



Agenda

FINANCE COMMITTEE
May 1, 2023
8:30 A.M.

District I Office
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

or
District V Office
190 East 4th Street
Pittsburg, CA 94565

The public may attend this meeting in person at either above location.
The public may also attend this meeting remotely via Zoom or call-in.

Join from PC, Mac, Linux, iOS or Android:

<https://cccouny-us.zoom.us/j/86382369520>

Join by telephone, dial:

(888) 278-0254

Conference code: 894519

Supervisor John Gioia, Chair
Supervisor Federal D. Glover, Vice Chair

Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the March 6, 2023 Finance Committee meeting.
4. CONSIDER accepting Department of Conservation and Development's attached recommendations regarding Fiscal Year 2023-2024 Community Development Block Grant funding for Economic Development Category and Infrastructure/Public Facilities Category (Gabriel Lemus/CDBG Program Manager).
5. DISCUSS and PROVIDE DIRECTION on the role of Measure X Community Advisory Board and RECOMMEND proposed changes to their Bylaws.
6. CONSIDER and MAKE RECOMMENDATIONS on options for Measure X Oversight (Adam Nguyen, County Finance Director).
7. DISCUSSION of Measure X Community Advisory Board membership and attendance.
8. The next meeting is currently scheduled for June 5, 2023.
9. Adjourn

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

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

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

For Additional Information Contact:

Adam Nguyen, Committee Staff
Phone (925) 655-2048
adam.nguyen@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

3.

Meeting Date: 05/01/2023

Subject: Receive the Record of Action for the Finance Committee

Department: County Administrator

Referral No.: N/A

Referral Name: Record of Action

Presenter: Adam Nguyen, County Finance Director

Contact: Adam Nguyen (925) 655-2048

Referral History:

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

Referral Update:

Attached is the Records of Action for the March 6, 2023 Finance Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the March 6, 2023 Finance Committee meeting.

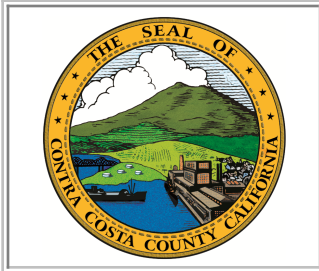
Fiscal Impact (if any):

None

Attachments

Draft Record of Action - 3/6/23

DRAFT



FINANCE COMMITTEE

RECORD OF ACTION FOR
March 6, 2023

Supervisor John Gioia, Chair
Supervisor Federal D. Glover, Vice Chair

Present: John Gioia, Chair
Federal D. Glover, Vice Chair
Staff Adam Nguyen, Finance Director
Present:
Attendees: Mariana Moore

1. Introductions

The meeting was called to order at 8:36 AM.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

Public comment was received by two members of the public.

3. RECEIVE and APPROVE the Record of Action for the February 6, 2023 Finance Committee meeting.

The Record of Action was approved as submitted.

4. CONSIDER applicants and make selection for appointment to the Measure X Advisory Board.

Three candidates were considered for the vacant At Large 2 seat for the Measure X Community Advisory Board. Marcus Famui was referred to the Board of Supervisors for consideration for appointment to the open seat, and Gigi Crowder was selected for referral pending the resignation of Jerry Short from the At Large 1 seat. Public Comment was received from 3 members of the public.

5. DISCUSS the role of Measure X Community Advisory Board and proposed changes to their bylaws.

The Finance Committee members discussed proposed changes to the Bylaws for the Measure X Community Advisory Board, and the item was continued to the next meeting. Public comment was received from 3 members of the public.

6. CONSIDER options for Measure X oversight (Adam Nguyen, County Finance Director)

The Finance Committee members discussed options for Measure X oversight, and Chair Gioia requested that staff return at the next meeting with an updated presentation based on the Finance Committee's recommendations for consideration by the Board to: create an oversight body focused on financial review of Measure X, and providing a proposed appointment process allocating two seats per county supervisor district. Public comment was received from one member of the public, and the item was continued to the next meeting.

7. The next meeting is currently scheduled for April 3, 2023.
8. Adjourn

The meeting adjourned at 11:21 AM.

For Additional Information Contact:

Adam Nguyen, Committee Staff
Phone (925) 655-2048
adam.nguyen@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

4.

Meeting Date: 05/01/2023

Subject: CDBG Funding Recommendations - Economic Development & Infrastructure/Public Facilities Categories

Department: County Administrator

Referral No.: CDBG Policy

Referral Name: CDBG Funding

Presenter: Gabriel Lemus, CDBG Program Manager

Contact: Gabriel Lemus (925) 674-7882

Referral History:

It is standard policy that CDBG funding decisions/policies be reviewed by the Finance Committee prior to scheduling for the full Board of Supervisors.

Referral Update:

See attached staff recommendations regarding projects.

Recommendation(s)/Next Step(s):

CONSIDER accepting Department of Conservation and Development's attached recommendations regarding Fiscal Year 2023-2024 Community Development Block Grant funding for Economic Development Category and Infrastructure/Public Facilities Category.

Attachments

FY23-24 (2nd Year) Community Development Block Grant (CDBG) Funding Recommendations

CDBG Funding Recommendations Presentation FY22-25




**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND
DEVELOPMENT**

**30 Muir Road
Martinez, CA 94553
Telephone: (925) 655-2885**

MEMORANDUM

DATE: May 1, 2023

TO: Finance Committee
Supervisor John Gioia, Chair
Supervisor Federal Glover, Vice Chair

FROM: Gabriel Lemus, Assistant Deputy Director
By: Jaclyn Tummings, Senior Planner 

SUBJECT: FY 2023/24 (2nd Year) Community Development Block Grant (CDBG) Funding Recommendations – Economic Development Category

FY 2023/24 (2nd Year) Community Development Block Grant (CDBG) Funding Recommendations – Infrastructure Public Facilities Category

RECOMMENDATIONS

1. Approve recommendations for FY 2023/24 Economic Development (ED) projects as recommended by staff or amended by the Committee.
2. Approve recommendations for FY 2023/24 Infrastructure/Public Facilities (IPF) projects as recommended by staff or amended by the Committee.
3. Direct the Department of Conservation and Development to prepare a staff report on the Committee's recommendations. The staff report will be submitted together with funding recommendations for all other CDBG categories for the Board of Supervisors consideration on May 9, 2023, as a "Consent" item.

BACKGROUND

The purpose of this memorandum is to transmit staff recommendations for funding in the ED and IPF categories for the FY 2023/24 CDBG Program. Spreadsheets summarizing staff's recommendations and

staff’s analysis/evaluation are attached for both the ED and IPF program categories.

In October 2013, the Board approved having two separate and distinct funding cycles for the non-housing categories of the CDBG Program to align with the five-year period of the Consolidated Plan. The first cycle is a two-year funding cycle (FY 2020/21 and FY 2021/22) for programs/projects in the CDBG public service, economic development, and infrastructure/public facilities categories. The second cycle (FY 2022/23, FY 2023/24, and FY 2024/25) is a three-year funding cycle to conclude the final three years of the five-year Consolidated Plan period. Consequently, in June 2022, the Board approved the allocation of FY 2022/23, FY 2023/24, and FY 2024/25 CDBG funds. The allocation of FY 2023/24 CDBG funds was contingent on the availability of funds and the satisfactory accomplishment of contract goals.

The County’s CDBG Program application became available on October 20, 2022, with County staff holding a “Kickoff Meeting” to provide information and technical assistance to prospective applicants on the overall application process. Five applications in the ED category and four applications in the IPF category were submitted by the December 19, 2022, deadline.

Available Funding: The County, as an entitlement jurisdiction, receives an annual allocation of CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD). HUD has a formula for the CDBG Program to determine the amount of CDBG funds that an entitlement jurisdiction will receive for the program year. The County’s FY 2023/24 CDBG grant amount is **\$4,541,383**, which is approximately \$2,464 less than the County received this year (FY 2022/23).

On November 4, 2014, the Board of Supervisors (Board) adopted funding guidelines for the allocation of CDBG funds that require the County’s annual grant be allocated to the following CDBG eligible categories:

Category of Use	Allocation Guidelines CDBG Program	Available Funding
Affordable Housing	45%	\$2,043,622
Public Services	*17%	\$ 772,035
Economic Development	10%	\$ 454,138
Infrastructure/Public Facility	8%	\$ 363,311
Administration	20%	\$ 908,277
Total FY 2023/24 CDBG Grant		\$4,541,383

*As long as the amount does not exceed HUD’s statutory cap for Public Services

Economic Development Category: Pursuant to the Board’s guidelines, a total of **\$454,138** (10 percent of the County’s grant amount) is available for ED projects. A total of five applications were received requesting a total of \$368,200. Staff recommends four of the five projects be funded at the amounts requested. COCOKIDs applied for \$112,500, but Staff is recommending that they receive an allocation of \$90,000, as this is consistent with the amount that they received in prior years. The summary of the ED recommendations is listed in **Attachment A-1** and equates to **\$345,700**. Also included as an attachment is staff’s analysis/evaluation and recommendation table (**Attachment A-2**) to provide more information and details about each ED application.

Subsequently, a total of **\$108,438** is available from the ED category to fund projects in other categories. Staff recommends making the \$108,438 available to other CDBG categories, including housing, to ensure that all the available CDBG funds are allocated to eligible projects carried out during FY 2023/24.

Infrastructure and Public Facility Category: Pursuant to the Board’s guidelines, a total of **\$363,311** (eight percent of the County’s grant amount) is available for IPF projects. Four applications were received by the application deadline, requesting a total of **\$313,785**. Staff recommends all four projects be funded at the amounts requested. The summary of the IPF recommendations is listed in **Attachment B-1**. Also included as an attachment is staff’s analysis/evaluation and recommendation table (**Attachment B-2**) to provide more information and details about each IPF application.

