteria may be waived by the MEC upon recommendation by the Interdisciplinary Practice Committee or its designee the Credentials Committee. The AHP requesting the waiver bears the burden of demonstrating exceptional circumstances and/or that his or her qualifications are equivalent to or exceed the criterion/criteria in question.

4.6 Prerogatives

The prerogatives, which may be extended to an AHP, include:

- 1) Provision of specified patient care services consistent with the Service Authorization granted to the AHP and within the scope and licensure or certification of that AHP;
- 2) Vote on matters presented at his/her department and/or committees to which he/she is a member. Serve on Medical Staff and Hospital committees except as otherwise provided in the Bylaws;
- 3) Attend any staff or hospital education programs;
- 4) Vote for department chair for the department to which he/she is a member.

4.7 Responsibilities

Each AHP shall:

- 1) Meet those responsibilities required by the Medical Staff Rules and Regulations.
- 2) Retain appropriate responsibility within his or her area of professional competence for the care of each patient in the hospital for whom he or she is providing services.
- 3) Participate, when requested, in patient care and audit and other quality review evaluation and monitoring activities required of AHPs and other functions as may be required by the Medical Staff from time to time.

4.8 Procedure for Granting Initial and Renewal Services Authorizations

- 1) An AHP who practices under Standardized Procedures must apply and qualify for a Service Authorization. An AHP must reapply for a renewed Service Authorization every two years.
- 2) AHP application for initial granting and renewal of service authorization shall be submitted to the Interdisciplinary Practice Committee (IPC), which may delegate the processing of such applications to the Credentials Committee. Credentialing and Privileging is processed in a parallel manner to that provided for the Medical Staff by the Bylaws. At the discretion of the Credential Committee an initial application of reappointment may be sent to the IPC for review.
- 3) The Credential Committee shall, as delegated by the IPC, make recommendations to the MEC and the Governing Body regarding the granting of individual Service Authorizations to AHP applicants.

- 4) Upon approval by the MEC and the Governing Body, an applicant AHP shall be granted Service Authorization and assigned to the clinical department appropriate to his or her occupation and training. The AHP is subject to the relevant rules and regulations of that department.

4.9 Termination, Suspension, or Restriction of Service Authorizations

- 1) The termination, suspension or restriction of Service Authorization shall be done as if the Service Authorization was a clinical privilege rendered to a Member of the Medical Staff. The AHP shall have the same procedural rights as a Medical Staff Member would have with the termination, suspension or restriction of privileges.

ARTICLE 5

PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT

5.1 General

The Medical Staff shall consider each application for appointment, reappointment, and privileges, and each request for modification of Medical Staff category using the procedures and the standards set forth in the Bylaws. The Medical Staff shall evaluate each applicant before recommending action by the Governing Body. The Governing Body is ultimately responsible for granting Medical Staff membership and Clinical Privileges. Temporary Privileges may be granted to a practitioner, pursuant to these Bylaws and the Rules, prior to final action by the Governing Body. By applying to the Medical Staff for appointment or reappointment, the applicant agrees that, whether or not he or she is appointed or granted Privileges, he or she will comply with the responsibilities of Medical Staff Membership and with the Medical Staff Bylaws and Rules as they exist and as they may be modified from time to time.

5.2 Applicant's Burden

An applicant for appointment, reappointment, advancement, transfer, and/or Privileges shall have the burden of producing accurate and adequate information for a thorough evaluation of the applicant's qualifications and suitability for the requested status and Privileges, resolving any reasonable doubts about these matters and satisfying requests for information. To the extent consistent with law, this burden may include submission to a medical or psychological examination, at the applicant's expense, if deemed appropriate by the Medical Executive Committee (MEC.) The applicant may select the examining physician from an outside panel of three physicians chosen by the MEC.

Misstatements and Omissions: Any misstatement in, or omission from, the application is grounds to suspend the application process. The applicant will be informed in writing of the nature of the misstatement or omission and permitted to provide a written response. The Chair of the Credentials Committee and/or the Medical Staff President will review the response and determine whether the application should be processed further. The decision to suspend or cease processing an application due to a misstatement or omission does not entitle the applicant to a procedural hearing or appellate review rights.

5.3 Applicant for Initial Appointment and Reappointment for Medical Staff Membership

Applicants for appointment or reappointment must complete, sign and date the prescribed application form provided by the Medical Staff. The application shall request detailed information about the applicant and shall document the applicant's agreement to abide by the Medical Staff Bylaws, Rules, and other terms. The applicant must provide all of the requested information, the agreements, and all supporting documentation to the Medical Staff office. An application which is incomplete will not be accepted for review. The applicant must pay the required fee, if any, at the time the application is submitted or it will not be accepted for review.

5.4 Basis for Appointment and Reappointment to the Medical Staff

Recommendations for appointment and reappointment to the Medical Staff and for granting and renewal of Privileges shall be based upon:

- 1) The applicant's or Member's professional performance at this Hospital and in other settings;
- 2) Whether the applicant or Member meets the qualifications and is able to carry out all of the responsibilities specified in these Bylaws and the Rules; and
- 3) The Hospital's patient care needs and ability to provide adequate support services and facilities for the applicant or Member.

A) Term of Appointment, Extensions, and Failure to File Reappointment Application

Except as otherwise provided in these Bylaws, initial appointments to the Medical Staff shall be until the applicants' second birthday after the initial provisional appointment. Reappointments shall be for a maximum period of two years. The Credentials Committee may recommend the granting of reappointments for less than two years.

Failure to file a complete and timely application for reappointment shall result in the automatic termination of the Members' membership Privileges and prerogatives at the end of that term.

5.5 Application Procedure.

5.5.1 Application for Medical Staff membership must be submitted directly to the Credentials Committee by the applicant in writing and on such form as approved by the MEC. Prior to the application being submitted, the applicant will be provided access to a copy of the Medical Staff Bylaws, the Rules and Regulations of the Staff and its Departments and Divisions, and summaries of the policies and resolutions relating to clinical practice in the Hospital and Health Centers. An applicant who does not meet the basic qualifications or requirements as outlined in these Bylaws, related rules or policies, is not eligible or qualified to apply for Medical Staff membership and the application shall not be accepted for review. If, during any stage of the application process, it is discovered that the applicant does not meet the basic qualifications or requirements as outlined in these Bylaws, related rules or policies, review of the application shall be discontinued.

An applicant who does not meet the basic qualifications or requirements is not entitled to procedural hearing and appellate review rights.

5.5.2 Application Content

Every applicant, except Resident staff applicants, must furnish a complete application providing all supporting documentation and an accurate and complete response to each query including but not limited to the following:

- 1) The applicant's undergraduate, medical school, and postgraduate training, including the name of each institution, degrees granted program completed, and dates attended;
- 2) All currently valid medical, dental, podiatric and other professional licensures or certifications, and Drug Enforcement Administration registration (with exceptions determined by Credentials Committee action when the applicant will not be prescribing medication) and any other controlled substances registration, with the date and number of each;
- 3) Specialty or sub-specialty board certifications and/or recertification;
- 4) Health impairments (including alcohol and drug dependencies), hospitalizations, and institutionalizations, if any, which may affect the applicant's ability in terms of skill, attitude and judgment to perform professional and Medical Staff duties;
- 5) Applicant's statement that his or her health status is such that he or she has the ability to perform the privileges requested;
- 6) Applicant's statement that he or she will consent to and cooperate with any required physical or mental health evaluations and provide the results from the evaluations to enable a full assessment of the applicant's fitness, as described in Section 5.2, 'Applicant's Burden';
- 7) Evidence of applicant's current Professional Liability Insurance coverage, or if not currently insured, evidence of past Professional Liability Coverage;
- 8) Whether there are any pending or completed actions involving denial, revocation, suspension, reduction, limitation, probation, non-renewal or voluntary relinquishment (by resignation or expiration) of the applicant's license or certificate to practice any profession in any state or country; Drug Enforcement Administration or other controlled substances registration; membership or fellowship in local, state or national professional organizations; or faculty membership at any medical or other professional school;
- 9) The location of offices, names and addresses of other practitioners with whom the applicant is associated and inclusive dates of such association; names and locations of any other hospital, clinic or health care institution where the applicant provides or provided clinical services with the inclusive dates of each affiliation, status held, and general scope of clinical privileges, for the last five years;
- 10) Requests for department assignment(s), staff category after conclusion of provisional status, and specific Clinical Privileges;

- 11) Whether the applicant has ever been charged with or convicted of a crime, other than minor traffic violations, or whether a criminal action is now pending;
- 12) Whether there are any pending or completed actions involving denial, revocation, suspension, reduction, limitation, probation, non-renewal or voluntary relinquishment (by resignation or expiration) of Medical Staff membership, or privileges at another hospital, clinic or health care facility of institution;
- 13) References as required below;
- 14) An acknowledgement that the applicant has read the Medical Staff Bylaws of the Contra Costa Regional Medical Center and Health Centers, that he/she understands said Bylaws, and that he/she agrees to be bound by the terms thereof, as they may be amended from time to time, if he/she is granted membership or Clinical Privileges, and to be bound by the terms thereof, without regard to whether or not he/she is granted membership and/or clinical privileges in all matters relating to consideration of this application;
- 15) Any and all continuing medical education classes attended by applicant in the last twenty-four (24) months;
- 16) Whether the applicant has had any notification of, or involvement in, a professional liability action, the applicant's complete malpractice claims history, including all information regarding lawsuits, or settlements made, concluded and pending;
- 17) Whether the applicant has been excluded from federal health care program in the past, or is subject to a pending or current exclusion from a federal health care program;
- 18) The applicant's consent to the release and inspection of all records and documents as may be necessary for a thorough evaluation of the applicant's professional qualifications, background and health status;
- 19) The applicant's consent to provide release and a release from liability for all individuals requesting and all individuals providing information related to the applicant's professional qualifications, background, or health, or evaluating and making judgments regarding the applicant's professionalism qualifications, background, or health;
- 20) A valid photo identification issued by a state federal agency;

Applicants to the Resident Staff must furnish the information and/or documentation listed in (1), (2), (5), (6), (8), (11), (12), (14), (18), (19) and (20) above, and may do so by submitting their residency application form, updated as necessary to include these required items, in lieu of submitting the standard application form described herein.

Furthermore, each applicant will be assessed an application fee as determined by policies set forth by the Medical Executive Committee. The application will not be processed without receipt of this fee.

5.5.3 References

The applicant must include the names of at least three (3) professionals currently licensed and practicing in the same discipline as the applicant, not currently or about to become

corporate or business partners with the applicant in professional practice or personally related to him, who have personal knowledge of the applicant's current clinical ability, competence, ethical character, health status and ability to work cooperatively with others and who will provide specific written comments on these matters, and letters of recommendation for staff membership.

The named individuals must have acquired the requisite knowledge through recent observation of the applicant's professional performance over a reasonable period of time and at least one must have had organizational responsibility for supervision of his/her performance (e.g., Department Chairperson, Service Chief, Training Program Director). The applicant is responsible for submitting three (3) letters of recommendation from the named professional references to the Credentials Committee Chairperson.

At the discretion of the Credentials Committee, the requirement of receipt of all three letters of reference may be reduced to two (2).

5.5.4 Effect of Application

The applicant must sign the application and in so doing:

- 1) Attests to the correctness and completeness of all information furnished and acknowledges that any significant misstatement in or omission from the application constitutes grounds for denial of appointment or revocation of Medical Staff membership;
- 2) Signifies his/her willingness to appear for interviews in connection with his/her application;
- 3) Agrees to abide by the terms of the Bylaws, Rules, and policies and procedures manuals of the Medical Staff if granted membership and/or Clinical Privileges, and to abide by the terms thereof in all matters relating to consideration of the application without regard to whether membership and/or privileges are granted;
- 4) Agrees to maintain an ethical practice and to provide continuous care to his or her patients;
- 5) Agrees to keep Medical Staff representatives up to date on any change made or proposed in the status of his/her professional license to practice, DEA or other controlled substances registration, malpractice insurance coverage, and membership or clinical privileges at other institutions;
- 6) Authorizes and consents to Medical Staff representative consulting with prior associates or others who may have information bearing on professional or ethical qualifications and competence and consents to Medical Staff representatives inspecting all records and documents that may be material to evaluation of said qualifications and competence;
- 7) Releases from any liability all those who, in good faith and without malice, review, act upon or provide information regarding the applicant's competence, professional ethics,

utilization practice patterns, character, health status, and other qualifications for staff appointment and clinical privileges.

5.5.5 Processing the Application

1) Verification of Information

After the application is submitted to the Credentials Committee Coordinator, the Credentials Committee Coordinator shall seek to verify the references, licensure status, and other qualification evidence submitted in support of the application, and to obtain the supporting information relevant to the application. The Coordinator shall verify in writing and from the primary source whenever feasible. The Credentials Committee Coordinator shall also query the National Practitioner Databank, and shall promptly notify the applicant of any problems in obtaining any of the information required. Upon such notification, it shall be the applicant's obligation to obtain the required information.

Verification shall include sending a copy of the list of Clinical Privileges requested by the applicant to at least his/her most recent affiliations and a request for specific information regarding his/her competence in exercising those privileges.

When the application is complete as defined in subsection (b), the Credentials Committee Coordinator transmits the application and all supporting materials to the Head of each Department in which the applicant seeks Privileges.

2) Definition of Completed Application

A completed application shall consist of all pertinent material including receipt in the Medical Staff office of all correspondence from references and other medical staffs as required.

3) Incomplete Applications

Incomplete applications will not be accepted for review. In addition to applications which are incomplete as described by Section 5.3, 'Application for Initial Appointment and Reappointment for Medical Staff Membership', applications may be deemed incomplete as follows.

If the MEC, the Medical Staff office, or Credentials Committee, Administrator or Governing Body review the application requests additional information, documentation, or clarification from the applicant, and/or an interview with the applicant, the applicant will be promptly notified and the application process will be suspended, and the application shall be deemed incomplete, until the requested information, documentation, or clarification has been provided and/or the requested interview has been conducted. No application shall be considered complete until it has been

reviewed by the Department Head or designee for each department for which the applicant seeks privileges, the Credentials Committee or designee and the Medical Executive Committee, and all have determined that no further documentation or information is required to permit consideration of the application.

The Medical Staff shall promptly inform the applicant of the specific request(s) made, the time period within which the applicant must satisfy the request and the effect on the application process if the request is not satisfied within that time period.

4) Department Evaluations

The Head of each Department in which the applicant seeks privileges reviews the application and its supporting documentation and forwards to the Credentials Committee a written report as required evaluating the evidence of the applicant's training, experience and demonstrated ability and stating how the applicant's skills are expected to contribute to the activities of the Department.

The Department Head or his/her designee shall conduct an interview with the applicant. If a Department Head requires further information, he/she may defer transmitting his/her report, but overall the combined deferral time generally should not exceed thirty (30) days. In case of a deferral, the Department Head must notify the Chairperson of the Credentials Committee in writing of the deferral and the grounds. If the applicant is to provide additional information or a specific release/authorization to allow Medical Staff's representative to obtain information, the notice to him/her must so state, must be a special notice, and must include a request for the specific data/explanation or release/authorization required and the time frame for response. Failure, without good cause, to respond in a satisfactory manner by that date is deemed a voluntary withdrawal of the application.

5) Credentials Committee Evaluation

The Chairperson of the Credentials Committee or a designated committee member may conduct an interview with the applicant. Following the interview, the Credentials Committee reviews the application, the supporting documentation, the reports from the Department Heads, and any other relevant information available to it. The Credentials Committee then transmits to the Medical Executive Committee (MEC) its written report and recommendations as required. If the Credentials Committee requires further information, it may defer transmitting its report, but generally for not more than thirty (30) days. If the applicant is to provide the additional information or specific release/authorization to allow Medical Staff representatives to obtain information, the notice to him/her must so state, must be a special notice, and must include a request for the specific data/explanation or release/authorization required and the time frame for response. Failure to respond in a satisfactory manner, i.e. provide the requested information by the date specified is deemed a voluntary withdrawal of the application.

The Credential Committee's written report, as required, is transmitted with all supporting documentation to the MEC.

- 6) The MEC, at its next regular meeting after receiving the Credentials Committee recommendation, reviews the application, the supporting documentation, the reports and recommendations from the Department Heads and Credentials Committee, and any other relevant information available to it. The MEC is responsible for determining staff status. The MEC defers action on the application, or prepares a written report with recommendations as required.
- 7) Effect of Medical Executive Committee Action
 - A. Deferral. Action by the MEC to defer the application for further consideration must, except for good cause, be followed up within forty-five (45) days with its report and recommendations. The Medical Staff President promptly sends the applicant a special notice of an action to defer, including a request for the specific data/explanation or release/authorization, if any, required from the applicant and the time frame for response. Failure, without good cause, to respond in a satisfactory manner by that date is deemed voluntary withdrawal of the application.
 - B. Favorable Recommendation. When the MEC's recommendation is favorable to the applicant in all respects, the Medical Staff President promptly forwards it, together with all supporting documentation, to the Administrator. All supporting documentation means the application form and its accompanying information, the reports and recommendations of the Division and Department Heads, Credentials Committee and MEC, and dissenting views.
 - C. Adverse Recommendation. When the MEC's recommendation is adverse to the applicant, the Medical Staff President promptly forwards it, together with all supporting documentation, to the Administrator, and the Administrator immediately informs the applicant by special notice, and the applicant is entitled to the procedural rights provided in the Bylaws.
- 8) Administrator Action
 - A. On MEC recommendation the Administrator may adopt or reject, in whole or in part, a favorable recommendation or refer the recommendation back to the MEC for further consideration stating the reasons for such referral and setting a time limit within which a subsequent recommendation must be made to the Administrator.
 - B. If the Administrator's action is favorable to the applicant, this action is forwarded to the Governing Body for final approval. If the Administrator's action, after complying with the applicable requirements, is adverse to the applicant in any respect, the Administrator promptly informs the applicant by special notice, and the applicant is then entitled to the procedural rights provided in the Bylaws.
 - C. If the Governing Body, upon receiving a report from the Administrator for favorable action, disagrees with the Administrator, it must comply with the requirements below concerning Conflict Resolution. If, after such compliance, the decision is

adverse to the applicant in any respect, the Administrator shall promptly inform the applicant by mailing a special notice to the applicant. The applicant is then entitled to the procedural rights provided in the Bylaws and the applicant shall be so informed by the special notice.

- 9) Content of Reports and Bases for Recommendations and Actions. The report of each individual or group, including the Administrator, required to act on an application must include recommendations as to approval or denial of, and any special limitations on, staff appointment, category of staff membership and prerogatives, Department affiliation(s) and scope of Clinical Privileges.
- 10) Conflict Resolution. Whenever the Administrator or Governing Body disagrees with the recommendation of the MEC, the matter will be submitted for review and recommendation to a joint conference composed of two members each from the Medical Staff and the Governing Body, appointed by the President of the Medical Staff and the Chairperson of the Governing Body, respectively, before the Governing Body makes its decision.
- 11) Notice of Final Decision
 - A. The Administrator shall mail notice of the Governing Body's final decision to the applicant, with copies to the Medical Staff President and the applicable Department Head(s).
 - B. A decision and notice to appoint included:
 - 1) The Staff category to which the applicant is appointed;
 - 2) The Department(s) to which he/she is assigned;
 - 3) The Clinical Privileges he/she may exercise; and
 - 4) Any special conditions attached to the appointment.
- 12) Time Periods for Processing

Individual/Group

- A. Applicant. One hundred and twenty (120) days.
 - 1) If the fully completed application is not received by the Medical Staff Office as defined, within One hundred and twenty (120) days, the application will be returned and reapplication will not be allowed for a period of ninety (90) days and any temporary privileges granted are immediately terminated.
- B. Credentials Committee Coordinator. Thirty (30) days.
- C. Department Heads. Thirty (30) days after receiving material from Credentials Committee Coordinator.
- D. Credentials Committee. Thirty (30) days after receiving reports from the Credentials Committee Coordinator and Department Head.
- E. Medical Executive Committee. At the next regular meeting after receiving report from the Credentials Committee.

- F. Administrator. Fifteen (15) days after receiving report from the Medical Executive Committee.
- G. Governing Board. At the next regular meeting after receiving report from the Administrator.
- H. The time periods set forth are guidelines, not directives, and do not create any rights in any application to have his or her application processed within a specific time frame.

If an applicant is not offered or does not accept an offer for employment (permanent, temporary or contract) at CCRMC and Health Centers, the application will be deemed withdrawn.

When a Medical Staff member's employment (permanent, temporary, or contract) at CCRMC and Health Centers ends, clinical privileges will automatically expire, except when (1) the member requests an exception and (2) the exception is approved by both the Credentialing Committee and the Medical Staff President. The expiration of clinical privileges is an administrative action and does not entitle the individual to procedural hearing and appellate review rights.

5.5.6 Staff Category upon Appointment

Except for applicants to the Resident Staff, all appointments to the Staff shall be to the Provisional Staff. After successful completion of the provisional term, as defined, the Medical Executive Committee, after recommendation from the Credentials Committee, shall assign the appropriate staff category.

5.6 Reappointment and Requests for Modifications of Staff Status or Privileges

Applications for reappointment are due one hundred and fifty (150) days prior to the expiration of a Member's term. Applications that are not complete at ninety (90) days prior to the expiration of a term are not processed and the membership automatically expires at the end of the term. Applications completed between one hundred and fifty (150) and ninety (90) days from the end of a term are charged a late fee as noted in the Rules.

At least one hundred and eighty (180) days prior to the expiration date of the current staff appointment (except for temporary appointments), a reappointment form developed by the Medical Executive Committee shall be mailed or delivered to the Member. The completed application form and Medical Staff dues are due one hundred and fifty (150) days prior to the expiration date. The department Chair will be notified if the member is delinquent. Each Medical Staff Member shall submit to the Credentials Committee the completed application form for renewal of appointment to the staff and for renewal or modification of clinical privileges. The reapplication form shall include all information necessary to update and evaluate the qualifications of the applicant including, but not limited to, the matters set forth in these Bylaws as well as other relevant matters.

The results of performance monitoring, evaluation, and identified opportunities to improve care and service are printed and included in the reappointment file. Ongoing Professional Practice

Evaluation (OPPE) data are collected and provided as evidence of the practitioner's current competence. A reappointment may be deferred if more information is needed.

Upon receipt of the application, the information shall be processed as set forth commencing at Section 5.4. In addition, the Department Head will review the applicants' QA profile if there is one.

A Medical Staff Member who seeks a modification of Clinical Privileges may submit such a request at any time upon a form developed by the Medical Executive Committee, except that such application may not be filed within one year of the time similar request has been denied.

5.6.1 Effect of Application

The effect of an application for reappointment or modification of staff status or privileges is the same as that set forth in Section 5.5.

5.6.2 Standards and Procedures for Review

When a staff Member submits an application for reappointment, or when the Member submits an application for modification of staff status or Clinical Privileges, the Member shall be subject to an in-depth review generally following the procedures set forth in Section 5.5.

5.7 Leave of Absence from the Medical Staff

A Member may request a leave of absence not to exceed two (2) years. No leave is effective unless and until approved by the Medical Executive Committee. At the end of the leave the Member must apply for reinstatement. The Member must provide information regarding his or her relevant activities during the leave of absence if the MEC so requests. During the period of leave, the Member shall not exercise Privileges at the Hospital, and membership rights and responsibilities shall be inactive. The obligation to pay dues, if any, shall continue during the leave unless waived by the Medical Executive Committee.

5.7.1 Reinstatement after a Leave

Failure, without good cause, to request reinstatement of Membership at least thirty (30) days prior to the end of an approved leave shall be deemed voluntary resignation from the Medical Staff. The MEC shall make recommendations concerning reinstatement of the Member's Membership and Privileges to the Governing Body for final action.