Subsequently, a total of **\$49,526** is available from the IPF category to fund projects in other categories. Staff recommends making the \$49,526 available to other CDBG categories, including housing, to ensure that all the available CDBG funds are allocated to eligible projects carried out during FY 2023/24.

Application Process and Evaluation Criteria:

ED Category: For FY 2023/24, currently funded ED agencies were required to submit an abbreviated “renewal application” including a proposed FY 2023/24 budget, current audit, and confirmation of performance outcomes. This information was used to evaluate an agency’s continuing capacity to operate its program during the next fiscal year.

Staff’s funding recommendations for FY 2023/24 ED projects are listed in Attachment A-1. The attached staff analysis/evaluation and recommendation table (**Attachment A-2**) provide additional details on the individual projects and provide information on an agency’s performance during the first six or nine months of FY 2022/23. In general, most agencies are performing as proposed and are expected to meet or exceed performance outcomes contained in their CDBG agreements by the end of the year.

IPF Category: The RFP for FY 2023/24 CDBG funds under the IPF category was released at the kickoff meeting on October 20, 2022, and applications were due on December 19, 2022.

A total of four applications were received by the December 19, 2022 deadline. Each applicant was required to submit an application describing the proposed project, need and target population, steps necessary to carry out the project, and proposed budget. Applications were reviewed by staff for completeness and eligibility against criteria listed below. Applicants are also interviewed by staff to respond to or clarify any issues related to the application. Staff’s funding recommendations for FY 2023/24 IPF projects are listed in **Attachment B-1**. The attached staff analysis/evaluation and recommendation table (**Attachment B-2**) provide additional details on the individual projects. The recommended projects will beneficially impact services that serve a variety of populations, such as youth, seniors, persons with disabilities, and those that are experiencing homelessness.

Public Meeting and Transmittal of Recommendations: The Committee’s recommendations will be

forwarded to the full Board of Supervisors to be considered at its public meeting scheduled for May 9, 2023. Final recommendations must be forwarded to HUD by May 15, 2023, for review to ensure consistency with federal regulations and to ensure recommended projects/activities can incur expenses starting July 1, 2023.

Attachments

Attachment A-1 – FY 2023/24 ED Projects

Attachment A-2 – ED Staff Report Table

Attachment B-1 – FY 2023/24 IPF Projects

Attachment B-2 – IPF Staff Report Table

cc: John Kopchik, Conservation and Development Director

FY23/24 CDBG Request & Recommendation Table Economic Development Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Economic Development				
23-01-ED	CoCoKids Inc.	Road to Success	\$112,500	\$90,000
23-02-ED	Loaves and Fishes of Contra Costa	Loaves and Fishes of Contra Costa Culinary Arts Training	\$15,000	\$15,000
23-03-ED	Opportunity Junction	Administrative Careers Training Program	\$100,000	\$100,000
23-04-ED	Renaissance Entrepreneurship Center	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities	\$45,000	\$45,000
23-05-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	\$95,700	\$95,700
Total Economic Development			\$368,200	\$345,700

**Community Development Block Grant Program
Economic Development Category
FY 2022/23, FY 2023/24, FY 2024/25
Analysis, Evaluation, and Recommendation Table**

Application Number	Applicant	Program Service Area	Eligibility		Funding Request & Recommended			Program Description / Outcome	Performance (as of 12/31/22)
23-01-ED	CoCoKids Inc.	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Provide recruitment, training, and ongoing support services to 90 low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise)	CoCoKids Inc. is performing well ahead of pace (85%) in meeting their goal of serving 78 clients for the fiscal year. They are timely on submitting their quarterly reports and demands.
			National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(iii)]					
	Program Name		Eligible Activity	Microenterprise and small business assistance [24CFR 570.201(o)]	22/23	\$78,550	\$78,550		
	Road to Success		Target Population	Low- and moderate-income persons with an opportunity to maintain or start a microenterprise as a licensed in-home childcare provider.	23/24	\$112,500	\$90,000		
					24/25	\$78,550	\$78,550		
23-02-ED	Loaves and Fishes of Contra Costa (LFCC)	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Offer a free 2, 12-week introductory Culinary program for 20 individuals (10 each session) interested in the culinary industry and experiencing barriers to employment to provide better preparation opportunities for students to obtain jobs that will lead to careers and financial independence. Program has a Memorandum of Understanding (MOU) with employer (Pacific Catch) to hire 2 part-time employees, equivalent to 1 FTE.	Loaves and Fishes of Contra Costa is behind (29%) in meeting their annual goal of serving 14 clients. Their first quarter numbers were marred by a transition to a new program director. However, they are timely in submitting their reports and demands.
			National Objective	Benefitting very low- and low-income persons [24 CFR 570.208(a)(2)(iii)]					
	Program Name		Eligible Activity	Special Economic Development Activities [24CFR 570.203(c)]	22/23	\$15,000	\$15,000		
	Loaves and Fishes of Contra Costa Culinary Arts Training		Target Population	Is very low to low income individuals experiencing barriers to employment.	23/24	\$15,000	\$15,000		
					24/25	\$15,000	\$15,000		
23-03-ED	Opportunity Junction	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	To provide training and job placement assistance to 3 low-income persons, leading to economic self-sufficiency through careers in the administrative field.	Opportunity Knocks is slightly ahead of pace (67%) on meeting their annual goal of placing 3 job seekers. They are timely in submitting their reports and demands.
			National Objective	Benefitting very low- and low-income persons [24 CFR 570.208(a)(2)(i)(B)]					
	Program Name		Eligible Activity	Job training and placement assistance [24 CFR 570.201(e)]	22/23	\$100,000	\$100,000		
	Administrative Careers Training (ACT) Program		Target Population	The program will expand economic opportunities for Low-income persons through administrative job training and career development.	23/24	\$100,000	\$100,000		
					24/25	\$100,000	\$100,000		

FY23/24 CDBG Request & Recommendation Table Infrastructure/Public Facilities Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Infrastructure / Public Facilities				
23-01-IPF	Ambrose Recreation & Park District	Ambrose Community Center Floor Replacement	\$45,905	\$45,905
23-02-IPF	Contra Costa County Health Services-H3	Brookside Shelter Security and Grounds Improvement	\$50,000	\$50,000
23-03-IPF	Lions Center for the Visually Impaired	Interior & Exterior Upgrades & ADA Improvements	\$95,000	\$95,000
23-04-IPF	Martinez Early Childhood Center Inc.	LED Lighting / Energy Efficient Dual Pane Windows	\$122,880	\$122,880
Total Infrastructure/Public Facilities			\$313,785	\$313,785

**Community Development Block Grant Program
Infrastructure/Public Facilities Category
FY 2022/23, FY 2023/24, FY 2024/25
Analysis, Evaluation, and Recommendation Table**

Application Number	Applicant	Project Location	Eligibility		Funding Request & Recommended			Project Description / Outcome	Conditions of Approval	Experience & Capacity	Financial Analysis			Environmental/Historic Preservation	
23-01-IPF	Ambrose Recreation & Park District	3105 Willow Pass Road, Bay Point, CA 94565	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	Replacement of existing community center hallway carpet with ADA-compliant flooring to improve accessibility and facility maintenance.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction	Ambrose Recreation & Park District (ARPD) has previous experience with the CDBG program, having recently completed a door replacement project with these federal funds. They've demonstrated their ability to comply with federal requirements. Staff will oversee the project to ensure that interference with ongoing programming is minimal. Readiness/Timeliness & Past Performance: The current timeline has the project completed during FY23/24. The project is eligible, feasible and timely. ARPD has submitted reports in a timely fashion and complied with all federal requirements.	CDBG Funds Recommended	\$45,905	Annual # of Clients Served	All projects are subject to review under the National Environmental Policy Act and California Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards	
	National Objective		Limited Clientele: Accessibility [24 CFR 570.208 (a)(2)(i)(A)]	4,000											
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	23/24	\$45,905	\$45,905						Total Program Budget		\$61,206
	Ambrose Community Center Floor Replacement		Target Population	The Ambrose Community Center primarily serves the community of Bay Point and includes people of all ages.	CDBG % of Total Budget		75%						Financial Analysis		ARPD will provide remaining funds.
											Required Match - 25%	\$11,476.25			
											Amount Secured	\$15,301			
											Leverage*	0.333318811			
											*Does not include other CDBG funds from other jurisdictions				
23-02-IPF	Contra Costa County Health Services - Health, Housing & Homelessness (H3)	847C & 845B Brookside Dr. Richmond, CA 94801	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	The project will provide security to the site by adding and replacing security fencing so that the perimeter of the property. A pedestrian and vehicle gates will also be installed and equipped with Alphone security to allow staff to buzz people onto the site from inside the shelter, providing controlled access to the property and security for residents and staff.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction	H3 has received CDBG fundign in the past and has various program and administrative staff to demonstrate capacity to manage the logistics of the project and ensuring compliance with federal requirements. Readiness/Timeliness & Past Performance: The current timeline has project being completed during FY2023/2024. The project is eligible, feasible, and timely.	CDBG Funds Recommended	\$50,000	Annual # of Clients Served	All projects are subject to review under the National Environmental Policy Act and California Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards.	
	National Objective		Presumed Beneficiary Homeless- 24 CFR 570.208(a)(2)(i)(A)	204											
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	23/24	\$50,000	\$50,000						Total Program Budget		\$93,500
	Brookside Shelter Security and Ground Improvements		Target Population	People experiencing homelessness	CDBG % of Total Budget		53%						Financial Analysis		
											Required Match - 25%	\$12,500.0			
											Amount Secured	\$43,500			
											Leverage*	0.87			
											*Does not include other CDBG funds from other jurisdictions				
23-03-IPF	Lions Center for the Visually Impaired	175 Alvarado Ave. Pittsburg, CA 94565	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	The project will upgrade the interior and exterior of the property including providing ADA improvements. The interior upgrades including making the bathrooms ADA accessible reconfiguring one bathroom to make ADA accessible and install a bidet. Both bathrooms will have new self flushing toilets and self starting/stop sinks installed. Cabinets, countertops, sinks and the flooring will be replaced in the kitchen. Exterior work includes, removal and replacement of fence, installation of automatic gates, tree removal, landscaping, new pavement, redesign of of patio/side area and re-painting of exterior.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction 3. Completion of Phase II work.	Lions Center has received CDBG funds in the past for public service and IPF and is familiar with the grant structure. The have completed previous IPF projects with CDBG funds. The program has various administrative staff that have demonstrated capacity to manage the logistics of the project, ensuring compliance with federal requirements. They have also completed other projects along the Richmond Greenway. Readiness/Timeliness & Past Performance: The current timeline has the project completed during FY2023/2024. The project is eligible, feasible, and timely.	CDBG Funds Recommended	\$95,000	Annual # of Clients Served	All projects are subject to review under the National Environmental Policy Act and California Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards.	
	National Objective		Presumed Beneficiary/Adults with Disabilities [24 CFR 570.208(a)(2)(i)(A)]	350											
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	23/24	\$95,000	\$95,000						Total Program Budget		\$124,300
	Interior & Exterior Upgrades & ADA Improvements		Target Population	Visually impaired and blind adults throughout the Urban County.	CDBG % of Total Budget		76%						Financial Analysis		
											Required Match - 10%	\$9,500			
											Amount Secured	\$29,300			
											Leverage*	0.31			
											*Does not include other CDBG funds from other jurisdictions				

**Community Development Block Grant Program
Infrastructure/Public Facilities Category
FY 2022/23, FY 2023/24, FY 2024/25
Analysis, Evaluation, and Recommendation Table**

Application Number	Applicant	Project Location	Eligibility		Funding Request & Recommended			Project Description / Outcome	Conditions of Approval	Experience & Capacity	Financial Analysis			Environmental/Historic Preservation
			Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended				CDBG Funds Recommended	\$	Annual # of Clients Served	
23-04-IPF	Martinez Early Childhood Center, Inc.	615 Arch St, Martinez, CA 94553	National Objective	Limited Clientele Activities: Income eligibility requirements [24 CFR 570.208 (a)(2)(i)(C)]	FY	Requested	Recommended	The project will replace outdated fluorescent lighting with energy-efficient, LED light fixtures in all buildings and single-pane windows, original to the building in 1980, with energy-efficient dual-pane windows in the Infant-Toddler Building. The new lighting fixtures will provide increased cost-savings, provide greater safety through brighter illumination, and will incur lower maintenance costs. The new windows will provide increased cost-savings, greater insulation and have improved durability.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction 3. Completion of current CDBG project.	MECC staff will oversee the day-to-day responsibility and oversight for this project. They have received County CDBG IPF funds on several occasions in the past and currently have a project underway. They are very familiar with the County's requirements to comply with federal procurement and labor and have demonstrated capacity to manage the logistics of the project. Readiness/Timeliness & Past Performance: The current timeline has the project completed during FY2022/2023. The project is eligible, feasible, and timely, with completion anticipated in FY 2023/2024.	CDBG Funds Recommended	\$122,880	130	All projects are subject to review under the National Environmental Policy Act and California Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards.
			Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]							23/24	\$122,880	\$122,880	
	Target Population		Children, ages 0-5 years, and their low-income families living and working in Contra Costa County.	CDBG % of Total Budget	89%	*Does not include other CDBG funds from other jurisdictions								
	Energy Efficient Dual Pane Windows and LED Lighting Improvements			Required Match - 10%	\$12,288									
		Amount Secured	\$14,765											
		Leverage*	0.120157878											

CDBG Program: FY 2023/24

Staff Recommendations Economic Development and Infrastructure/Public Facilities Categories

Contra Costa County



Contra Costa County Application Timeline

FY 22/23 , **FY 23/24** , & FY 24/25
Application Cycle

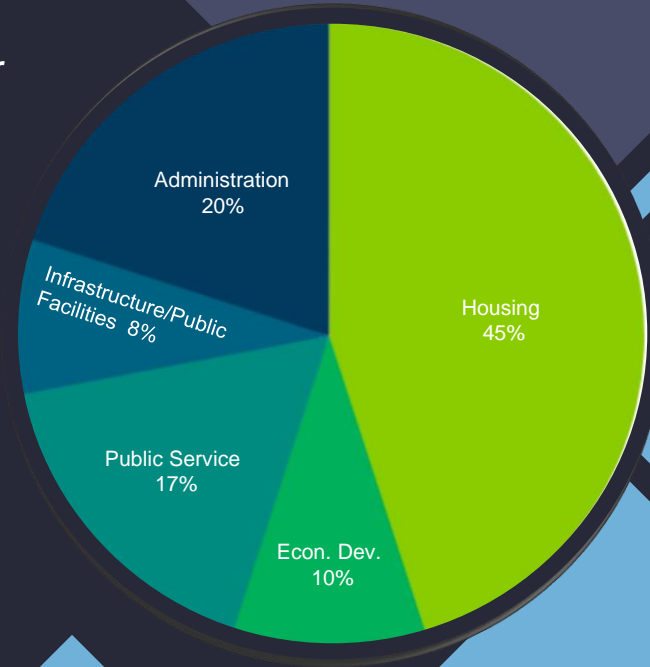
- Funding Kick-Off Meeting: October 2022
- Applications Due: December 2022
- Funds Available: July 2023



CDBG Program Allocation

FY 2023/24 Entitlement Grant Amount for Contra Costa County:

- Contra Costa County - \$4,541,383
 - Economic Development (10%) = \$454,138
 - Infrastructure/Public Facilities (8%) = \$363,311





ED & IPF Applications

- Five ED applications received

- Total request of \$368,200
- Recommend funding all four out of five projects at amount requested for three-year cycle FY23-24. COCOKIDS applied for \$112,500, but staff is recommending they receive an allocation of \$90,000, as this is consistent with the amount that they've received in prior years.
- Total recommended for funding: \$345,700
- Extra Category Funds: \$108,438 - recommend make funds available to other CDBG categories including housing.

- Four IPF applications received

- Total request of \$313,785
- Recommend funding all four projects at amounts requested for FY23-24
- Extra Category Funds: \$49,526 - recommend make funds available to other CDBG categories including housing



ED Recommendations

FY23/24 CDBG Request & Recommendation Table
Economic Development Category

Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Economic Development				
23-01-ED	CoCoKids Inc.	Road to Success	\$112,500	\$90,000
23-02-ED	Loaves and Fishes of Contra Costa	Loaves and Fishes of Contra Costa Culinary Arts Training	\$15,000	\$15,000
23-03-ED	Opportunity Junction	Administrative Careers Training Program	\$100,000	\$100,000
23-04-ED	Renaissance Entrepreneurship Center	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities	\$45,000	\$45,000
23-05-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	\$95,700	\$95,700
Total Economic Development			\$368,200	\$345,700



IPF Recommendations

FY23/24 CDBG Request & Recommendation Table
 Infrastructure/Public Facilities Category

Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Infrastructure / Public Facilities				
23-01-IPF	Ambrose Recreation & Park District	Ambrose Community Center Floor Replacement	\$45,905	\$45,905
23-02-IPF	Contra Costa County Health Services-H3	Brookside Shelter Security and Grounds Improvement	\$50,000	\$50,000
23-03-IPF	Lions Center for the Visually Impaired	Interior & Exterior Upgrades & ADA Improvements	\$95,000	\$95,000
23-04-IPF	Martinez Early Childhood Center Inc.	LED Lighting / Energy Efficient Dual Pane Windows	\$122,880	\$122,880
Total Infrastructure/Public Facilities			\$313,785	\$313,785



Contra Costa Consortium Application Funding Cycles (for Non-Housing categories)



Two separate funding cycles to coincide with our 5-year Consolidated Plan Period

Questions?





**CONTRA COSTA COUNTY
MEASURE X COMMUNITY ADVISORY BOARD**

BYLAWS

(adopted by the Board of Supervisors on April 27, 2021)

Article I – Purpose

- A. The Measure X Community Advisory Board (the “Advisory Board”) was established by the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of Measure X transactions and use tax funds. The main responsibilities of the Advisory Board are:
1. Overseeing an annual assessment of community needs, focusing primarily on the priority areas identified in the Needs Assessment, including emergency response (fire/medical), health care, safety net services, preventative care, affordable housing, and supports for early childhood, youth, families, and seniors.
 2. Creating detailed priority lists of the top ten service gaps (county- and community-provided) based on the results from the needs assessment.
 3. Using the assessment to make general funding priority recommendations to the Board of Supervisors on 95% of the revenue generated by Measure X.
 4. Providing an annual report on the outcomes and impact of allocated funds.
 5. The Advisory Board committee shall initially meet as needed and thereafter shall meet quarterly.