5.8 Waiting Period after Adverse Action

An applicant, Member, or prior Member is not eligible for Membership in the Medical Staff and/or granting of Privileges for twenty-four (24) months after an adverse action regarding his or her Membership or Privileges.

5.8.1 An Adverse Action occurs when any of the following occur:

- A. A final adverse decision regarding appointment or privileges is made by the Governing Body, or an applicant withdraws his or her application or request for Privileges following an adverse recommendation by the Medical Executive Committee to the Governing Body.
 - B. A final adverse decision resulting in termination of a Member's membership or Privileges is made by the Governing Body, or if the Member resigns Membership or relinquishes Privileges while an investigation and resolution is pending concerning her/his membership and/or relevant Privileges.,
 - C. A final adverse decision resulting in termination or restriction of Privileges or denial of a request for additional Privileges is made by the Governing Body
- 5.8.2 The Medical Staff may, as part of an adverse action, waive the twenty-four (24) month ineligibility period or limit it in some way including but not limited to require proctoring or supervision.
- 5.8.3 An action is considered final on the date the application was withdrawn, a Member's resignation became effective, or upon completion of all hearings and appellate reviews described in the Bylaws pertinent to the action. After an ineligibility period, the individual may reapply for Membership or re-request Privileges. The application will be treated as an initial application or request, except that the individual must document to the satisfaction of the Medical Staff that the basis for the adverse action no longer exists and that sufficient measures have been taken to assure that it will not occur again. With regard to the subject of the adverse action, the Medical Staff may impose more stringent conditions and requirements for evaluation, documentation, and monitoring than it might in an application de novo or it may deny the request outright.

5.9 Confidentiality and Impartiality

To maintain confidentiality and to assure the unbiased performance of appointment and reappointment functions, participants in the credentialing process shall limit their discussion of the matters involved to the formal avenues provided in the Bylaws for processing applications and for appointment and reappointment.

ARTICLE 6

PRIVILEGES

6.1 Exercise of Privileges

Except as otherwise provided in these Bylaws, every Member providing direct clinical services at this Hospital shall be entitled to exercise only those Privileges specifically granted to him or her. Clinical privileges may be granted, continued, modified, or terminated by the Governing Body only upon the recommendation of the Medical Staff as outlined in these Bylaws.

6.2 Delineation of Privileges in General

6.2.1 Requests

- A. Each applicant for appointment and reappointment to the Medical Staff must contain a request for the specific Privileges desired by the applicant. A request for modification of Privileges must be supported by documentation of training and/or experience supportive of the request. A Member may make requests for modifications of Privileges at any time.
- B. Each department is responsible for developing written criteria for granting Privileges. These criteria take effect only after approval by the Medical Executive Committee (MEC.)

6.2.2 Basis for Privilege Determinations

Requests for Privileges shall be evaluated upon the basis of the Member's education, training, experience, demonstrated professional competence and judgment, clinical performances, and the documented results of patient care. Privilege determinations shall also be based upon pertinent information concerning clinic performance obtained from other sources, especially other institutions and health care setting where an individual exercises Privileges.

6.2.3 Privileges for Department Heads

Privileges for Department Heads will be acted upon by the Medical Staff President. If a Department Head is also the Medical Staff President, privileges will be acted upon by the Past President. In no event will a Department Head approve his/her own privileges.

6.2.4 Admissions

Dentists, oral surgeons, podiatrists and clinical psychologist Members are non-Physician members. They may admit patients only if a Physician Member assumes responsibility for the care of the Patient's medical problems during the hospitalization. These non-physician members may participate in the patient's care to the extent allowed by the responsible Physician Member and the Medical Staff Bylaws and Rules.

6.2.5 Medical Appraisal

A Physician Practitioner shall provide ongoing medical evaluation of all patients receiving some care from a non-physician Member. The Physician shall also provide appropriate supervision and control of the patient care provided by the non-physician Member.

6.3 Resident Physicians

By virtue of their enrollment in an accredited training program, resident physicians hold privileges to admit patients, perform procedures and provide services as assigned under the supervision of licensed physician members of the Medical Staff who have privileges for the patient care being rendered and the Residency Director. All resident physicians must meet qualifications for licensing and membership as outlined above in section 2.2.2 subsection C. Second year residents with 18 months of training and in good standing with the residency program may apply for privileges

6.4 Temporary Privileges

6.4.1 Circumstances

The Administrator (or his/her designee), with the written concurrence of the Medical Staff President and the Chairperson of the Department where the Privileges will be exercised, may grant temporary Privileges to a practitioner subject to the following conditions:

A. Pendency of Application:

After receipt of a completed application for appointment or reappointment (see Section 5.5- including a request for specific Privileges for an initial period of sixty (60) days while the application is being processed. If the processing of the completed application by the Medical Staff requires more than sixty (60) days, the temporary Privilege may be extended for up to an additional sixty (60) days at the discretion of the Medical Staff President or his/her designee. Temporary Privileges shall automatically terminate at the end of a maximum of one hundred and twenty (120) days, unless earlier terminated in accordance with the Bylaws.

B. Important Patient Care, Treatment and Service Need.

After receipt of an application for appointment or reappointment, including a request for specific Privileges, an applicant may be granted temporary privileges for the purposes of important patient care, treatment or service need, for an initial period of sixty (60) days while the application is being processed. The Medical Staff must be able to verify the applicant's current licensure and competence, or temporary Privileges are denied. The National Provider Data Bank will be queried. If the processing of the application by the Medical staff requires more than sixty (60) days, the temporary Privileges may be extended for up to an additional one hundred and twenty (120) days at the discretion of the Medical Staff President or his/her designee. Temporary Privileges shall automatically terminate at the end of a maximum of one hundred and eighty (180) days, unless earlier terminated in accordance with the Medical Staff Bylaws.

6.4.2 Conditions

Temporary Privileges may be granted only after the practitioner has submitted a written application for appointment and a request for temporary Privileges and the information available reasonably supports a favorable determination regarding the requesting practitioner's licensure, qualifications, ability, and judgment to exercise the Privileges requested, and only after the practitioner has satisfied the requirement regarding professional liability insurance. The chairperson of the department to which the practitioner is assigned shall be responsible for supervising the performance of the practitioner granted temporary Privileges, or for designating a department member who shall assume this responsibility. That Chairperson may impose special requirements of consultation and reporting. Before temporary Privileges are granted, the practitioner must acknowledge in writing that he/she has received a copy of the Bylaws and Rules and that he/she agrees to be bound by the terms thereof in all matters relating to his/her temporary Privileges.

6.4.3 Termination

The Administrator or the President of the Medical Staff may terminate any or all of a practitioner's temporary Privileges:

- A. Upon discovery of any information or the occurrence of any event of a nature which raises question about a practitioner's professional qualifications or ability to exercise any or all of the temporary Privileges granted by the Administrator or President of the Medical Staff;
- B. If the life or well-being of a patient is endangered in the opinion of the grantor of the temporary Privilege;
- C. In addition, any person entitled under these Bylaws to impose summary suspensions may terminate temporary Privileges if the well-being of a patient is endangered or thought to be endangered by the person termination the temporary Privilege. Any such termination shall be reviewed at the next scheduled meeting of the Medical Executive Committee. In the event of any such termination, the Department will assign the practitioner's patients then in the Hospital to another practitioner(s) or Division Head responsible for supervision. The wishes of the patient will be considered, where feasible, in choosing a substitute practitioner.

6.4.4 Rights of the Practitioner

A practitioner shall not be entitled to the procedural rights afforded by these Bylaws merely because his/her request for temporary Privileges is denied. However, if all or any portion of his/her temporary Privileges are terminated or suspended, the practitioner shall be entitled to those procedural rights.

6.5 Emergency Privileges

In the event of an emergency, any Member of the Medical Staff is permitted to do everything reasonably possible to save the life of a patient or to save a patient from serious harm. The Member shall promptly enlist assistance from and yield patient care to a qualified Member as soon as one becomes available.

6.6 Focused Professional Practice Evaluation (FPPE)

A. General Requirements

All initial appointments to the Medical Staff and all Members granted new Privileges shall be subject to Focused Professional Practice Evaluation (FPPE). Information used for evaluation may be obtained through, but is not limited to the following:

- 1) Concurrent or targeted medical record review.
- 2) Direct observation.
- 3) Monitoring/proctoring of diagnostic, procedural, and/or treatment techniques.
- 4) Discussion with other practitioners involved in the care of specific patients.
- 5) Interviews with the physician involved in the patient's care.
- 6) Sentinel event data.
- 7) Any applicable peer review data.
- 8) Review of data from other institutions with applicant/member's permission.

- B. Each appointee or recipient of new Clinical Privileges shall be assigned to a department (or departments) where performance on an appropriate number of cases as established by the Medical Executive Committee shall be observed by the chair of the department or the chair's designee, to determine suitability to continue to exercise the Clinical Privileges granted in that department.
- C. The Member shall remain subject to FPPE until the Credentials Committee has been furnished with a report signed by the chair of the department(s) to which the member is assigned describing the types and numbers of cases observed and the evaluation of the applicant's performance, a statement that the applicant appears to meet all of the qualifications for unsupervised practice in that department.
- D. FPPE may be implemented whenever the Medical Executive Committee or its designee determines that additional information is needed to assess a Member's performance.
- E. FPPE is not an adverse action or a disciplinary measure. It is a means of gathering information regarding a Members' skills. Therefore, the requirements of proctoring does not itself give rise to the hearing rights triggered by an adverse action.
- F. During FPPE, the Member must demonstrate the requisite competence required to exercise the Clinical Privileges.

6.6.1 Completion of FPPE

FPPE shall be deemed successfully completed when the Credentials Committee has received sufficient information about the applicant's competency.

6.6.2 Requirements to Provide FPPE

Members of the Medical Staff shall serve in a manner consistent with FPPE requirements. Refusal to serve in this capacity, without good cause, as determined by the Medical Executive Committee, is grounds for corrective action.

6.6.3 Failure to Complete FPPE

A Member who fails to complete the required initial FPPE within one year shall be deemed to have voluntarily withdrawn his or her request for those Privileges. The Credentials Committee or the Medical Executive Committee may extend the time for completion of FPPE in appropriate cases. If a Member completes the necessary FPPE but fails to perform competently he or she may have the relevant Privileges revoked or involuntarily modified in order to assure quality patient care. Failure to successfully complete proctoring may, in certain situations, be adequate grounds for revocation, suspension, or other involuntary modification of membership and/or privileges. Such actions regarding Privileges and Membership qualify as adverse actions entitling the practitioner to appropriate procedural hearings.

6.7 Disaster Privileges

In the event of a disaster of sufficient magnitude to require use of resources beyond those available to the Hospital and Medical Staff, privileges may be granted to volunteers on an emergent basis to handle immediate patient care needs ("Disaster Privileges").

6.7.1 Declaration of Disaster

The Hospital disaster plan must be implemented prior to consideration of granting Disaster Privileges.

6.7.2 Individuals Responsible for Granting Disaster Privileges

The Medical Staff President or his/her designee, or the Administrator or his/her designee(s) are responsible for granting Disaster Privileges. Under the disaster plan, and in the absence of the above persons or designees, the incident commander, or his/her designee(s), is the individual responsible for granting Disaster Privileges until the above person or designees are present to carry out the function of granting Disaster Privileges.

A. Responsibilities of Individuals Granting Disaster Privileges.

Disaster Privileges may be granted on a case-by-case basis, and the responsible individual, at his or her discretion, is not required to grant Privileges to any individual.

6.7.3 Identification Requirements for Disaster Privileges

Disaster Privileges may be granted upon the presentation of a valid photo identification issued by a state or federal agency, and at least one of the following items;

- A. A current hospital ID card that clearly identifies professional designation.
- B. A current license to practice and a valid photo ID issued by a state or primary source verification of the license.
- C. Identification indicating that the individual is a member of a Disaster Medical Assistance Team (DMAT) or MRC, ESAR-VHP, or other recognized state or federal organization or group.
- D. Identification indicating that the individual has been granted authority to render patient care, treatment, and services in disaster circumstances (such authority having been granted by a federal, state, or municipal entity.)
- E. Verification of identity and qualifications by current Hospital or Medical Staff Member(s) with personal knowledge of the practitioner's identity and qualifications.

6.7.4 Disaster Identification

Practitioners granted disaster Privileges shall be identifiable to other staff by the wearing of a Disaster Identification Badge.

6.7.5 Management of Persons Granted Disaster Privileges

Persons granted disaster Privileges will be assigned duties either by the granting authorities as defined in Section 6.7.2, 'Individuals Responsible for Granting Disaster Privileges,' or assigned to a specific department, by the Department Chair or his/her designee. In the absence of these persons, the incident commander may assign duties or delegate this responsibility to person(s), identified in the disaster plan, who are responsible for designation of duties.

The Medical Staff oversees the professional practice of volunteer licensed independent practitioners by direct observation and clinical record review.

Disaster Privileges are automatically terminated when the disaster plan is deactivated. Disaster Privileges may be revoked at any time or for any reason by the Medical Staff President, Administrator, Department Chair, or their designee(s).

The Hospital must make a decision (based on information obtained regarding the professional practice of the volunteer) within seventy-two (72) hours related to the continuation of Disaster Privileges initially granted.

6.7.6 Verification Process

Verification:

Primary source verification of licensure begins as soon as the immediate situation is under control and is usually completed within seventy-two (72) hours from the time the volunteer practitioner presents to the organization. In extraordinary circumstances, when primary source verification cannot be completed in seventy-two (72) hours, there must be documentation of the following:

- Why the Primary source verification could not be performed;
- Evidence of demonstrated ability to continue to provide adequate care, treatment and services.

Primary source verification must still be done as soon as possible.

ARTICLE 7

GENERAL MEDICAL STAFF OFFICERS

7.1 Identification

The general officers of the Medical Staff are the President, the President -Elect, and the Past President.

7.2 Qualifications

Each general officer must:

- 7.2.1 Be a member of the Active Staff at the time of nomination and election and remain a Member in good standing during his/her term of office;
- 7.2.2 Be licensed as a physician and surgeon;
- 7.2.3 Willingly and faithfully discharge the duties of the office; and
- 7.2.4 Exercise the authority of the office held, working with the other general and Department officers of the Medical Staff.

7.3 Attainment of Office

7.3.1 The election for the office of President-Elect shall take place in January of odd-numbered years. The person who receives the majority of the votes cast is the President-Elect and shall immediately assume the office. On July 1 of that same year, the President-elect shall assume the office of the President.

7.3.2 Term of Office

The President shall serve a two-year term, and may serve a maximum of four consecutive terms. If nonconsecutive, the number of terms a President may serve is not subject to limit. At the conclusion of the President's term(s) of office, the President shall assume the office of Past-President.

7.3.3 Should the incumbent President be reelected, the office of President-Elect shall remain vacant until the next January election for President.

7.3.4 Nomination

The MEC shall nominate qualified candidates for the office of President-Elect. Each nominee must be an M.D. or a D.O. Nominations may also be made from the floor at the October quarterly meeting by a Member of the Active Staff in good standing. Any such floor nomination must be seconded by a Member of the Active Staff in good standing and accompanied by evidence of the nominee's willingness to be nominated.

7.3.5 Election

The President-Elect is chosen from among the nominated candidates by election as defined in these Bylaws. Candidates for Medical Staff President-Elect may submit a written statement not to exceed two pages to the Medical Staff Office no later than close of business on December 3rd. On or before December 7th, the Medical Staff Office shall mail to all active Members of the Medical Staff a list of the candidates for Medical Staff President-Elect, accompanied by the candidates' statements, if any. Approximately thirty (30) days, but no less than twenty-five (25) days, before the January meeting of the Medical Executive Committee, the Medical Staff Office shall mail ballots to all active Members of the Medical Staff.

7.3.6 In order for a ballot to be counted, it must be returned to the Medical Staff Office no later than close of business on the 11th day before the January meeting of the Medical Executive Committee. The Medical Staff President and at least one other member of the MEC shall count the ballots, unless the Medical Staff President is a candidate. In that event, the MEC shall designate a second member of the MEC to count ballots. As soon thereafter as possible, the MEC shall notify all candidates of the election results. Thereafter, but at least seven (7) calendar days before the January meeting of the MEC, the MEC shall post, or otherwise disclose the election results to the Medical Staff.

7.4 Vacancies

7.4.1 If the office of the President becomes vacant after an election but before the end of the current President's term, the President-Elect will assume office to fill that vacancy and will serve the remainder of the current President's term and his/her own full term as President. If the office of the President becomes vacant while the election is underway, the Past President will serve as Acting President until the results of that election are determined. Once those results are determined, the President-Elect will assume office and will serve the remainder of the current President's term and his/her own full term as President. At any other times, if the office of the President becomes vacant, the Past President will serve as Acting President pending the outcome of a special election for the office of President to be conducted as expeditiously as possible and generally in the same manner as provided in this Article. The MEC may determine, however, not to call a special election if a regular election

for the office is to be held within ninety (90) days. The winner of a special election will serve only the remainder of the current President's term.

7.4.2 In the event of a vacancy in the office of Past President, the MEC shall appoint a Member of the MEC to serve out the remainder of the vacated term.

7.5 Resignation and Removal from Office

7.5.1 Resignation

Any general Medical Staff officer may resign at any time by giving written notice to the Medical Executive Committee. Such resignation, which may or may not be made contingent upon formal acceptance, takes effect on the date specified in the resignation or, if no date is specified, on the date of receipt.

7.5.2 Removal

A. Authority and Mechanism:

- 1) Removal of a general staff officer may be effected by two-thirds majority vote by secret ballot of the members of the Active Staff in good standing.

B. Grounds:

- 1) Permissible grounds for removal of a general staff officer include, without limitation;

C. Failure to perform the duties of the position held in a timely and appropriate manner;

D. Failure to continuously meet the qualifications for the position;

E. Physical or mental infirmity that renders the officer incapable of fulfilling the duties of his/her office.

7.6 Duties of General Staff Officers

7.6.1 Medical Staff President

The Medical Staff President shall serve as the Chief Office of the Medical Staff. The duties of the Medical Staff President shall include, but are not limited to:

- A. Enforcing the Bylaws and Rules, implementing sanctions where indicated, and enforcing procedural safeguards where corrective action has been requested or initiated;
- B. Calling, presiding at, and being responsible for the agenda of all meetings of the Medical Staff;
- C. Serving as the chair of the Medical Executive Committee;
- D. Serving as an ex-officio member of all other Medical Staff Committees;
- E. Interacting with the Administrator and the Governing Body in all matters concerning the Hospital;
- F. Appointing, in consultation with the Medical Executive Committee, committee members for all standing and special medical Staff, liaison, and multi-disciplinary committees,

except where otherwise provided by these Bylaws and, except where otherwise indicated, designating the chairpersons of these committees;

- G. Representing the views and policies of the Medical Staff to the Governing Body and to the Administrator;
- H. Being a spokesperson for the Medical Staff in external professional and public relations;
- I. Performing such other duties as may be required by the Bylaws, the Medical Staff, or by the Medical Executive Committee;
- J. Serving as an ex-officio member on liaison committees with the Governing Body and Administration and with outside licensing and accreditation agencies.

7.6.2 President-Elect

The President-Elect shall assume all duties and authority of the Medical Staff President in the absence of the Medical Staff President. The President-Elect shall also be a member of the Medical Executive Committee and an ex-officio member of the Joint Conference Committee. The President-Elect shall perform such other duties as the Medical Staff President may assign or delegate to the President-Elect.

7.6.3 Past President

The Past President shall have the same duties and responsibilities as the President-Elect in the absence of the President-Elect.

ARTICLE 8

DEPARTMENT AND DIVISIONS

8.1 Organization of Departments

Each Department shall be organized as an integral unit of the Medical Staff and shall have a chair. The authority, duties, method of selection and responsibilities of these Department officers is set forth below. Each Department may appoint such standing or ad-hoc committees as it deems appropriate to perform its required functions. A Department may be further divided, as appropriate, into divisions. The division shall be directly responsible to the Department within which it functions. Each division shall have a division head appointed by the department head or elected by the division members, entrusted with the authority, duties and responsibilities specified in Section 8.7. When appropriate, the Medical Executive Committee may recommend to the Medical Staff the creation, elimination, modification, or combination of Departments or divisions.

8.1.1 Current Clinical Departments and Divisions:

The current Clinical Departments and Divisions are:

1. Family and Adult Medicine
 - i. West (WCHC and North Richmond)
 - ii. Martinez (MHC and Miller Wellness)
 - iii. Concord
 - iv. East (Pittsburg and Bay Point)
 - v. Far East (Antioch and Brentwood)
2. Internal and Specialty Medicine
3. Hospital Medicine
4. Emergency Medicine
5. Psychiatry/Psychology
6. Pediatrics
7. Obstetrics and Gynecology
8. Surgery
9. Anesthesia
10. Critical Care Medicine
11. Dental
12. Diagnostic Imaging
13. Pathology

8.2 Assignment to Departments

Each Member shall be assigned membership in at least one Department, but may also be granted membership and/or Privileges in other Departments.

8.3 Functions of Departments

The functions of each Department shall include:

- 1) Conducting patient care reviews for the purpose of analyzing and evaluating the quality and appropriateness of care and treatment provided to patients within the Department. The Department shall routinely collect information about important aspects of patient care provided in the Department, periodically assess this information, and develop objective criteria for use in evaluating patient care. Patient care reviews shall include all clinical work performed under the jurisdiction of the Department;
- 2) Recommending to the Medical Executive Committee guidelines for the granting of Clinical Privileges and the performance of specified services within the Department;
- 3) Evaluating and making appropriate recommendations regarding the qualification of applicants seeking appointment or reappointment and Clinical Privileges within that Department;
- 4) Conducting, participating in, and making recommendations regarding continuing education programs pertinent to departmental clinical practice;
- 5) Reviewing and evaluating departmental adherence to: (1) Medical Staff policies and procedures; and (2) sound principles of clinical practice;
- 6) Coordinating patient care provided by the Department's Members with nursing and ancillary patient care services;

- 7) Submitting written reports to the Medical Executive Committee concerning: (1) the Department's review and evaluation activities, actions taken thereon and the results of such action; and (2) recommendations for maintaining and improving the quality of care provided in the Department and Hospital;
- 8) Meeting regularly for the purpose of considering patient care review findings and the results of the Department's review and evaluation activities, as well as reports on other Department and staff functions;
- 9) Establishing such committees or other mechanisms as are necessary and desirable to perform properly the functions assigned to it, including proctoring protocols;
- 10) Taking appropriate action when important problems in patient care and clinical performance or opportunities to improve care are identified;
- 11) Accounting to the Medical Executive Committee for all professional and Medical Staff administrative activities within the Department;
- 12) Appointing such committees as may be necessary or appropriate to conduct Department functions;
- 13) Formulating recommendations for departmental rules and regulation reasonably necessary for the proper discharge of its responsibilities subject to the approval by the Medical Executive Committee and the Medical Staff;

When the department or any of its committees meet to carry out the duties described above, the meeting body shall constitute a peer review body, which is subject to the standards and entitled to the protections and immunities afforded by federal and state law for peer review bodies and/or committees. Each department and/or its committees, if any, must meet regularly to carry out its/their duties.

8.4 Department Heads

Each Department shall have a Department Head who shall be a Member of the active Medical Staff and shall be certified by an appropriate specialty board, or affirmatively establish, through the Privilege delineation process, that the person possesses comparable competence in at least one of the clinical areas covered by the Department.