Article II – Membership

- A. Composition:
1. The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District appointees (2 per Supervisorial District) and seven (7) At-Large appointees.
 2. The Advisory Board shall include ten (10) alternates. Alternate members have made a commitment to attend the meetings and gain the understanding of the issues and each other’s viewpoints needed to reach agreement on recommendations. Alternate members are expected to attend all regular Advisory Board meetings and may participate fully, except that they may not vote unless substituting for an absent member as described below. Alternate members may not serve as elected officers but may serve on ad hoc or standing committees of the Advisory Board.
 - a) One (1) alternate shall serve on the Advisory Board for each Supervisorial District Appointment for a total of five (5) District alternates. The role of District alternate is fully interchangeable with that of regular District appointed Advisory Board members. A District alternate may not vote unless substituting for the respective absent District appointed members.
 - b) Five (5) alternates shall serve on the Advisory Board as At-Large alternates. The role of At-Large alternate is fully interchangeable with that of regular At-Large Advisory Board members. At-Large alternates may fully participate and voice opinions but may not vote unless substituting for an absent At-Large member.

B. Eligibility:

1. General: The Advisory Board shall be composed of members representing broad and diverse voices, perspectives and expertise, including but not exclusive to: budget justice advocacy, children’s services, community health, consumer advocacy, faith leadership, senior services, fire and public safety protection, housing and homelessness, labor union representation, legal advocacy, local businesses, mental health services, non-partisan civic organizations, policy organizations, public health, racial justice and equity, safety net services, senior services, substance use services, taxpayers, and youth services.
2. Live/Work Requirement: Committee members shall either live or work in Contra Costa County, with a majority being residents of the County. There is no requirement for Supervisorial District seat appointees to live or work within a specific Supervisorial District.
3. No Public Officials: Public officials, including both elected and appointed, are not eligible to serve on the Advisory Board.

C. Terms of Office:

1. Appointments: The members of the Advisory Board and alternates shall serve staggered terms of two or three years.
 - a) Supervisorial District Appointments: Each of the two (2) Supervisorial District seats and alternates identified in Article II(A) for each Supervisorial District, shall serve a term of two (2) years.
 - b) At-Large Appointments: Each of the seven (7) At-Large seats and alternates identified in Article II(A), shall serve a term of three (3) years.
2. Term Limits: Each member is limited to serving, consecutively, for a maximum of six years.

D. Appointment Process:

1. Initial Appointments:
 - a) The Clerk of the Board of Supervisors will solicit applications to fill the 17-member Advisory Board through a single recruitment process.
 - b) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one stand-by nominee).
 - c) Supervisorial District nominees will be transmitted to the Finance Committee of the Board of Supervisors (the “Finance Committee”) along with all remaining applications for appointment.
 - d) The Finance Committee shall review the Supervisorial District nominations and select nominees for the remaining seven (7) At-Large seats taking into account the goals identified in Article II(B)(1).
 - e) In the case where the same nominee is selected for a Supervisorial District appointment by multiple Supervisors, the Finance Committee shall take into consideration the stand-by nominees recommended by those Supervisors in resolving the conflict and making a final recommendation to the Board of Supervisors.
 - f) The Finance Committee shall ultimately make every effort to ensure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County’s diversity.

2. Subsequent Appointments:

a) Supervisorial District Appointments:

- 1) The Clerk of the Board of Supervisors will solicit applications to fill the Supervisorial District Appointments every two (2) years in a single recruitment process.
- 2) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one alternate nominee).
- 3) In the case where the same nominee is selected for a Supervisorial District appointment by multiple Supervisors, Supervisors will be notified to allow for modifications to their nominations.
- 4) Once conflicts are resolved, nominations will be submitted directly to the Board of Supervisors.

b) At-Large Appointments:

- 1) The Clerk of the Board of Supervisors will solicit applications to fill the At-Large Appointments every three (3) years in a single recruitment process.
- 2) Applications shall be referred to the Finance Committee to select seven (7) At-Large seats and five (5) At-Large alternates, taking into account the goals identified in Article II(B)(1).
- 3) The Finance Committee shall ultimately make every effort to ensure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's diversity.
- 4) Final nominations shall be submitted to the full Board of Supervisors for consideration of appointment.

3. Unscheduled Vacancies:

- a) Vacancies through September 30, 2021: Should an unscheduled vacancy occur prior to October 1, 2021, the Supervisorial Districts and Finance Committee may use the initial recruitment pool for nomination/appointment.
- b) General: Should an unscheduled vacancy occur during a member's term of office, either by death, resignation or otherwise, the Board of Supervisors shall be notified of the vacancy and shall direct the Clerk of the Board to announce the vacancy and collect applications for appointment.
- c) Supervisorial District Vacancy: If the unscheduled vacancy is in a Supervisorial District seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Supervisorial District responsible for making nominations for appointment to that seat. The Supervisorial District will then transmit the nomination for appointment to the Board of Supervisors for consideration.
- d) At-Large Vacancy: If the unscheduled vacancy is in an At-Large seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Finance Committee to consider making nominations for appointment to the vacant seat. The Finance Committee will then transmit the nomination for consideration and appointment to the Board of Supervisors for consideration.
- e) Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.

Article III. – Advisory Board Structure & Meetings

- A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings, who shall each serve for a term of one (1) year. Alternate members may not serve as officers.
- B. Regular Meetings: Regular meetings of the Advisory Board shall be held at least quarterly based on a schedule adopted by the Advisory Board and that schedule may be changed or augmented as needed. In addition, regularly scheduled meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a quorum, by the Chair.
- C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance regarding member and public notice.
- D. Quorum: A quorum of the Advisory Board shall occur when a majority of the membership are present. A majority of the membership is defined as a majority of filled seats on the Advisory Board at any given time. For example, if only 13 seats are filled and four (4) are vacant, then a majority for purposes of establishing a quorum would require seven (7) members be present at the meeting. Similarly, if all 17 seats are filled, a majority for purposes of establishing a quorum would require nine (9) members be present at the meeting. No action shall be taken by the Advisory Board unless a majority of the members are present as defined above. An Alternate Advisory Board member substituting for a member may be included in determining a quorum.
- E. Voting: Each member of the Advisory Board or the member's alternate has one vote and a minimum of nine (9) votes of the members present are required to pass a motion.
- F. Conflict of Interest: As a general rule, no member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest.
- G. Meeting Procedure: The Chair will preside at all meetings and proceed with the business of the Advisory Board in a manner prescribed in these bylaws. The Chair will also decide questions of procedure as needed.
- H. Order of Business: The regular order of business of the Advisory Board shall be at least the following:
 - 1. Call to order
 - 2. Roll call to determine voting eligibility of At-Large alternates. At the start of each meeting, the five At-Large alternates shall be randomly ordered by staff to replace absent At-Large members for purposes of voting.
 - a. Public comment on items not on the agenda
 - b. Approve Record of Action from prior meeting
 - c. Consideration and action on agenda items
 - d. Adjournment
- I. Public Access: All meetings of the Advisory Board shall be open and accessible to the general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of facilitating the business of the Advisory Board, the Chair may set in advance of public comment reasonable time limits for oral presentation.

Article IV. – Administration

The Advisory Board shall obtain staff support from the County Administrator’s Office. The staff will be responsible for the compilation and distribution of Advisory Board meeting notices, agenda packets and records of action.

Article V. – Compensation

Members of the Advisory Board shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

Article VI. – Changes to Bylaws

The provisions of these Bylaws may be altered, amended or repealed within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless and until the change has been approved by the Board of Supervisors, after consideration and recommendation by the Finance Committee.

CONTRA COSTA COUNTY MEASURE X COMMUNITY ADVISORY BOARD BYLAWS

DRAFT April 19, 2023

(adopted by the Board of Supervisors on April 27, 2021)

Article I – Purpose

A. The Measure X Community Advisory Board (the “Advisory Board” or “MXCAB”) was established by the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of Measure X transactions and use tax funds. The main responsibilities of the Advisory Board are:

1. Overseeing ~~an annual~~ regular written assessment of community needs, using as a starting point focusing primarily on the priority areas identified in the original (2019) Needs Assessment, including (emergency response (fire/medical), health care, safety net services, preventative care, affordable housing, and supports for early childhood, youth, families, and seniors), and updating every three years, or as needed, with MXCAB being responsible for determining the scope and methodology of the assessment to identify top community priorities and unmet needs;
- ~~2. Assessing and documenting top community priorities and unmet needs. Creating detailed priority lists of the top ten service gaps (county and community provided) based on the results from the most current needs assessment;—~~
- ~~23. Using the assessment findings to develop make general funding priorities to be recommended to the Board of Supervisors on any Measure X net revenues available for allocation. y recommendations to the Board of Supervisors on 95% of the revenue generated by Measure X. Revenue growth from Measure X shall first be allocated to the cost growth within existing Measure X funded programs;~~
- ~~34. Receiving annual status reports on the implementation, impact, and outcomes of Measure X funded programs in a joint presentation to the MXCAB and Board of Supervisors;~~
- ~~45. Providing an annual report to the Board of Supervisors on the outcomes and impact of allocated funds and on MXCAB’s self-assessment of their effectiveness during the past year.~~
- ~~5. The Advisory Board committee shall initially meet as needed and thereafter shall meet quarterly.~~

Article II – Membership

A. Composition:

1. The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District appointees (two (2) per Supervisorial District) and seven (7) At-Large appointees.
2. The Advisory Board shall include ten (10) alternates. ~~Alternate members have made a commitment to attend the meetings and gain the understanding of the issues and each other’s viewpoints needed to reach agreement on recommendations.~~ Alternate members are expected to attend all regular Advisory Board meetings and may participate fully, except that they may not vote unless substituting for an absent

member as described below. Alternate members may not serve as elected officers but may serve on ad hoc or standing committees of the Advisory Board.

a) One (1) alternate shall serve on the Advisory Board for each Supervisorial District ~~a~~Appointment for a total of five (5) District alternates. The role of District alternate is fully interchangeable with that of regular District ~~_-~~appointed Advisory Board members. ~~A~~ District alternate may not vote unless substituting for the respective absent District ~~_-~~appointed members.

b) Five (5) alternates shall serve on the Advisory Board as At-Large alternates. The role of At-Large alternate is fully interchangeable with that of regular At-Large Advisory Board members. At-Large alternates may fully participate and voice opinions but may not vote unless substituting for an absent At-Large member.

B. Eligibility:

1. General: The Advisory Board shall be composed of members representing ~~broad and~~ diverse voices, perspectives, and expertise, including but not exclusive to: budget justice advocacy, children's services, community health, consumer advocacy, faith leadership, senior services, fire and public safety protection, housing and homelessness, labor union representation, legal advocacy, local businesses, mental health services, non-partisan civic organizations, policy organizations, public health, racial justice and equity, safety net services, senior services, substance use services, taxpayers, and youth services. [Priority will be given to residents who are most impacted by one or more of the community needs identified by MXCAB, and/or who have direct lived experience of the harms caused by racial and economic inequities. MXCAB will work with members of the Board of Supervisors to develop and implement strategies to identify and support MXCAB applicants and new members with lived experience.](#)

2. Live/Work Requirement: Committee members shall either live or work in Contra Costa County, with a majority being residents of the County. There is no requirement for Supervisorial District seat appointees to live or work within a specific Supervisorial District.

3. No Public Officials: ~~Public officials, including both~~ ~~E~~-elected officials and County appointed department heads, are not eligible to serve on the Advisory Board.

C. Terms of Office:

1. Appointments: The members of the Advisory Board and alternates shall serve staggered terms of two or three years.

a) Supervisorial District Appointments: Each of the two (2) Supervisorial District seats and alternates identified in Article II(A) for each Supervisorial District, shall serve a term of two (2) years.

b) At-Large Appointments: Each of the seven (7) At-Large seats and alternates identified in Article II(A), shall serve a term of three (3) years.

2. Term Limits: Each member is limited to serving, consecutively, for a maximum of six years.

D. Appointment Process:

1. Initial Appointments:

a) The Clerk of the Board of Supervisors will solicit applications to fill the 17-member Advisory Board through a single recruitment process.

b) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one stand-by nominee).

c) Supervisorial District nominees will be transmitted to the Finance Committee of the Board of Supervisors (the "Finance Committee") along with all remaining applications for appointment.

d) The Finance Committee shall review the Supervisorial District nominations and select nominees for the remaining seven (7) At-Large seats, taking into account the goals identified in Article II(B)(1).

e) In the case where the same nominee is selected for a Supervisorial District appointment by multiple Supervisors, the Finance Committee shall take into consideration the stand-by nominees recommended by those Supervisors in resolving the conflict and making a final recommendation to the Board of Supervisors.

f) The Finance Committee shall ultimately make every effort to ensure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's diversity.

2. Subsequent Appointments:

a) Supervisorial District Appointments:

1) The Clerk of the Board of Supervisors will solicit applications to fill the Supervisorial District Appointments every two (2) years in a single recruitment process. [The respective Supervisor, and interested members of MXCAB, shall assist in ensuring that the opportunity to apply is distributed widely to a broad array of county residents and stakeholders, in order to maintain and support diverse representation on MXCAB.](#)

2) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one alternate nominee).

3) In the case where the same nominee is selected for a Supervisorial District appointment by multiple Supervisors, Supervisors will be notified to allow for modifications to their nominations.

4) Once conflicts are resolved, nominations will be submitted directly to the Board of Supervisors.

b) At-Large Appointments:

1) The Clerk of the Board of Supervisors will solicit applications to fill the At-Large Appointments every three (3) years in a single recruitment process.

2) Applications shall be referred to the Finance Committee to select seven (7) At-Large seats and five (5) At-Large alternates, taking into account the goals identified in Article II(B)(1).

3) The Finance Committee shall ultimately make every effort to ensure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's diversity.

4) Final nominations shall be submitted to the full Board of Supervisors for consideration of appointment.

3. Unscheduled Vacancies:

~~a) Vacancies through September 30, 2021: Should an unscheduled vacancy occur prior to October 1, 2021, the Supervisorial Districts and Finance Committee may use the initial recruitment pool for nomination/appointment.~~

~~ab) General:~~ Should an unscheduled vacancy occur during a [MXCAB](#) member's term of office, ~~either whether~~ by death, resignation or otherwise, the Board of Supervisors ~~and MXCAB Chair~~ shall be notified of the vacancy. [The Board of Supervisors](#) shall direct the Clerk of the Board to announce the vacancy and collect applications for appointment.

~~be) Supervisorial District Vacancy:~~ If the unscheduled vacancy is in a Supervisorial District seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Supervisorial District responsible for making nominations for appointment to that seat. [The MXCAB will also be notified of the vacancy.](#) The Supervisorial District will then transmit the nomination for appointment to the Board of Supervisors for consideration.

~~cd) At-Large Vacancy:~~ If the unscheduled vacancy is in an At-Large seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Finance Committee to consider making nominations for appointment to the vacant seat. The Finance Committee will then transmit the nomination for consideration and appointment to the Board of Supervisors for consideration.

d) If a member is absent three or more times in a 12-month period, staff will notify the Finance Committee and MXCAB chair of these absences.

e) Timeline to Fill Vacancies: The Board of Supervisors will strive to fill vacancies within 60 days of a seat being vacated.

e) Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors and the MXCAB Chair.

Article III. – Advisory Board Structure & Meetings

A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings, who shall each serve for a term of one (1) year. The Chair and Vice Chair, respectively, may be elected to successive terms as Chair and Vice Chair by the Advisory Board, and may serve in these capacities until such time as their overall term on the Advisory Board ends. Alternate members may not serve as officers. Election of officers shall be held in April of each year.

B. Regular Meetings: Regular meetings of the Advisory Board shall be held at least quarterly, based on a schedule adopted by the Advisory Board. Regularly scheduled meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a quorum, by the Chair.

C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by the Chair at any time, or by a majority of current Advisory Board members. Such meetings shall be called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance regarding member and public notice.

D. Quorum: ~~A quorum of the Advisory Board shall occur when a majority of the membership are present.~~ A majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. A “majority of the membership” is defined as a majority of filled seats on the Advisory Board at any given time. For example, if only thirteen (13) seats are filled and four (4) are vacant, then ~~a majority for purposes of establishing~~ a quorum is established when would require seven (7) members ~~be are~~ present at ~~the a~~ meeting. Similarly, if all 17 seats are filled, ~~a majority for purposes of establishing~~ a quorum is established when would require nine (9) members ~~be are~~ present at ~~the a~~ meeting. No action shall be taken by the Advisory Board unless a ~~majority of the members are~~ quorum is present as defined above. ~~An~~ Alternate Advisory Board members ~~substituting for a members~~ may be ~~included-counted~~ in determining whether a quorum is established at a meeting.

E. Voting: Each member of the Advisory Board, or the member’s alternate when the member is absent, has one vote. A and a minimum of nine (9) votes of the members present, or alternates when members are absent, are required to pass a motion.

F. Conflict of Interest: As a general rule, ~~no a~~ member may not discuss or vote on an agenda item shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest. In such a case, the member shall announce that they have a conflict of

interest, and recuse themselves from discussing or voting on that item before the item is presented and considered.

G. Meeting Procedure: The Chair ~~will~~ shall preside at all meetings, and shall proceed with the business of the Advisory Board in a manner prescribed in these bylaws. The Chair ~~will~~ shall also decide questions of procedure as needed. If the Chair is not present at a meeting, the Vice Chair shall preside.

H. MXCAB members and staff shall adhere to their respective roles (as described in these bylaws) in good faith, and shall further amend the bylaws as needed, subject to Board of Supervisors' approval.

I. Order of Business: The regular order of business of the Advisory Board shall be at least the following:

1. Call to order
2. Roll call to determine voting eligibility of At-Large alternates. At the start of each meeting, the five (5) At-Large alternates shall be randomly ordered by staff to replace absent At-Large members for purposes of voting.
 - a. Public comment on items not on the agenda
 - b. Approve Record of Action from prior meeting
 - c. Consideration and action on agenda items
 - d. Adjournment

J. Sub-Committees and Ad Hoc Committees: With approval from the MXCAB, the MXCAB Chair may create MXCAB sub-committees and/or ad hoc committees as needed, composed of regular or alternate members. All such committees are open and accessible to the general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. The MXCAB Chair shall consult with MXCAB staff to ensure staff capacity to support any such committee meetings.

K. Public Access: All meetings of the Advisory Board shall be open and accessible to the general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of facilitating the business of the Advisory Board, the Chair may set in advance of public comment reasonable time limits for oral presentation.

Article IV. – Administration

The Advisory Board shall obtain staff support from the County Administrator's Office or another county office designated by the Board of Supervisors. The staff will be responsible for compiling and distributing the compilation and distribution of Advisory Board meeting notices, agenda packets and records of action; arranging for translation into Spanish of MXCAB meeting agendas; arranging for simultaneous interpretation (at a minimum in American Sign Language and Spanish) for all MXCAB meetings; posting MXCAB meeting videos on the county website within seven (7) days of the most recent meeting;

[maintaining the MXCAB member roster and contact list; maintaining and providing the Chair with a list of current MXCAB vacancies; providing the Chair with an updated MXCAB attendance record for the prior quarter; advising the MXCAB Chair and members on questions of procedure; and responding to questions and requests from the MXCAB Chair between meetings.](#)

Article V. – Compensation

Members of the Advisory Board shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

Article VI. – Changes to Bylaws

The provisions of these Bylaws may be altered, amended or repealed within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless and until the change has been approved by the Board of Supervisors, after consideration and recommendation by the Finance Committee.