Each Department Head shall have the following authority, duties and responsibilities:

- 1) Act as presiding Officer (Chairperson) at departmental meetings;
- 2) Report to the Medical Executive Committee and the Medical Staff President regarding all professional and administrative activities within the Department;
- 3) Generally monitor the quality of patient care and professional performance rendered by Members with Clinical Privileges in the Department through a planned and systematic process; oversee the effective conduct of the patient care, evaluation, and monitoring functions delegated to the department by the Medical Executive Committee;
- 4) Prepare and transmit to the appropriate authorities, as required by these Bylaws, recommendations concerning appointment, reappointment, delineation of Clinical

- Privileges, and corrective action with respect to practitioners holding membership or exercising privileges or services in the Department;
- 5) Annually review, and amend as necessary, Department policies and procedures;
 - 6) Participate in managing the Department through cooperation and coordination with nursing and other patient care services and with Administration on all matters affecting patient care, including personnel, equipment, facilities, services, and budget;
 - 7) Endeavor to enforce the Bylaws, Rules and policies and regulations with the Department;
 - 8) Appoint an acting Department Head (Vice-Chairperson) during any absence;
 - 9) Assure all Department functions are performed;
 - 10) Perform such other duties commensurate with the office as may from time to time be reasonably requested by the Medical Staff President or the Medical Executive Committee;
 - 11) Plan and conduct, as requested by and in cooperation with the Residency Director, a program of instruction, supervision, and evaluation of Residents’
 - 12) Assess and recommend to the relevant hospital authority off-site sources for needed patient care services not provided by the department or organization;
 - 13) Recommend a sufficient number of qualified and competent persons to provide care, treatment and services;
 - 14) Determine the qualifications and competence of Department or service personnel who are not licensed independent practitioners and who provide patient care, treatment and service;
 - 15) Continually assess and improve the quality of care, treatment and services;
 - 16) Maintain quality control programs, as appropriate;
 - 17) Oversee the orientation and continuing education of all persons in the Department or service;
 - 18) Recommend space and other resources needed by the Department or service;
 - 19) Recommend to the Medical Staff the criteria for Clinical Privileges that are relevant to the care provided in the Department;
 - 20) Integrate the Department or service into the primary functions of the organization and coordinate and integrate interdepartmental and intradepartmental services;
 - 21) Develop and implement policies and procedures that guide and support the provision of care, treatment and services.

8.5 Election of Department Heads

8.5.1 In April of each election year, the active Medical Staff of the applicable Department shall elect a Department Head.

8.5.2 The following Departments shall elect a Department Head in odd-numbered years: Family and Adult Medicine, Anesthesia, Pediatrics, Internal and Specialty Medicine, Hospital Medicine, Pathology and Dentistry.

The following Departments shall elect a Department Head in even-numbered years: Emergency Medicine, Surgery, Psychiatry/Psychology, Diagnostic Imaging, Obstetrics & Gynecology and Critical Care.

- 8.5.3 The Medical Staff President shall request nominations for Department Head at the January Quarterly Medical Staff meeting and at the applicable Department meeting. Nominations may be submitted by any department member within the nominating department regardless of status (e.g. active; courtesy, etc.). Nominations may be made only to the current Department Head or to the Medical Staff President.

The last day to nominate a candidate for Department Head is March first. Candidates may submit a written statement not to exceed two pages to the Medical Staff office no later than close of business on March 3rd. The Medical Staff Office shall mail a list of candidates to all active Members of the Medical Staff in the affected Department no later than March 7th. The candidates' statements, if any, shall accompany the list.

- 8.5.4 Approximately thirty (30) days, but no less than twenty-five (25) days, before the April meeting of the Medical Executive Committee, the Medical Staff office shall mail ballots to all the active Medical Staff Members within the affected Department.

In order for a ballot to be counted, it must be returned to the Medical Staff Office no later than close of business on the 11th day before the April meeting of the Medical Executive Committee. The Medical Staff President and at least one other member of the Medical Executive Committee shall count the ballots, unless the Medical Staff President is a candidate. In that event, the Medical Executive Committee shall designate a second member of the Medical Executive Committee to count ballots. As soon thereafter as possible, the Medical Executive Committee shall notify all candidates of the election results. Thereafter, but at least seven (7) calendar days before the April meeting of the medical Executive Committee, the Medical Executive Committee shall post, or otherwise disclose to the Medical Staff, the election results.

- 8.5.5 The Medical Executive Committee shall review the newly elected Department Heads for approval at its April meeting. The elected Department Head is thereafter subject to the approval of the Chief Medical Officer. In the event that the elected Department Head is not approved by either the Medical Executive Committee or the Chief Medical Officer, a new election shall be conducted as soon as possible. If the Chief Medical Officer does not approve a Department Head, she/he will discuss the reasons for disapproval at the next Medical Executive Committee meeting.

- 8.5.6 The Medical Staff President can appoint an acting Department Head, subject to MEC approval, to carry out the duties of Department Head until an election is possible.

- 8.5.7 Term of Office

The term of office of Department Heads is two Medical Staff years. Each assumes office on the first day of the Medical Staff year, except that a Department Head appointed to fill a vacancy assumes office immediately upon appointment. Each Department Head serves

until the end of his or her term until a successor is elected, unless he/she resigns sooner or is removed from office. A Department Head is eligible to succeed himself/herself.

8.5.8 Removal

After election and ratification, removal of a Department Head from office may occur for cause by two-thirds vote of the Medical Executive Committee or a two-thirds vote of the Department Members on active staff.

8.6 Functions of Divisions

Subject to approval of the Medical Executive Committee, each division shall perform the functions assigned to it by the Department Chairperson. Such functions may include, without limitation, retrospective patient care reviews, evaluation of patient care practices, credentials review and privileges delineation, and continuing education programs. The division shall transmit regular reports to the Department Head on the conduct of its assigned functions.

8.7 Division Heads

Each division shall have a Division Head who shall be a Member of the active or provisional Staff and a Member of the division which he/she heads, and shall be certified by an appropriate specialty board, or affirmatively establish through the privilege delineation process that he/she possesses comparable competence in at least one of the clinical areas covered by the division.

Each Division Head shall:

- 1) Act as presiding officer at division meetings;
- 2) Assist in the development and implementation, in cooperation with the Department Head, of programs to carry out the quality review and monitoring functions assigned to the division;
- 3) Continually review the patient care and the professional performance of Division members, and report to the Department Head patterns or situations affecting patient care within the Division;
- 4) As requested by and in cooperation with the Department Head, conduct investigations and submit reports and recommendations to the Department Head regarding the Clinical Privileges to be exercised within his/her division by Members of or applicants to the Medical Staff;
- 5) Manage the Division through cooperation and coordination with nursing and other patient care services and with Administration on all matters affecting patient care, including personnel, equipment, facilities, services, and budget;
- 6) Assure all Division functions are performed;
- 7) Perform such other duties commensurate with the office as may from time to time be reasonably requested by the Department Head, the Medical Staff President, or the Medical Executive Committee.

8.8 Election of Division Heads

8.8.1 In April of each election year, the active Medical Staff of the applicable division shall elect a Division Head as set forth below.

8.8.2 Family and Adult Medicine West County and Family and Adult Medicine Far East County shall elect Division heads in even-numbered years; Family and Adult Medicine Martinez, Family and Adult Medicine Concord and Family and Adult Medicine East County shall elect Division Heads in odd-numbered years.

8.8.3 The Medical Staff President shall request nominations for Division Heads at the January Quarterly Medical Staff meeting and at the applicable division meeting. Nominations may be made only to the current Department Head or to the Medical Staff President.

The last day to nominate a candidate for Division Head is March 1st. Candidates may submit a written statement not to exceed two pages to the Medical Staff Office no later than close of business on March 3rd. The Medical Staff Office shall mail ballots to all the active Medical Staff Members within the affected division no later than March 7th. The candidates' statements shall accompany the list, if any.

8.8.4 Approximately thirty (30) days, but no less than twenty-five (25) days, before April meeting of the Medical Executive Committee, the Medical Staff Office shall mail ballots to all the active Medical Staff Members within the affected division.

For a ballot to be counted, it must be returned to the Medical Staff Office no later than the close of business on the 11th day before the April meeting of the Medical Executive Committee. The Medical Staff President and at least one other member of the Medical Executive Committee shall count the ballots, unless the Medical Staff President is a candidate. In that event, the Medical Executive Committee shall designate a second member of the Medical Executive Committee to count ballots. As soon thereafter as possible, the Medical Executive Committee shall notify all candidates of the election results. Thereafter, but at least seven calendar days before the April meeting of the Medical Executive Committee, the Medical Executive Committee shall post, or otherwise disclose to the Medical Staff, the election results.

8.8.5 The newly elected Division Heads shall be reviewed for approval by the appropriate Department Head prior to the April meeting of the Medical Executive Committee and by the Medical Executive Committee at its April meeting. The elected Division Head is thereafter subject to approval of the Chief Medical Officer. In the event that the elected Division Head is not approved by the Department Head, the Medical Executive Committee or the Chief Medical officer, a new election shall be conducted as soon as possible. If the Department Head or the Chief Medical Officer does not approve a Division head, she/he will discuss the reasons for disapproval at the next Medical Executive Committee meeting.

8.8.6 Division members shall fill vacancies due to any reason for the unexpired term by election as soon as possible. The Department Head can appoint an acting Division head, subject to MEC approval, to carry out the duties of Division Head until this election is possible.

8.8.7 Term of Office

The term of office of Division heads is two Medical Staff years. Each assumes office on the first day of the Medical Staff year, except that a Division head elected to fill a vacancy assumes office immediately upon election. Each Division head serves until the end of his/her term and until a successor is elected, unless he/she sooner resigns or is removed from office. A Division Head is eligible to succeed himself/herself.

8.8.8 Removal

After selection and ratification, a Division head may be removed for cause by the Department Head, a two-thirds vote of the Division Members on active Staff, or by a two-thirds vote of the MEC.

ARTICLE 9

COMMITTEES

9.1 General Provisions

9.1.1 Designation

- A. The Medical Executive Committee and the other committees described in these Bylaws shall be standing committees of the Medical Staff unless otherwise indicated.
- B. The Chairperson of the Medical Executive Committee, a standing committee, or a Department may create subcommittees, or Ad-Hoc committees, in order to carry out specified tasks. These specified tasks must be within the scope of authority of the committee whose chairperson created the committee. Such committees terminate once the specified task is completed and are not standing committees.

9.1.2 Appointment of Members to Committees

- A. The Medical Staff President, with the approval of the MEC, shall appoint chairpersons and members of standing committees unless otherwise specified in the Bylaws. Committee members are appointed for a term of one Medical Staff year unless otherwise specified by the Bylaws, and shall serve either until the end of this period, until the member's successor is appointed, or until the member resigns or is removed from the committee.
- B. Only Medical Staff in good standing may be voting members of any Medical Staff Committee. Other individuals may be appointed to committee positions as either Ex-officio or non-medical Staff members.
- C. For committees that are not standing committees, the person creating the committee shall appoint Chairpersons and Members.

9.1.3 Removal of Committees

Unless otherwise specified in the Bylaws, committee members may be removed by the appointing authority without cause.

9.1.4 Vacancies

Vacancies on any committees shall be filled in the same manner as an original appointment is made.

9.1.5 Conduct of Meeting of Committees

Committee meetings shall be conducted and documented in the manner specified in these Bylaws.

9.1.6 Attendance of Non-Members

Members in good standing of the Medical Staff who are not committee members may attend committee meetings only with the permission of the Chair of the committee.

9.1.7 Accountability

All committees of the Medical Staff are accountable to the Medical Executive Committee.

9.2 Medical Executive Committee

9.2.1 Composition

The Medical Executive Committee (MEC) consists of the following Members of the Medical Staff as voting members:

- 1) President of the Medical Staff;
- 2) President-Elect;
- 3) Past President;
- 4) Clinical Department Heads;
- 5) Division heads;
- 6) The Chairpersons of the following committees shall be voting members of the MEC:
 - A. Administrative Affairs
 - B. Ambulatory Policy
 - C. Credentials
 - D. Patient Safety and Performance Improvement
 - E. Patient Care Policy and Evaluation
- 7) Chief administrators are official members of MEC with regular reporting duties without voting rights. These include the Director of Health Services, the Chief Financial Officer, the Chief Executive Officer of Hospital and Clinics, the Chief Medical Officer, the Chief Nursing Officer, the Chief Operations Officer for CCRMC/HC, the Ambulatory Care Medical Director, the Hospital Medical Director, Medical Director of Patient Safety and Performance Improvement, the Chief Medical Informatics Officer, the Residency Program Director and the Medical Director of Contra Costa Health Plan. The Chairperson of the MEC may invite other individuals to participate in the MEC meetings as non-voting guests.

9.2.2 Duties

The Medical Executive Committee shall:

- A. Perform and/or delegate performance of all Medical Staff functions in a manner consistent with the Bylaws and the Rules;
- B. Coordinate and implement the Activities of the committees and the Departments;
- C. Make recommendations regarding Medical Staff membership and privileges;
- D. Initiate and pursue disciplinary or corrective actions when indicated;

- E. Supervise the Medical Staff's compliance with the Medical Staff Bylaws, Rules and policies;
- F. Supervise the Medical Staff's compliance with County laws, rules, policies and procedures;
- G. Supervise the Medical Staff's compliance with state and federal laws and regulations;
- H. Supervise the Medical Staff's compliance with TJC and other applicable accreditation and certification rules;
- I. Regularly report to the Governing Body regarding the status of Medical Staff issues;
- J. Meet monthly to conduct Medical Staff business;
- K. Represent and act on behalf of the Medical Staff in the intervals between Medical Staff meetings, subject only to such specific limitations as may be imposed by those Bylaws.

9.3 Committees

In order to remain in good standing on a committee, a member must attend at least 50 percent of the meetings.

9.3.1 Administrative Affairs Committee

A. Purpose and Meetings

The Administrative Affairs Committee (AAC) fulfills staff responsibilities relating to review and revision of Medical Staff Bylaws and related manuals and forms and assumes the responsibilities for investigating and providing recommendations on such other administrative policy-making and planning matters and activities of concern to the Staff as are referred by the MEC. The AAC oversees the Institutional Review Committee (IRC) which reviews, approves or denies, monitors and evaluates research projects, protocols, and clinical investigations to be conducted within the Medical Services, in compliance with the regulations of the Food and Drug Administration and observing all requirements of any other applicable regulatory authorities for any given study. The AAC may overrule a positive recommendation of the IRC, but the AAC may not approve a study or the use of an investigational agent if disapproved/denied by the IRC. The AAC meets as needed, and reports to the MEC. When appropriate, it shares its monitoring and evaluation findings from research projects with the Patient Safety and Performance Improvement Committee and vice versa.

B. Composition

The Administrative Affairs Committee includes;

- 1) A Chairperson, appointed by the Medical Staff President, subject to MEC approval;
- 2) At least 4-6 additional Staff Members;
- 3) Administrator, with vote; and
- 4) Their members with special expertise as necessary on an ad-hoc basis, without vote.

9.3.2 Ambulatory Policy Committee

A. Purpose and Meetings

The Ambulatory Policy Committee (APC) sets Medical Staff policy in the health centers and acts as a liaison with Nursing and Administration for coordination of policies and procedures under joint Medical Staff-Administration or Medical Staff-Nursing purview.

APC develops policies to resolve issues that affect more than one Medical Staff Department and focuses on policies and projects that relate to quality of care, the efficiency of the health centers and patients that relate to quality care, the regulatory compliance. APC coordinates its activities with PSPIC and receives quality assurance reports suggestive of or requiring changes in policies and procedures from individual Medical Staff Departments and from the Ambulatory Subcommittee of PSPIC.

I. Composition

The Ambulatory Policy Committee includes:

- 1) A Chairperson; appointed by the Medical Staff President, subject to MEC approval
- 2) One Staff Member from each Region;
- 3) The Department Head of Family Medicine or his/her designee;
- 4) Representative of the Departments of Obstetrics & Gynecology, Surgery, Pediatrics and Medicine, with vote;
- 5) Other members with special expertise as needed on an ad-hoc basis without vote;
- 6) Director of Health Information Management as needed on an ad-hoc basis without vote;
- 7) A representative of the Allied Health Professionals
- 8) Ambulatory Care Medical Director without vote;
- 9) Chief Nursing Officer without vote.

9.3.3 Bioethics Committee

A. Purpose and Meetings

The Bioethics Committee provides a multi-disciplinary forum for the development of guidelines for consideration of cases and issues having bioethical implications; development and implementation of procedures for the review of such cases; development and/or review of institutional policies regarding care and treatment in cases or issues having bioethical implications; consultation with concerned parties to facilitate and education of the hospital staff regarding bioethical matters. The committee will meet regularly (at least six (6) times yearly) and will also provide a mechanism for other meetings as necessary to perform the case consultation functions. The committee chair will report to the Medical Executive Committee.

B. Composition

The Bioethics Committee includes;

- 1) A chairperson appointed by the Medical Staff President subject to Medical Executive Committee approval;
- 2) Multi-disciplinary representation selected to represent the various clinical services of the medical and nursing staff, ancillary support services (such as social workers, chaplains, etc.) and lay members. At least a third of the committee membership will be physicians;
- 3) A member representing hospital administration; and
- 4) The committee may invite other professional or community lay members to be utilized when discussing issues involving their particular clinical, ethnic, religious or other background.

9.3.4 Cancer Committee

A. Purpose and Meetings

The Cancer Committee is a multi-disciplinary committee that organizes, conducts and evaluates hospital-wide oncology services and the cancer registry. The committee assures that full oncology services including surgery, chemotherapy, radiation therapy, as well as rehabilitation and hospice care are available to all patients. The committee will develop and monitor annual goals and objectives for clinical care, community outreach, quality improvement and programmatic endeavors related to cancer care. The committee is responsible for establishing and monitoring the Cancer Conference format, frequency and multi-disciplinary attendance. The committee will ascertain if there is a need for specific educational programs both professional and public based on survival and comparison data. The committee will also supervise the Cancer Registry for quality control of case-funding, abstracting, staging, reporting and follow-up. The committee will conduct a minimum of two patient care evaluation studies annually, one to include survival data. The committee will meet at least quarterly or more often as needed and communicate as necessary with the Patient Safety and Performance Improvement Committee. The committee will designate one coordinator for each of the four areas of Cancer Committee activity: Cancer Conference, quality control of the cancer registry, quality improvement and community outreach.

B. Composition

The Cancer Committee includes:

- 1) A chairperson appointed by the Medical Staff President, subject to Medical Executive Committee approval;

- 2) At least five (5) additional Medical Staff Members including representation from Surgery, Pathology, Hematology/Oncology, Family Practice, and Diagnostic Imaging;
- 3) Cancer Liaison Physician;
- 4) Representation for Administration, Social Services, Nursing, and the American Cancer Society all with vote; and
- 5) The Cancer Registrar, who will act as staff to the Cancer Committee, with vote.

9.3.5 Continuing Medical Education Committee

A. Purpose and Meetings

The Continuing Medical Education Committee (CMEC) directs the development of CME programs for the Staff responsive to quality assurance findings and to developments pertinent at the Hospital and apprises the Staff of outside education opportunities. It coordinates the educational activities of the Departments and of the Staff and Hospital Department. The CMEC also analyzes the status and needs of, and makes recommendations regarding, the medical library services. It meets at least quarterly and more frequently if needed and reports on its activities to the MEC.

B. Composition

The CMEC includes:

- 1) A Chairperson appointed by the Medical Staff President, subject to MEC approval;
- 2) At least two additional Staff Members; and
- 3) Medical Librarian, without vote.

9.3.6 Credentials Committee

A. Purpose and Meetings

The Credentials Committee coordinates the staff credentials function by receiving and analyzing applications and recommendations for appointment, provisional period conclusion or extension, reappointment, clinical privileges, and changes therein, and recommending action therein, and by integrating quality assurance and utilization review and monitoring, membership, and other relevant information into the individual credentials files. It also assists in designing and participates in implementing the credentialing procedures for Allied Health Practitioners. It meets monthly or as necessary and reports to the MEC regarding the credentialing of Staff Members.

B. Composition

The Credentials Committee includes:

- 1) A physician chairperson, appointed by the Medical Staff President, subject to MEC approval; and
- 2) At least 4-6 additional Staff Members, selected to be representative of the Departments and major clinical specialties.

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9.3.8 Institutional Review Committee

A. Purpose and Meetings

The Institutional Review Committee shall review and have authority to: approve, require modification in (to secure approval), or disapprove all research activities within the Hospital and Health Centers; approve, require modification in, or disapprove the use of investigation drugs or devices in individuals (i.e. “compassionate use” cases); receive prompt notification of the emergency use of investigational drugs or devices and approve, require modification in or, disapprove their continued use; continue, require modifications in or terminate any ongoing studies at intervals of not greater than twelve (12) months; immediately terminate or suspend any research not conducted in accordance with the IRC’s requirements or that has been associated with unexpected serious harm to subjects; ensure all compliance with federal informed consent regulations regarding investigational use of drugs and devices; and assure the protection of the rights and welfare of all human subjects. The Institutional Review Committee shall meet semi-annually or more often as necessary to fulfill its obligations. If the Institutional Review Committee disapproves of any activity within its purview, that decision is final. The Institutional Review Committee chairperson reports to the Administrative Affairs Committee.

B. Composition

The Institutional Review Committee includes:

- 1) A Chairperson appointed by the Chairperson of the Administrative Affairs Committee, subject to Medical Executive Committee approval;
- 2) At least one member of each gender;
- 3) At least one member from outside the medical profession;
- 4) At least one non-scientist;
- 5) At least one member not affiliated with the Hospital and Health Centers; and
- 6) A total of at least five (5) members, including representative ethnic and cultural backgrounds, of the community.

9.3.9 Inter-Disciplinary Practice Committee

A. Purpose and Meetings

The Inter-Disciplinary Practice Committee (IPC) shall perform functions consistent with the requirements of law and regulations (Title 22 of the California Code of Regulations, Section 70706). Method for the approval of standardized procedures in accordance with sections 2725 of the Business and Professions Code in which affirmative approval of the administrator or designee and a majority of the physicians and a majority of registered nurse members would be required. The IPC shall routinely report to the MEC; and, in addition, shall submit an annual report to the MEC. The IPC shall meet at least annually, or more often as necessary.

B. Composition

The IPC shall consist of:

- 1) A Chairperson, appointed by the Medical Staff President, subject to MEC approval;
- 2) A Director of Nursing, or Designee: such as the clinical services director of Public Health who has oversight over NP/AHP function;
- 3) An Administrator, or designee: such as the Ambulatory Care Medical Director;
- 4) Chair of the Credentials Committee;
- 5) Two (2) additional allied health professionals, appointed by the IPC Chairperson A medical staff representative from the clinical psychology department.
- 6) Additional Allied Health Professionals who are performing or will perform functions requiring standardized procedures will be appointed by the IPC Chair on a temporary basis when issues pertaining to their functions are discussed.
- 7) Additional physician members of the medical staff physicians and/or registered nurses may be appointed by the chairperson or the director of nursing, respectively, to maintain equal numbers of each on the committee in accordance with Title 22 of the California Code of Regulations, Section 70706.

9.3.10 Joint Conference Committee

A. Purpose and Meetings

The Joint Conference Committee constitutes a forum between the Medical Staff, the Administration and the Governing Body. Two members of the Medical Executive Committee who serve at the will of the Medical Executive Committee represent the Medical Staff. These members shall act as directed by the MEC in their capacity as members of the Joint Conference Committee.

The Governing Body and the Administration shall have representation pursuant to authority separate from these Bylaws.

9.3.11 Medical Staff Assistance Committee

A. Purpose and Meetings

In order to improve the quality of care and promote the well-being of the Medical Staff, the Medical Staff Assistance Committee (MSAC) receives reports related to health concerns, well-being, or impairment of Medical Staff Members, and other Licensed Independent Practitioners (LIPs) and, as it deems appropriate, investigates such reports. With respect to matters involving individual Medical Staff Members and other LIPs, the committee may, on a voluntary basis, provide such advice, counseling, or referrals as may seem appropriate. Such activities shall be confidential; however, in the event information received by the committee clearly demonstrates that the health or known impairment of a Medical Staff Member or LIP poses an unreasonable risk of harm to patients, that information may be referred for corrective action.