Measure X Community Advisory Board

Operating principles

VISION STATEMENT

Contra Costa County will have the necessary funds to invest in and sustain a robust system of care and the social and public services necessary to support a vibrant community and ensure that all county residents have equitable opportunities to thrive.

OPERATING PRINCIPLES

Assumptions and commitments that inform our work together:

1. Shared responsibility to practice the values of equity, justice, inclusion and compassion.
2. Sustaining a strong social safety net is important for the health and prosperity of all.
3. Investments will prioritize prevention as well as addressing current system gaps.
4. Investments will help leverage other funding sources when feasible.
5. Needs and issues are intersectional and interconnected. Think about needs and services from the point of view of residents.
6. Name inequities and disparities, and be specific in naming and recognizing those who are most harmed by them, especially Black and Latinx residents. Additional areas of focus include residents with mental health needs, indigenous people, Asian American/Pacific Islander American residents, seniors, disabled people, children and youth (prenatal to adult), immigrants, unsheltered and homeless residents, rural communities, LGBTQ+ residents, and poor people.
7. Economic opportunity and equity are at the heart of our purpose.
8. Seek transformative solutions, in addition to filling current service gaps.
9. Fostering a culture of inclusion, welcoming, and belonging demonstrates our commitment to equity and will improve our work process and outcomes.

How we conduct ourselves in meetings:

1. Consider not repeating a point someone else has already made (or briefly agree).
2. Treat each other and all participants with mutual respect.
3. Be curious; practice active listening; seek to understand.

4. To fully embody our principle of inclusion: Support the accessibility needs of all participants to the extent feasible, including language access (interpretation and translation), technical support, and visual/audio support.

January 31, 2023

TO: Contra Costa County Board of Supervisors

FROM: Mariana Moore, Chair, Measure X Community Advisory Board (MXCAB)

RE: The path forward for the Measure X Advice and Oversight

The purpose of this memo is to convey to the Board of Supervisors and the public, on behalf of the Measure X Community Advisory Board (MXCAB), the collective views and recommendations of MXCAB members regarding MXCAB's future role. This document briefly summarizes MXCAB's work to date, lays out the successes and challenges identified by MXCAB members during the course of their work, and provides recommendations on the most effective role for MXCAB going forward. The two most recent MXCAB meetings were devoted in part to securing this feedback from MXCAB as a whole, so that this information could be presented to the Board of Supervisors on behalf of the Advisory Body as a whole.

Background on the formation and activities of MXCAB:

Following the passage of the Measure X half-cent sales tax measure in 2020, the Board of Supervisors created the Measure X Community Advisory Board in March 2021. An open recruitment process was held to fill the 27 seats, and MXCAB commenced its work the following month, in April 2021. In accordance with the Bylaws, MXCAB members launched an intensive and rigorous Community Needs Assessment that culminated in a report, including funding recommendations, that was presented to the Board of Supervisors in October 2021. The Board subsequently allocated Measure X funds to a variety of programs and services, including many but not all of the priorities recommended by MXCAB. In 2022, MXCAB members received limited updates from County Administrator's Office (CAO) staff, and from some department heads including Employment & Human Services and Health Services, on the status of, and plans for, Measure X-funded projects. The County also contracted with an independent consulting firm, Further the Work, to conduct a detailed written assessment of MXCAB's work and impact to date, along with an assessment of the processes MXCAB employed in conducting its work.

MXCAB successes to date:

MXCAB members identified the following achievements as being particularly notable during the first two years of MXCAB's work:

- **Appointment process:** The Board of Supervisors' public, inclusive, and rigorous appointment process resulted in the appointment of 27 members (including alternates) who effectively represent diverse communities, perspectives, geographic areas, and areas of expertise, including lived experience of the community needs addressed by Measure X.
- **Group culture and practices focused on equity and inclusion:** MXCAB members allocated time early on to develop a set of Operating Principles that grounded the work in equity, transparency and inclusion. In addition, with the support of County staff, document translation (into Spanish) and simultaneous interpretation (American Sign Language and Spanish) were provided for all MXCAB meetings. In addition, all issue panels during the needs assessment included at least one person with lived experience of the issues being discussed, and residents were given equal

billing along with County and community organization leaders who provided programmatic expertise. Lastly, MXCAB's leadership and members were deeply committed to creating a welcoming and inclusive environment during meetings, with the result that meeting attendance frequently exceeded 60-100 people.

- **Outcomes:** Despite the time pressures that necessitated weekly meetings of four or more hours, MXCAB members worked well together to conduct the rigorous community needs assessment and produce a comprehensive report with recommendations to submit to the Board of Supervisors. The recommendations provided to the Board of Supervisors were adopted by a unanimous vote of MXCAB members.

Challenges and learnings:

As a new advisory body with a complex and urgent charge – to assess community needs and make funding recommendations in a very short timeframe – several challenges arose as MXCAB conducted its work over the past two years.

- **Insufficient or conflicting information:** During the initial round of funding decisions, the lack of information provided to MXCAB about the Supervisors' planned process for allocating Measure X funds created confusion and dismay for many MXCAB members; for example, the Board of Supervisors did not convey to the public nor MXCAB the specific criteria they would be using to make funding decisions; and nor did they provide an overall written rationale for the funding decisions they did make. In addition, once the initial community needs assessment and funding recommendations were complete, MXCAB spent much of the ensuing months seeking to understand the status of MXCAB's current and projected revenues, the timing and process of the next annual community needs assessment as called for in the Bylaws, and how the public would be kept apprised of the status of Measure X-funded programs and services.
- **Role confusion:** During the first year of MXCAB's work, there was a clear understanding of the respective roles of MXCAB members and County staff, and the process ran smoothly. Once the funding recommendations were submitted, the work of MXCAB became less clear-cut, and the roles of MXCAB and CAO staff in relation to carrying out MXCAB's became increasingly unclear. While MXCAB members have always been clear that the Board of Supervisors is ultimately responsible with overseeing Measure X funds and making funding decisions, the MXCAB Bylaws do call for MXCAB to "evaluate annually all outcomes and impacts of programs and services funded by Measure X," but no clear path was laid out as to how to best go about that, and in what timeframe, and with what support from County staff. Lastly, with most Measure X funds (current and into the foreseeable future) seemingly now locked in by virtue of ongoing program costs, the role and timing of MXCAB in performing an annual assessment of community needs has become increasingly unclear.

Recommendations for moving forward

When the sales tax measure was put on the ballot, a large coalition of county leaders, labor organizations, community-based organizations, faith communities, and others came together to mount a strong and unified campaign. There was a shared recognition that, because sales tax measures are regressive, the resulting tax funds should be prioritized to help residents who are most in need of services and support. From the very beginning of the campaign, there was clear commitment from diverse stakeholders to ensure that the process for distributing Measure X funds was open, transparent, and deeply connected to ongoing input from community members, including those who most need

support. Based on testimony provided to MXCAB over the past two years, community members and stakeholders view MXCAB as a vital embodiment of this stated intent, and are deeply protective of MXCAB's role in inviting, channeling, and communicating public input in an inclusive and welcoming way.

Over the past two years, MXCAB has served as an important ambassador and bridge to the larger public, providing an ongoing forum for community members, County staff, and other stakeholders to provide information, share diverse ideas and perspectives, and develop recommendations for consideration by MXCAB and ultimately by the Board of Supervisors. MXCAB's model has gained regional recognition as an important and innovative model of transparent and community-inclusive budgeting.

As the Board of Supervisors considers next steps regarding the ongoing role of MXCAB in Measure X oversight, MXCAB members urge the Board to consider the importance of maintaining a public space, via MXCAB, where County staff, community stakeholders, and members of the public can share information and updates, develop more detailed ideas to assess the impact and efficacy of Measure X-funded projects, and demonstrate to taxpayers and other members of the public that Measure X dollars are being invested in a way that honors the intent of Measure X and uplifts our community as a whole. While MXCAB members agree that financial oversight of Measure X funds is best performed by an entity other than MXCAB, the deeper ongoing assessment of the progress and impact of Measure X-funded programs and services is a responsibility that is uniquely suited to MXCAB's mission and strengths, in partnership with County leadership and staff.

cc: County Administrator Monica Nino and County Finance Director Adam Nguyen

MXCAB Recommendations on Roles Going Forward

February 6, 2023

Finance Committee



Background on MXCAB formation & activities

- Diverse stakeholders engaged during campaign and with MXCAB
- Consistent shared commitment to equity & inclusion
- Community needs assessment



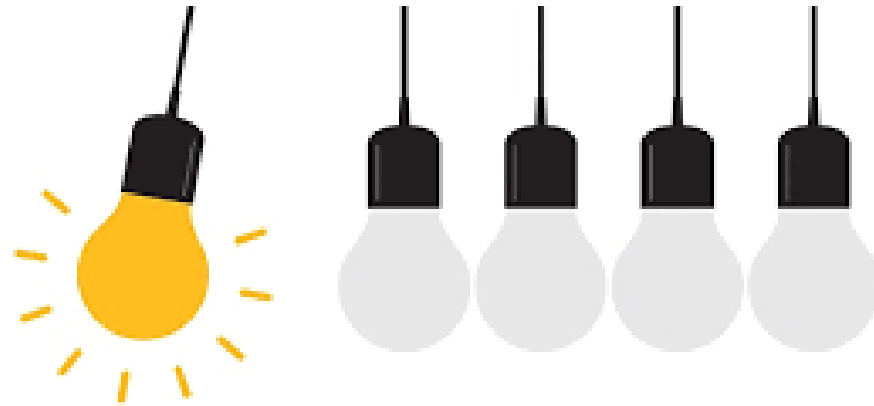
MXCAB successes to date

- Appointment process
- Group culture/practices → equity & inclusion
- Comprehensive needs assessment



Challenges & learnings

- Information flow sometimes insufficient or conflicting
- Role confusion



Recommendations

- Honor MXCAB's founding spirit and intent
- Leverage MXCAB's role as trusted ambassador, bridge-builder to stakeholders and the general public
- Clarify and flesh out MXCAB's role in assessing programmatic impact (not financial oversight)





Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

6.

Meeting Date: 05/01/2023
Subject: CONSIDER options for Measure X oversight
Department: County Administrator
Referral No.: 2023:3
Referral Name: CONSIDER options for Measure X oversight
Presenter: Adam Nguyen, County Finance Director **Contact:** Adam Nguyen, (925) 655-2048

Referral History:

CONSIDER options for Measure X oversight

Referral Update:

On November 3, 2020, voters in Contra Costa County approved Measure X, a Countywide, 20-year, half-cent sales tax. The ballot measure's stated intent for Measure X was "to keep Contra Costa's regional hospital open and staffed; fund community health centers; provide timely fire and emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services." Collection of the tax began on April 1, 2021. To date, \$194.5M has been collected, and \$345.4M has been allocated through FY23-24 to 9 departments encompassing 34 projects and funding areas.

On February 2, 2021, the Board of Supervisors approved the creation of a 17 member (+10 alternates) Measure X Community Advisory Board (MXCAB) to recommend funding priorities for the annual revenue received under Measure X funds. On March 9, 2021, the Board of Supervisors approved bylaws modeled after the County's Community Corrections Partnership and Juvenile Justice Coordinating Council. On April 27, 2021, the Board adopted revisions to the Measure X Community Advisory Board Bylaws currently in effect, which provided more detail regarding the process for subsequent appointments. The main responsibilities of the MXCAB include annual needs assessments to identify service gaps and an annual report on the outcomes and impacts of Measure X allocated funds.

On November 8, 2022, during a discussion item providing updates on Measure X, the Board requested that staff return with recommendations for the creation of an oversight body. In response, the County Administrator's Office conducted a review of oversight structures for county sales tax measures, including the counties of Alameda, Marin, San Mateo, Santa Clara, Sonoma, and Los Angeles [See Attachment B]. The review found that San Mateo's Measure K most closely resembles Contra Costa's Measure X, and all but Santa Clara have an oversight committee. Across the counties reviewed, common responsibilities for their sales tax oversight bodies include annual audits, performance measurement, and annual reports. Most of the oversight committees meet 2 or 4 times annually. [San Mateo](#) and [Los Angeles](#) counties also have particularly robust and informative websites providing news highlights, reports, and timely updates on related activities and the value provided the dedicated revenues.

Based on the findings from the comparative analysis, the County Administrator's Office has identified the key considerations listed below for discussion about Measure X oversight to potentially improve transparency, mitigate concerns about potential conflicts of interest and incompatible activities, and add resources to strengthen public information through more robust and timely website updates about Measure X activities, opportunities, and performance outcomes.

1. Role and responsibilities – What does oversight entail?
 - a. Annual financial audit
 - b. Performance measurement
 - c. Annual report
 - d. Avoid incompatible activities (e.g. funding recommendations, directing department activities)
2. Membership – Who should provide oversight?

- a. How many seats and for what term?
 - b. Who represents (e.g. experts such as Auditor-Controller, Public Works Capital Projects Manager, CAO, business and financial representatives from public)?
 - c. How are members selected (e.g. application, appointed by role)?
3. Deliverables
- a. Year-end report
 - b. Website maintenance with timely updates
4. How often should they meet?
- a. Quarterly at launch
 - b. Semi-annual afterwards
5. What resources are needed?
- a. Staff Measure X related meetings
 - b. Provide reporting on financials, projects status, activities, opportunities, and performance outcomes
 - c. Strengthen public information through more robust and timely website updates
6. How does the Measure X Community Advisory Body align?

Recommendation(s)/Next Step(s):

1. RECEIVE the report
2. CONSIDER options for Measure X oversight
3. DIRECT staff on next steps

Fiscal Impact (if any):

There are no immediate fiscal impacts associated with considering options for Measure X oversight.

Attachments

Attachment A - Measure X oversight options

Attachment B - Comparison of county oversight committees

Options for Measure X oversight

Adam Nguyen, County Finance Director
County Administrator's Office

May 1, 2023





Agenda

1. Measure X background
2. Comparison of county sales tax oversight committees
3. Key considerations



Measure X background

1. On November 3, 2020, voters in Contra Costa County approved Measure X, a Countywide, 20-year, half-cent sales tax.
2. The intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers; provide timely fire and emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services”
3. Collection of the tax began on April 1, 2021
 - a. \$217.6M has been collected through March 31, 2023
 - b. \$347.4M has been allocated through FY23-24 to 9 departments encompassing 34 projects and funding areas



Measure X Community Advisory Board

On February 9, 2021, the Board of Supervisors created the MXCAB to:

1. Oversee an annual assessment of community needs, focusing on the priority areas identified in the Measure X ballot language
2. Create a detailed priority list of the top service gaps based on the results from the Needs Assessment;
3. Use the Needs Assessment to make funding priority recommendations to the Board of Supervisors annually; and
4. Provide an Annual Report on the outcomes and impact of allocated funds.



Comparison of county sales tax oversight committees

1. On November 8, 2022 the Board requested that staff return with recommendations for the creation of an oversight body
2. CAO conducted a review of oversight structures for county sales tax measures, including Alameda, Marin, San Mateo, Santa Clara, Sonoma, and Los Angeles [See Attachment A]
3. San Mateo's Measure K most closely resembles Contra Costa's Measure X. All but Santa Clara have an oversight committee.
4. Common responsibilities: financial audits, performance measurement, annual reports
5. Meeting frequency – Most meet 2 or 4 times annually



Potential benefits of an oversight body

1. Improves transparency through objective financial audits
 - a. Confirm the accuracy of reported sales tax revenues received
 - b. Verify that expenditures by County departments, external agencies, and subrecipients were spent appropriately on their intended purposes
2. Mitigates concerns about potential conflicts of interest and incompatible activities
3. Potentially provides objective, expert, external review of departments' performance and the impact of Measure X funding
4. Increase public information about Measure X activities and impacts



Key considerations for Measure X oversight

1. Role and responsibilities – What does oversight entail?
 - a. Annual financial audit
 - b. Performance measurement
 - c. Annual report

2. Membership – Who should provide oversight?
 - a. How many seats and for what term?
 - b. Who represents (e.g. experts such as Auditor-Controller, Public Works Capital Projects Manager, CAO, business and financial representatives from public)?
 - c. How are members selected (e.g. application, appointed by role)?
 - d. Avoid incompatible activities (e.g. funding recommendations, directing department activities)

3. Deliverables: Year-end report(s), public discussion



Key considerations for Measure X oversight (continued)

4. How often to meet?

- a. Quarterly at launch
- b. Semi-annual afterwards

5. What resources are needed?

- a. Staffing to support reporting, public information, website development, program evaluation, and Measure X related meetings
- b. Contracted services for an external auditor

6. How does the Measure X Community Advisory Body align?



Finance Committee Recommendations

1. Create a Measure X oversight body responsible for reviewing Measure X revenues and expenditures, verifying conformance with the Measure's intent and Board direction
 - a. Financial audits would be conducted by an external auditor
 - b. The oversight body would produce an associated annual report
2. Membership: two seats for each county supervisor's district, serving three-year terms
3. Meeting frequency: Quarterly to start, semi-annual afterwards