The process that the MSAC uses to accomplish these goals includes:

- 1) Education of the Medical Staff and other organization staff about illness and impairment recognition issues specific to the Medical Staff Member or licensed independent practitioners;
- 2) Self-referral by a physician or Licensed Independent Practitioner (LIP) and referral by other organization staff;
- 3) Referral of the Physician, or the affected LIP to the appropriate professional internal or external resources for diagnosis and treatment of the condition or concern;
- 4) Maintenance of the confidentiality of the Physician, or LIP seeking referral or referred for assistance except as limited by law, ethical obligation, or when the safety of a patient is threatened;
- 5) Evaluation of the credibility of a complaint, allegation, or concern;
- 6) Monitoring of the Physician, or affected LIP and the safety of patients until the rehabilitation or any disciplinary process is complete;
- 7) Reporting to the Medical Staff leadership instances in which a Physician or LIP is providing unsafe treatment; and
- 8) Initiating appropriate action when a Physician or LIP fails to complete the required rehabilitation program.

The committee shall also consider general matters related to the health and well-being of the Medical Staff, and, with the approval of the Medical Executive Committee, develop educational programs or related activities. The Medical Staff Assistance Committee shall meet as often as necessary, but at least quarterly. It shall maintain only such record of its proceedings as it deems advisable but shall report on its activities on a routine basis to the Medical Executive Committee.

B. Composition

The Medical Staff Assistance Committee includes;

- 1) A Chairperson, appointed by the Medical Staff President, subject to Medical Executive Committee approval;
- 2) At least two (2) additional practitioners one of which is a physician; and
- 3) A Member of the Resident staff.

Except for the resident, who shall serve on the committee for one (1) year, each member shall serve for a term of three (3) years, and the term shall be staggered as deemed appropriate by the Medical Executive Committee to achieve continuity. In so far as possible, members of this committee shall not serve as active participants on other peer review or quality assurance committees while serving on this committee.

The Chairperson may appoint additional individuals who are not members of the Medical Staff, including non-physicians, when such appointment may materially increase the effectiveness of the work of the committee. These individuals shall serve for a term that shall be determined by the Chairperson.

9.3.13 Patient Care Policy and Evaluation Committee

A. Purpose and Meetings

The Patient Care Policy and Evaluation (PCP&E) Committee monitors, assesses and recommends improvements to the MEC for:

- 1) The clinical and medical records policies and rules of the Medical Staff and of its inpatient clinical units and diagnostic and therapeutic support services (including OR/PAR, ER, CCU's, etc.);
- 2) Medical-related aspects of infection control policies;
- 3) Pharmacy and therapeutics policies and practices; and
- 4) Blood and blood products usage policies and practices.

It also acts as liaison with Nursing and Administration for review and coordination of policies, procedures, rules or regulations under joint Medical Staff-Administration or Medical Staff-Nursing purview and coordinates its activities with those of the Ambulatory Policy Committee. The PCP&EC receives quality assurance findings suggestive of or requiring changes. It serves as a forum for identifying and discussing problems in the delivery of patient care services and in the observance of patients' rights. The PCP&EC meets monthly and reports to the MEC.

B. Composition

The Patient Care Policy and Evaluation Committee includes:

- 1) A Physician Chairperson appointed by the Medical Staff President, subject to MEC approval;
- 2) At least 6-8 staff members selected to be representative of major clinical areas;

- 3) A representative of Nursing Service;
- 4) Director of Pharmacy ad-hoc for Pharmacy and Therapeutic function;
- 5) A representative from Pathology Department ad-hoc for blood and blood product review function;
- 6) Manager of Infection Control and Prevention Committee of the Hospital;
- 7) A representative of Administration responsible for policy committee support without vote;
- 8) A Nursing Supervisor/Coordinators for specialty units invited on an ad-hoc basis without vote;
- 9) A representative of other clinical services and professional, technical, administrative support staff participate as consultants in relevant areas of expertise ad-hoc without vote; and
- 10) Director of Health Information management quarterly and as needed without vote.

9.3.14 Patient Safety and Performance Improvement Committee

A. Purpose and Meetings

The Patient Safety and Performance Improvement Committee (PSPIC) has the authority and responsibility for implementing and directing the Quality Management Program for the Hospital. It is responsible for setting the quality management standards, determining criteria by which care will be measured, setting priorities for which aspects of care will be monitored, and analyzing the quality-of-care studies, indicators, utilization reports, grievances, survey data, and risk management information. A systematic, multi-disciplinary improvement process is followed. It develops an annual plan for performance improvement activities (Quality Management Plan).

B. Composition

The Patient Safety and Performance Improvement Committee includes the following Members:

- 1) A Physician Chairperson, appointed by the Medical Staff President, subject to MEC Approval.
- 3) The Medical Staff President;
- 4) The CCRMC Chief Executive Officer;
- 5) The Director of Pharmacy;
- 6) The Chief Medical Officer;
- 7) The Chief Nursing Officer;
- 8) The Ambulatory Care Medical Director;
- 9) The Chief Operating Officer;
- 10) The Chief Quality officer;
- 12) The past Medical Staff President;
- 13) The Chair of the Patient Care Policy and Evaluation Committee; and

- 14) Two (2) Medical Staff Physician representatives, appointed by the Medical Staff President, subject to MEC approval;
- 15) Patient Safety Officer;
- 16) Director of Safety and Performance Improvement;
- 17) Medical Director of Quality and Safety;
- 18) Hospital Medical Director;
- 19) Specialty Medical Director;
- 20) Hospital Regulatory Compliance Officer;
- 21) Quality Manager Program Coordinator;
- 22) One (1) Medical Staff Member representative from the Behavioral Health Division, appointed by the Medical Staff President, subject to MEC approval.

9.3.15 Peer Review Oversight Committee

A. Purpose and Meetings

The Peer Review Oversight Committee will oversee the peer review that is carried out by the departments. It will supervise the processes, help address systems issues and review cases that involve more than one department.

B. Composition

- 1) The Medical Staff President shall serve as Chair of the Committee;
- 2) Each department will have at least one (1) representative. Large departments will have two (2) representatives one from inpatient and the other from outpatient. Large departments are: Family and Adult Medicine, Internal and Specialty Medicine, Surgery, and Psychiatry/Psychology.

9.3.16 Perinatal Morbidity and Mortality (PM&M) Committee.

A. Function

The Perinatal Morbidity and Mortality Committee (PM&M Committee) is an interdisciplinary committee which monitors perinatal outcomes. It is intended to complement the quality assurance activities of the Departments of Pediatrics and Obstetrics and Gynecology by focusing on those cases whose management involves both obstetrical and pediatric issues. The PM&M Committee reports to the Departments of OB/GYN and Pediatrics.

B. Composition.

The Perinatal Morbidity and Mortality Committee consist of:

- 1) All Members in good standing of the Departments of OB/GYN, Pediatrics and Anesthesia. The individual departments established attendance obligations;

- 2) Nurse Program manager for the Perinatal Unit, Clinical Nurse Specialists for maternity and nursery and the RN Case Coordinator are members, all with voting privileges; and
- 3) Regularly invited members, all without vote, including:
 - (a) Consultant Perinatologist;
 - (b) Consultant Neonatologist;
 - (c) Any Member of the Department of Ambulatory Medicine having obstetrical privilege;
 - (d) Any Member of the Resident Staff presently assigned to the Pediatrics or OB/GYN services or with a particular interest in a case being discussed; and
 - (e) Any member of the nursing staff with a particular interest in a case being discussed. The Nurse Program Manager or his/her designee will maintain a file of confidentiality agreements signed by non-physician attendees.

9.3.17 Professional Affairs Committee

A. Purpose of Meetings

The Professional Affairs Committee consists of the two members of the Governing Body who sit on the Joint Conference Committee. The members of the Professional Affairs Committee shall invite representatives from the Medical Staff and Administration, as appropriate, to its meetings.

B. Composition

The Professional Affairs Committee consists of the two (2) members of the Governing Body who sit on the Joint Conference Committee. The members of the Professional Affairs Committee shall invite representatives from the Medical Staff and Administration, as appropriate, to its meetings.

9.3.18 Utilization Management Committee

A. Purpose and Meetings

The Utilization Management Committee develops and oversees implementation and operation of the utilization management plan relating to inpatient, ambulatory and clinical support services, makes utilization decisions as required under the plan, analyzes utilization profiles and evaluates the effectiveness of the UR program. Physician members of the committee act as the physician advisors required by the UR plan. The URC meets at least quarterly and reports to the Performance Improvement Committee.

B. Composition

The Utilization Management Committee includes:

- 1) A Chairperson appointed by the Chairperson of the PSPIC, subject to MEC approval;
- 2) At least 6-8 additional Medical Staff members, selected to provide broad representation from the Medical Staff;
- 3) At least one (1) representative from Administration, without vote;
- 4) Director of Social Services, without vote;
- 5) Representative from Nursing, without vote;
- 6) Representative from Finance, without vote;
- 7) Representative from Quality Assurance Department, without vote; and
- 8) Director of Health Information Management, without vote.

ARTICLE 10

MEETINGS

10.1 Medical Staff Meetings

10.1.1 Regular Meetings

General Staff meetings will be held quarterly. The Medical Executive Committee may authorize additional regular general Staff meetings by resolution. The resolution authorizing any such additional meeting shall require notice specifying the place, date, and time for the meeting, and that the meeting can transact any business as may come before it.

10.1.2 Special Meetings

A special meeting of the Medical Staff may be held by the Medical Executive Staff President. A special meeting must be held by the President at the written request of the Governing Body, the Chief Medical Officer, the Administrator, the Medical Executive Committee, or 25% of the active staff in good standing.

10.2 Clinical Department and Committee Meetings

10.2.1 Regular Meetings

Clinical Departments, Division, and Committees may establish by resolution the time for regular meetings. No additional notice is required.

10.2.2 Special Meetings

A special meeting of any Department, Division, or Committee may be held by the Head or Chairperson thereof. A special meeting must be held by the Head or Chairperson at the written request of the Administrator, the Medical Executive Committee, the Medical Staff President, the Chief Medical Officer, or 25% of the group's current members in good standing.

10.2.3 Executive (Closed) Session

Any Committee, Department or Division may call itself into executive session at any time during a regular or special meeting. All ex-officio members shall leave during the executive session unless requested to remain by the Chairperson. Accurate and complete minutes must be made and kept of any executive session.

10.3 Quorum

10.3.1 Medical Staff Meetings

The presence of one-third ($1/3$) of the active Medical Staff at a General or Special Medical Staff meeting shall constitute a quorum for all appropriate actions except the removal of a Medical Staff Officer. For a meeting considering the removal of a Medical Staff Officer, the quorum shall be one-half ($1/2$) of the active Medical Staff. Ex-officio members do not count for quorum purposes.

10.3.2 Department and Committee Meetings

For committees, a quorum shall consist of 25% of the members of a committee by no fewer than two (2) members. For Department and division meetings, a quorum shall consist of 25% of the members. Ex-officio members do not count for quorum purposes.

10.4 Manner of Action

Except as otherwise specified, the action of a majority of the members present and voting at a meeting at which a quorum is present shall be the action of the group. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members, if any action taken is approved by a least a majority of the required quorum for such meeting, or such greater number as may be specifically required by these Bylaws.

10.5 Notice of Meetings

Written notice of any regular general medical Staff meeting, or any regular committee or Department meeting, not held pursuant to resolution, will be delivered personally or via mail to each person entitled to attend at not less the five (5) days or more than fifteen (15) days before the date of such meeting. Notice of any special meeting of the Medical Staff, a Department, or a committee will be given orally or in writing at least seventy-two (72) hours prior to the meeting. Personal attendance at a meeting constitutes a waiver of notice of such meeting, except when a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because of lack of notice. No business shall be transacted at any special meeting except that listed in the meeting notice.

10.6 Minutes

Except as otherwise specified herein, minutes of all meetings will be prepared and retained. They shall include, at a minimum, the date and time of the meeting, a record of the attendance or members and the vote taken on all matters. A copy of the minutes shall be signed by the presiding officer of the meeting and forwarded to the medical Executive Committee.

10.7 Agenda

The Medical Staff president and Medical Executive Committee shall determine the order of business at a meeting of the Medical Staff. The agenda shall include, insofar as feasible:

- 1) Reading and acceptance of the minutes of the last regular meeting and of all special meetings held since the last regular meeting;
- 2) Administrative reports from the Medical Staff president, Departments, Committees, and the Administrator;
- 3) Election of officers when required by these Bylaws;
- 4) Reports by responsible Officers, Committees and Department on the overall results of patient care audits and other quality review, evaluation, and monitoring activities of the Staff and on the fulfillment of other required Staff functions;
- 5) Old business; and
- 6) New business.

10.8 Attendance Requirements

10.8.1 Medical Staff Meetings

The Medical Executive Committee may adopt attendance requirements for the Medical Staff and Department meetings.

10.8.2 Special Attendance

At the discretion of the Chairpersons or presiding Officer, when a Member's practice or conduct is scheduled for discussion at a regular Department, Division or Committee meeting, the Member may be requested to attend. If a suspected deviation from standard clinical practice is involved, the notice shall be given at least seven (7) days prior to the meeting and shall include time and place of the meeting and a general indication of the issue involved. Failure of a Member to appear at any meeting, with respect to which he/she was given such notice, unless excused by the Medical Executive Committee upon a showing of good cause, is grounds for corrective action.

10.9 Conduct of Meetings

Unless otherwise specified, meetings shall be conducted according to Robert's Rules of Order; however, technical or non-substantive departures from such rules shall not invalidate action taken at such a meeting.

ARTICLE 11

CORRECTIVE ACTION

11.1 Corrective Action

11.1.1 Initiation

Any person may provide information to the Medical Executive Committee about the conduct, performance, or competence of its Members. When reliable information indicate a Member may have exhibited acts, demeanor, or conduct reasonably likely to be (a) detrimental to patient safety, (b) unethical or illegal, (c) contrary to the Medical Staff Bylaws and/or rules and regulations, or (d) below applicable professional standards, a request for an investigative and/or corrective action against such Member may be initiated. The President of the Medical Staff, a Department Chair, the Chair of any standing Committee, or the Governing Body may initiate such a request. All requests for corrective action and/or formal investigation shall be in writing, shall be made to the Medical Executive Committee, and shall be supported by reference to the specific activities or conduct which constitutes the grounds for the request. If the Medical Executive Committee initiates the request, it shall make an appropriate written record of the reasons for the request.

11.1.2 Formal Investigation

If the Medical Executive Committee concludes a formal investigation is warranted, it may conduct the investigation itself, or assign the task to an appropriate medical Staff Officer, Department, or standing or ad-hoc committee of the Medical Staff. If the investigation is delegated, the designee shall proceed with the investigation in a prompt manner and shall provide a written report of the investigation to the Medical Executive Committee as soon as practical. The report may include recommendation for appropriate corrective action. The Member shall be given an opportunity to provide information in a manner and upon such terms as the investigating body deems appropriate. The individual or body investigating the matter may, but is not obligated to, conduct interviews with persons involved; however, such investigation shall not constitute a hearing, nor shall the procedural rules with respect to hearings or appeals apply. Despite the status of any investigation, at all times the Medical Executive Committee shall retain authority and discretion to take whatever action may be warranted by the circumstances, including the imposition of summary suspension, termination of the investigative process, or other action. Any reports that are made to the Medical Executive Committee must be shared promptly with the Member under investigation.

The MEC may also require a medical or psychological exam. The examining physician shall be chosen in the manner described in Section 5.2; however, the Member is not required to pay for the exam.

11.1.3 Medical Executive Committee Action

As soon as practical after the conclusion of the formal investigation (or without a formal investigation if deemed unwarranted), the Medical Executive Committee shall take action that may include, without limitation:

- A. Determining no corrective action is warranted and, if the Executive Committee determines there was no credible evidence for the complaint in the first instance, removing any adverse information from the Member's file;
- B. Deferring action for a reasonable time where circumstances warrant;
- C. Issuing letters of admonition, censure, reprimand, or warning. Nothing herein shall preclude Department Heads from issuing written or oral warnings or counseling. In the event the MEC issues such letters, the affected Member may make a written response which shall be placed in the Member's file;
- D. Recommending the imposition of terms of probation or special limitation upon continued Medical Staff membership or exercise of clinical privileges including, without limitation, requirements for co-admissions, mandatory consultation, or monitoring;
- E. Recommending reduction, modification, suspension or revocation of clinical privileges;
- F. Recommending reductions of membership status or limitation of any prerogatives directly related to the Member's delivery of patient care;
- G. Recommending suspension, revocation or probation of Medical Staff membership;
- H. Taking other actions that are appropriate under the circumstances.

11.1.4 Subsequent Action

- A. If corrective action as set forth above is recommended by the Medical Executive Committee, the MEC shall notify the Administrator, the Governing Body, and the affected member of the Medical Staff of the recommended action.
- B. The recommendations of the Medical Executive Committee shall be final, unless the affected member or the Governing Body requests a hearing to challenge the recommendations.

11.2 Summary Restriction of Suspension

11.2.1 Criteria for Initiation

Whenever a Member's conduct appears to require that immediate action be taken to protect the life or well-being of patient(s) or to reduce a substantial and imminent likelihood of significant impairment of the life, health, or safety of any patient, prospective patient, or other person, the Governing body, the Administrator, the Medical Staff President, the Medical Executive Committee, or the head of the Department in which the Member holds privileges may summarily restrict or suspend the Medical Staff membership or Clinical Privileges of such member. Unless otherwise stated, the summary restriction or suspension shall become effective immediately, and the person or body responsible shall promptly give written notice to the Member as described below, the Governing Body, the Medical Executive Committee, and the Administrator. The summary restriction or suspension may be limited in duration and shall remain in effect for the period stated or until resolved as set forth herein. Unless otherwise indicated by the

terms of the summary restriction or suspension, the Member's patients shall be promptly assigned to another member(s) by the Department Chair or by the Medical Staff President, considering, where feasible, the wishes of the patient in the choice of a substitute Member.

11.2.2 Written Notice of Summary Suspension

Within one working day of imposition of a summary suspension, the affected Medical Staff Member shall be provided with written notice of such suspension. This initial written notice shall include a statement of facts demonstrating that the suspension was necessary because failure to suspend or restrict the practitioner's privileges summarily could reasonably result in an imminent danger to the health of an individual. The statements of facts provided in this initial notice shall also include a summary of one or more particular incidents giving rise to the assessment of imminent danger. This initial notice shall not substitute for, but is in addition to, the notice required by these Bylaws for further action of the MEC regarding issues related to such a summary suspension.

11.2.3 Medical Executive Committee Action

As soon as practicable after a summary restriction or suspension has been imposed, but no more than ten (10) calendar days thereafter, a meeting of the Medical Executive Committee shall be convened to review and consider the summary suspension or restriction. The Member may attend the meeting and make a statement concerning the issues under investigation on such terms and conditions as the Medical Executive Committee may impose. In no event shall any meeting of the Medical Executive Committee, with or without the Member in attendance, constitute a hearing, nor shall any procedural rules apply. A Member's failure, without good cause, to attend a meeting of the Medical Executive Committee after a written request to attend was mailed to the Member by the Medical Executive Committee, shall constitute a waiver of the Member's right to appear and be heard. The request of the Medical Executive Committee for the Member to attend the meeting shall be made in writing, mailed to Member's last known address by first class mail of the United States Postal Service at least five (5) calendar days before the meeting, and shall inform the Member that his or her failure to attend said meeting shall constitute a waiver of his or her rights to appear and be heard. The Medical Executive Committee may postpone or reschedule the meeting on the written request of the Member. The Medical Executive Committee may modify, continue, vacate, or terminate the summary restriction or suspension. The Medical Executive Committee shall mail the Member written notice of its decision that shall be effective upon deposit in the United States Mail.

11.2.4 Procedural Rights

Unless the Medical Executive Committee terminated or vacates the summary restriction or suspension, the Member is entitled to the procedural rights afforded by these Bylaws.

11.3 Grounds for Automatic Suspensions and/or Restrictions

In certain instances, the Member's Privileges or membership may be suspended or limited as a result of certain occurrences that disqualify the member from membership or the exercise of certain Privileges. These grounds for automatic suspension do not require any action of the MEC or the Governing Body prior to the suspension and/or restriction. If a Member requests a hearing to challenge these automatic suspensions and/or restrictions, the scope of such a hearing is limited. The only question before the Judicial Review Committee in these situations is whether the grounds for automatic suspension have occurred.

11.3.2 Licensure

A. Revocation and Suspension

Whenever a Member's license or other legal credential authorizing practice in the state is revoked or suspended by the applicable licensing or certifying authority, Medical Staff membership and Clinical Privileges shall be automatically revoked as of the date such action becomes effective.

B. Restriction

Whenever a Member's license or other legal credential authorizing practice in this state is limited or restricted by the applicable licensing or certifying authority, any Clinical Privileges which the Member has been granted at the Hospital which are within the scope of said limitation or restriction are automatically limited or restricted in a similar manner, as of the date such action becomes effective and throughout its term.

C. Probation

Whenever a Member is placed on probation by the applicable licensing or certifying authority, his or her membership status and Clinical Privileges are automatically subject to the same terms and conditions of the probation as of the date such action becomes effective and throughout its term.

D. Suspension of Membership when a License is Not Renewed

Expiration:

Whenever a Member's license or other credential authorizing practice in the state expires, Medical Staff Membership and Clinical Privileges shall automatically be suspended. If the member renews his or her license and is effective retroactive, the suspension will be vacated. If it is not renewed within six (6) months, Medical Staff Membership and Privileges shall be automatically revoked.

11.3.3 Controlled Substances

Whenever a Member's DEA certificate is revoked, limited or suspended, the Member automatically and correspondingly be divested of the right to prescribe medications covered by the certificate, as of the date such action becomes effective and throughout its term.

A. Probation

Whenever a Member's DEA certificate is subject to probation, the Member's right to prescribe such medications shall automatically become subject to the same terms of the probation, as of the date such action becomes effective and throughout its term.

11.3.4 Failure to Satisfy Appearance Requirement

Failure of a Member, without good cause, to appear at a Special Appearance is cause for automatic suspension of membership and restriction of Privileges.

11.3.5 Medical Records

Members of the Medical Staff are required to complete medical records within such reasonable time as may be prescribed by the Medical Executive Committee. Failure to comply with the Medical Executive Committee policies regarding completion of medical records is criteria for suspension or other corrective action. If a Member is automatically suspended for incomplete records, his/her membership is automatically reinstated once the medical records are completed. A prolonged period of automatic suspension or a repeated pattern of automatic suspensions for incomplete medical records may be grounds for further corrective action by the Medical Staff and may result in adverse reports to governmental and licensing authorities.

11.3.6 Professional Liability Insurance

Failure to maintain professional liability insurance shall result in the immediate suspension of the Member's Clinical Privileges. Written notice of the suspension shall be mailed to the member at his or her last known address. Said notice shall also state that the member has ninety (90) days to provide proof of professional liability insurance, that the suspension will continue until proof of insurance is provided, and that failure to provide proof of insurance within ninety (90) days shall result in termination of Medical Staff membership. If proof of professional liability insurance is not provided to the Medical Executive Committee within ninety (90) days, the Medical Executive Committee shall mail written notice of termination of Medical Staff membership to the Member at his or her last known address, including the information that he or she is entitled to the procedural rights set forth in these Bylaws.

ARTICLE 12

HEARING AND APPELLATE REVIEWS

12.1 Grounds for Hearing

Except as otherwise specified in these Bylaws, any one or more of the following actions or recommended actions shall be deemed actual or potential adverse action and constitute grounds for a hearing:

- 12.1.1 Denial of Medical Staff Membership;
- 12.1.2 Denial of requested advancement in Staff Membership category;
- 12.1.3 Denial of Medical Staff reappointment;
- 12.1.4 Demotion to lower Medical Staff category;
- 12.1.5 Suspension of Staff Membership;
- 12.1.6 Revocation of Medical Staff Membership;
- 12.1.7 Denial of any requested Clinical Privilege(s) except temporary Privileges;
- 12.1.8 Involuntary reduction of current Clinical Privileges, including temporary Privileges;
- 12.1.9 Suspension of any Clinical Privileges, including temporary Privileges;
- 12.1.10 Termination of any or all Clinical Privileges, including temporary Privileges;
- 12.1.11 Involuntary imposition of significant consultation or monitoring requirements, excluding monitoring incidental to provisional status;
- 12.1.12 Any other restriction(s) on Medical Staff membership or Clinical Privileges which is reportable pursuant to Section 805 of the Business and Professions Code.

12.2 Exhaustion of Remedies

If adverse action described above is taken or recommended, the applicant of Member must exhaust the remedies afforded by these Bylaws before resorting to legal action.

12.3 Requests for Hearing

- 12.3.1 Notice of Action or Proposed Action.

In the event of a proposed or actual action against a Member of the Medical Staff or an applicant, the Medical Staff President shall give the Member or applicant:

- 12.3.2 Prompt notice of the recommendation or action, including a brief description of the reasons for the recommendation or action;

- 12.3.3 Notice of the right to request a hearing;
- 12.3.4 Notice that failure to request a hearing within the prescribed time period and in the proper manner constitutes a waiver of rights to a hearing and to an appellate review on the matter that is the subject of the notice;
- 12.3.5 Notice regarding whether the proposed action, if adopted, is reportable pursuant to Business & Professions Code Section 805 and following;
- 12.3.6 A summary of the rights the Member or applicant will have at the hearing.
- 12.3.7 Requesting a Hearing

The affected Member or applicant must request a hearing within thirty (30) calendar days after the date of the notice of action or proposed action. The request for hearing shall be in writing and address to the Medical Staff President. Failure to make a timely request and in the manner described may result in the denial of a hearing at the discretion of the Medical Executive Committee.

12.3.8 Time and Place for Hearing

Upon receipt of a request for hearing, the Medical Staff President shall schedule a hearing and provide notice to the Member or applicant of the time, place and date of the hearing. The hearing shall commence not less than thirty (30) days or more than ninety (90) days from the date of the Notice of Hearing. When the Member is under summary suspension, the hearing shall commence not more than forty-five (45) days from the date of the Notice of the Hearing is mailed or otherwise delivered to the Member under summary suspension. The Member may waive these time limits if he/she wishes.

12.3.9 Notice of Charges

In the Notice of Hearing, the Medical Staff President shall state the reason(s) for the adverse action taken or recommended, including the acts or omissions with which the Member or applicant is charged and a list of the charges in question, where applicable. In addition, the Medical Staff President shall furnish a list of witnesses the Medical Executive Committee expects will testify on its behalf at the hearing. This list may be amended at a later time should new names emerge.

12.3.10 Judicial Review Committee

When a hearing is requested, the Medical Executive Committee shall appoint a Judicial Review Committee which shall be composed of not less than five (5) Members of the Medical Staff who have not actively participated in the consideration of the matter leading up to the recommendation or action and who are not in direct economic competition with the member charged. The Medical Executive Committee shall designate

one of the five as Chair. Knowledge of the matter involved shall not preclude a Member of the Medical Staff from serving as a member of the Judicial Review Committee. In the event that it is not feasible to appoint a Judicial Review Committee from the Medical Staff, the Medical Executive Committee may appoint practitioners who are not Members of the Medical Staff. The Judicial Review Committee shall include at least one member with the same healing arts licensures as the affected Member. All other members shall have M.D. or D.O. degrees.

12.3.11 Failure to Appear or Proceed

Failure, without good cause, of the Member or applicant to personally attend and proceed at such a hearing shall constitute voluntary acceptance of the recommendations or action at issue.

12.3.12 Postponements and Extensions

Once a hearing is requested, postponements and extension of time beyond the times permitted in these Bylaws may be permitted by the Medical Staff President, the Judicial Review Committee, or its Chairperson on a showing of good cause.

12.4 Hearing Procedure

12.4.1 Pre-hearing Procedure

- A. The Medical Executive Committee or its designee may request, in writing, a list of names and addresses of all persons the Member or applicant anticipates calling to testify at the hearing on the Member's or applicant's behalf. The Member or applicant shall furnish the witness list within seven (7) days of the date of the request. Upon written request, the Medical Executive Committee or its designee shall provide the Member or applicant with copies of all documents upon which the adverse action is based. Upon written request, the Member or applicant shall provide the Medical Executive Committee or its designee with copies of all documents the Member or applicant expects to present at his/her hearing.
- B. It is the duty of the Member or applicant and the Medical Executive Committee or its designee to exercise reasonable diligence in notifying the Chairperson of the Judicial Review Committee of any pending or anticipated procedural disputes as far in advance of the scheduled hearing as possible, in order that decision concerning such matters may be made in advance of the hearing. Objections to any pre-hearing decision may be again made at the hearing.

12.4.2 Representation

The hearings provided for in these Bylaws are for the purpose of intra-professional resolution of matters bearing on professional conduct, professional competency, and/or character. The Member or applicant shall be entitled to representation by legal counsel in

any phase of the hearing and shall receive notice of the right to obtain representation by an attorney at law. In the absence of legal counsel, the Member or applicant shall be entitled to be accompanied by and represented at the hearing by a practitioner licensed to practice in the State of California who is not also an attorney at law. If the Member or applicant is not represented by an attorney, the Medical Executive Committee shall appoint a representative who is not an attorney to represent its position, present the supporting witnesses and material, examine witnesses, and respond to appropriate questions. The Medical Executive Committee shall only be represented by an attorney at law if the Member or applicant is also represented by an attorney.

12.4.3 The Hearing Officer

The Medical Executive Committee shall appoint a Hearing Officer (who may also be the Chair of the Judicial Review Committee) to preside at the hearing. The Hearing Officer will not act as a prosecuting officer or as an advocate. The Hearing Officer shall endeavor to ensure that all participants in the hearing have a reasonable opportunity to be heard and to present relevant oral and documentary evidence in an efficient and expeditious manner, and that proper decorum is maintained. The Hearing Officer shall determine the order of or procedure for presenting evidence and argument during the hearing and shall have the authority and discretion to make all rulings on questions that pertain to matters of law, procedure and/or the admissibility of evidence. If the Hearing Officer determines that any participant is not proceeding in an efficient and expeditious manner, the Hearing Officer may take actions as seems warranted by the circumstances.

12.4.4 Hearing Record

A record of the hearing shall be made that is of sufficient accuracy to permit review by any appellate group that may later be called upon to review the matter. The Judicial Review Committee may determine to make the record by use of (a) a court reporter or (b) by a tape recording and minutes of the proceedings. The Member or applicant may request, in writing, a copy of the hearing record. The copy will be provided to the Member or applicant upon payment of the cost of preparing and copying the record.

12.4.5 Rights of the Parties

Both parties at the hearing may call and examine witnesses for relevant testimony, introduce relevant documents, cross-examine and/or impeach witnesses who have testified on any matter relevant to the issues, and otherwise rebut evidence, as long as these rights are exercised in an efficient and expeditious manner. The Member or applicant may be called by the Medical Executive Committee or its designee and examined as if under cross-examination. The Member or applicant may, at the beginning of the hearing, challenge the membership of the Judicial Review Committee because of alleged conflict of interest on the part of any committee member. Should such a challenge occur, the Medical Staff President may choose to remove and replace the challenged member

(requiring a postponement if necessary) or proceed without removal. If the Medical Staff President chooses to proceed without removal, any challenge by the Member or applicant shall be made succinctly in writing and shall be made part of the hearing record.

12.4.6 Miscellaneous Rules

Judicial rules of evidence and procedure relating to the conduct of the hearing, examination of witnesses, and presentation of evidence, do not apply to a hearing conducted under this Article. Any relevant evidence, including Quality Assurance profiles, credentials files, and hearsay shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the admissibility of such evidence in a court of law. However, no finding of fact may be based solely on hearsay. The Judicial Review Committee may interrogate the witnesses and/or call additional witnesses if it deems such action appropriate. At its discretion, the Judicial Review Committee may request or permit both sides to file written arguments. A Medical Staff Member does not have the right to view or use peer review information of other practitioners as part of the fair hearing process.

12.4.7 Burden of Proof

When a hearing related to denial of initial appointment, denial of requested Department or division membership, denial or restriction of Clinical Privileges, mandatory consultation or supervision requirements as it pertains to an initial application for membership or Privileges, or denial of a request to advance from courtesy to active Staff, or termination due to inactivity, the practitioner has the burden of proving that the adverse action or recommendation lacks a substantial factual basis or that the action is arbitrary, unreasonable, or capricious. Otherwise, the Medical Executive Committee has the burden of proving that the adverse action is warranted and has a substantial factual basis.

12.4.8 Adjournment and Conclusion

After the presentation of the oral and written evidence, oral closing arguments, or written closing arguments, if requested by the Judicial Review Committee, the hearing shall be closed.

12.4.9 Basis for Decision

The decision of the Judicial Review Committee shall be based on the evidence introduced at the hearing, including all logical and reasonable inferences from the evidence and the testimony, and shall be within the constraints of these Bylaws. The decision of the Judicial Review Committee shall be final, subject to the Appeal provision of these Bylaws.

12.4.10 Presence of Judicial Review Committee members and Vote

A majority of the Judicial Review Committee must be present throughout the hearing and deliberations. If the committee member is absent from any part of the proceedings, he/she may not participate in the deliberations or the decision.

12.4.11 Decision of the Judicial Review Committee

- A. The Judicial Review Committee shall make findings of fact.
- B. The Judicial Review Committee may make one of the following decisions based upon the findings of fact:
 - 1) The action of the Medical Executive Committee is sustained;
 - 2) The action of the Medical Executive Committee is overturned; or
 - 3) The action of the Medical Executive Committee is modified. (The modification may be less or more adverse to the Member or applicant than the action of the Medical Executive Committee.)
- C. The Judicial Review Committee shall make its decision by simple majority vote. The numerated results of the vote are not reported in the final report of the Judicial Review Committee.
- D. Within thirty (30) workdays after adjournment of the hearing, the Judicial Review Committee shall render a decision, which shall be in writing. If the Member is currently under suspension, however, the time for the decision and report shall be fifteen (15) workdays. The original report and decision shall be forwarded to the Medical Staff President, the Professional Affairs Committee and the Member or applicant at his or her last known address. The report shall contain the findings of fact, a statement of the reasons in support of the decision, and the decision. The decision of the Judicial Review Committee shall be final, subject to such rights or appeal as set forth in these Bylaws.

12.5 Appeals

12.5.1 Time for Appeal

Within ten (10) calendar days of the date that the report/decision of the Judicial Review Committee is mailed to the Member of applicant, either the Member or applicant or the Medical Executive Committee may request an appellate review of the decision. The written request for such review shall be delivered to the Medical Staff President and mailed or delivered to the other party to the hearing. If a request for appellate review is not made within the specified time period, the decision of the Judicial Review Committee shall be final.

12.5.2 Grounds for Appeal

A written request for an appeal shall include an identification of the grounds for appeal and a clear and concise statement of the fact in support of the appeal. The grounds for appeal from the hearing shall be: (a) substantial non-compliance with the procedures required by these Bylaws or applicable law which has created demonstrable prejudice;

(b) the decision was not supported by substantial evidence based upon the hearing record or such additional information as may be permitted.

12.5.3 Time, Place and Notice

If an appellate review is to be conducted, the appeal board shall, within thirty (30) days after receipt of notice of appeal, schedule a review date and cause each side to be given notice of the time, place and date of the appellate review. The date of appellate review shall not be less than thirty (30) nor more than sixty (60) days from the date of such notice, provided, however, that when a request for appellate review concerns a Member who is under suspension which is then in effect, the appellate review shall be held as soon as the arrangements may reasonably be made, not to exceed fifteen (15) days from the date of the notice. The time for appellate review may be extended by the appeal board for good cause.

12.5.4 Appeal Board

The Governing Body, or an authorized committee of the Governing Body, shall sit as the Appeal Board. Knowledge of the matter involved shall not preclude any person from serving as a member of the Appeal Board, so long as that person did not take part in a prior hearing on the same matter. The Appeal Board may select an attorney to assist it in the proceeding, but that attorney shall not be entitled to vote with respect to the appeal.

12.5.5 Appeal Procedure

The proceeding by the Appeal Board shall be in the nature of an appellate hearing based upon the record of the hearing before the Judicial Review Committee, provided that the Appeal Board may accept additional oral or written evidence, subject to a foundational showing that such evidence could not have been made available to the Judicial Review Committee in the exercise of reasonable diligence and subject to the same rights of cross-examination or confrontation provided at the Judicial Review Hearing; or the Appeal Board may remand the matter to the judicial Review Committee for the taking of further evidence and for decision. Each party shall have the right to be represented by legal counsel in connection with the appeal, to present a written statement in support of his or her position on appeal and, in its sole discretion, the Appeal Board shall present its written recommendations as to whether the Governing Body should affirm, modify, or reverse the Judicial Review Committee decision, or remand the matter to the Judicial Review Committee for further review and decision.

12.5.6 Decision

- A. Except as otherwise provided herein, within thirty (30) days after the conclusion of the appellate review proceeding, the Governing Body shall render a decision in writing and shall forward copies thereof to each side involved in the hearing.
- B. The Governing Body may affirm, modify, or reverse the decision of the Judicial Review Committee or remand the matter to the Judicial Review Committee for reconsideration. If the matter is remanded to the Judicial Review Committee for further review and recommendation, said committee shall promptly conduct its review and make its recommendations to the Governing Body. This further review and the time required to report back shall not exceed thirty (30) days in duration except as the parties may otherwise agree or for good cause as jointly determined by the Chairpersons of the Governing Body and the Judicial Review Committee.
- C. In the event the decision of the Governing Body is unfavorable to the applicant or Member, that action shall become final. In the event the decision is favorable, that action also shall become final unless the Medical Executive Committee elects within fifteen (15) days to submit the matter to an ad-hoc committee. This ad-hoc committee shall be composed of two (2) members of the Governing Body (appointed by the Chair of the Governing Body) and two (2) Members of the Medical Staff (as appointed by the Medical Staff President) and shall have access to the records from the hearing and appeal. The decision of this committee shall be in writing within thirty (30) days of receipt of the matter unless extended for good cause. The decision of this committee shall specify the reasons for the action taken and shall be forwarded to the Governing Body who shall reconsider its action, and then render a final decision.

12.5.7 Right to One Hearing

No Member or applicant shall be entitled to more than one evidentiary hearing and one appellate review on any matter that has been the subject of adverse action or recommendation.

12.6 Exceptions to Hearing Rights

12.6.1 Automatic Suspension or Limitations of Practice Privileges.

In the circumstances set forth in these Bylaws causing Automatic Suspension, the issues which may be considered at a hearing, if requested, shall not include evidence designed to show that the determination by the licensing or credentialing authority was unwarranted, but only (1) whether the revocation, suspension, restriction, or probation occurred, (2) the terms of any restrictions, or probation, and (3) whether the Member may continue to practice in the Hospital with the Limitations imposed by the licensing or credentialing authority.

12.6.2 Expunction of Disciplinary Action.

Upon petition, the Medical Executive Committee, in its sole discretion, may expunge previous disciplinary action upon a showing of good cause or rehabilitation.

ARTICLE 13

CONFIDENTIALITY

13.1 General

Discussion, deliberation, records and proceedings of all meetings of all Medical Staff committees having the responsibility of evaluation and improvement of quality care rendered in this Hospital, including, but not limited to meetings of the Medical Staff meeting as a committee of the whole, meeting of Departments and Division, meeting of Committees, and meetings of special and ad-hoc committees and including information regarding any Member or applicant to the Medical Staff, shall be confidential to the fullest extent permitted by law.

“Records” includes, but is not limited to, the credentials and quality assurance profiles of individual practitioners and the records of all Medical Staff credentialing, peer review, and quality review activities.

Records will be disclosed only in the furtherance of credentialing, peer review, and quality review activities, and only as specifically permitted under the condition described in this Article, or otherwise required by law.

Records that are disclosed to the Governing Body of the Hospital or its authorized representatives, in order for the Governing Body to discharge its lawful obligations and responsibilities, shall be maintained as confidential.

13.2 Breach of Confidentiality

Inasmuch as effective peer review and consideration of the qualifications of Medical Staff Members and applicants to perform specific procedures must be based on free and candid discussions, any breach of confidentiality provision of these Bylaws, except in conjunction with other Hospital, professional society, or licensing authority duties, is unauthorized conduct for any Medical Staff member and is grounds for corrective action.

13.3 Protection

All Medical Staff records shall be maintained in the Medical Staff Office and in the Quality Assurance Department. Such records shall be maintained in locking cabinets under the custody of the Chairpersons of the Credentials Committee and the Patient Safety and Performance Improvement Committee or their designees. The profile cabinets will be locked except during such times as these Chairpersons or their designees are able to monitor access to the records.

13.4 Access by persons or Agencies Outside the Jurisdiction of the Hospital

13.4.1 Credentialing or Peer Review at Other Hospitals

The Medical Staff president, the Credentials Committee Chairperson or the designee of either, may release information contained in a credentials profile in response to a request from another hospital or its Medical Staff. That request must include information that the practitioner is a member of the requesting hospital's Medical Staff, exercise privileges at the requesting hospital, or is an applicant for Medical Staff membership or privileges at that hospital and must include a release for such records signed by the concerned practitioner.

13.4.2 Requests by Hospital Surveyor/Investigators

Hospital surveyor/investigators are entitled to inspect records (excluding quality assurance profiles, which shall not be made available to any persons or agencies outside the jurisdiction of the Hospital) covered by this Article on the hospital premises in the presence of the Medical Staff President (or designee), provided that:

- A. No originals or copies may be removed from the premises;
- B. Access is only with concurrence of the Administrator (or designee) and the Medical Staff President (or designee); and
- C. The surveyor demonstrates the following to Hospital and Medical Staff representatives;
 - 1) That the surveyor has specific statutory or regulatory authority to review the requested materials;
 - 2) That the materials sought are directly relevant to the matter being investigated;
 - 3) That the materials sought are the most direct and least intrusive means to carry out the pending investigation or survey, bearing in mind that credentials profiles regarding individual practitioners are confidential materials;
 - 4) That sufficient specificity is provided to allow for the production of individual documents without undue burden to the Hospital or Medical Staff; and
 - 5) That in the case of a request for documents with physician identifiers, the need for such identifiers is documented.
 - 6) Additionally, at the discretion of the Medical Staff President and the Administrator, the surveyor may be asked to sign a statement acknowledging notification of the provisions of confidentiality. If he/she declines to sign, it will be noted at the bottom of the prepared statement that the surveyor, identified by name, has declined to sign but has been provided a copy of confidentiality provisions.

13.4.3 Subpoenas

All subpoenas of Medical Staff records shall be referred to the Administrator, who shall have the option of consulting legal counsel for the purpose of formulation a response.

The Administrator shall notify the Medical Staff President when a subpoena for Medical Staff records is received.

13.4.4 Requests from Licensing Boards

Current law allows the California Medical Board, the Board of Osteopathic Examiners, and the Board of Dental Examiners to review certain materials pertaining to Medical Staff hearings concerning corrective action recommendations or decisions. Given the current requirements of law, copies of the following records of a Medical Staff disciplinary hearing shall be made available to the appropriate licensing board upon the specific request of such board:

- A. The Notice of Charges presented to the practitioner before the beginning of a Medical Staff hearing;
- B. Any document, medical record, or other exhibit received in evidence at the hearing; and/or,
- C. Any written opinion, finding, or conclusions of the Medical Staff hearing committee that were made available to the concerned practitioner.

In the event that the concerned practitioner did not request a hearing as per these Bylaws, the Notice of Action or Proposed Action shall be made available

The Medical Staff President, or designee, must review and approve the disclosure before it is made. Any request for documents other than those cited above shall be disclosed only in accordance with this Article.

13.4.5 Other Requests

All other requests for information contained in the Medical Staff records shall be forwarded to the Medical Staff President and the Administrator for an appropriate response.

13.5 Access by Persons within the Jurisdiction of the Hospital

13.5.1 Quality Assurance Profiles

- A. Any practitioner may review his/her Quality Assurance profiles and/or work folder without cause and without approval by giving timely notice in writing to the designee of the Medical Executive Committee. An observer shall be present when the practitioner is reviewing his/her profile. When a Member has reviewed his/her profile as provided under this section, he/she may request a correction or deletion of information in his/her Quality Assurance profile by written request to the Medical Executive Committee. Such a request shall include a statement of the basis for the action requested. The request will be considered and acted upon in accordance with the Bylaws.

- B. Except as noted above, no Member of the Medical Staff, other than those specified in the Bylaws, may be provided with access to a practitioner's Quality Assurance profile and/or work folder. No member of the Hospital Administration or the Governing Body may be provided with access to practitioner's Quality Assurance profile or work folder, except as required by the administrative hearing process in these Bylaws. The individual practitioner under review will be notified in writing whenever this request occurs.
- C. Quality Assurance profiles may be submitted as evidence during a fair hearing conducted pursuant to these Bylaws.

13.5.2 Credential Files

A Medical Staff Member shall be granted access to his/her own credentials files, subject to the following provisions;

- A. The request shall give timely notice to the Medical Staff President or his/her designee;
- B. The Member may review, and receive a copy of, only those documents provided by or personally address to the Member. A summary of all other information, including peer review committee findings, letters of reference, monitoring reports, complaints, etc., shall be provided to the Member in a timely manner, in writing, by the Medical Staff President or designee. Such summary shall disclose the substance, but not the source, of the information summarized;
- C. The review by the Member shall take place in the Medical Staff Office, during normal working hours, in the presence of the Medical Staff President or designee.

13.5.3 When a Member has reviewed his/her file, he/she may address to the Medical Staff President a written request for correction or deletion of information in his/her credentials files. Such request shall include a statement of the basis for the action requested. The Medical Staff President shall review such a request within a reasonable time and shall recommend to the Medical Executive Committee after such review whether to make the correction or deletion requested. The Medical Executive Committee, when so informed, shall either grant or deny the request by a majority vote. The Member shall be notified promptly, in writing, of the decision of the Medical Executive Committee. In any case, a Member shall have the right to add to his/her own credentials profile a statement responding to any information contained in the file.

13.5.4 The Medical Staff President, Department Chairpersons, committee chairpersons, the Chief Medical Officer, and the Administrator shall have access to credentials files to the extent necessary to perform their official duties. Medical Staff committee members shall have access only to the records of committees on which they serve.

13.5.5 No members of the Hospital Administrator or the Governing Body will be given access to a practitioner's credentials file; however, the Governing Body or its designee, consistent

with its ultimate responsibility to oversee quality of care, may wish to have an individual practitioner's credentials profile evaluated for specific reasons of concern. The individual practitioner under review must be immediately notified in writing whenever this request occurs.

ARTICLE 14

GENERAL PROVISIONS

14.1 Rules and Regulations

The Medical Staff must annually review the Rules. The procedure for adopting, amending, and repealing the Rules is set forth in Article 15 of the Bylaws. Once a rule or regulations is adopted or amended by the Governing Body, it is effective and governs applicants and Members of the Medical Staff. If there is a conflict between the Bylaws and the Rules, the Bylaws prevail. The process set forth in Article 15 of the Bylaws is the sole method for the initiation, adoption, amendment, and repeal of medical Staff Rules.

14.2 Dues or Assessments

The Medical Executive Committee shall annually recommend the amount of annual dues or assessments, if any, for each category of Medical Staff membership, subject to the approval of the Medical Staff, and to determine the manner of expenditure of such funds.