CAO recommendations

1. RECEIVE the report
2. CONSIDER options for Measure X oversight
3. DIRECT staff on next steps

Attachment B - Comparison of Oversight Structures for County Sales Tax Revenues

	San Mateo	Alameda	Marin	Sonoma	Santa Clara	Los Angeles	San Francisco Bay Restoration Authority
Measure	Measure A (2012) and Measure K (2016) extended 20 years. Half-cent sales tax passed 2016 to support essential County services and to maintain or replace critical facilities. Also known as "San Mateo County Critical Services Measure."	Measure A, the Essential Health Care Services Initiative, was adopted by Alameda County voters in March 2004. The Measure authorized the County of Alameda to raise its sales tax by one-half cent in order to provide for additional financial support for emergency medical, hospital inpatient, outpatient, public health, mental health and substance abuse services to indigent, low-income, and uninsured adults, children, families, seniors and other residents of Alameda County.	Measure A to maintain open space, parks, and sustainable agriculture, without increasing tax rates, shall the Marin County measure be adopted to: manage vegetation to reduce wildfire risk and preserve biodiversity; protect streams, baylands, natural areas, wildlife habitat; maintain park facilities; and maintain/enhance walking, hiking, biking, and equestrian trails; by re-implementing an existing one-quarter cent sales tax , providing \$14,000,000 annually, for 9 years (renewed 2022; original 2012)	On Nov. 6, 2018, approved Measure M, a one-eighth cent sales tax that supports Sonoma County's regional and city parks. Approved by 72.6 percent of voters, the "Sonoma County Parks Improvement, Water Quality and Fire Safety Measure" went into effect in April 2019 and will provide funding for parks for 10 years.	Extended indefinitely in November 2018, the 2012 Measure A is a 1/8 cent sales tax approved by the voters in November 2012. As a result of the extension, the County has updated the strategic plan for 2012 Measure A usage by aligning services and community needs within a long-term strategy. Specifically, the Recommended Budget contains an ongoing allocation of 2012 Measure A revenue to the Office of Supportive Housing (OSH) to ensure critical service needs are met and to continue the mission of ending and preventing homelessness.	Measure H ¼-cent sales tax approved in March 2017, dedicated to preventing and addressing homelessness countywide.	Measure AA, or the San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure, was a revenue generating measure placed on the June 2016 ballots of the nine-county San Francisco Bay Area. The measure proposed a 20-year, \$12 parcel tax to raise approximately \$25 million annually to fund restoration projects in the Bay. It passed with 70% approval across the region and went into effect in 2017.
Sales tax rate	9.375%	10.250%	8.250%	8.500%	9.125%	9.500%	N/A
Funding decisions	Board of Supervisors approves every Measure K project, program, or initiative at a public meeting.	Seventy-five percent (75%) of the proceeds are transferred directly to the Alameda County Medical Center and 25% of the proceeds are allocated by the Alameda County Board of Supervisors (BOS) based on demonstrated need and the County's commitment to a geographically dispersed network of providers.	PARKS AND OPEN SPACE 65%, SUSTAINABLE AGRICULTURE 20%, CITIES AND TOWNS 15%. Proposed project expenditures are also routinely brought before the Parks and Open Space Commission and the Open Space District Board. An annual budget is reviewed by the Parks and Open Space Commission and approved by the Marin County Board of Supervisors.	Two-thirds of the funds collected will be spent on Sonoma County Regional Parks, enabling the department to: Maintain parks, trails & open spaces; Help protect water quality; Reduce risk of future wildfires; Protect wildlife habitats & fisheries; Improve access for the underserved; Support neighborhood parks & recreation. One-third of all the money will be shared by Sonoma County's cities to maintain and improve local parks. Each city will determine how best to prioritize its funding projects.	Allocated through annual budget process and approved by Board of Supervisors	The Homeless Initiative conducts an inclusive and transparent annual funding recommendations process involving County departments and agencies, cities, nonprofit service providers, community partners, and people who have experienced homelessness. Members of the public have multiple opportunities to provide feedback before the Board of Supervisors approves the final budget.	The Restoration Authority Board makes funding decisions at public meetings based on its enabling legislation and the requirements of Measure AA. The Board may fund projects to protect, restore and enhance the San Francisco Bay, including: habitat restoration projects; flood protection projects that are part of a habitat restoration project; and shoreline access and recreational amenity projects that are part of a habitat restoration project.
Structure	Oversight Committee	Citizen Oversight Committee	Oversight Committee	Citizens Oversight Committee	N/A	Citizen's Oversight Advisory Board	The San Francisco Bay Restoration Authority is a regional agency comprised of: A Governing Board of local elected officials (7); An Advisory Committee to represent the community and public agencies (27), and make recommendations on expenditure priorities within the requirements of Measure AA; An Oversight Committee (6); and Staff from state and regional agencies.
Oversight Membership	10 seats - two appointed per district	17 seats - League of Women Voters, Taxpayers Association, County Mental Health Board, Public Health Commission, Labor Council, City Managers Association, City of Berkeley, District seats	7 seats - (2) Parks Commission, (1) Agricultural Community, (4) members with working knowledge in subject areas and disciplines beneficial to the work of the committee (e.g. financial management and reporting, public agency administration, and provision of park and open space services). 2 year terms.	7 seats - 5 members appointed by each supervisorial district. 2 members appointed from a list of names submitted by the Mayors of Sonoma County Cities. In the absence of nominations from the City Mayors, the Sonoma County Parks Advisory Commission Chair and Vice Chair will serve on the Oversight Committee. Committee members will serve a three year term and are eligible to be reappointed to one additional three year term.	N/A	5 seats - Appointed by the Board of Supervisors	The Oversight Committee consists of one representative from each of the four regions (North, South, East, and West Bay), and two members from counties not already represented, currently Alameda and San Mateo.

	San Mateo	Alameda	Marin	Sonoma	Santa Clara	Los Angeles	San Francisco Bay Restoration Authority
Responsibilities	Annual audit, reviews and recommends metrics, prepares annual report. Committee does not make funding recommendations.	The Measure A ordinance established a Citizen Oversight Committee, which consists of 17 members appointed by the Alameda County Board of Supervisors (Board), to annually review the expenditures for the prior year and report to the Board on the conformity of the expenditures to the ordinance. The Committee develops, publishes, and presents a final report, based on individual reports submitted by fund recipients, at the end of each year to the Board.	The duties of the committee are to: (1) review annual expenditures to ensure they conform with the Expenditure Plan; (2) oversee an annual audit; and (3) prepare an annual report describing how funds were spent. These tasks are completed in partnership with staff and independent auditors.	The committee shall review the receipt and expenditures of the revenue from the transactions and use tax, including the County's annual independent audit. The committee's review shall be completed in conjunction with the County's budget process. The committee shall produce an annual oral or written report on its review which shall be considered by the Board at a public meeting. The committee may provide budget recommendations to the Board and City Councils regarding expenditures from the transactions and use tax. To preserve the integrity and independence of the oversight process, the committee's responsibilities shall not include decision-making on spending priorities, financing plans or tax rate projections or assumptions and the committee shall have no authority to direct, nor shall it direct, County or City staff or officials.	N/A	The Homeless Initiative is the central coordinating body for Los Angeles County's ongoing effort – unprecedented in scale – to expand and enhance services for people experiencing homelessness or at risk of losing their homes. The Citizens' Oversight Advisory Board (COAB) meets quarterly to discuss a range of topics and conduct periodic audits.	The Independent Citizens Oversight Committee is a group of six individuals, operating independently from the Advisory Committee, Governing Board and staff of the Authority to provide an unbiased annual analysis of the work of the Authority. The group is responsible for the following tasks: 1. Annually review the Authority's conformance with Measure AA; 2. Review the Authority's audits and expenditure and financial reports; and 3. Publish an annual report of its findings
Meeting frequency	Meets at least twice a year.	Monthly	Regular public meetings of this committee are held on the second Thursday in February and November.	Quarterly	N/A	Quarterly	At least twice each year: once to discuss and make initial comments on the Authority's annual reports and financial documents; and a second time to discuss, amend, and adopt its findings and recommendations to the Authority, in the form of a written report.
Website	https://www.smcgov.org/ceo/measure-k	https://www.acgov.org/health/indigent/measureA.htm	https://www.parks.marincounty.org/about-us/measure-a#:~:text=Measure%20A%20Allocations,used%20for%20any%20other%20purpose.	https://parks.sonomacounty.ca.gov/learn/funding#:~:text=Measure%20M%20Details,going%20to%20the%20nine%20cities.	N/A	https://homeless.lacounty.gov/measure-h/	https://www.sfbayrestore.org/independent-citizens-oversight-committee



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

7.

Meeting Date: 05/01/2023
Subject: DISCUSS MXCAB membership
Department: County Administrator
Referral No.: 2023:1
Referral Name: MXCAB membership terms and attendance
Presenter: Mariana Moore, MXCAB Chair

Contact: Mariana Moore

Referral History:

DISCUSS MXCAB membership

Referral Update:

Chair Moore requested a review of membership.

Recommendation(s)/Next Step(s):

RECEIVE the report.

Attachments

MXCAB membership

Measure X Community Advisory Board Membership

	Incumbent	Seat Title	Term Start Date	Term End Date
Supervisory Seats				
	Rachel Rosekind	District I Appointee	4/1/2023	3/31/2025
	Willie Robinson	District I Appointee	4/1/2023	3/31/2025
	Kathryn Chiverton	District II Appointee	4/1/2023	3/31/2025
	Steven Bliss	District II Appointee	4/1/2023	3/31/2025
	Odessa LeFrancois	District III Appointee	4/1/2023	3/31/2025
	Susanna Thompson	District III Appointee	4/1/2023	3/31/2025
	Roxanne Carillo Garza	District IV Appointee	4/1/2023	3/31/2025
	Sharon Quesada Jenkins	District IV Appointee	4/1/2023	3/31/2025
	VACANT	District V Appointee	4/1/2023	3/31/2025
	VACANT	District V Appointee	4/1/2023	3/31/2025
At-Large Seats				
	Marcus Famui	At-large	4/1/2021	3/31/2024
	Gigi Crowder	At-large	4/1/2021	3/31/2024
	Ruth Fernandez	At-large	4/1/2021	3/31/2024
	Debbie Toth	At-large	4/1/2021	3/31/2024
	Sandra Wall	At-large	4/1/2021	3/31/2024
	Susun Kim	At-large	4/1/2021	3/31/2024
	Mariana Moore (CHAIR)	At-large	4/1/2021	3/31/2024
Alternates				
	VACANT	District I Alternate	4/1/2023	3/31/2025
	VACANT	District II Alternate	4/1/2023	3/31/2025
	VACANT	District III Alternate	4/1/2023	3/31/2025
	VACANT	District IV Alternate	4/1/2023	3/31/2025
	VACANT	District V Alternate	4/1/2023	3/31/2025
	Genoveva Calloway	At-large Alternate	4/1/2021	3/31/2024
	Melissa Stafford Jones	At-large Alternate	4/1/2021	3/31/2024
	Diana Honig	At-large Alternate	4/1/2021	3/31/2024
	Lindy Johnson	At-large Alternate	4/1/2021	3/31/2024
	Peter Benson	At-large Alternate	4/1/2021	3/31/2024