14.3 Construction of Terms and Headings

The captions or headings in these Bylaws are for convenience only and are not intended to limit or define the scope of or affect any of the substantive provisions of these Bylaws. These Bylaws apply with equal force to both genders wherever either term is used.

14.4 Authority to Act

Any Member or Members who act in the name of this Medical Staff without proper authority shall be subject to such disciplinary action, as the Medical Executive Committee may deem appropriate.

14.5 Division of Fees

Any division of fees by Members of the Medical Staff is forbidden and any such division of fees shall be cause for exclusion or expulsion from the Medical Staff.

14.6 Special Notices

Except as otherwise provided in these Bylaws, all notices, demands and requests required or permitted to be mailed shall be in writing addressed to the last known address provided by the Member, sealed, with postage fully paid, and deposited in the United States Postal Service. In the alternative, any notice, demand, or request that is required or permitted to be mailed may be hand-delivered. If the official records of the Medical Staff and the Hospital contain different addresses, the notice, request or demand shall be mailed to both addresses.

14.7 Requirements for Elections of Medical Staff President, Department Heads, Division heads and for Bylaws Amendments

14.7.1 Elections by Secret Ballot:

All elections shall be by secret ballot.

14.7.2 Eligibility to Vote:

Only active Members of the Medical Staff in Good Standing may vote in elections governed by these Bylaws. An active Member of the Medical Staff is one who has been approved for active status by the Governing Body at least seven (7) days before the day ballots are mailed.

14.7.3 Mailing Address:

It is the responsibility of each Member of the Medical Staff to provide the Medical Staff Office with his/her current mailing address. Ballots will be mailed to the last address provided by the Medical Staff Member.

14.7.4 Runoff Elections:

A candidate shall be elected by a majority of the votes cast. If no candidate receives a majority vote on the first ballot, a runoff election shall be conducted as soon as is practical between the two candidates who received the highest pluralities. If the runoff election results in a tie, the election shall be repeated. If there is still a tie, the Medical Staff president will cast the deciding vote. If the election is for the Medical Staff President, the Medical Executive Committee will decide.

14.7.5 Voting within Committees and Departments:

At the discretion of the Department Chair, ballots may be by voice, by hand, or by secret ballot. However, at the request of any voting Member within that committee or Department, that vote shall be by secret ballot. Voting Members are determined in accordance with these Bylaws.

14.8 Disclosure of Interest.

All nominees for election or appointment to Medical Staff offices, Department Chairs, or the Medical Executive Committee shall, at least twenty (20) days prior to the date of election or appointment, disclose in writing to the Medical Executive Committee those personal, professional, and financial affiliations and relationships of which they are reasonably aware that could foreseeably result in a conflict of interest with their activities or responsibilities on behalf of the Medical Staff.

14.9 Authorization, Immunity, and Releases.

14.9.1 Authorization and Conditions.

By applying for or exercising clinical privileges within this hospital, an applicant;

- A. Authorizes representatives of the hospital and the Medical Staff to solicit, provide, and act upon information bearing upon, or reasonably believed to bear upon, the applicant's professional ability and qualifications;
- B. Authorized persons and organizations to provide information concerning such practitioner to the Medical Staff;
- C. Agrees to be bound by the provisions of this Article and to waive all legal claims against any representative of the Medical Staff or the hospital who acts in accordance with the provisions of these Bylaws; and
- D. Acknowledges that the provisions of these Bylaws are express conditions to an application for Medical Staff membership, the continuation of such membership, and to the exercise of clinical privileges at this hospital.

14.9.2 Releases.

Each applicant or Member shall, upon request of the Medical Staff or hospital, execute general and specific releases as necessary to carry out the provision of these Bylaws.

14.10 Standards for History and Physical Examination.

14.10.1 The complete history and physical examination (H&P), as required for the patient's medical record, shall be completed within twenty-four (24) hours after admission of the patient, and, in case a patient is admitted for surgery, shall be completed prior to the time surgery is done. When the history and physical examination is dictated, a holding note must be recorded in the medical record at the time of examination. A history and physical may be performed up to thirty (30) days in advance provided a durable and legible copy is inserted into the inpatient medical record no later than twenty (24) hours after admission and is updated as appropriate.

14.10.2 Special Standards for Elective Surgery.

The following procedure is to be followed when scheduling a patient for either elective outpatient surgery or elective surgery to be done on the day of admission (for general or regional anesthesia.)

14.10.3 The scheduling surgeon must schedule the patient for a pre-op H&P to be done within thirty (30) days prior to surgery. The surgeon must clearly enter in the medical record:

- A. The procedure being scheduled and type of anesthesia;
- B. The surgical indications;
- C. Whether the patient is to be admitted following the surgery.

10.10.4 It is the responsibility of the surgeon scheduling the procedure to obtain informed consent from the patient at the time it is scheduled, having explained the risks and benefits to the patient.

10.10.5 The pre-op H&P and all ordered tests will be reviewed by the anesthesiologist prior to surgery. The provider performing the H&P and/or the primary care provider may be consulted in evaluation of abnormal results prior to cancellation of surgery.

ARTICLE 15

ADOPTION AND AMENDMENT OF BYLAWS AND RULES

15.1 Annual Review.

These Bylaws and the Rules shall be reviewed annually by the Medical Executive Committee.

15.2 Procedure.

Upon the request of the Medical Staff President, the Medical Executive Committee, the Administrative Affairs Committee, or upon timely written petition signed by at least 10% of the Members of the Medical Staff in Good Standing who are entitled to vote, consideration shall be given to the adoption, amendment or repeal of these Bylaws or Rules.

15.3 Medical Staff Action.

These Bylaws and Rules may be adopted, amended, or repealed by:

15.3.1 The affirmative vote of a majority of the active Staff Members in Good Standing present at a regular or special Staff Meeting at which a quorum attends, provided that the proposed documents or amendments are made available to Staff Members entitled to vote thereon no less than two (2) weeks before balloting with or at the time of notice of the meeting; or

15.3.2 The affirmative vote of a majority of ballots returned by Members in Good Standing, provided that a copy of the proposed documents or amendments are made available to each Staff member entitled to vote thereon no less than two (2) weeks before balloting, and provided that no less than two (2) weeks' time interval exists between the date the ballot was mailed to active Members and the due date of the ballot.

All elections to adopt amend or repeal the Bylaws or Rules and Regulations shall be conducted in accordance with these Bylaws.

15.4 Approval.

By laws and Rules changes adopted by the Medical Staff shall not become effective until approved by the Governing Body. Neither the Medical Staff nor the Governing Body may unilaterally amend the Bylaws or Rules.

15.5 Exclusivity.

The mechanism described herein shall be the sole method for the initiation, adoption, amendment, and/or repeal of the Bylaws or Rules.

Rules and Regulations

These Rules and Regulations are adopted pursuant to Article 15 of the Medical Staff Bylaws. These Rules use the same Definitions as the ones described in the Bylaws. The Rules specifically include those policies and procedures that are referenced herein.

1. General Rules

A. Admissions

1. All admissions of patients are subject to rules delineated in the Medical Staff Bylaws, specific department policies and hospital policies.

B. Continuous Responsibility for Patients

1. Inpatient

- a. The attending physician is responsible for the complete and continuing care of his/her patients. He/she is required to keep appropriate personnel informed as to where he/she can be reached in case of emergency and shall designate at least one physician to render emergency or other necessary patient care if he/she is not available. Each patient shall be reassessed daily.

2. Outpatient

- a. Primary Care Providers are responsible for their panel of patients as described in the Ambulatory Care Policies.

C. Medical Records

1. General Provisions

- a. Abbreviations
 - i. An “Unacceptable Abbreviations List” is posted throughout the hospital and clinics. Copies may be obtained from Medical Records.
- b. Records Belonging to Health Services Department
 - i. Refer to Hospital Policy 705 – Removal, Retention and Destruction of Protected Health Information. All medical records and other records relating to the admission, care and discharge of a patient are the property of the Contra Costa County Health Services Department and may be removed from the Health Services Department’s jurisdiction and safekeeping only in accordance with a subpoena, court order or other statute. In case of readmission of any patient, all previous records shall be available to the attending physician.
- c. Electronic Signature
 - i. Approved electronic signature of medical records is acceptable for chart completion.

2. *Completion of Records*

- a. Inpatient Records
 - i. Responsibilities of the Members of Medical Staff and General Provisions
- b. Content of Staff Entry
 - i. The attending physician shall be responsible for preparing a complete medical record for each patient as described in Hospital Policy 706 – Medical Record Content. This record shall include at least the following minimum information.
 - ii. Patients shall be discharged only upon the order of the attending physician or another physician acting as his/her representative. At the time the patient is discharged, the attending physician shall complete the medical record, indicate the reason for admission, state the final diagnosis, record treatment and/or procedures performed, describe the condition of the patient on discharge, including specific comparison with condition on admission and any specific instructions given the patient and/or family (e.g., diet, medication, physical activity and follow-up care.) When pre-printed instructions are given to the patient, the record should so indicate and a sample of the instruction sheet in use at the time must be kept on file in the Medical Records Department. All medical record entries must be signed and dated.
 - iii. When a patient has been hospitalized a discharge summary is required.
 - iv. All surgery performed shall be fully described by the operating surgeon in the patient's medical record. Such description shall include a detailed account of the technique used, identification of tissues and foreign material removed, if any, and a description of the findings. Such description shall be done immediately after surgery is concluded. A brief interim operative note shall be placed in the medical record immediately after surgery is concluded if the complete note is not immediately visible in the electronic health record.
 - v. At the discretion of the attending physician, tissues and foreign materials removed in surgery shall be submitted, together with adequate clinical information, to the pathologist on duty. The Pathology Department may establish appropriate guidelines.
 - vi. In addition to the operating surgeon's report, the record of every operation involving use of an anesthetic other than local shall include a proper anesthetic record and a post-anesthetic follow-up report.
 - vii. Standards for History and Physical Examination. The complete history and physical examination (H&P), as required for the patient's medical record, shall be completed within twenty-four (24) hours after admission of the patient, and, in case a patient is

admitted for surgery, shall be completed prior to the time surgery is done. When the history and physical examination is done a holding note must be recorded in the medical record at the time of examination. History and physical may be performed up to thirty (30) days in advance provided a durable and legible copy is inserted into the inpatient medical record no later than twenty-four (24) hours after admission of the patient, and, in case a patient is admitted for surgery, shall be completed prior to the time surgery is done. When the history and physical examination is done a holding note must be recorded in the medical record at the time of examination. A history and physical may be performed up to thirty (30) days in advance provided a durable and legible copy is inserted into the inpatient medical record no later than twenty-four (24) hours after admission and is updated as appropriate. At a minimum the H&P will include the following sections: HPI, Problem List, Allergies, Medications, Physical Exam, and Assessment/Plan.

viii. Special Standards for Elective Surgery. The following procedure is to be followed when scheduling a patient for either elective outpatient surgery or elective surgery to be done on the day of admission (for general or regional anesthesia.)

1. The scheduling surgeon must schedule the patient for a pre-op H&P to be done within thirty (30) days prior to the surgery. The surgeon must clearly enter in the medical record:
 - a. The procedure being scheduled and type of anesthesia;
 - b. The surgical indications;
 - c. Whether the patient is to be admitted following the surgery.
2. It is the responsibility of the surgeon scheduling the procedure to obtain informed consent from the patient at the time it is scheduled, having explained the risks and benefits to the patient.
3. A History and Physical shall be done on all pre-op patients.
4. Pre-op lab work should be scheduled within two weeks prior to surgery.
5. The pre-op H&P and all ordered tests will be reviewed by the anesthesiologist prior to surgery. The provider performing the H&P and/or the primary care provider may be consulted in evaluating abnormal results prior to cancellation of surgery.

3. Delinquency

- a. All charts must be completed within the time limits specified below. A “complete medical record” is defined as one that meets all criteria as set forth.

i). Inpatient and Surgery

Document	Time Due
Discharge Summary.....	Thirteen (13) days post discharge
Inpatient History/Physical.....	Twenty-four (24) hours post admission
Interval History/Physical.....	Less than twenty-four (24) hours prior to surgery
Operative Report.....	Immediately after surgery
Pre-anesthesia evaluation.....	Must be completed prior to being placed under anesthesia unless extreme emergency
Post-Anesthesia note.....	6 hours after conclusion of anesthesia
Verbal orders.....	Authenticated by twenty-four (24) hours for IV Fluid or IV drug orders; all others within 48 hours
Other inpatient documentation as required by law, including;	At hospital discharge
<ul style="list-style-type: none"> a) Diagnostic and therapeutic orders; b) Clinical observations and results of therapy; c) Reports of procedures, tests, and their results; d) Conclusions at the termination of care. e) All inpatient dictations. 	Must be signed within thirteen (13) days and are delinquent after the fourteenth (14 th) day.

ii. Outpatient Records

- a. Providers are encouraged to chart as soon as possible after visit. At a minimum, the diagnosis and treatment plan shall be charted at the time of the visit. The provider note must be complete within twenty-four (24) hours.
- b. Outpatient notes should contain the following elements:
 - i. Patient identification.
 - ii. Date of visit.
 - iii. Relevant history or pertinent update of the illness or injury.
 - iv. Physical findings, if applicable.
 - v. Results of tests and other studies, if applicable.
 - vi. Diagnostic assessment.
 - vii. Treatment plan, including prescriptions.
 - viii. Results of treatment rendered during the visit, if applicable.
 - ix. Patient teaching, including instructions given to the patient and/or family and follow-up care.

4. *Disciplinary Proceedings*

a. Process

- i. An incomplete chart is considered delinquent fourteen (14) days after the due date as specified at 1.C.3.a. Automatic initiation of disciplinary proceedings for the responsible practitioner will occur as soon as a chart becomes delinquent.
- ii. A letter will be sent to the practitioner responsible for the delinquent records from Health Information Management. The Medical Staff Office will also contact the practitioner, using the contact information provided to the office by the practitioner. Practitioners are responsible for making sure their contact information is up to date.
- iii. The letter shall state:
 - A. The list of delinquent records;
 - B. That failure to complete delinquencies within seven (7) days will result in suspension of all Medical Staff Privileges and Staff Membership by the Medical Staff President until the stated delinquent charts are completed.
- iv. If delinquent records referred to in the letter are not completed with seven (7) days, the Medical Staff President shall immediately suspend all Medical Staff Privileges and Membership until the delinquent charts are properly completed. The Medical Staff President will notify the appropriate Department Heads, the Executive Director of the Hospital, Chief Medical Officer and the Residency Director as appropriate.

b. Further Sanctions

- i. Any practitioner suspended for a cumulative total of thirty (30) days or more during any 12-month period will be reported to the Medical Board of California by the Medical Staff President.

D. Medical Orders

1. *Inpatient*

- a. All orders must be reconciled when a patient is transferred into or out of the Critical Care units (ICU and IMCU.)
 - i. Orders can be dictated or telephoned to a health professional listed below and later signed by the attending physician, or, in case of treatment required in the absence of the attending physician, by the physician then responsible for the patient's care/ Verbal orders shall be accepted and entered by a licensed nurse, occupational therapist, physical therapist, licensed respiratory therapist or speech therapist, registered pharmacist or registered dietician only and such action will be limited to urgent circumstances.
 - ii. Verbal orders are not valid for orders to limit or remove lifesaving procedures.

- iii. There are no routine or standing orders regarding patient care or ordering of diagnostic tests.

2. Outpatient

- a. Outpatient orders should be entered in the medical records. Any verbal orders must be co-signed by the M.D. or FNP within twenty-four (24) hours.

E. CPR

- 1. Although a “Basic CPR” certificate is not required for Medical Staff membership, it is strongly encouraged for all those physicians in patient care. Individual Departments may require it for membership.

F. Disaster Assignments: Refer to Hospital Disaster Plan

- 1. Contra Costa Regional Health Center & Health Centers maintains a disaster plan based upon the Hospital Emergency Incident Command System (HEICS) which delineates the administrative structure for disaster responses. Each individual Department also has in place disaster and evacuation plans.
- 2. Employed members of the Medical Staff are designated automatically as disaster workers in the event of a disaster. Other members of the Medical Staff are eligible to participate in disaster work, as is volunteer staff under the guidelines of disaster credentialing as delineated in the Medical Staff Bylaws.

G. Consultation Policy

- 1. All providers are expected to seek consultation and advice whenever they encounter a situation in the course of caring for a patient in whom they are not confident of their own ability or knowledge. They should also seek consultation when it becomes evident that the patient is not comfortable with the diagnosis or management of his or her problem. Consultation may be obtained from Members of the Staff who are privileged to care for the problem for which the advice is sought, and his or her report shall be included in the medical record. The consultation report should be placed in the medical report.
- 2. Except where consultation is precluded by emergency circumstances, the attending physician shall consult with another qualified physician in all of the following cases:
 - a. All major surgical cases in which the patient is not a good risk.
 - b. In all cases in which the diagnosis is obscure or in which there is doubt as to the best therapeutic measures to be utilized.

H. Operating Room Policies

1. Consents:

- a. Except in cases of emergency, no surgery shall be performed except pursuant to written informed consent from the patient or his/her legal representative, and all other persons, if any, from whom consent is required.
 - i. History and physical examination;
 - ii. Pre-operative diagnosis;
 - iii. All necessary Laboratory and X-ray work;
 - iv. Pre-anesthetic evaluation in all cases receiving a general anesthetic;
- b. If, in any surgical cases, the foregoing requirements are not met prior to the time scheduled for surgery, the operation shall be canceled by the Operating Room Supervisor or designee and rescheduled unless the attending physician documents that such delay would be detrimental to the patient.

2. Prompt attendance of surgeon and attendants:

Surgeons and attendants must be in the operating room and ready to commence surgery at the time scheduled.

I. Supervision of Resident Physicians

1. Resident physicians shall have appropriate supervision present at all times regardless of patient complexity or resident competency. All medical care provided by resident staff is under the supervision of licensed physician members of the Medical Staff who have privileges for the patient care being rendered and the Residency Director. Such care shall be in accordance with the provision of a program approved by and in conformity with the Accreditation Council on Graduate Medical Education of the American Medical Association and the American Osteopathic Association. Residents must be supervised by members of the Medical Staff in such a way that the trainee assumes progressively increasing responsibility for patient care according to their level of training, ability and experience.

2. Inpatient Supervision

Resident physicians shall identify a licensed physician member of the Medical Staff who has privileges for the patient care being rendered or the Residency Director as the attending of record on the admission orders of all patients admitted to the hospital. All critically ill patients admitted by the resident physician shall be discussed with an attending physician. Teaching rounds shall be held daily.

- a.
- b. All "DNR/DNI" orders entered by resident physicians shall document concurrent discussion with a licensed physician member of the Medical Staff who has privileges for the patient care being rendered and the Residency Director.

- c. Medical Staff co-signatories are needed for all resident physicians for the following medical records and documents:
 - i. Inpatient History and Physical
 - ii. Consultative Reports
 - iii. Procedure notes and operative reports
 - 3. Outpatient Supervision
 - a. Detailed and specific resident supervision policies are located in the Graduate Medical Education (GME) Policies and Procedures manual. A copy of this manual is located in the residency office or an electronic version is available upon request.
 - i. Prescriptions
 - A. All first year residents, even if they have a post-graduate training license, must have all prescriptions co-signed.
 - ii. Family Medicine Clinics
 - A. All resident physicians must have a preceptor with appropriate privileges assigned to supervise and precept them. This preceptor must be immediately available and have adequate time for teaching.
 - B. All medical record entries by medical students must be co-signed by a provider with privileges.
 - iii. Specialty Clinics
 - A. A staff physician will directly supervise all residents working in a specialty clinic. The resident physicians are expected to discuss all patients with the supervising physician before the patient leaves. The supervising physician should be identified on the consultation.
 - B. All medical record entries by medical students must be co-signed by a provider with privileges.

J. On-Call Response Time

- 1. Departments shall determine and monitor appropriate on-call procedures for their specific services.

K. Processing and Delivery of Ordered Blood Products

- 1. Blood products ordered by any physician shall be provided by the Blood Bank/Transfusion Service without delay. If questionable indications for transfusion are felt to be present, the pathologist, while processing of this order proceeds without delay, will attempt to discuss this issue with the ordering physician. If, after discussion, the pathologist still believes the request to be questionable, he/she will report this case to the appropriate Department or committee for review.
- 2. The physician who has primary responsibility for the patient has the final say in decision making, although we encourage a team approach utilizing dialogue between the clinician and the transfusion service.

L. Collection and Expenditures of Medical Staff Funds

1. Application Fees

- a. Each application may be assessed an application non-refundable processing fee. This fee shall be Three Hundred Dollars (\$300) and shall also be considered as payment of any dues, for which the applicant shall be liable during the period of the initial appointment, should the applicant be appointed to the staff. The fee for applications for Courtesy, Honorary, Temporary, Administrative, Allied Health Professional, and Telemedicine Staff shall be One Hundred and Fifty Dollars (\$150)
- b. In the event that the applicant is not accepted, no portion of this applications fee shall be refunded. In special circumstances as defined by the Credentials Committee and the Medical Executive Committee, this application fee may be waived.

2. Medical Staff Dues

- a. The Medical Executive Committee shall have the power to determine the amount of biennial reappointment dues. The following dues are currently in effect:
 - i. Active Staff:

Two Hundred Dollars (\$200) for each two-year reappointment
 - ii. Courtesy, Honorary, Temporary, Administrative, Allied Health Professional, and Telemedicine Staff:

One Hundred Dollars (\$100) for each two-year reappointment

3. Reappointment Late Processing Fees

- a. Pursuant to the Bylaws and the Rules, the Medical Staff is authorized to collect late processing fees. An application for reappointment is late when less than one hundred fifty (150) calendar days remain until the end of Members' term. In addition to the regular reappointment fee, the following late processing fees are assessed:
 - i. At one hundred fifty (150) days from the end of a term – Fifty dollars (\$50) – (may be waived in extenuating circumstances, such as vacation);
 - ii. At one hundred twenty (120) days from the end of the term – Fifty dollars (\$50) more for a total penalty of one hundred dollars (\$100) – (may not be waived);
 - iii. At ninety (90) days from the end of the term – Fifty dollars (\$50) more for a total penalty of one hundred fifty dollars (\$150),
 - iv. At ninety (90) days, all fees must be paid in full and application must be complete or reappointment application is not processed and the membership is deemed to have expired automatically at the end of the term. If the member submits a new application for membership in the medical staff within six (6) months of the expiration of the appointment, he/she must pay the one hundred fifty dollar (\$150) penalty in addition to the application fee.

4. Expenditure of Funds

- a. The Medical Executive Committee shall determine the method of disbursement of Medical Staff funds. The Medical Executive Committee may appoint a Medical Staff Funds Advisory Committee to advise the Medical Executive Committee regarding such expenditures.
- b. If an Advisory Committee is appointed, it shall study the various possible uses for the funds and recommend specific expenditures, including specific dollar amounts, to the Medical Executive Committee on an annual basis or more often as appropriate.
- c. The Medical Executive Committee shall retain ultimate control of these funds. The Medical Executive Committee may deposit these funds in any accounts it deems suitable.
 - i. Any account shall have the following co-signers:
 - A. The Medical Staff President
 - B. The Medical Staff President-Elect
 - C. The Immediate Past President of the Medical Staff
 - D. The Chair(s) of the Administrative Affairs Committee
 - E. Two Medical Staff Coordinators as designated by the Medical Executive Committee
 - ii. Any two (2) of these co-signers may distribute Medical Staff funds provided at least one co-signer is a Member of the Medical Staff. Any disbursement of funds greater than five hundred dollars (>\$500) must be approved in advance by the Medical Executive Committee. Any disbursement of funds of five hundred dollars or less (<=\$500) may be authorized by any two (2) of the cosigners listed above. Any such disbursement of funds without the advance approval of the Medical Executive Committee must be reported to the Medical Executive Committee by the Medical Staff President at the next regularly scheduled Medical Executive Committee meeting.

M. Medical Staff Evaluation and Development

1. Each Member of the active Medical Staff shall be reviewed no less often than every eleven (11) months by his/her Department Head on a form approved by the Medical Executive Committee. The purpose of this evaluation shall be to facilitate verbal and documented communications between the Department Head and the Staff Member in an attempt to acknowledge the Staff Member's areas of excellence and to identify those areas which can be improved.
2. The Medical Staff President shall evaluate the Department Heads in the same manner after consultation with the Members of his/her department. If the Department Head is also the Medical Staff President, an individual designated by the Credentials Committee shall evaluate him or her.
3. Upon completion, the evaluator and the Medical Staff Member shall meet face to face and each receives a copy of the evaluation, with additional copy to be placed in the individual's

credentials file. The copy in the credentials file shall be used by the Credentials Committee during the reappointment process. The Staff Member may request modification of this.

4. This evaluation shall be sent to the credentials file and the information in the credentials files shall be used for Medical Staff purposes only.

N. Other Policy Manuals

1. From time to time, policies are legally created and adopted by the Governing Body, the Administration, Nursing, and particular administrative departments. To the extent that these policies are not in conflict with the Medical Staff Bylaws, the Rules, or Medical Staff Policies, the Medical staff shall abide by the extraneous policy. If these extraneous policies are in conflict with the Bylaws, the Rules, or Medical Staff Policies, the Medical Executive Committee shall review the conflicting policies and recommend appropriate changes. When the extraneous policies have a negative impact upon the quality of patient care, the Medical Executive Committee shall also review the policy and make appropriate recommendation to assure quality care. In all cases, the Medical Staff must abide by the requirements of the Bylaws and the Rules.

APPROVED: COUNTY COUNSEL: *1/4/2022*

APPROVED: CCRM CHCs MEC:

APPROVED: Board of Supervisors

Summary of 2022 Medical Staff Bylaws Proposed Changes

These changes have been proposed by the Administrative Affairs Committee and approved by county council (with only some grammatical changes) and the Medical Executive Committee. The next step is to present the proposed changes to the medical staff at large, who are asked to vote YAY or NAY on each proposed change. This will determine if the changes take effect or not. Each section is listed with old language (if applicable) followed by the new proposed language –you are voting as to whether the NEW language should be adopted.

1. **Section 4.6.** Prerogatives for Allied Health Professionals

Old:

The prerogatives, which may be extended to an AHP, include:

1. Provision of specified patient care services consistent with the Service Authorization granted to the AHP and within the scope and licensure or certification of that AHP.
2. Service on Medical Staff and Hospital committees except as otherwise provided in the Bylaws. An AHP may not serve as chair of a Medical Staff committee.
3. Attendance at meetings of the department to which he or she is assigned. An AHP may not vote at department/division meetings.

New:

The prerogatives, which may be extended to an AHP, include:

1. Provision of specified patient care services consistent with the Service Authorization granted to the AHP and within the scope and licensure or certification of that AHP.
2. Vote on matters presented at his/her department, and/or committees to which he/she is a member. Serve on Medical Staff and Hospital committees except as otherwise provided in the Bylaws
3. Attend any staff or hospital education programs.
4. Vote for department chair for the department to which he/she is a member.

Why? To include AHP staff to have equal voting rights on department and committees they belong to, including voting for their department chair.

2. **Article 8.1.1:** Updated the current Divisions in the Family and Adult Medicine Department

3. **Section 9.3 Committees:** 2 committees that have been dissolved are removed from the bylaws. In the description of many of the committees, the term "Physician" was removed from chairperson in the composition of members of the committees to be more inclusive (unless specified for committees that must have a physician chairperson).



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Amendment to Purchase Order with Reliance Wholesale, Inc. (PO# 21456)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Department, to execute an amendment to Purchase Order #21456 with Reliance Wholesale, Inc. to increase the payment limit by \$75,000 to a new payment limit of \$325,000 to procure IV and Pharmaceutical drugs and supplies to be used at the Contra Costa Regional Medical Center and Health Centers, with no change in the original term of January 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in an additional \$75,000 in expenditures for IV and Pharmaceutical drugs and supplies and is 100% funded in the Hospital Enterprise Fund I budget.

BACKGROUND:

Reliance Wholesale, Inc., is a pharmaceutical company that provides the Contra Costa Regional Medical Center and Health Centers with medications and pharmaceutical products unavailable through the contracted wholesaler and the direct manufacturer of these products. The U.S. has been experiencing a rapidly increasing frequency of drug shortages in the past two decades, which have caused numerous difficulties for clinicians, health care facilities, patients, and federal regulators. Drug shortages remain to be the most burdensome obstacle in providing optimal level of care in the healthcare industry from the medication management perspective. This problem has been intensified in the past nine months due to the pandemic, creating a new level of challenge in healthcare.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Irene M. Segovia, 925-335-7474 ext 4022

By: , Deputy

cc:

BACKGROUND: (CONT'D)

This is important as the shortage affected the most vulnerable patient population affected by COVID in the most critical environments of the hospital being ICU and emergency care settings with a specific “type” of critical medication not being immediately available nationwide.

Drug shortages are caused by many factors, including difficulties in acquiring raw materials, manufacturing problems, regulatory issues, and business decisions, as well as many other disturbances within the supply chain. They adversely affect patient care by causing substitution of safe and effective therapies with alternative treatments; compromising or delaying medical procedures; or causing medication errors. Drug shortages also have significantly burdened health care providers and health care facility finances and personnel. At CCRMC, when clinically proven, Pharmacy substitutes the shorted item with compatible alternatives. However, when this is not doable or clinically indicated and in order to optimize the standard of care, we must obtain the product via reputable resources such as Reliance.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, we will not be able to take care of our patient population at the Contra Costa Regional Medical Center and Health Centers.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 22, 2022

Subject: Termination of Contract #77-066-5 with Holistic Health Center of Walnut Creek, Inc.

RECOMMENDATION(S):

RATIFY action of the Health Services Director's designee (Terri Lieder), who issued a 30-day advance written notice to Holistic Health Center of Walnut Creek, Inc., a corporation, to terminate Contract #77-066-5, for the provision of primary care services to Contra Costa Health Plan (CCHP) members and County recipients, effective at the end of business on March 28, 2022.

FISCAL IMPACT:

There is no fiscal impact for this action. This contract was funded by 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

On March 23, 2021, the Board of Supervisors approved Contract #77-066-3 with Holistic Health Center of Walnut Creek, Inc., in an amount not to exceed \$525,000 for the provision of primary care services to CCHP members and County recipients, for the period from April 1, 2021 through March 31, 2024.

In December 2021, Health Services staff became aware of the contractor having moved out of state without maintaining a physical facility address in Contra Costa County or the State of California. This created a conflict with California Department of Health Care Services

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: Noel Garcia, Marcy Wilhelm

BACKGROUND: (CONT'D)

(DHCS) requirements. Therefore, on February 23, 2022, department staff sent a 30-day notice of termination to the contractor via postal mail.

The Department requests Board approval to ratify the actions of Health Services Department staff prematurely issuing a 30-day advance written notice to the contractor, without Board authorization. The 30-day termination notice was sent in accordance with General Conditions, Paragraph 5. (Termination) that the contract, and was issued with a termination effective at the end of business on March 28, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not ratify the action taken by the department, the termination will not comply with County policy and the contractor's status will remain out of compliance with DHCS requirements.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: FAMILY & HUMAN SERVICES COMMITTEE
Date: March 22, 2022

Subject: Adoption of Amended Bylaws of Contra Costa Commission for Women and Girls

RECOMMENDATION(S):

APPROVE the Contra Costa Commission for Women and Girls Amended Bylaws, as recommended by the Family and Human Services Committee.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Contra Costa Commission for Women and Girls (CCCWG) was formed in 1984 to educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The Commission's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County." In September 2017, the Internal Operations Committee held a discussion about problems that had been reported concerning the Commission for Women and Girls and has worked with the Commission to institute policy and Bylaws changes to address the issues that have hindered functioning of the Commission.

The CCCWG met to discuss Bylaws revisions and clarifications and approved the Amended Bylaws at the Commission's meeting on December 21, 2021. The Commission then submitted the Amended Bylaws to the Family and Human Service (FHS) Committee for review. At the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Lara DeLaney, 925-655-2057

By: , Deputy

cc:

BACKGROUND: (CONT'D)

February 28, 2022 FHS meeting, the Committee recommended that the Board of Supervisors approve the CCCWG Amended Bylaws to incorporate the following changes:

ARTICLE III. MEMBERSHIP, Section 2. Member Responsibilities and Section 6. Removal: Moved language pertaining to member absences from Section 2 to Section 6, since Section 6.2. addresses membership attendance.

ARTICLE III. MEMBERSHIP, Section 4. Terms of Appointment: Added the seat term staggering plan as previously approved by the Board to extend seat terms from 3 years to 4 years, and not included in the last bylaws revision.

ARTICLE IV. OFFICERS, Section 1. Nomination of Officers: Established the annual February Commission meeting for the annual appointment of officers.

ARTICLE IV. OFFICERS, Section 2. Election of Officers: Removed ballots process at a membership committee and replaced with the election being conducted publicly at a commission meeting and by majority vote.

ARTICLE I. NAME, Section 2: Updated the year when the Advisory Committee was renamed the Contra Costa Commission for Women, updated the name of the Advisory Committee, and included information regarding when the Board of Supervisors adopted the revised bylaws that changed the name of the Commission to Contra Costa Commission for Women and Girls.

ARTICLE III. MEMBERSHIP, Section 1. Members: Removed the language defining diversity.

ARTICLE III. MEMBERSHIP, Section 2. Member Responsibilities: Added additional member responsibilities with the expectation that at-large members will endeavor to attend one Board of Supervisors meeting each year, members will be an ambassador and proponent of the Commission, and all members will be expected to serve on at least one committee annually. Included clarification language.

ARTICLE III. MEMBERSHIP, Section 4. Terms of Appointment: Specified that the staggered expiration dates for member seats will occur at the end of the first year, second year and third year, respectively.

ARTICLE III. MEMBERSHIP, Section 5. Vacancies: Added a topic phrase at the beginning of each paragraph to summarize the subject of the paragraph. Changed the name of the Committee to which the Commission will recommend applicants from the Internal Operations Committee to the Family and Human Services Committee. Included other clarification language.

ARTICLE III. MEMBERSHIP, Section 6. Removal: Added the language to state that the Chair will notify the Board of Supervisors of the vacancy upon receipt of a written notice of resignation. Updated the topic phrase at the beginning of each paragraph. Specified that members whose attendance rate falls below 45% should be within the previous 12 regularly scheduled meetings. Split paragraph 2 into paragraphs 2, 3 and 4 with topic phrases added at the beginning of each paragraph. Renumbered the previous paragraphs 3 and 4 to paragraphs 5 and 6. Changed the "Membership Committee" into the "Commission Chair and Vice Chair" to be the body that will review the matter should a meeting attendance recommendation be triggered under this section. Added a sentence that the Chair will notify the Board of Supervisors of the poor conduct and recommendation for removal. Included other clarification language.

ARTICLE IV. OFFICERS, Section 1. Nomination and Election of Officers: Removed the previous Section 1. Nomination of Officers. Changed the previous Section 2. Election of Officers into a new Section 1. Nomination and Election of Officers. Removed the language regarding a report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February. Updated the language to clarify the process of the nomination and election of officers.

ARTICLE IV. OFFICERS, Section 2. Term of Office: Renumbered the previous Section 3. Term of Office to a new Section 2. Term of Office. Included clarification language.

ARTICLE IV. OFFICERS, Section 3. Duties: Renumbered the previous Section 4. Duties to a new Section 3. Duties.

ARTICLE IV. OFFICERS, Section 4. Removal: Renumbered the previous Section 3. Removal to a new Section 4. Removal.

ARTICLE V. MEETINGS, Section 1. Regular Meetings: Changed regular meetings to be held on the fourth Tuesday of each month and updated the address of the meeting location.

ARTICLE V. MEETINGS, Section 2. Special Meetings: Updated the address of the meeting location.

ARTICLE V. MEETINGS, Section 3. Action at a Meeting: Quorum and Required Vote: Added the requirement that a quorum must be present to conduct a meeting. Included clarification language. Added the statement that "Commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds."

ARTICLE VI. COMMITTEES, Section 2. Standing Committees: Removed Events Committee from being a Standing Committee and removed the language describing the responsibilities of the Events Committee. Renumbered Legislative Committee, Membership Committee and Public Relations Commission. Removed the language regarding the submission of recommended applicants' names from the Membership Committee to the Internal Operational Committee for possible consideration by the Board of Supervisors for appointment and keep the Executive Committee apprised of the status of pending appointments. Included other clarification language.

ARTICLE VI. COMMITTEES, Section 4. Terms of Committee Membership: Clarified that membership of standing or special Committees will be reviewed and confirmed in the month of March, not February. Removed the sentence requiring all members of Commission must serve on at least one Standing and/or Special Committee.

ARTICLE VII. GOVERNANCE: Renumbered ARTICLE VIII. GOVERNANCE to ARTICLE VII. GOVERNANCE.

ARTICLE VIII. AMENDMENT OF BYLAWS: Renumbered ARTICLE IX. AMENDMENT OF BYLAWS to ARTICLE VIII. AMENDMENT OF BYLAWS. Updated the dates when previous versions of the bylaws were amended.

Attached are draft CCCWG Amended Bylaws in redlined and clean versions incorporating the proposed changes.

CONSEQUENCE OF NEGATIVE ACTION:

The efficient functioning of the Contra Costa Commission for Women and Girls may be hindered.

ATTACHMENTS

CCCWG Amended Bylaws - Redline

CCCWG Amended Bylaws non-redline

BYLAWS OF THE
CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS
ADOPTED BY BOARD OF SUPERVISORS
DECEMBER 2021

ARTICLE I. NAME

Section 1.

The name of this body shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

Section 2.

This body was formed in 1984 as an ~~a~~Advisory ~~c~~Committee. In ~~1999~~2000, the Contra Costa County Board of Supervisors approved the Contra Costa County Women’s Advisory Committee’s ~~Advisory Committee’s~~ request that ~~it the association~~ be renamed the Contra Costa Commission for Women. In May 2019, the Board adopted revised bylaws that changed the name to Contra Costa Commission for Women and Girls.

ARTICLE II. PURPOSE

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women’s and girls’ issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal levels. Areas of focus will include, but are not limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

ARTICLE III. MEMBERSHIP

Section 1. Members

The Commission shall not exceed fifteen (15) members plus one Alternate At-Large member, and the membership shall be broadly representative of the ~~racial, ethnic, age, religious affiliation, gender, and sexual orientation~~ diversity of the community at large. Members must be at least 18 years of age and work and/or reside in Contra Costa County.

The Alternate At-Large member is a non-voting member except that he/she shall fill in for a regular At-Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

Section 2. Member Responsibilities. Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. ~~A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.~~

- At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor's meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.
- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women's and girls' issues and in the work of the Commission.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.
- All members will be expected to serve on at least one standing and/or special committee annually and actively participate in meetings and events.
- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working to as many hours as is needed to complete the work undertaken by the committee project.
- For those members~~if~~ appointed to the specific ~~geographic~~ District ~~for the Board of Supervisors~~ in which the member works or resides, i.e.: District I, II, III, IV, and V; also referred to as "District Members", meet and/or communicate regularly with the Supervisor for the member's ~~if~~ District. District Members shall commit to meeting quarterly with their Supervisor for the member's Districts.

Section 3. Appointment

District Members and At-Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed, staggered terms. Incumbents may be appointed to successive terms.

Section 4. Terms of Appointment

All seat terms are for a period of four (4) years with staggered expiration dates for five (5) seats at the end of the ~~in first one~~ (1) year, five (5) seats plus the alternate at the end of ~~in~~ the second (2nd) year and five (5) seats at the end of ~~in~~ the third (3rd) year. Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made. Starting in 2021, the Year 1 seats expire.

<u>Seats expiring in Year 1</u>	<u>Seats expiring in Year 2</u>	<u>Seats expiring in Year 3</u>
<u>1. At-Large 1</u>	<u>1. At-Large 5</u>	<u>1. At-Large 3</u>
<u>2. At-Large 2</u>	<u>2. At-Large 6</u>	<u>2. At-Large 8</u>
<u>3. At-Large 4</u>	<u>3. At-Large 10</u>	<u>3. At-Large 9</u>
<u>4. At-Large 7</u>	<u>4. District 3</u>	<u>4. District 1</u>
<u>5. District 5</u>	<u>5. District 4</u>	<u>5. District 2</u>
	<u>6. Alternate</u>	

Section 5. Vacancies

Recruitment: The Membership Committee shall monitor scheduled and unscheduled membership vacancies and promptly recruit to fill vacancies. The Membership Committee shall consider community experience, and the criteria outlined in Article III

(Membership), Section 1 (Members) in formulating a recommendation for recruitmentview by the Commission.

Recommendation of Applicants: The Membership Committee will recommend present Aapplicants to the District Supervisors or the Board's Internal OperationsFamily and Human Services Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any unscheduled membership vacancy as it occurs.

Onboarding: The Membership Committee shall also engage in onboarding of new members, as well as monitoring of the terms of appointment and meeting attendance.

Section 6. Removal

Members of the Commission serve at the pleasure of the Board of Supervisors. The following circumstances may be grounds for removal from the Commission:

1. a. Voluntary Resignation. Members who wish to resign shall address a written notice of resignation~~do so in writing~~ to the Commission Chair. The Chair will notify the Board of Supervisors of the vacancy.
2. Meeting Attendance Recommendation. ~~Absence from three (3) consecutive meetings or five (5) of the eleven (11) Commission meetings scheduled each year.~~ Members ~~who miss three (3) consecutive meetings and/or~~ whose attendance rate falls below forty-five percent (45%) of the previous twelve regularly scheduled meetings will trigger an automatic meeting attendance recommendation notice to the Executive Committee.
3. Constructive Resignation. A member who that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned from his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
- ~~2.4.~~ Monitoring. The Membership Committee shall monitor meeting attendance.
- ~~3.5.~~ Lack of participation on Standing and Special Committees. The Commission Chair shall request information from Committee Chairs regarding member participation at the conclusion of each quarter. The Membership Commission Chair and Vice Chair~~tee~~ will take this information into consideration should a meeting attendance recommendation be triggered under Article III Section 6.2 item (b.) number two (2) above.
- ~~4.6.~~ Poor Conduct. Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook may be grounds for removal from the Commission. The Chair will notify the Board of Supervisors of the poor conduct and recommendation for removal.

ARTICLE IV. OFFICERS

The officers of the Commission shall comprise the Executive Committee and shall include a Chair, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers.

Section 1. Nomination of Officers

~~For annual appointment of Commission Chairperson, and Vice Chairperson, the Membership Committee shall announce the solicitation of nominations from the Commission members during the December meeting or the next regularly scheduled meeting, obtain the nominees' consent to serve, and announce the slate of nominees at the February Commission meeting, or at the next regularly scheduled meeting. Should one of these positions become vacant during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.~~

Section 12. Nomination and Election of Officers

A Membership Committee and Chair shall be nominated and elected by Commission members at the regularly scheduled Commission meeting each JanuaryFebruary.

~~A report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February.~~

Election of officers from among the members of the Commission shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

~~Officer(s) shall be elected from among the members of the Commission in February of each year.~~ Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly ~~through the use of ballots. Ballots will be announced and counted publicly by the Membership Committee at the February Commission meeting.~~ The election of each officer will carry with a majority vote. In the case of a tie vote, the Commission may re-~~cast vote~~ballots until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No ~~C~~ommission Memberer shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a ~~C~~ommission Memberer.

Section 32. Term of Office

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may serve consecutive terms.

No ~~C~~ommission Memberer shall serve on the Executive Committee for more than two consecutive years.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer.

The membership will conduct an election to fill the resultingly vacant position of~~replace~~
~~the~~ Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

Section 43. Duties

1. Chair

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.

The Chair shall also prepare Annual Reports for the County Board of Supervisors and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

3. Treasurer

The Treasurer shall prepare the annual Commission budget, receive and account for donations and fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- Maintain a record of attendance of Commissioners as provided by the Membership Committee.
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.

- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

Section 54. Removal

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Commission shall be held at 7:00 pm on the ~~third~~ fourth (3rd4th) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year.

Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, ~~651 Pine St., Room 106~~ 1025 Escobar Street, 1st Floor, Martinez, CA., at least ninety-six (96) hours prior to the meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, ~~1025 Escobar Street, 1st Floor~~ 651 Pine St., Room 106, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

Section 3. Action at a Meeting: Quorum and Required Vote

A quorum must be present to conduct a meeting. A quorum is one ~~Member~~ person more than one-half of the authorized ~~M~~ membership, or 8 members. Each ~~M~~ member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved ~~by approval~~ by at least a simple majority of the total number of voting members (~~and no fewer than~~ at least 5 ~~M~~ members).
3. Proxy voting is not permitted.
4. The Alternate ~~At~~ Large Member may only vote in the absence of one ~~At~~ Large Member.

4.5. Commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.

Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer and Secretary and shall be established to provide cohesive leadership to the Commission.

Section 2. Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage ongoing functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

The Standing Committees are: ~~Events~~, Legislative, Membership, and Public Relations. The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, four (4) members, unless otherwise approved by the Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

~~1. **Events Committee.** The Events Committee's responsibilities are as follows:~~

- ~~• Plan events throughout the year.~~
- ~~• Invite speakers to Commission meetings.~~
- ~~• Collaborate with outside groups, as needed.~~

~~2.1. **Legislative Committee.** The Legislative Committee's responsibilities are as follows:~~

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
 - Board of Supervisors 'State and Federal Legislative Platforms.
 - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.

- If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and state legislation, funding and policy initiatives that affect women's rights in California.

3.2. Membership Committee. The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election as Commission to-officers. The Membership Committee's responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees' consent to serve, and provide the slate of nominees to the Commission in February
- Interview Commission applicants and make recommendations to the Commission regarding applicants.
- ~~Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for appointment to the Commission, and keep the Executive Committee apprised of the status of pending appointments.~~
- ~~Engage oOnboarding with a new Members.~~
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.
- Maintain current membership roster.

4.3. Public Relations Committee. The Public Relations Committee's responsibilities are as follows:

- Serve as a link between the public and the Commission.
- Maintain the Commission's social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain subscription (*Listserv*) of individuals interested in the Commission's work, in consultation with the Secretary.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission's website.
- Design and update the Commission's logo as needed.

Section 3. Special Committees

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) may be formed for a specific purpose and cease to exist after completion of a designated task.

Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each ~~February, March~~ membership of standing or special Committees will be reviewed and confirmed ~~in March. All members of Commission must serve on at least one (1) Standing and/or Special Committee.~~

Section 5. Accountability of Committees

All Chair and/or Vice Chair of Committees shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee's area of expertise. Only the Commission may take action on Committee recommendations.

ARTICLE VIII. GOVERNANCE

The operations of the Contra Costa Commission for Women ~~and Girls and Girls~~ shall be governed by its bylaws~~—~~. To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

ARTICLE ~~VIII~~X. AMENDMENT OF BYLAWS

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting. These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993, and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, ~~and {2017}, May 7, 2019, and October 30 19~~December 7, 2021

BYLAWS OF THE
CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS
ADOPTED BY BOARD OF SUPERVISORS
DECEMBER 2021

ARTICLE I. NAME

Section 1.

The name of this body shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

Section 2.

This body was formed in 1984 as an advisory committee. In 1999, the Contra Costa County Board of Supervisors approved the Contra Costa County Women’s Advisory Committee’s request that it be renamed the Contra Costa Commission for Women. In May 2019, the Board adopted revised bylaws that changed the name to Contra Costa Commission for Women and Girls.

ARTICLE II. PURPOSE

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women’s and girls’ issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal levels. Areas of focus will include, but are not limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

ARTICLE III. MEMBERSHIP

Section 1. Members

The Commission shall not exceed fifteen (15) members plus one Alternate At-Large member, and the membership shall be broadly representative of the diversity of the community at large. Members must be at least 18 years of age and work and/or reside in Contra Costa County.

The Alternate At-Large member is a non-voting member except that he/she shall fill in for a regular At-Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

Section 2. Member Responsibilities. Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences.
- At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor’s meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.

- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women's and girls' issues and in the work of the Commission.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.
- All members will be expected to serve on at least one standing and/or special committee annually and actively participate in meetings and events.
- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working to as many hours as is needed to complete the work undertaken by the committee.
- For those members appointed to the specific district for the Board of Supervisors in which the member works or resides, i.e.: District I, II, III, IV, and V; also referred to as "District Members", meet and/or communicate regularly with the Supervisor for the member's District. District Members shall commit to meeting quarterly with the Supervisor for the member's District.

Section 3. Appointment

District Members and At-Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed, staggered terms. Incumbents may be appointed to successive terms.

Section 4. Terms of Appointment

All seat terms are for a period of four (4) years with staggered expiration dates for five (5) seats at the end of the first (1) year, five (5) seats plus the alternate at the end of the second (2nd) year and five (5) seats at the end of the third (3rd) year. Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made. Starting in 2021, the Year 1 seats expire.

Seats expiring in Year 1	Seats expiring in Year 2	Seats expiring in Year 3
1. At-Large 1	1. At-Large 5	1. At-Large 3
2. At-Large 2	2. At-Large 6	2. At-Large 8
3. At-Large 4	3. At-Large 10	3. At-Large 9
4. At-Large 7	4. District 3	4. District 1
5. District 5	5. District 4	5. District 2
	6. Alternate	

Section 5. Vacancies

Recruitment: The Membership Committee shall monitor scheduled and unscheduled membership vacancies and promptly recruit to fill vacancies. The Membership Committee shall consider community experience, and the criteria outlined in Article III (Membership), Section 1 (Members) in formulating a recommendation for recruitment by the Commission.

Recommendation of Applicants: The Membership Committee will recommend applicants to the District Supervisors or the Board's Family and Human Services Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any unscheduled membership vacancy as it occurs.

Onboarding: The Membership Committee shall also engage in onboarding of new members, as well as monitoring of the terms of appointment and meeting attendance.

Section 6. Removal

Members of the Commission serve at the pleasure of the Board of Supervisors. The following circumstances may be grounds for removal from the Commission:

1. Voluntary Resignation. Members who wish to resign shall address a written notice of resignation to the Commission Chair. The Chair will notify the Board of Supervisors of the vacancy.
2. Meeting Attendance Recommendation. Members whose attendance rate falls below forty-five percent (45%) of the previous twelve regularly scheduled meetings will trigger an automatic meeting attendance recommendation notice to the Executive Committee.
3. Constructive Resignation. A member who is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned from the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
4. Monitoring. The Membership Committee shall monitor meeting attendance.
5. Lack of participation on Standing and Special Committees. The Commission Chair shall request information from Committee Chairs regarding member participation at the conclusion of each quarter. The Commission Chair and Vice Chair will take this information into consideration should a meeting attendance recommendation be triggered under Article III Section 6.2.
6. Poor Conduct. Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook may be grounds for removal from the Commission. The Chair will notify the Board of Supervisors of the poor conduct and recommendation for removal.

ARTICLE IV. OFFICERS

The officers of the Commission shall comprise the Executive Committee and shall include a Chair, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers.

Section 1. Nomination and Election of Officers

A Membership Committee and Chair shall be nominated and elected by Commission members at the regularly scheduled Commission meeting each February.

Election of officers from among the members of the Commission shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly at the February Commission meeting. The election of each officer will carry with a majority vote. In the case of a tie vote, the Commission may re-vote until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No Commission Member shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a Commission Member.

Section 2. Term of Office

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may serve consecutive terms.

No Commission Member shall serve on the Executive Committee for more than two consecutive years.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The membership will conduct an election to fill the resultingly vacant position of Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

Section 3. Duties

1. Chair

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.

The Chair shall also prepare Annual Reports for the County Board of Supervisors and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

3. Treasurer

The Treasurer shall prepare the annual Commission budget, receive and account for donations and fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- Maintain a record of attendance of Commissioners as provided by the Membership Committee.
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

Section 4. Removal

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Commission shall be held at 7:00 pm on the fourth (4th) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year.

Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 1025 Escobar Street, 1st Floor, Martinez, CA., at least ninety-six (96) hours prior to the meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 1025 Escobar Street, 1st Floor, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

Section 3. Action at a Meeting: Quorum and Required Vote

A quorum must be present to conduct a meeting. A quorum is one Member more than one-half of the authorized Members, or 8 members. Each Member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by at least a simple majority of the total number of voting members (and no fewer than 5 Members).
3. Proxy voting is not permitted.
4. The Alternate At-Large Member may only vote in the absence of one At-Large Member.
5. Commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.

Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer and Secretary and shall be established to provide cohesive leadership to the Commission.

Section 2. Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage ongoing functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

The Standing Committees are: Legislative, Membership, and Public Relations.

The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, four (4) members, unless otherwise approved by the Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

1. **Legislative Committee.** The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
 - Board of Supervisors 'State and Federal Legislative Platforms.
 - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.
 - If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and state legislation, funding and policy initiatives that affect women's rights in California.

2. **Membership Committee.** The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election as Commission officers. The Membership Committee's responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees 'consent to serve, and provide the slate of nominees to the Commission in February
- Interview Commission applicants and make recommendations to the Commission regarding applicants.
- Onboard new Members.
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.
- Maintain current membership roster.

3. **Public Relations Committee.** The Public Relations Committee's responsibilities are as follows:

- Serve as a link between the public and the Commission.
- Maintain the Commission's social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain subscription (*Listserv*) of individuals interested in the Commission's work, in consultation with the Secretary.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission's website.
- Design and update the Commission's logo as needed.

Section 3. Special Committees

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) may be formed for a specific purpose and cease to exist after completion of a designated task.

Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each March membership of standing or special Committees will be reviewed and confirmed..

Section 5. Accountability of Committees

All Chair and/or Vice Chair of Committees shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee's area of expertise. Only the Commission may take action on Committee recommendations.

ARTICLE VII. GOVERNANCE

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws. To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

ARTICLE VIII. AMENDMENT OF BYLAWS

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting. These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993, and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, 2017, May 7, 2019, and December 7, 2021



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 22, 2022

Subject: Stipends for the 2022 Poetry Out Loud Student Winners and Judges

RECOMMENDATION(S):

AUTHORIZE the Auditor-Controller, or designee, to pay each of the Contra Costa County 2022 Poetry Out Loud (POL) competition judges a stipend in an amount up to \$250 per person to compensate for the time they spent ranking the performance and receiving a training, and to pay each of the POL student winners a stipend in an amount between \$25 and \$200 for the time they spent preparing for and participating in the POL County competition.

FISCAL IMPACT:

The stipend for judges and student winners has been included in the Poetry Out Loud program expenditures as part of a grant from the California Arts Council. (100% State)

BACKGROUND:

The California Arts Council provides grant funding to counties each year to conduct an annual *Poetry Out Loud (POL) Competition*. Contra Costa County participates in this competition. Included in the grant the County Arts & Culture Commission received its funding for stipends to be paid directly to the County POL competition judges for the time they spent ranking the performance and stipends to be paid

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Lara DeLaney, 925-655-2057

By: , Deputy

cc:

BACKGROUND: (CONT'D)

directly to the student winners for the time they spent preparing for and participating in the school-wide and countywide competitions.

In 2022, five local high schools participated in the Contra Costa County POL program conducted by the Arts & Culture Commission. Judges ranked the performance of each student and determined a champion for each participating high school. Judges also conducted the ranking for the countywide competition featuring student finalists from all five schools. Since the workload for judges ranking the countywide competition is more than those ranking the school-wide competition, it is recommended that the countywide judges each receive a stipend in the amount of \$150, while the schoolwide judges each receive a stipend in the amount of \$100. Two judges ranked both a school-wide competition and the countywide competition, therefore, each will receive a stipend in the amount of \$250.

In addition, five high school student champions participated in the POL County Competition on February 10, 2022. A Resolution by the Board of Supervisors at its March 22, 2022 meeting acknowledged the first, second and third place County winners. To recognize the time and effort high school student champions spent preparing for and participating in the County competition, it is recommended that a \$200 stipend be paid to the County Champion, a \$150 stipend be paid to the second place winner, a \$100 stipend be paid to the third place winner, and a \$25 stipend be paid to the other two finalists for participation.

The approval of the recommendation will allow the Auditor-Controller to issue payment to a total of seven judges in an amount not to exceed \$1,250, and to issue payment to a total of five student winners in an amount not to exceed \$500.

CONSEQUENCE OF NEGATIVE ACTION:

The Poetry Out Loud competition judges and student winners will not receive proper compensation for the time they spent as related to the program. Further, the County would not support a student's ability to participate in an enriching educational experience, regardless of income.



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 22, 2022

Subject: ANNUAL FLEET INTERNAL SERVICES FUND REPORT AND RECOMMENDATIONS FOR DISPOSITION OF LOW MILEAGE FLEET VEHICLES

RECOMMENDATION(S):

RECEIVE the 2020/21 annual report from the Public Works Director on the Fleet Internal Services Fund and status of the County's Vehicle Fleet.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, administered by the Public Works Department. Each year, the Public Works Department Fleet Services Manager analyzes the fleet and annual vehicle usage, and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County reassignment of underutilized vehicles, in accordance with County policy. The Board requested the IOC to review annually the Public Works Department report on the fleet and on low-mileage vehicles.

Attached for the Committee's review is the 2020/21 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department.

Deputy Public Works Director Joe Yee presented that staff report to the Internal Operations Committee at its March 14 meeting. Public Works purchased 29% fewer vehicles in FY 2020-21 due to reduced staff travel and supply chain issues resulting from the pandemic. The department identified 53 underutilized vehicles as compared to only 5 the previous year, due to number of staff working remotely. It is expected that the County will be keeping cars longer due to shortages in new vehicles.

The Board of Supervisors recently approved a change in the definition of Zero Emission Vehicle (ZEV) as applied in County fleet policies to mean electric, hydrogen fuel cell, and plug-in hydroelectric vehicles, with the goal of gradually transitioning to a ZEV fleet as more electric charging stations are added. The County's Sustainability Fund will help to facilitate the County's transition ZEVs. Funding will become available next month but the need for planning coupled with a market shortage of EV charging stations will likely delay actual acquisition of new stations for some time.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/22/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: March 22, 2022

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

Contact: Joe Yee, Deputy PW Director
925-313-2104

By: , Deputy

cc: Deputy Public Works Director Yee, CAO (Enea)

BACKGROUND: (CONT'D)

In anticipation of the transition to a ZEV fleet, Public Works has been ordering new EVs with fast-charge ports. Mr. Yee reported that the 230+ miles range of the newer EVs has decreased "range anxiety" and led to greater adoption of ZEVs by staff.

ATTACHMENTS

2020/21 Fleet Internal Service Fund and Underutilized Vehicle Report



Contra Costa County Public Works Department


Brian M. Balbas, Director

Deputy Directors
Stephen Kowalewski, Chief
Allison Knapp
Warren Lai
Carrie Ricci
Joe Yee

Memo

March 14, 2022

TO: Internal Operations Committee
Supervisor Diane Burgis, District III, Chair
Supervisor Candace Andersen, District II, Vice Chair

FROM: Brian M. Balbas, Public Works Director 

SUBJECT: FLEET INTERNAL SERVICE FUND FY 2020-21 REPORT

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2020-21.

Background

The Fleet Services Division has operated as an Internal Service Fund since 2008 to ensure stable and long-term vehicle replacement funding.

Fleet Services provides various services to County departments including the acquisition, preventative maintenance, repair, and disposal of fleet vehicles and equipment. The division services the County's fleet of 1654 vehicles/equipment/trailers, of which, 966 vehicles are included in the ISF program.

ISF Rate Structure

There are three components to recover operational costs for vehicles in the ISF Fleet Services program which are charged to the departments. They are:

1. A fixed monthly cost to cover insurance, Fleet Services overhead, and vehicle depreciation / replacement
2. A variable cost based on miles driven to cover maintenance and repair costs
3. Direct costs for fuel

This rate structure enables the ISF to collect monthly payments from customer departments over the life-cycle of the units to fund operations and enable the systematic replacement of units at the end of a vehicle's useful life or when it becomes a cost-effective decision to do so.

The estimated fixed and variable rates are adjusted each year to develop ISF rates as close to actual costs as possible for each class of vehicle. Accordingly, the FY 2019-20 expenses were reviewed to develop new rates for FY 2020-21, which went into effect September 1, 2020. Please refer to Attachment A accompanying this report for the ISF Fleet Rates Schedule.

Fleet Services Goals and Objectives

- Continue to provide cost-effective services that meet or exceed our customers' needs and expectations by evaluating additional services and new technologies to increase efficiencies.
- Continue to evaluate and recommend for replacement all vehicles and fleet equipment that are due for replacement based on a predetermined schedule and/or a time when it is most cost-effective to do so and in accordance with Administrative Bulletin 508.5. This increases vehicle availability through reduced down time associated with an older fleet.
- Continue to maintain a newer fleet focusing on preventative maintenance thus reducing repair costs typically associated with an older fleet.
- Continue to purchase clean air vehicles whenever feasible and to grow the number of electric vehicles in the fleet as existing equipment requires replacement. Fleet Services continues to seek funding opportunities to expand the electric vehicle charging station infrastructure to support County and personal vehicles.
- Continue to ensure that all County vehicles are maintained and repaired in a timely, safe, and cost effective manner in order to provide departments with safe, reliable vehicles and equipment.
- Continue to work with departments to identify vehicles and equipment that are underutilized in an effort to maximize fleet utilization, identify departmental actual needs, and reduce overall fleet costs.

Highlights

- In FY 2020-21, 83 vehicles were purchased, 29% fewer than FY 2019-20, and 2% fewer than were purchased in FY 2018-19. Of this amount, 5 are new additions to the fleet requested by departments for newly hired staff and new or expanded services.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. A recent review of FY 2019-2020 usage identified 53 units as being underutilized that required further analysis for possible reassignment or replacement. This amount is a dramatic increase from two which was identified the previous year. It appears the main reason for the increase is due to staff working remotely in response to the COVID-19 pandemic. Fleet will continue to monitor vehicle usage post-pandemic to determine if there are longer lasting work patterns that reduces the need for vehicles.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 3 electric and 25 hybrid vehicles as replacement vehicles in FY 2020-21.
- Fleet Services continues to install telematics GPS devices, where appropriate, to help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Department users of vehicles equipped

with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. 722 vehicles in the County fleet are equipped with these devices.

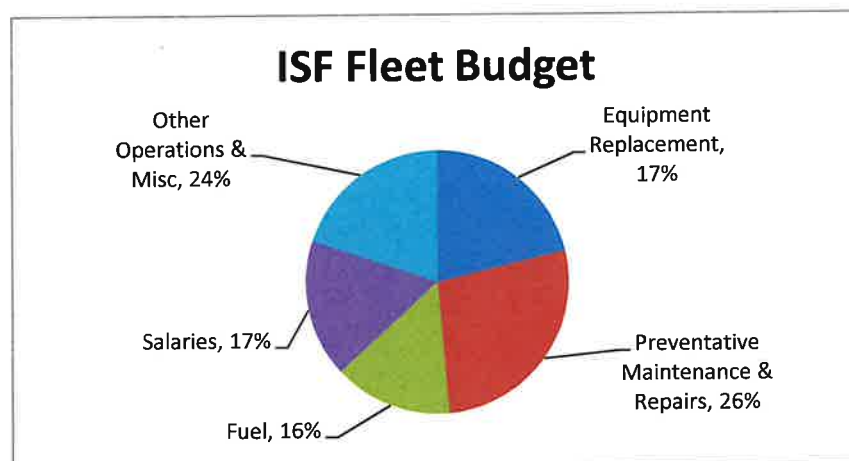
Light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Program excluding them from the mandatory biennial physical smog test, which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

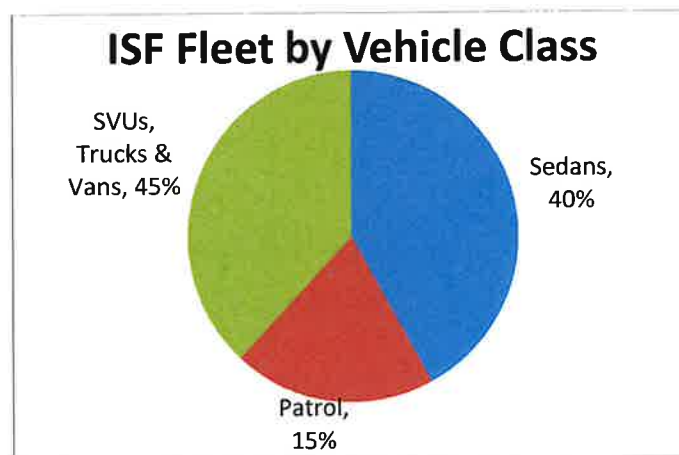
Summary

In FY 2020-21, Fleet Services had a staff of 21 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Service Supervisor, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, 2 Equipment Services Workers, 12 Equipment Mechanics and 2 Equipment Service Writers.

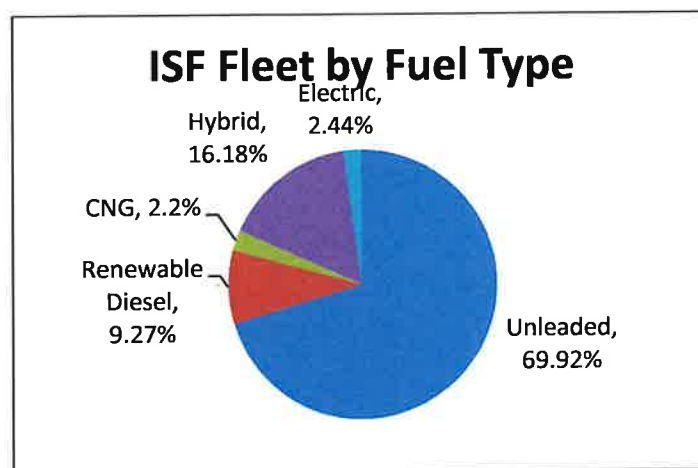
The FY 2020-21 budget of \$16,977,767 included: \$2,933,233 for salaries and benefits; \$4,400,300 for vehicle repairs; \$2,800,000 for fuel; and \$2,900,000 for the replacement of fleet vehicles and equipment.

The FY 2020-21 actual expenditure total was \$14,629,831. In addition, expenditures for the purchase of ISF equipment was \$2,940,570 and \$969,133 was on order at fiscal year-end. Included in the FY 2020-21 Total Revenue reported on Attachment B is \$58,716 of new revenue for the purchase of additional vehicles and equipment. The ending ISF Fund Balance for FY 2020-21 was \$16,851,288. This increase in fund balance is related to the increased value of equipment within the ISF.





Fleet Services continues to purchase clean air vehicles whenever feasible and plans to grow the number of electric vehicles in the fleet as existing equipment requires replacement. All diesel vehicles use renewable diesel fuel and all sedans must have a Partial Zero Emissions Vehicle (PZEV) rating or greater by the California Air Resources Board.



Fleet Services continues to work to achieve the primary goals and objectives of providing County departments with vehicles and equipment that are safe, reliable, economically sustainable, and consistent with departmental needs and requirements at the lowest possible cost. The Division will continue to monitor vehicle use to optimize new vehicle acquisition and better utilize existing vehicle assets.

Attachments

- A ISF Rates Schedule
- B ISF Fund Balance
- C ISF Net Assets

Internal Service Fund - Fleet Services
ISF Fleet Rates Schedule
FY 2020-21

Category	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		% Change	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 372.33	\$ 0.170	\$ 375.75	\$ 0.170	\$ 378.00	\$ 0.240	\$ 388.17	\$ 0.300	2.7%	25.0%
ISF-Cargo Van	397.75	0.300	376.17	0.360	334.50	0.330	326.67	0.470	-2.3%	42.4%
ISF-Passenger Van	293.42	0.290	283.17	0.300	327.92	0.450	360.50	0.460	9.9%	2.2%
ISF-Patrol	770.17	0.470	794.50	0.630	794.25	0.580	905.42	0.610	14.0%	5.2%
ISF-Sports Utility Vehicle	373.75	0.230	415.08	0.210	432.67	0.400	442.17	0.250	2.2%	-37.5%
ISF-Truck, Compact	238.00	0.380	228.25	0.310	258.50	0.320	283.50	0.380	9.7%	18.8%
ISF-Truck, Fullsize	482.33	0.360	383.67	0.460	356.42	0.460	413.75	0.430	16.1%	-6.5%
ISF-Truck, Utility	540.75	0.590	618.33	0.240	507.92	0.400	567.67	0.340	11.8%	-15.0%

**Internal Service Fund - Fleet Services
Fund Balance
For the Year Ended June 30, 2021**

	<u>FY 2019-20</u>	<u>FY 2020-21</u>
Beginning Fund Balance	<u>\$ 15,526,281</u>	<u>\$ 16,311,795</u>
Expenses		
Salaries & Benefits	\$ 2,669,121	\$ 2,888,504
Services and Supplies, Other Charges	8,669,587	8,618,849
Depreciation	2,975,911	3,122,478
Total Expenses	<u>\$ 14,314,619</u>	<u>\$ 14,629,831</u>
Revenues		
Charges for services	\$ 14,493,755	\$ 14,477,817
Transfers In/(Out)	-	-
Sale of Surplus Vehicles	393,854	411,675
Indemnifying Proceeds (Accidents)	212,524	279,832
Total Revenue	<u>\$ 15,100,133</u>	<u>\$ 15,169,324</u>
Change in Fund Balance	<u>\$ 785,514</u>	<u>\$ 539,493</u>
FY Ending Fund Balance	<u><u>\$ 16,311,795</u></u>	<u><u>\$ 16,851,288</u></u>

Internal Service Fund - Fleet Services
Balance Sheet (Fund 150100)
As of June 30, 2021

		<u>FY 2019-20</u>	<u>FY 2020-21</u>
Assets			
	Current Assets:		
0010	Cash	\$ 4,648,301	\$ 5,604,134
0100	Accounts Receivable	26,328	134,299
0170	Inventories	248,632	161,095
0180	Due From Other Funds	1,709,564	1,911,307
0250	Prepaid Expense	(24,808)	(64,952)
	Total Current Assets	<u>\$ 6,608,015</u>	<u>\$ 7,745,883</u>
	Noncurrent Assets:		
0340	Equipment	\$ 28,361,329	\$ 29,258,175
0360	Construction In Progress	708,166	581,527
0370	Reserve For Depreciation	(18,268,376)	(19,298,032)
	Total Noncurrent Assets	<u>\$ 10,801,119</u>	<u>\$ 10,541,670</u>
	Total Assets	<u>\$ 17,409,134</u>	<u>\$ 18,287,553</u>
Liabilities			
0500	Accounts Payable	\$ 511,266	\$ 624,372
0540	Due To Other Funds	464,822	652,616
0640	Employee Fringe Benefit Pay	121,250	159,277
	Total Liabilities	<u>\$ 1,097,339</u>	<u>\$ 1,436,265</u>
Net Position			
	Net Capital Assets	\$ 10,801,119	\$ 10,541,670
	Working Capital	5,510,676	6,309,618
	Total Net Position	<u>\$ 16,311,795</u>	<u>\$ 16,851,288</u>